

New Horizons School Council Meeting Minutes

October 17, 2017

7:00 pm

Learning Common, New Horizons School

Bring/ Read: Please be aware that a limited number of paper copies of meeting minutes and agenda will be available. If you are able, please bring a device to view agenda online.

Attendees: Kim Johnson, Manda Wilde, Brandy Cox, Sandra Dargis, Ted Zarowny, Abram Chang, Nicole Pasemko, Sarah-Jane Lovgren, Sarah MacDonald, Will Watson, Faye Freeman, Anika Kooger

1. Call to order 7:05 PM
2. Welcome and introductions
3. Review agenda

Approval of the minutes from the June 26th meeting will be carried forward to next month's agenda.

- 4.** Review and approve meeting minutes from June 26 and September 26 meeting.

MOTION: Brandy Cox moved to approve the draft minutes from the June 26, 2017 meeting. Seconded by Manda Wilde. Motion Carried.

MOTION: Manda Wilde moved to approve the draft minutes from the September 26, 2017 meeting. Seconded by Sarah-Jane Lovgren. Motion Carried.

5. Reports

- Chair's report 5 minutes Kim Johnson

Working on revisions Letter to Minister Eggen

- | | | |
|----------------------|------------|-------------|
| • Principal's report | 30 minutes | Mr. Zarowny |
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See attached

Feedback was requested from parents regarding traffic safety concerns and how we might use a SCTSP Traffic Safety Grant to improve safety (or any other ideas to improve traffic safety).

Concerns included:

- Congestion in front of the school due to 2-way traffic, vehicles parked in no-stopping zones, jaywalking, vehicles entering the parking lot from the wrong direction.
- Difficulty crossing Strathcona Drive during busy times, existing marked crosswalk is in an awkward spot, a request was made to move that crosswalk farther west but probably won't happen because it would be very close to a private driveway

Ideas included:

- Purchase another cross-walk sign to be set out on another corner to cross Sherwood Drive to increase visibility and slow the traffic
- Use grant to purchase a safety game to help students learn traffic safety
- Purchase small flashing safety lights for younger grades to attach to their backpacks (cost \$2 - \$3 each)
- Put pylons in the no stopping zone in front of the school
- Send email to parents to remind them of the rules
- More monitoring during pick up and drop off (parent volunteers perhaps)
- Some kind of positive recognition to thank parents who are following the rules in our traffic flow plan
- Perhaps have volunteers from Jr. High to act as student traffic safety monitors. They could help younger kids get from the drop off zone into the school. Would be good leadership opportunity, could have safety vests and a training orientation.

ACTION ITEM: School council to add traffic safety as a discussion item for our next meeting agenda

Mr. Zarowny also mentioned that he would prefer that when dropping off in the parking lot, vehicles stop along the new sidewalk or in front of the school (where the busses stop) rather than pulling into the parking stalls. This would help traffic flow and minimize the hazard from vehicles backing up. He would prefer that parents only pull into the parking stalls if they are leaving their vehicle to enter the school or otherwise need to remain in the parking lot for an extended period.

- Financial Officer's report 5 minutes Manda Wilde

See Attached

The revised 2017/18 fund allocation was approved by FANHS. The draft allocation that we submitted was reduced to remove \$5,000 of unallocated major projects funding to match up with the total amount that FANHS feels they can fund this year.

Total approved by FANHS was \$53,800.

- FANHS' Report 5 minutes Abram Chang

See Attached

- Communications Officer 5 minutes Laura Rasmussen

Parents would need to adjust settings if they want to see all posts on the School Council webpage

6. Previously Tabled Business

None

7. Items for Discussion/input

Halloween Dance October 27, 2017

Music: Mr. Zarowny will be there to set up the music system but doesn't feel he has the right music library for the Dance. Abe Chang provided the music for the last dance but he will not be in town this time.

Could we use a streaming service like Apple Music? Hook up to Kim's ipad?

We may not be able to turn out the lights (due to construction), might be able to dim them at least. Mr. Zarowny to check with construction company.

Kids will need to wear indoor shoes to protect the floor

Decorations were not part of the leadership class' mandate. Kim will bring her spooky blow-up tree. Sandra will bring her disco light. Does anyone else have any lighting or blowup Halloween decorations.

Will do seating for the parents – maybe set tables up to the west side by the doors

Leadership class is to present the items to be sold in the concession to Abe for approval so that we are still in line with the food guide. He recommended that the focus on hydrating drinks and light snacks.

Leadership students will present at our November meeting on what they learned.

8. New business

- Brandy Cox presented the draft Classroom Incentive Policy for feedback (See Attached)
Mr. Zarowny will forward it to the staff for feedback.

ACTION ITEM: The draft policy must be posted by November 7th. Needs 21 days notice prior to voting on the policy at the November 28th meeting.

