



Board Meeting

Agenda Package

September 19, 2018

☞ *New Horizons Charter School Society* ☞

AGENDA**Type of Meeting:** Board**Date:** September 19, 2018**Page:**1 of 2*"TOWARDS NEW HORIZONS":**Is it in the best interest of our students?**Does it support excellence?*

**NEW HORIZONS CHARTER SCHOOL SOCIETY
BOARD OF DIRECTORS' MEETING
SEPTEMBER 19, 2018**

AGENDA

Vision: New Horizons School will enable gifted students to strive for excellence in a positive academic learning environment that fosters social and emotional support for each student.

- | | | | |
|--|---|--------------|---------|
| 1. | Call to Order | N. Pasemko | 7:00 pm |
| 2. | Statement of Territorial Acknowledgment | N. Pasemko | 7:01 pm |
| <p><i>The Board of Directors of the New Horizons Charter School Society respectfully acknowledges that the land on which we meet is Treaty 6 territory, a traditional home, gathering place, and travelling route for diverse Indigenous Peoples, including Cree, Saulteaux, Blackfoot, Nakota, Sioux, as well as the homeland of the Métis Nation. We recognize our responsibility as Treaty members and honour the heritage and gifts of the First Peoples of this land.</i></p> | | | |
| 3. | Adoption of Agenda | N. Pasemko | 7:02 pm |
| 4. | Disclosure of Conflict of Interest | N. Pasemko | 7:03 pm |
| 5. | Approval of Minutes | N. Pasemko | 7:04 pm |
| | 5.1 June 20, 2018 – attachment | | |
| | 5.2 August 9, 2018 – attachment | | |
| 6. | Administration Reports | | 7:06 pm |
| | 6.1 Superintendent's Report – attachment | D. Falk | |
| 7. | Board Reports | | 7:21 pm |
| | 7.1 Board Chair's Report | N. Pasemko | |
| | 7.2 Committee Reports | N. Pasemko | |
| 8. | New Business | | 7:26 pm |
| | 8.1 Counsellor's Report – memo & attachment | L. Vigfusson | |
| | 8.2 Board Elections and Fall Series of Board and Society Meetings – memo & attachment | D. Falk | |
| 9. | Board Work Plan | | 7:36 pm |
| | 9.1 Draft Board Work Plan 2018-19 – attachment | N. Pasemko | |

AGENDA**Type of Meeting:** Board**Date:** September 19, 2018**Page:**2 of 2*"TOWARDS NEW HORIZONS":**Is it in the best interest of our students?**Does it support excellence?*

- | | | | |
|-----|---|------------|---------|
| 10. | The Association of Alberta Public Charter Schools | N. Pasemko | 7:41 pm |
| | 10.1 Nominations for Halvar Jonson Award – attachment | | |
| | 10.2 Notification re Annual General Meeting – attachment | | |
| 11. | Receipt of Reports | N. Pasemko | 7:50 pm |
| 12. | Correspondence Sent | N. Pasemko | 7:51 pm |
| | 12.1 Letter to Tony Hodge (August 9, 2018) re Board's Recommended Contractor on Modular Project | | |
| 13. | Correspondence Received | N. Pasemko | 7:52 pm |
| | 13.1 Email from Minister D. Eggen (August 10, 2018) re Submission of Information re School Fees | | |
| | 13.2 Email from Minister D. Eggen (August 28, 2018) re Implementation of an Act to Support Gay-Straight Alliances | | |
| | 13.3 Letter from Minister D. Eggen (September 12, 2018) re Request for Enrolment Cap Increase | | |
| 14. | In Camera | N. Pasemko | 8:05 pm |
| 15. | Adjournment | N. Pasemko | 8:45 pm |

Next Board Meeting – Wednesday, October 10, 2018
(immediately following the Special General Meeting of the New Horizons Charter School Society, which will be held at 7:00 p.m.)

June 20, 2018 7:00 PM

Board Members Present At Call To Order:

Nicole Pasemko
CHAIR

Michelle Macdonald
DIRECTOR

Jill Weiss
DIRECTOR

Trevor Panas
DIRECTOR

Inna Mackay
DIRECTOR

Elaine Macdonald
DIRECTOR

Administration Present:

Don Falk
SUPERINTENDENT

Ted Zarowny
PRINCIPAL

Fred de Kleine
SECRETARY-TREASURER

1. Call to Order

Chair Pasemko called the meeting to order at 7:00 pm.

2. Statement of Territorial Acknowledgment

The Board of Directors of the New Horizons Charter School Society respectfully acknowledges that the land on which we meet is Treaty 6 territory, a traditional home, gathering place, and travelling route for diverse Indigenous Peoples, including Cree, Saulteaux, Blackfoot, Nakota, Sioux, as well as the homeland of the Métis Nation. We recognize our responsibility as Treaty members and honour the heritage and gifts of the First Peoples of this land.

3. Adoption of Agenda

*Motion 2018-06-20-01 Motion to adopt agenda for the Board Meeting
June 20, 2018*

*Moved: Director Macdonald, Seconded: Director Weiss,
Carried*

4. Disclosure of Conflict of Interest:

None

5. Approval of Minutes

5.1 Minutes from May 30, 2018

Motion 2018-06-20-02 Motion to approve May 30, 2018 Board Meeting Minutes.

Moved: Director Weiss, Seconded: Director Macdonald, Carried

6. Guest Report

6.1 Report from School Council

Principal Zarowny spoke to a written report provided by School Council Chair Kim Johnson detailing the activities and the special events of School Council this school year.

Director Coles joined the meeting at 7:10 pm.

7. Administration Reports

7.1 Principal's Report

None

7.2 Superintendent's Report

Superintendent Falk spoke to his written report as attached to the agenda for the meeting.

8. Board Reports

8.1 Board Chair's Report

None

8.2 Audit Committee Report

Director Panas spoke to the Audit Committee's June 18, 2018 meeting minutes as circulated at the meeting. Minutes of the Audit Committee are kept on file in the office of the Secretary-Treasurer.

8.2.1 Quarterly Financial Report

Secretary-Treasurer de Kleine spoke to the Quarterly Financial Statements for the period ended May 31, 2018 as circulated at the meeting.

