



Board Meeting

Agenda Package

September 18, 2019

☞ *New Horizons Charter School Society* ☞

**NEW HORIZONS CHARTER SCHOOL SOCIETY
BOARD OF DIRECTORS' MEETING
SEPTEMBER 18, 2019**

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, Sauleaux, 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>

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|----|--|--------------|---------|
| 3. | Adoption of Agenda | N. Pasemko | 7:02 pm |
| 4. | Disclosure of Conflict of Interest | N. Pasemko | 7:03 pm |
| 5. | Approval of Minutes | | 7:04 pm |
| | 5.1 June 19, 2019 – attachment | | |
| | 5.2 June 28, 2019 – attachment | | |
| 6. | Administration Reports | | 7:05 pm |
| | 6.1 Principal's Report – attachment | T. Zarowny | |
| | 6.2 Secretary Treasurer's Report - attachment | T. Leigh | |
| | 6.3 Superintendent's Report – attachment | D. Lindquist | |
| 7. | Board Reports | | 7:15 pm |
| | 7.1 Board Chair's Report | N. Pasemko | |
| | 7.2 Committee Reports | N. Pasemko | |
| 8. | New Business | | 7:20 pm |
| | 8.1 Board Elections and Fall Series of Board and Society Meetings | D. Lindquist | |
| | 8.2 School and Community Engagement Process and Plan – two attachments | D. Lindquist | |

9.	Board Work Plan		8:10 pm
	9.1 Draft Board Work Plan 2019-20 – attachment	N. Pasemko	
10.	The Association of Alberta Public Charter Schools	N. Pasemko	8:15 pm
11.	Receipt of Reports	N. Pasemko	8:20 pm
12.	Correspondence Sent	N. Pasemko	8:21 pm
13.	Correspondence Received	N. Pasemko	8:22 pm
	13.1 Email received from Constituency Assistant Michelle Black (July 10, 2019) re: Meeting Request		
	13.2 Letter received from Education Minister Lagrange (August 20, 2019) re: approval of Superintendent appointment		
14.	In Camera	N. Pasemko	8:27 pm
15.	Adjournment	N. Pasemko	8:40 pm

Next Board Meeting – To Be Determined

June 19, 2019, 7:00 p.m.

Board Members Present at Call to Order:

Nicole Pasemko
CHAIR

Dan Hanson
VICE CHAIR

Shari Morin
SECRETARY

Michelle Macdonald
DIRECTOR

Vicki Nielsen
DIRECTOR

Administration Present:

Don Falk
SUPERINTENDENT

Tracy Leigh
SECRETARY-TREASURER

Ted Zarowny
PRINCIPAL

1. Call to Order

Chair Pasemko called the meeting to order at 7:04 pm.

Director Tong joined the meeting at 7:05 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, and 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 2019-06-19-01

Moved that the agenda for the Board Meeting of June 19, 2019 be adopted as presented.

Moved: Secretary Morin, Seconded: Vice Chair Hanson, Carried

4. Disclosure of Conflict of Interest:

None

5. Approval of Minutes

5.1 Minutes of May 22, 2019

Motion 2019-06-19-02

Moved that the Board Meeting minutes of May 22, 2019 be approved.

Moved: Vice Chair Hanson, Seconded: Director Macdonald, Carried

6. Administration Reports

6.1 Superintendent's Report

Superintendent Falk spoke to his report, as attached to the agenda for the meeting. Applause Followed.

7. Board Reports

7.1 Board Chair's Report

Chair Pasemko spoke briefly on the New Horizons School's progress over the year's with Superintendent Falk's help.

7.2 Audit Committee Report

Treasurer Tong and Secretary-Treasurer Leigh spoke to the report, as attached to the agenda for the meeting. Discussion followed.

7.3 Survey Committee Report

Vice Chair Hanson spoke briefly on the results of the surveys and how information should be shared. Discussion followed.