Next policy will be records retention. Also plan to prepare a future policy for expense reimbursements detailing the process to obtain a reimbursement including what invoice support is required. Goal is to have an electronic policy manual available including links to fillable forms. Brandy Cox has volunteered to prepare and present one policy per meeting.

FANHS may have space in their locked cabinet that school council could share to store our paper records.

- Future meeting dates: 4th Tuesday of the month, November 28th, December 19th (may cancel), January 23rd, February 27th, March 20th (may be moved up), April 24th, May 22nd, June 26th (AGM)

9. Future Agenda items

- To discuss drafting Article for Operating Procedure relating to records retention.
- Suggestions to improve traffic safety
- Vote on Student incentives policy
- Presentation on School Dance from the leadership students

10. Mail/Communications

11. Confirmation of date of next meeting November 28, 2017. Meeting adjourned at 8:24pm

NHS School Council Meeting

Principal's Report

October 17, 2017

7:00 p.m.

New Horizons School

1. Thank You!

Information

Thank you to New Horizons School Council and FANHS for the support in purchasing a new score clock for the gymnasium. It will be installed soon!

Thank you also for the chrome book purchase. They are currently being used in the Ms. Wygiera's class and the primary classrooms.

3. Grade 3 SLA

Information:

Currently, our Grade 6 and Grade 9 students are assessed annually using the Provincial Achievement Tests (PAT) for the four core subjects: Language Arts, Math, Science, and Social Studies. Up until 2014, Grade 3 students also wrote the PATs Language Arts and Math.

Since 2014, the Grade 3 PATs were no longer administered, and Alberta Education has been piloting an alternative to the Grade 3 PAT. The alternative assessment is called the Student Learning Assessment (SLA). The pilot is complete, and all schools have the option of administering the SLAs this year.

Unlike the PATs, the SLAs are administered at the front end of the year so that the information can be used for planning during the course of the year. While use of the SLA is optional, our two grade 3 classes will be participating later this month.

The SLAs are digital assessments focusing on literacy and numeracy. They are marked locally, and individual results will be shared with parents.

For more on the SLAs, visit [Alberta Education](#).

3. The Strathcona County School Traffic Safety Partnership

Information:

The [Strathcona County School Traffic Safety Partnership](#) STSP provides a collaborative forum to effectively address traffic safety concerns at County schools through the integrated implementation of engineering, education, and enforcement initiatives.

The partnership is composed of representatives from the Elk Island Public and Catholic School Boards (including Student Transportation, Facilities and Administration), New Horizons Charter School, the Catholic Education Parents Advisory Council (CEPAC), EIPS's Committee of School Councils (COSC), Alberta Transportation Office of Traffic Safety, Strathcona County RCMP and Enforcement Services, and Strathcona County's Transportation and Agriculture Services.

The SCSTSP (<http://www.schooltrafficsafety.com/>) has a Traffic Safety Grant in the amount of \$250 to brainstorm unique projects to combat their specific issues.

Action:

Discuss some traffic safety concerns and how we may use the SCTSP grant to assist us.

New Horizons School Council Financial Officers Report

October 17, 2017
7:00 pm to 9:00 pm
Learning Common, New Horizons School

1. September 2017 Expenditures:
No invoices received

2. October 2017 Expenditures
Three invoices approved:
 \$47.95 School Support, Sports & Well Being
 Item: Spare Lunches

 \$7,500.00 School Enhancement, Major Projects
 Item: Scoreclock

 \$18,750 School Enhancement, Technology
 Item: Chromebooks (75)

3. Current Fund Allocation Overview

New Horizons School Fund Allocation			
	2017-2018 Allocation of Funds	Spent Funds	Remaining Funds
School Support	\$ 12,250	\$ 48	\$ 12,202
Classroom Support	\$ 2,550	\$ -	\$ 2,550
School Enhancement	\$ 36,500	\$ 26,250	\$ 10,250
Community Building / Parent Support	\$ 1,100	\$ -	\$ 1,100
School Council Administration	\$ 500	\$ -	\$ 500
GRAND TOTAL:	\$ 52,900.00	\$ 26,297.95	\$ 26,602.05

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FANHS Report for School Council

October 17, 2017;

School Council

As of Oct 3, 2017, FANHS has approved the cost allocations for \$53 800 dollars. Should School Council require additional funds, then, then this can be done through an additional allocation request.

ADmazing Fundraiser / SUTP

The ADmazing fundraiser raised close to \$2700 dollars. Which is surpasses the initial estimate of 200 books, the actual count is 283 books sold.

Honorable mention to Aubree Doetzel, from grade 1-F who sold the most books for this event.