8.3 Survey Committee Report

Principal Zarowny spoke to the 2017 - 2018 Board-initiated Stakeholder Survey results as circulated at the meeting.

8.4 Other Committee Report

None

9. New Business

9.1 Diploma Exam Achievement of Former NHS Students

Superintendent Falk spoke to the Diploma Exam achievement of former NHS students as attached to the agenda for the meeting.

9.2 Socio-economic Status Index and Gap Score Report

Superintendent Falk spoke to the Socio-economic Status as a Predictor of Student Achievement report as attached to the agenda for the meeting.

9.3 Accountability Pillar Results Report

Superintendent Falk spoke to the Accountability Pillar results for May 2018 as attached to the agenda for the meeting.

10. Board Strategic Goals

10.1 Transfer of Ownership

Superintendent Falk spoke to the Transfer of Ownership of the Facility and Lands to the New Horizons Charter School Society.

10.2 Enrolment Cap

Superintendent Falk spoke to the Enrolment Cap issue as attached to the agenda for the meeting.

10.3 Long-Range Capital Plans

Superintendent Falk spoke to the Long-Range Capital Plans as attached to the agenda for the meeting.

10.4 School Rebranding Initiative

Superintendent Falk spoke to the School Rebranding Initiative, as attached to the agenda for the meeting.

11. Board Work Plan 2017-18

The Board reviewed the Board Work Plan 2017-18, as attached to the agenda for the meeting.

Motion 2018-06-20-03 Motion to set the September 2018 Board Meeting for September 19, 2018 and the Special General Meeting for October 10, 2018.

Moved: Director Weiss, Seconded: Director Macdonald, Carried

Motion 2017-06-20-04 Motion to set the Board Housekeeping Retreat for September 8, 2018

Moved: Director Weiss, Seconded: Director Macdonald, Carried

12. The Association of Alberta Public Charter Schools

12.1 Letter (2018-06-07) from Education minister D. Eggen re Transportation Survey

12.2 Email (2018-06-08) from TAAPCS President R. Koper re Superintendent Compensation Issue

13. Receipt of Reports

Motion 2018-06-20-05 Motion to receive reports as presented to the Board.

Moved: Director Coles, Seconded: Director Macdonald, Carried

14. Correspondence Sent

None

15. Correspondence Received

15.1 Emails (2018-05-31 and 2018-06-01) from Education Minister D. Eggen re Superintendent Compensation

16. Motion to Move into Camera:

Motion 2018-06-20-06 Motion to move into camera at 9:11 pm.

*Moved: Director Weiss, Seconded: Director Mackay,
Carried*

17. Motion to Move Out of Camera:

Motion 2018-06-20-07 Motion to move out of camera at 9:40 pm.

*Moved: Director Weiss, Seconded: Director Mackay,
Carried*

16. Motions Arising from In Camera

Director Panas abstained for reasons of conflict of interest.

*Motion 2018-06-20-08 Motion to ratify the Contracts of Employments with
Employee #0284, 0256, 0276, 0258.*

*Moved: Director Weiss, Seconded: Director Mackay,
Carried*

17. Adjournment

Chair Pasemko adjourned the meeting at 9:42 pm.

Next Board Meeting – Wednesday September 19, 2018 at 7:00pm.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

Date: August 9, 2018

Initials: Chair _____

Approved: DRAFT

Recorded By: Michelle Macdonald

Secretary _____

August 9, 2018 6:30 PM

Board Members Present at Call to Order:

Nicole Pasemko
CHAIR

Michelle Macdonald
DIRECTOR

Trevor Panas
DIRECTOR

Inna Mackay
DIRECTOR

Administration Present:

Don Falk
SUPERINTENDENT

Fred de Kleine
SECRETARY-TREASURER

1. Call to Order

Chair Pasemko called the meeting to order at 6:36 pm.

2. Statement of Territorial Acknowledgment

The Board of Directors of the New Horizons Charter School Society respectfully acknowledges that the land on which we meet is Treaty 6 territory, a traditional home, gathering place, and travelling route for diverse Indigenous Peoples, including Cree, Saulteaux, Blackfoot, Nakota, Sioux, as well as the homeland of the Métis Nation. We recognize our responsibility as Treaty members and honour the heritage and gifts of the First Peoples of this land.

3. Adoption of Agenda

*Motion 2018-08-09-01 Motion to adopt agenda for the Board Meeting
August 9, 2018.*

*Moved: Director Mackay, Seconded: Director Panas,
Carried*

4. Disclosure of Conflict of Interest:

None

5. New Business

5.1 Modular Classroom Construction Project

DRAFT

Page 1

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

Date: August 9, 2018

Initials: **Chair** _____

Approved: DRAFT

Recorded By: Michelle Macdonald

Secretary _____

Superintendent Falk spoke to the matter of the modular classroom construction project, as presented in his attached memo to the Board and in documentation received from ONPA Architects Inc.

Motion 2018-08-09-02 Motion to recommend acceptance of the bid from Krawford Construction Inc.

Moved: Director Mackay, Seconded: Director Panas, Carried

8. Adjournment

Chair Pasemko adjourned the meeting at 7:03 pm.

Next Board Meeting – Wednesday, September 19, 2018 at 7:00pm.



Superintendent's Report to the Board of Directors

September 19, 2018

1. **Grand Re-opening Celebration**

Our school's Grand Re-opening Celebration, commemorating the completion of the \$8 million major modernization that has been undertaken during the past two years, was held on the afternoon September 12, 2018. Attached for the information of Directors are the following documents:

- Grand Re-opening Celebration Program
- List of Special Guests who Attended

Included in the program was an excellent video presentation, prepared by Principal Ted Zarowny, that captured the history of the modernization project in a most compelling manner. This video will be reprised at the Board meeting of September 19/18.

2. **Enrolment Update**

At the time of the preparation of this report, 352 students are enrolled at our school. This is the highest enrolment in our school's history and is an increase of 11% (35 students) over last year's enrolment. During the past four years, our school's enrolment has grown by 132 students (60%).

Mr. Zarowny will provide a grade-by-grade enrolment summary at the Board meeting of September 19/18.