8. New Business

8.1 Report from Fundraising Association of NHS (FANHS)

FANHS President Chang presented on the current financial situation of the association. He also spoke to future plans, processes, the need for more volunteers, and revealed the new YouTube video that was released explaining what FANHS does. Discussion followed.

8.2 Report from School Council

School Council Chair Macve presented a brief report on the activities of the School Council during the current school year. Discussion followed.

8.3 Revised Fee Schedule 2019-20

Superintendent Falk and Principal Zarowny spoke to the Revised Fee Schedule, as attached to the agenda for the meeting. Discussion followed.

Motion 2019-06-19-03 Moved that the Revised Proposed Fee Schedule 2019-20 be approved.

Moved: Director Macdonald, Seconded: Director Tong, Carried

8.4 Budget 2019-20

Superintendent Falk and Secretary-Treasurer Leigh spoke to the Proposed Budget 2019-20, as attached to the agenda for the meeting. Discussion followed.

Motion 2019-06-19-04 Moved that the budget for the 2019 – 20 school year be approved as presented.

Moved: Vice Chair Hanson, Seconded: Director Nielson, Carried

9. Board Work Plan

The Board reviewed the Work Plan for 2018-19, as attached to the agenda package for the meeting. Discussion followed.

Scheduled the following meetings:

Board Retreat for September 7, 2019

Board Meeting for September 18, 2019

Society General Meeting for October 9, 2019

Director Nielson left the meeting at 9:05 pm.

10. The Association of Alberta Public Charter Schools (TAAPCS)

Superintendent Falk spoke to the letter that was sent to Minister LaGrange from TAAPCS as attached to the agenda of the meeting. Vice Chair Hanson explained the process of the letter writing further. Discussion followed.

11. Receipt of Reports

Motion 2019-06-19-05 Moved that the all reports presented during the course of the meeting be received by the Board of Directors.

Moved: Secretary Morin, Seconded: Vice Chair Hanson, Carried

12. Correspondence Sent

- 12.1 Letter to A. Chang (FANHS) and E. Macve (School Council) (2019-05-29) re Playground Expansion
Congratulations, Ownership Transfer etc.
- 12.2 Letter to J. Walker (MLA – Sherwood Park) (2019-05-29)
re Congratulations, Issues, Invitation
- 12.3 Letter to N. Glubish (MLA – Strathcona-Sherwood Park) (2019-05-29) re Congratulations, Issues, Invitation

13. Correspondence Received

- 13.1 Email from Minister LaGrange (2019-06-05) re
Education Amendment Act
- 13.2 School Act to Education Act: What is Changing
- 13.3 Email from MLA Glubish (2019-06-12) in Response to
Letter from NHS Board Chair

14. Motion to Move into Camera:

Motion 2019-06-19-06 Moved that the meeting move in camera at 9:27 pm.

Moved: Vice Chair Hanson, Seconded: Director Tong, Carried

15. Motion to Move Out of Camera:

Motion 2019-06-19-07 Moved that the meeting move out of camera at 9:39 pm.

*Moved: Vice Chair Hanson,
Seconded: Director Macdonald,
Carried*

16. New Business Arising from In Camera Meeting

16.1

Motion 2019-06-19-08

Moved that the contracts of employment for employees #0286, #300, and #0188 be ratified.

Moved: Secretary Morin, Seconded: Vice Chair Hanson, Carried

17. Adjournment

Chair Pasemko adjourned the meeting at 9:40 pm.

Next Board Meeting: 7:00 pm on Wednesday, September 18, 2019.

DRAFT

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Special Board

Date: June 28, 2019

Initials: Chair _____

Approved: DRAFT

Recorded By: S. Morin

Secretary _____

June 28, 2019, 7:30 p.m.

Board Members Present at Call to Order:

Nicole Pasemko
CHAIR

Dan Hanson
VICE CHAIR

Shari Morin
SECRETARY

Vincent Tong
TREASURER

Jason Clarke
DIRECTOR

1. Call to Order

Chair Pasemko called the meeting to order at 7:37 p.m.