Hot Lunch Program:

Some people may have noticed that there was a delay in our hot lunch program. The caterers were busy updating their menus in order to support of “Alberta Nutrition Guide for Children” program, as put forth by Alberta Health and Education. EIPS and Catholic School Board, have administrative procedures that force them to update the menu items. NHS does not have the same administrative procedures; however, we are following the spirit of the guidelines and have provided alternatives such as whole wheat buns and a deduction of desert items are some of the changes.

Stawnichy Meats Fundraiser

Our Current Campaign is selling Stawnichy Meats (Mundare Sausage). Forms have already been sent home, on Oct 3, 2017. We will need volunteers to help sort and the meats when it comes in. We’re only asking for an hour or two for this commitment.

Noteworthy dates:

Submit forms by: Thursday Oct 26, 2017 (as Oct 27 is PD day)

Halloween School Dance (Concession)

We’re trying something new here, Mrs. Dinel’s “leadership” class is looking to take this event on. School, School Council and FAHNS are giving this class a real life opportunity in leading the advertisement and concession of this event.

Noteworthy dates:

- Oct 27, 2016 @ 6:30 to 8:30 pm

Purdy's Chocolate Fundraiser

Our next fundraiser is scheduled to start in late October or early November. This is the Purdy's chocolate. This is one of the largest fundraising events for the school.

Noteworthy dates: TBD

Submit forms by: TBD

Upcoming Fundraising

"Funscript Gift Card", "Dough for Kids" are low stress fundraising, more details to come.

Grants

With help from Mr. Zarowny, Ms. Vigfusson, Mrs. Rasmussen, and I we have formed a small team to look at applying for grants. We are looking at this as an alternative form of fundraising for the school. I will be looking to others to help expand this option, as it uses a far less resources than traditional fundraising opportunities.

I am looking for volunteers to help look for and apply for grants. If you're interested, please come talk to Mrs. Rasmussen, Ms. Vigfusson, or myself for details.

Membership / Volunteers

We need lots of volunteers for these fundraisers - we'll have them posted shortly on www.signup.com/group/337901136014, or you can email nhs.volunteer.coordinator@gmail.com

Next Meeting

FANHS Meeting is Tuesday, Nov 28, 2017 at 6:00 pm, in alignment with School Council proposed meeting.

We will focus only on Fundraisers for "Jan-April" 2018.

If you have an fundraising idea you'd like to see, please email FANHS.President@gmail.com. Please send the following; a URL link to general information, expected margin, known costs and whether or not you would be able to lead this event.

Policy on Class Room Incentives

Objective

The purpose of this policy is to ensure transparency to parents on the intended use of funds provided for class room incentives. It is intended to balance the required flexibility teachers need to determine appropriate class room incentives, unique to their circumstances, while providing some rigor to ensure accountability for the intended use of these funds.

The policy serves to provide guidance to teachers on the use of allocated funds from School Council in the category of Class Room Incentives.

Eligible Expenses

The Class Room Incentives fund allocation is meant to provide all K-9 teachers in New Horizons School with access to funds that support rewarding and positive class room experiences for students. Expenses should be for materials and supplies that teachers might use to incent and reward good behaviour or performance. Examples include, but are not limited to the following:

Prizes – Teachers may purchase prizes that can be awarded to children. Examples might include stickers, special pens, and notepads.

Events – Teachers may offer a special event party to recognize milestones and/or particular efforts of children on a class room basis. An example could include a pizza party following completion of Independent Studies.

Activities – Teachers may host recurring celebratory or recognition activities. These recurring classroom events might offer students the opportunity to play games or other activities. The purchase of games and supplies for these recurring events are eligible expenses under this policy.

Administration – Teachers may use funds to track and highlight student work toward individual or classroom goals. An example could include large format poster boards or individual progress tracking tools.

Ineligible Expenses

Allocated funds should not be used to purchase materials or supplies that would ordinarily be covered under the School's annual budget. This might include classroom supplies such as Kleenex. Similarly, funds should not be used for materials and supplies that should be addressed through a separate fund allocation request of School Council, such as seasonal events or special classroom equipment.

Procedure

Teachers will be provided a yearly budget based on School Council's annual fund allocation, subject to approval by the Fundraising Association of New Horizons School in compliance with the Fund Allocation Policy (Policy #TBD).

Typically, the budget will be based on a per student basis for each teacher, as well as a flat budget for both French and Music, owing to the unique nature of their work in teaching student on a school-wide basis.

Teachers may incur eligible expenses up to their budget total and submit them to the School Council Treasurer for re-imbursement. Re-imbursement requires receipts and rationale for how incurred expenses provide a classroom incentive to students.

In the event that teachers choose to combine their allocated funds, for example, to support a grade-wide recognition event, the request for re-imbursement shall require a joint submission from all participating teachers.

Teachers are encouraged to liaise with School Council to seek advice on expense eligibility prior to material/supply purchase. This may offer an opportunity to direct teachers to School Council for a separate fund allocation should desired expenses not be eligible under this policy.