3. **Staffing Update**

I am most pleased to report that the large majority of our staff has returned for the 2017-18 school year. Nevertheless, staffing changes are a natural part of any organization, especially one that is growing at the rate in which our school has grown in recent years. Following are the "farewells" and "welcomes" that have occurred on our staff during the past twelve months:

- a. Sincere thanks and best wishes are extended to the following individuals to whom we said "Farewell" in 2017-18:
 - Camie Hamilton – service as a teacher since 2001
 - Barb Wik – service as a teacher since 2006
 - Cheri Unterschultz – service as financial secretary since 2016
 - Allison Kwantes – service as a teacher since 2017
 - Jennifer Asquini – on maternity leave during the 2018-19 school year

- b. A warm welcome is extended the following individuals who joined us during the course of the 2017-18 school year or who are new this year:
 - Brian Loehr – junior high teacher (during 2017-18)
 - Anne Servold – grade 6 teacher (during 2017-18)
 - Kandace Graham – music teacher (new in 2018-19)
 - Chantal Charest - grade 4 teacher (new in 2018-19)
 - Plans are also in place to add an educational assistant and office clerical support early in the 2018-19 school year
- c. The Board is also advised that Fred de Kleine, our long-time Secretary-Treasurer, will be retiring at the end of December 2018. We are most grateful for the excellent service that Mr. de Kleine has provided to our school since 2001 and wish him well as he enters a well-earned retirement. A search for Mr. de Kleine's replacement is presently underway.

4. Summer Facility Update

- a. Several maintenance projects were undertaken during the course of the summer. These included:
 - Installation of a sliding glass door in the infirmary. This provides greater privacy for students and a more finished appearance to the infirmary, while at the same time maintaining the ability to monitor students who use the room.
 - Annual inspection and re-certification of the fire alarm panel, fire alarm pull stations, sprinkler system, and fire extinguishers.
- b. Modernization Deficiencies:
 - During the summer, Fillmore Construction addressed several remaining deficiencies from our major modernization project. Chief among these was a problem with one of the four large air handling units that serve the core portion of our facility. Several other minor deficiencies were addressed as well. The one-year period of addressing deficiencies is scheduled for completion on November 22, 2019.
- c. New High Performance Modular Classroom:
 - A special Board meeting was held on August 9, 2018, at which time the Board selected Krawford Construction Company Inc. as its preferred contractor for the installation of our school's new high performance modular classroom. The Board's recommendation was accepted by Alberta Infrastructure and the project, with a total value of approximately \$420,000, is now underway. Although the project has not proceeded as quickly as we had hoped, excavation is now underway and the modular is scheduled for installation in the early fall.

5. Occupational Health & Safety

In accordance with the requirements of Alberta's new Occupational Health and Safety legislation, our school has established a Joint Work Site Health and Safety Committee. Under the leadership of co-chairs Lori Vigfusson (representing the employer) and Brian Loehr (representing the workers) and including representation from the staff of the school, the Committee conducted its first health and safety inspection "facility walkthrough" on August 30, 2018.

6. Reciprocal Use Agreement

I am pleased to report that, after several years of discussions, our school is on the cusp of entering into a formal Reciprocal Use Agreement with Strathcona County. Such an agreement provides our school with free or low-cost access to more than thirty County recreation and athletic facilities (indoor and outdoor) and, in return, provides County recreational programs and residents with after-hours access to our school's gymnasium. Also included in the agreement is the maintenance of our school's playing fields and play structure.

The process of seeking such an agreement began in the fall of 2012, when the matter was raised at a meeting of the New Horizons Board and Strathcona County Council. Initially, our school was not eligible for consideration because we did not have a facility that enabled reciprocation (i.e. no gymnasium). Following our school's relocation to Sherwood Park, however, Administration has been involved in ongoing discussions with County officials, the objective being to secure the completion such an agreement. And although a verbal agreement has been in place for the past year or two, thus providing our students with access to County facilities "as though a written agreement were in place," an actual formal agreement has eluded us until now.

Last week, Mr. Zarowny and I met once again with representation from the County to review the terms of draft written agreement. It is anticipated that a final, formal Reciprocal Use Agreement will soon be in place.



Don Falk,
Superintendent

Attachments (2)



Grand Re-Opening Ceremony

Master of Ceremonies-Roshan Hassan

O Canada-Accompanied by Zohan Chan

Welcome-T. Zarowny

Elder Theresa Strawberry

Introduction of Dignitaries-D. Falk

Dance Performance-NHS Students

Coding Demonstration-Caleb Baksh

Congratulatory remarks-NHS Board Director M. Macdonald,

Mayor R. Frank, M.L.A. A. McKittrick

Slide Show-T. Zarowny

Presentation of Plaques

Cutting of the Ribbon

Musical Performance-NHS Students

Closing Remarks-T. Zarowny

Grand Re-opening – Dignitaries in Attendance

New Horizons School Board of Directors:

Michelle Macdonald – Member, New Horizons School Board of Directors

Elected Representatives of Other Levels of Government

Annie McKittrick – MLA for Sherwood Park and Parliamentary Secretary to the Minister of Education

Robert Parks – Ward 1 Councillor, Strathcona County

Dr. Ted Paszek – Chair, Board of Trustees, Elk Island Catholic Schools

Jean Boisvert – Vice Chair, Board of Trustees, Elk Island Catholic Schools

Michelle Szott – Member, Board of Trustees, Elk Island Catholic Schools

Elder Theresa Strawberry – Elder from the O’Chiese First Nation and Elder Liaison for our School

Former Members of the New Horizons School Board of Directors

Coleen Taylor – Former NHS Board Chair & Founding Parent

Allison Matichuk – Former NHS Board Chair

Hanna Sieben – Former NHS Board Chair

Jason Clarke – Former NHS Board Chair

Vicky Qualie – Former NHS Board Director

Christine Vogel – Former NHS Board Director

Alberta Education Administration:

Dr. Curtis Clarke – Deputy Minister of Education

Allison Matichuk – Manager, Capital Planning North, Alberta Education

Maurice Trottier – Field Services Manager & Liaison Manager for our School, Alberta Education

Alberta Infrastructure Administration:

Shaun Boylan – Senior Project Manager, Project Lead

ONPA Architects:

Chris Woollard – Senior Partner

Asma Javed – Senior Associate (the architect who was most closely associated with this project ... her creative hand in Learning Commons and front lobby)

Fillmore Construction Management Inc.:

John Crawley – Project Director, Fillmore Construction Management Inc.