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, and 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 2019-06-28-01 Moved that the agenda for the Board Meeting of June 28, 2019 be adopted as presented.

Moved: Director Clarke, Seconded: Director Hanson, Carried

4. Disclosure of Conflict of Interest:

None

5. New Business

5.1 Selection of Superintendent

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Special
Board

Date: June 28, 2019

Initials: Chair

Approved: DRAFT

Recorded By: S. Morin

Secretary

6. Motion to Move in Camera

Motion 2019-06-28-02 Moved that the meeting move in camera at 7:38 p.m.

Moved: Director Hanson, Seconded:

Director Clarke, Carried

7. Motion to Move out of Camera

Motion 2019-06-28-03 Moved that the meeting move out of camera at 8:21 p.m.

Moved: Director Hanson, Seconded: Director Clarke, Carried

8. Business Arising from in Camera Meeting

Motion 2019-06-28-04 Moved that the Board of Directors make an offer of employment to Candidate #1 (Dean Lindquist) for the position of Superintendent of the New Horizons Charter School Society, conditional on receipt of approval from the Minister of Education, mutual agreement on a contract of employment, a criminal record check acceptable to the Board, and a child intervention record check acceptable to the Board.

Moved: Director Tong, Seconded: Director Hanson, Carried

Motion 2019-06-28-05 Moved that the Board of Directors authorize the Chair to make any required amendments to the draft contract to comply with the requirements of the Registrar and to submit the Form 4 and other required documents to the Registrar.

Moved: Director Tong, Seconded: Director Clarke, Carried

DRAFT

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NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Special
Board

Date: June 28, 2019

Initials: **Chair** _____

Approved: DRAFT

Recorded By: S. Morin

Secretary _____

9. Adjournment

Chair Pasemko adjourned the meeting at 8:27 p.m.

Next Board Meeting: 7:00 pm on Wednesday, September 18, 2019.

DRAFT

Principal's Report To the Board of Directors

September 18, 2019
7:00 p.m.
New Horizons School

1. Start-Up

This year's start up was one of the smoothest we have had in our new facility. For the first time, there were no boxes to unpack, furniture to rearrange, and facility issues to deal with.

While traffic was congested at times, parents appeared to be driving with care, caution, and patience.

It was wonderful to see so many happy faces return for their first day of school. We are looking forward to an exciting year.

2. Enrollment Update

Information:

K	34		5	48
1	44		6	43
2	47		7	40
3	42		8	20
4	50		9	22

Total Enrollment: 390 Students

3. New Payment Options

Information:

School Fees

Parents will be sent an invoice via email and will have three options to pay:

- Online Payment (credit card)
- In-School Payment (credit/debit/cheque/cash)
- Mail (cheque)

Other Fees

We hope to allow for a similar arrangement with other optional fees such as extracurricular fees.

4. Engaging With Other Districts

Information:

One of the expectations of charter schools in Alberta is that they “*demonstrate collaboration or engagement with a post-secondary institution or a school authority.*”

One way in which that is being achieved is through my recent involvement with the Edmonton Regional Learning Consortium (ERLC). The ERLC is one of seven regional consortia in Alberta established to support regional professional development needs for all those who influence student learning by creating professional development opportunities in an ongoing, coordinated and cost-effective manner.

This summer, in conjunction with the ERLC, I and five other consultants representing the ERLC, Elk Island Catholic, Edmonton Catholic and Greater St Albert Catholic Schools became certified trainers in the area of concept based curriculum and instruction using an approach developed by Lynn Erikson and Lois Lanning. We will be meeting ten times this year to plan ways to provide other schools and teachers in the region training using a conceptual approach in preparation for the new more conceptually based programs of study that we anticipate to be released next year.

The network that developed also provided me with the opportunity to become a member “New Provincial Curriculum Multi-district Assessment Think Tank” which is a group of representatives from across all of Alberta investigating best practice in relation to concept based assessment. We will be meeting several times a year. New Horizons School is the only charter school member.

At a later date I will be making separate presentation to the Board that will help explain what concept based instruction is and how it differs from more traditional curricula and instructional approaches.

Ted Zarowny
Principal
New Horizons School



Secretary Treasurer Report to the Board of Directors

September 18, 2019

1. Implementation of online payments for suppliers

Over the summer I migrated our financial software from Quickbooks Desktop to Quickbooks Online. This allows users to access the data from an internet connection which eliminated the financial burden from having our information secured on a separate server. At the same time, I implemented an online payment add-on by the name of plooto. This add-on is integrated with our financial software and allows us to pay suppliers by direct deposit, eliminating the need for cheques. We still have the same security as I set up payments for processing in plooto and either the Board Chair or Treasurer must approve the payments before they are released. I've also enabled Two Factor Authentication for an additional level of security.

2. New Modular Classroom

We will be ready to go to tender soon and will likely need to schedule a special general meeting in October to choose a general contractor.

A handwritten signature in blue ink that reads "Tracy Leigh".

Tracy Leigh, CPA, CGA
Secretary Treasurer



Superintendent's Report to the Board of Directors

September 18, 2019

1. **Appreciation**

I wish to express my appreciation to the Board for your giving me the opportunity to serve as Superintendent for New Horizons Charter School. It is exciting to be part of the team supporting students, student achievement and school staff and administration in Alberta's longest serving Charter School.

2. **Enrolment Update**

At the time of the preparation of this report, 390 students are enrolled at our school. This translates into 373 FTE.

As part of the school-wide plan, there are now two classes of all grades K – 7. Continued growth is anticipated as we move to two classes of grade 8 in the 2020/21 school year.

The following table illustrates school enrollment over the past 5 years:

Year	Enrollment
2019/20	390
2018/19	352
2017/18	317
2016/17	274
2015/16	250

Mr. Zarowny will provide a grade-by-grade enrolment summary at the Board meeting of September 18, 2019.

3. **Staffing Update**

Long term continuity of staff contributes to the long term success of any organization. New Horizons Charter School celebrates the strength of our experienced staff and how they offer support and mentorship to new staff joining the school.

Farewells

- Chantal Charest (Grade 4) covered Ms. Asquini's maternity leave last year.

Welcomes

- Marisa Araujo - Junior High (LA, SS, Options)
- Crystal Ewasiuk - (EA) Was with us last year, but as a Community Options employee. She has now become an employee of NHS.
- Jennifer Asquini - Back from a maternity leave

4. Summer Facility Update

- a. Several maintenance projects were undertaken during the course of the summer. These included:
 - General building and cleaning maintenance;
 - Fire alarm system was inspected and tested; and
 - HVAC and boiler system were inspected.
- b. New High Performance Modular Classroom:
 - The estimated delivery date for the modular is late October or early November. It is anticipated that the modular will be ready for use early in the new year.

5. Minister of Education Tour

Minister of Education Adriana LaGrange toured New Horizons Charter School with the Board of Directors and administration. Principal Ted Zarowny led the tour profiling key areas of the school and some of the challenges that exist. Along with the Minister was Minister Nate Glubish, MLA Jordan Walker, Chief of Staff Nicole Williams and other staff from the Minister's Office and from Alberta Education.



Dean Lindquist, Ed.D.
Superintendent

MEMORANDUM

September 18, 2019

To: Board of Directors

From: Dean Lindquist - Superintendent

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

Background:

The Special Board Meeting for completing the elections is planned for 7:00 pm on October 9, 2019. As required in the by-laws, the notification of the Special Board Meeting will be sent out by email 21 days prior to the date of the meeting (September 18, 2019).