Karie Hryhorak – Senior Project Assistant, Fillmore Construction Management Inc.

Heather Boric – Project Assistant, Fillmore Construction Management Inc.

Members of the Administration of Neighbouring School Jurisdictions

Shawn Haggarty – Superintendent, Elk Island Catholic Schools

Robert Lessard – Superintendent, Conseil Scolaire Centre Nord

Jim Rigby – Retired Superintendent, NHS

Ryan Stierman – Secretary-Treasurer, Elk Island Catholic Schools

Marc Labonte – Director of Administrative and Financial Services, Conseil Scolaire Centre Nord

Michel Lapointe – Principal, Ecole Claudette-et-Denis-Tardif

Zach Mueller – Sherwood Park News



MEMORANDUM

September 15, 2018

To: Board of Directors

From: Don Falk - Superintendent

Re: Report from School Counsellor

Background:

Attached for the information of the Board of Directors is a report from our school counsellor, Ms. Vigfusson, providing a summary of her work as school counsellor during the 2017-18 school year.

Unfortunately, Ms. Vigfusson is not able to attend the Board meeting of September 19. If there are questions with respect to the Counsellor's Report, I have arranged with Ms. Vigfusson that she will attend a subsequent Board meeting.

Recommendations:

It is recommended that the report from the school counsellor be received as information.

A handwritten signature in blue ink, appearing to read "Don Falk".

Don Falk

Attachment

Counsellor's Report

During the 2017-2018 school year I set up and delivered whole class, small group, and individual counselling programs.

At the whole-class level, I delivered a series of lessons relating to executive functioning (mainly organization, time management, self-regulation and)fair play to grades 4 and 5 along with a few mini lessons to grade 6 and Junior High. At the grade 6 level I provided additional materials on organization and note-taking for the teacher to deliver. I also led mini-lessons on using our social filter, turn taking and self-regulation to Kindergarten classes.

In my small group counselling I developed themes for these groups based on student needs as reported by teachers in a survey I sent out. Groups were delivered for students in grades 1-4. Groups met once per week for about 6-8 weeks each. This varied based on the needs of the members of each group.

Before Christmas I had 4 groups that focussed on social skills and making friends with 4-6 students per group; 3 groups focussed on managing anxiety with 5-7 students per group and 3 groups focussed on organization, time management and prioritizing with 7-8 students per group. This was a new group from last year as many teachers reported having students that struggle with these executive functioning skills.

After Christmas, I had 3 new groups focussed on managing anxiety with 3-6 students in each group; 3 new groups focussed on organization, time management and self-regulation with 4-6 students per group.

In all I saw just over 90 students in a small group setting throughout the course of the year. After each group, I debriefed with classroom teachers about the topics covered and explained any strategies that were taught so that consistency could be maintained. I also offered some lessons from these groups to teachers to cover with their whole class if there was need.

Individual counselling included scheduled appointments, informal check-ins and meetings at student/teacher/parent request. When possible strategies were given as take-aways for students and when appropriate, parents and teachers. The topics that came up most during these sessions were executive functioning, anxiety, and computer use concerns relating to focus and dependence.

Last year, I also planned and hosted a mental health week with speakers coming from various groups including Alberta Health Services, the University of Alberta as well as not-for profit groups in addition to private Psychologists. These sessions were delivered to students throughout the week with a parent session in the evening. Students in Junior High also completed research and created displays on fostering positive mental health. I plan to hold another similar event in the spring.

This year I plan to include similar small group and individual counselling sessions as the feedback I received from teachers and parents was positive. I will also be working more closely with the Junior High teachers and students in their IPP planning and programming as there is now a designated block of time for students in Junior High to work on goals, similar to what occurs in grades 3-6. This will hopefully allow the IPPs in those grades to be more meaningful and effective in helping students build on strengths and areas of growth.

Referrals for groups or individual counselling come to me from teachers, often in consultation with parents. Referrals also have come from the students themselves, most often from older students, although once rapport was built with younger students, requests were made to see me as well. I have a student survey to deliver beginning with grades 4-6 to allow students to voice their own concerns and areas of need.

MEMORANDUM

September 12, 2018

To: Board of Directors

From: Don Falk - Superintendent

Re: Board Elections / Fall Series of Society and Board Meetings

Background:

Attached is information regarding the series of fall meetings of the New Horizons Charter School Society and of the Board of Directors, as required by the bylaws of the Society.

The Board is also advised of the status of the current members of the Board of Directors:

1. Elected on October 5, 2016 for a two-year term:
 - Michelle Macdonald
 - Inna Mackay
 - Trevor Panas
 - Vicky Qualie (resigned on October 6, 2016)
2. Appointed by the Board on December 14, 2016, to complete the balance of the two-year term begun by Vicky Qualie:
 - Dan Coles (resigned July 9, 2018)
3. Elected in October 2017 for a two-year term:
 - Nicole Pasemko
 - Elaine Phillips
 - Jill Weiss

There is therefore a need to elect four directors at the upcoming Special General Meeting.

Recommendations:

It is recommended that the information regarding Society meetings and Board elections be received as information.



Don Falk

Attachment

Fall Series of NHCS Society and Board Meetings

Special General Meeting of NHCS Society to elect Directors

- Must be held on or before October 10 (Bylaws Article 6.1.5.1). Will be held on October 10, 2018.
- Notification must be provided to Society members at least 21 days in advance (Bylaws Article 5.3.2). This will be provided in an email to parents on September 18, 2018.
- Meeting date must be established by Board motion (Bylaws Article 5.3.1). This was done on June 20, 2018.
- Our practice has been to circulate a special information bulletin at beginning of each school year. This was done on September 7, 2018.

Annual General Meeting

- Must be held on or before November 30 (Bylaws Article 5.2.1). A date has not yet been determined.
- Notification must be provided to Society members at least 21 days in advance. The place, date and time of the AGM are stated in this notice as well as any business requiring a Special Resolution (Bylaws Article 5.2.2).
- Bylaws identify agenda items that must be included (Bylaws Article 5.2.3).

Membership

- Article 4.2.1. of the Bylaws states, “The membership year runs from the date of the Annual General Meeting of the Society of one year until the day prior to the Annual General Meeting of the Society of the following year. To exercise membership privileges at an AGM/SGM, a Society Member must be in the Register of Members on the Date of Notice of the AGM/SGM as per Article 5.2.2 and 5.3.2 respectively.”
- In order to comply with this Bylaw requirement, we have implemented the following schedule in 2018:

Sept 7	Send out Information Bulletin re NHCS Society, Board Elections, and Board Governance. Attached are a Declaration of Understanding and a Board Nomination Form. The date of the SGM is NOT included in this correspondence (to do so would trigger the 21-day count), even though it was chosen by the Board in June.
Sept 17	Deadline for submission of signed Declaration of Understanding
Sept 18	Circulate notice of SGM, to be held on Oct 10/18 (notice must be provided at least 21 days before SGM)
Oct 10	SGM & Board elections

Appointment of Board Officers

- Within one week following the election of Directors, the Board of Directors must elect a Chair, a Vice Chair, a Secretary, and a Treasurer from amongst themselves. The results of this election must be communicated to the Society members by written notice within seven days (Bylaws Article 6.1.5.3).
- This meeting is scheduled for October 10, 2018, immediately following the Special General Meeting of the New Horizons Charter School Society.

Board of Directors – Work Plan for 2018-19

September	<ul style="list-style-type: none"> ▪ Adopt Board Work Plan for 2018-19 <input type="checkbox"/> ▪ Receive Counsellor’s Report for 2017-18 School Year <input type="checkbox"/> ▪ Set date for October Board meeting <input type="checkbox"/> ▪ Receive report on provincial achievement test results (closed meeting) <input type="checkbox"/> ▪ Set date for NHCS Society AGM <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
October	<ul style="list-style-type: none"> ▪ Conduct SGM; Hold Board elections <input type="checkbox"/> ▪ Elect Board executive officers (must be within one week of SGM) <input type="checkbox"/> ▪ Select members for Board standing committees <input type="checkbox"/> ▪ Set dates for Board meetings (motion required) <input type="checkbox"/> ▪ Notify Service Alberta of change in executive officers <input type="checkbox"/> ▪ Sign Board Member Code of Conduct – Policy #101 <input type="checkbox"/> ▪ Receive Accountability Pillar Results Report for October 2018 <input type="checkbox"/> ▪ Attend TAAPCS Annual General Meeting <input type="checkbox"/> ▪ Receive enrolment report for September 30, 2018 <input type="checkbox"/> ▪ Conduct initial orientation session for new Board members <input type="checkbox"/> ▪ Submit request to Alberta Education for modular classrooms <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
November	<ul style="list-style-type: none"> ▪ Conduct AGM of NHCS Society <input type="checkbox"/> ▪ Approve final Three-Year Education Plan 2018-19 to 2020-21 <input type="checkbox"/> ▪ Approve revised budget for 2018-19 <input type="checkbox"/> ▪ Approve Annual Education Results Report 2017-18 <input type="checkbox"/> ▪ Approve Audited Financial Statement Year Ending Aug 31/18 <input type="checkbox"/> ▪ Receive Report #1 from School Council <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
December	<ul style="list-style-type: none"> ▪ Receive Class Size Report for 2018-19 <input type="checkbox"/> ▪ Set date for March Board Planning Retreat <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
January	<ul style="list-style-type: none"> ▪ Receive Quarterly Financial Report for Sep - Nov 2018 <input type="checkbox"/> ▪ Review Policy 210 and associated Student Code of Conduct <input type="checkbox"/> ▪ Approve school calendar for 2019-20 in principle <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
February	<ul style="list-style-type: none"> ▪ Provide final approval of school calendar for 2019-20 <input type="checkbox"/> ▪ Stakeholder Forum – Gather input on possible Education Plan priorities <input type="checkbox"/> ▪ Prepare breakfast for school staff – Feb 15 <input type="checkbox"/> ▪ Receive mid-year progress report on Three-Year Education Plan 2018-21 <input type="checkbox"/> ▪ <input type="checkbox"/>

March	<ul style="list-style-type: none"> ▪ Board Retreat – Identify priorities for upcoming Education Plan <input type="checkbox"/> ▪ Approve Three-Year Capital Plan for 2019-20 to 2021-22 <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
April	<ul style="list-style-type: none"> ▪ Provide provisional approval to Education Plan 2018-19 to 2020-21 <input type="checkbox"/> ▪ Administer Board-developed Stakeholder Survey <input type="checkbox"/> ▪ Receive Quarterly Financial Report for Dec 2018 – Feb 2019 <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
May	<ul style="list-style-type: none"> ▪ Attend TAAPCS Spring General Meeting <input type="checkbox"/> ▪ Approve Budget for 2019-20 <input type="checkbox"/> ▪ Receive Accountability Pillar Results Report for May 2019 <input type="checkbox"/> ▪ Receive Board-developed stakeholder survey results <input type="checkbox"/> ▪ Consider salary adjustment for support staff, senior administration <input type="checkbox"/> ▪ Receive report from FANHS <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
June	<ul style="list-style-type: none"> ▪ Assess Board Work Plan progress for 2018-19 <input type="checkbox"/> ▪ Receive Quarterly Financial Report for Mar – May 2019 <input type="checkbox"/> ▪ Schedule SGM of NHCS Society (requires 21 days’ notice; must be on or before Oct 10) <input type="checkbox"/> ▪ Schedule September 2019 Board meeting <input type="checkbox"/> ▪ Set date for Summer Board Housekeeping Retreat <input type="checkbox"/> ▪ Receive Report #2 from School Council <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
Ongoing	<ul style="list-style-type: none"> ▪ Consider proposals for new or amended Board policies <input type="checkbox"/> ▪ Receive recommendations from Board committees <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
Annually	<ul style="list-style-type: none"> ▪ Negotiate collective agreement with ATA (as needed) <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>
As Needed	<ul style="list-style-type: none"> ▪ Meet with: <input type="checkbox"/> <li style="padding-left: 20px;">- County Council <input type="checkbox"/> <li style="padding-left: 20px;">- MLAs <input type="checkbox"/> ▪ <input type="checkbox"/> ▪ <input type="checkbox"/>

TAAPCS Halvar Jonson Nomination Form 2018

Halvar Jonson Nomination Form

THE ASSOCIATION OF ALBERTA PUBLIC CHARTER SCHOOLS: HALVAR JONSON AWARD

RATIONALE:

Alberta's public charter schools have a long and successful history of innovative and effective practice. As important players on the landscape of public education, charter schools have played a pivotal role in providing choice to families in the education of Alberta's children. During the past almost two decades, charter schools have received the benefit of the efforts of many individuals and groups who have contributed to ensuring that Alberta's education system is number one in the world. These committed champions have not only been strong advocates for individual charter schools, but have worked in systemic ways in moving forward the charter school initiative within Alberta.

The Association of Alberta Public Charter Schools (TAAPCS) initiated the Halvar Jonson Award to recognize and thank those who have given their time, energy, influence and expertise to enhancing the charter school promise.

CRITERIA:

The following represent criteria for consideration of the awarding of the Halvar Jonson Award by TAAPCS:

- Individuals or groups who are submitting nominations must be members of TAAPCS.
- Individuals and/or groups external to TAAPCS are eligible for nomination.
- Nominations will be accepted until September 15, 2018.
- Winners will be contacted in advance of TAAPCS October Annual General Meeting, at which the awards will be presented.
- Up to three HJA winners will be selected each year. Awards will be presented at the TAAPCS Annual General Meeting. Winners and a short description of the contribution will be posted on the TAAPCS website.
- The nomination will contain evidence in regards to the ways in which nominees' contributions have: enhanced or highlighted innovations within one or more charter schools; and/or furthered the objectives of TAAPCS (1) To

promote and facilitate public charter school education in Alberta; (2) To promote a forum for public charter schools to meet in support of common goals; (3) To speak with one voice on behalf of public charter schools in Alberta; and (4) To advocate for continued innovation and choice within public education.

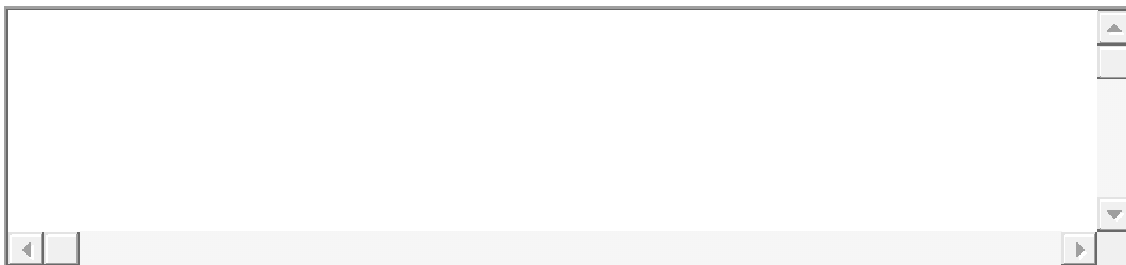
1. Nominator Information:

Please provide your name and contact information as Nominator including telephone number, mailing and email address.

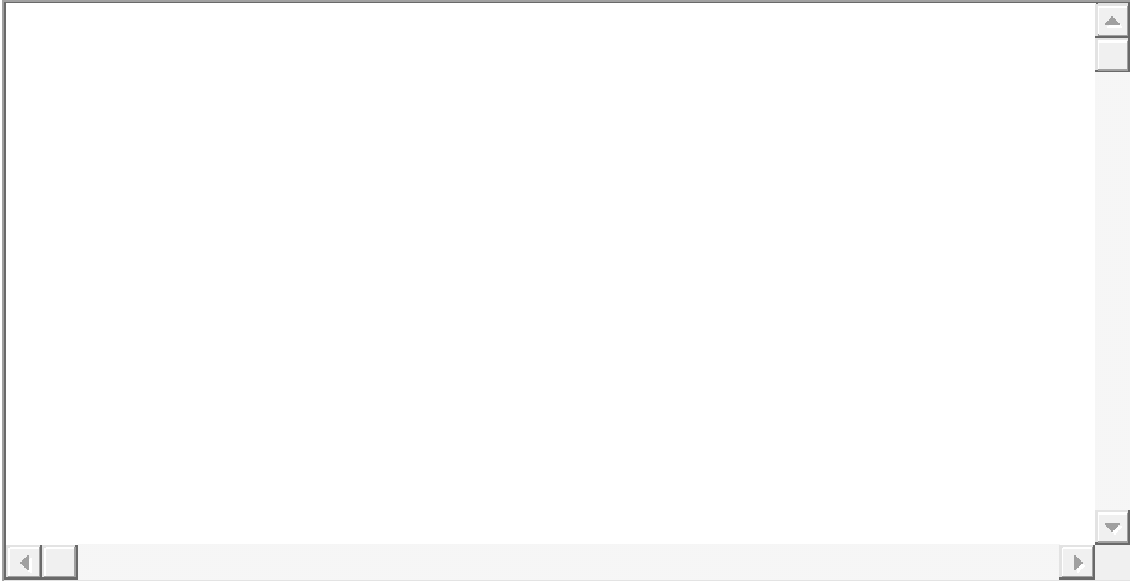
A large, empty rectangular text input field with a light gray border. It features a vertical scrollbar on the right side and horizontal scrollbars at the bottom, indicating it is a scrollable text area.

2. Nominee Information:

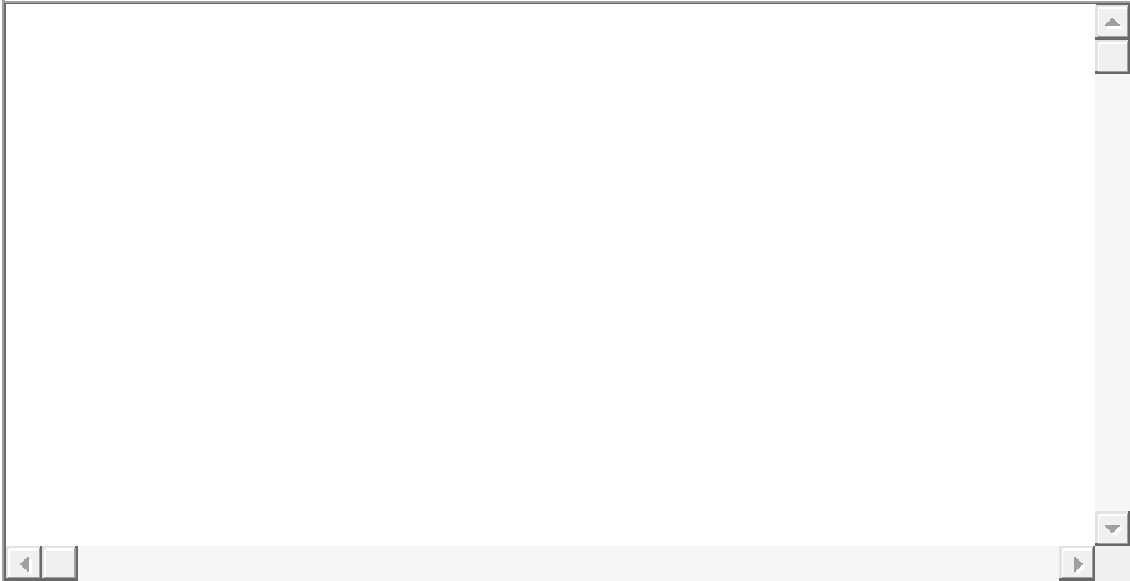
Please provide the name and contact information of the person/group you wish to nominate including telephone number, mailing and email address.

A large, empty rectangular text input field with a light gray border. It features a vertical scrollbar on the right side and horizontal scrollbars at the bottom, indicating it is a scrollable text area.

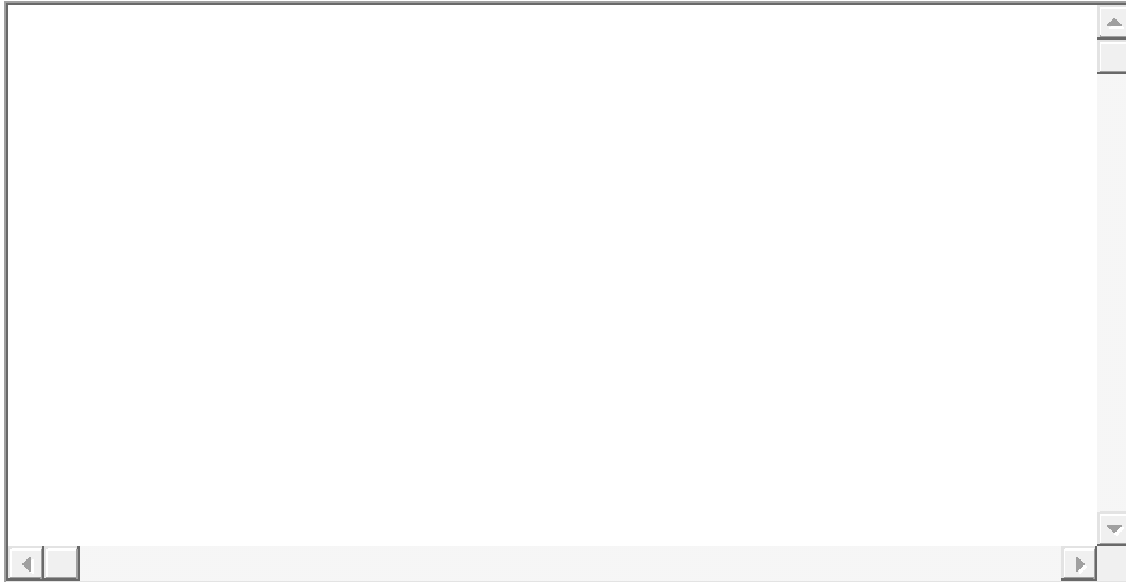
3. In what capacity do you know the nominee?



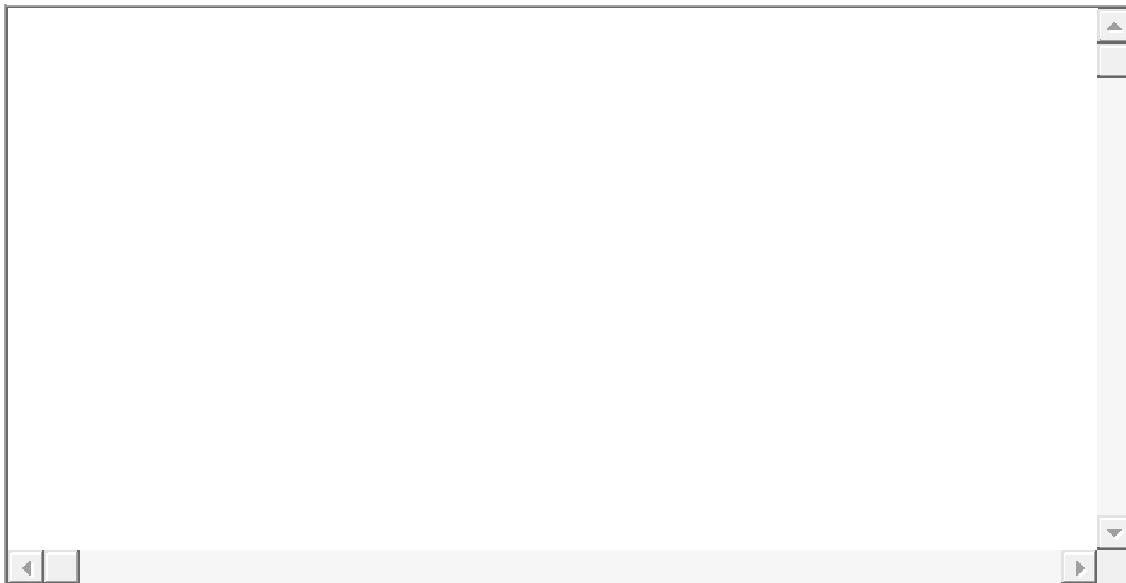
4. This award is designed to honour those who have contributed significantly to the charter school movement as a whole. Please be specific in describing how your nominee has met this requirement.



5. Describe the nominee's involvement with charter schools. Please be specific.



6. How would others speak of this nominee and the contributions to our schools?



7. Is your nominee aware of this nomination?

- Yes
- No

8. In the event that your nominee is selected for the Halvar Jonson Award, would you be available to present the award at the TAAPCS AGM in October? If not who would present on your behalf? Please provide contact details below.

Done



MEMORANDUM

September 15, 2018

To: Board of Directors

From: Don Falk - Superintendent

Re: Annual General Meeting of The Association of Alberta Public Charter Schools

Background:

The Board is advised of the following details with respect to the Annual General Meeting of The Association of Alberta Public Charter Schools (TAAPCS):

- Dates: Friday, October 26, 2017 (6:00 – 9:00 p.m.) and Saturday, October 27, 2018 (7:45 a.m. to 3:00 p.m.)
- Location: Best Western Denham Inn & Suites, Leduc, Alberta

The Board is further advised that our school will be featured in the “School Spotlight” item on the agenda of the AGM (morning of October 27).

A handwritten signature in blue ink, appearing to read "Don Falk", is written over a light blue horizontal line.

Don Falk



Don Falk
Superintendent
Phone: 780-416-2353
Email: dfalk@newhorizons.ca

August 9, 2018

Tony Hodge
Director, Central Region, Alberta Infrastructure
6950 - 113 Street
Edmonton, AB T6H 5V7

Dear Mr. Hodge:

Subject: Modular Classroom Project at New Horizons School

Please be advised that, at its meeting of August 9, 2018, the Board of Directors of the New Horizons Charter School Society approved the following motion with respect to the bids received for our school's modular classroom project:

*Motion to recommend acceptance of the bid received from Krawford Construction Ltd.
Moved: Director Mackay, Seconded: Director Panas
Carried*

As per your request, attached to this letter is correspondence from ONPA Architects Inc. that provides information with respect to the bids that were received for this project. Please note that the recommendation of the Board of Directors is consistent with the recommendation provided by ONPA Architects.

Please also note that the dollar amount of the recommended bid exceeds the funding provided by Alberta Education in the amount of \$76,086.00 (excluding GST). Accordingly, the New Horizons Charter School Society requests that additional funds be provided to address this shortfall. It is with this request in mind that a copy of this correspondence is provided to Tracy Allen, Executive Director, Capital Planning, Alberta Education.

Thank you for your attention to this matter and for considering our request for additional funding support.

Sincerely,

A handwritten signature in blue ink, appearing to read "Don Falk", is written over a light blue horizontal line.

Don Falk
Superintendent

Attachment

cc: T. Allen

1000 Strathcona Drive, Sherwood Park, AB T8A 3R6
P: 780-416-2353 F: 780-467-0274 W: newhorizons.ab.ca



Don Falk <dfalk@newhorizons.ca>

2018/19 School Fees Submission

1 message

EDC Minister <Education.Minister@gov.ab.ca>

Fri, Aug 10, 2018 at 10:07 AM

To: "npasemko@newhorizons.ca" <npasemko@newhorizons.ca>

Cc: "dfalk@newhorizons.ca" <dfalk@newhorizons.ca>, "fdekleine@newhorizons.ca" <fdekleine@newhorizons.ca>

Ms. Nicole Pasemko

Board Chair

New Horizons Charter School Society

Dear Ms. Nicole Pasemko:

Thank you for submitting your school fees and policies for the 2018/19 school year.

I appreciate your continued support as we work to make life more affordable for Alberta families. I wish you all the best for a successful 2018/19 school year.

Sincerely,

David Eggen

Minister

Alberta Education

MLA for Edmonton – Calder

cc: Don Falk, Superintendent

Fred de Kleine, Secretary-Treasurer

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.



Don Falk <dfalk@newhorizons.ca>

Implementation of An Act to Support Gay-Straight Alliances

1 message

EDC Minister <Education.Minister@gov.ab.ca>

Tue, Aug 28, 2018 at 2:22 PM

Cc: EDC Safe Caring <safecaring@gov.ab.ca>

To: Board Chairs of Public, Separate, Francophone and Charter School Boards

I am writing to thank you for your school authority's work in ensuring a welcoming, caring, respectful and safe environment for students and staff.

We know that supportive environments make school a more positive place for all students and staff, regardless of their sexual orientation, gender expression or gender identity. I commend you for your collaborative work with Alberta Education staff. They continue to be available to support you, as necessary, in this important work and can be reached at SafeCaring@gov.ab.ca.

Thank you for your leadership, and I wish you an excellent 2018/19 school year.

Sincerely,

David Eggen

Minister of Education

cc: Superintendents of Public, Separate, Francophone and Charter Schools

Communications Contacts at School Divisions

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.



Office of the Minister

AR102042

SEP 12 2018

Ms. Nicole Pasemko
Chair
New Horizons Charter School
1000 Strathcona Drive
Sherwood Park AB T8A 3R6

Dear Ms. Pasemko:

Thank you for your January 18, 2018 letter sharing additional information to support your request for an enrolment cap increase for the New Horizons Charter School.

I appreciate the rationale and details you have provided that outline how an increase in the enrolment cap would enhance your charter's mandate and better meet the needs of students.

Our records indicate that the current school facility has the capacity to accommodate 395 students. I support an increase of New Horizons Charter School's enrolment cap to 355 full-time equivalent students, which includes students from Kindergarten (counted as 0.5 full-time equivalent students). This represents 90 per cent of the estimated capacity of your school facility.

I approve this increase with the understanding that New Horizons Charter School will collaborate with École Francophone Claudette-et-Denis-Tardif to address current municipal restrictions for the site. Also, I understand that Alberta Education's Capital Planning staff have been in communication with your superintendent, who has committed to ensuring that New Horizons Charter School will continue to collaborate with École Francophone Claudette-et-Denis-Tardif school administration for the effective sharing of the gymnasium.

I wish New Horizons Charter School staff and students a successful end to the school year.

Sincerely,

David Eggen
Minister

cc: Annie McKittrick
MLA, Sherwood Park