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 4, 2017 for a two-year term (term expires in October 2019):
 - Nicole Pasemko
 - Elaine Phillips (resigned September 15, 2018)
 - Jill Weiss (resigned October 10, 2018)
2. Elected on October 10, 2018 for a two-year term (term expires in October 2020)
 - Jason Clarke
 - Dan Hanson
 - Shari Morin
 - Vincent Tong
3. Appointed by the Board on October 10, 2018, to complete the balance of the two-year term begun by Elaine Phillips on October 4, 2017 (term expires in October 2019)
 - Michelle Macdonald
4. Appointed by the Board on November 21, 2018, to complete the balance of the two-year term begun by Jill Weiss on October 4, 2017 (term expires in October 2019)
 - Vicki Nielsen

There is therefore a need to elect three directors at the Special General Meeting of the NHCS Society, scheduled for October 9, 2019.

Recommendations:

It is recommended that the Board of Directors receive this as information.:



Dean Lindquist

New Horizons Charter School Framework for Communications and Engagement

Background / Context

The Board recognizes the importance associated with effectively communicating and engaging with all groups associated with the school including students, staff, parents and other stakeholder groups. The Board will begin this work through developing a new communications and community engagement framework.

The purpose of the Communications Framework is to present a clear and concise direction for communicating with the school’s internal and external community. The plan primarily addresses two types of audiences: internal (students, teachers, staff, administration and Board) and external (parents, businesses, civic groups, and other members of the school’s community) and considers the processes to be used to reach these audiences.

Through the development and implementation of a communications framework, New Horizons Charter School Board of Directors will:

- Inform: Provide timely information about Board and administrative decisions made, and school activities and events.
- Consult: Increase the involvement of students, staff, parents and identified external groups through consultative practices to obtain feedback on issues or decisions.
- Collaborate: Partner with internal and external audiences as appropriate in arriving at a solution.
- Foster the exchange of information between New Horizons Charter School and the community it serves.

Guiding Principles of the Framework

1. Improve the flow of information through effective communication and engagement.
2. Improve internal and external communications between the school, staff, parents and community partners.
3. Identify and increase opportunities for engaging community in a manner that is meaningful, timely and appropriate to the work ahead.
4. Identify and increase opportunities to effectively share school information and to gain community insights.
5. Determine how to engage with the various audiences.
6. Identify and increase opportunities for developing relationships with the media and using this medium effectively.
7. Explore and develop a plan on how to use social media to deliver key aspects of the school’s message and to receive information from its community.

Structures / Processes for Levels of Participation

Inform	Consult	Involve	Collaborate	Empower
Provide internal and or external public with information.	Obtain public feedback on a future decision coming to the	Work directly with members of the public (internal and or external)	Work with the public from the inception of a project to the final	Places final decision-making in the hands of the public.

	board and or planning for the board	throughout the entire process that culminates with a board decision	decision by the board.	
e.g. newsletters, web-pages, blogs, etc	e.g. public meetings, focus groups, surveys, etc	e.g. advisory groups, public forums, public hearings, etc	e.g. Workshops, design charrettes, etc	e.g. Plebiscite, working committee, etc

Reference: <https://www.epa.gov/international-cooperation/public-participation-guide-selecting-right-level-public-participation>

Procedures

1. Recognizing that as you move from left to right in the chart above, the communication process becomes increasingly participative and increases the engagement level of the public in the process.
2. The Board recognizes that it cannot delegate its fiduciary and pecuniary accountabilities and must consider this matter when deciding the best process for engaging with its publics.
3. As part of any briefing to the Board, the writer will incorporate a communications plan recommendation as to the most effective manner to engage the public based on a balance between time and importance of gaining public feedback on the topic if this is appropriate to the topic.
4. Once the process is determined to be consult, involve, or collaborate a formalized process will be developed in consultation with the Board.
5. Data and or other information collected through the engagement process will be shared by placing it on the district web-page.
6. The data will be analyzed by staff and will be shared with the Board as part of the decision-making process.
7. The Board’s decision will be made public through the public school board meeting process.

MEDIA RELATIONS

Background

The Superintendent ensures positive external and internal communications are developed. The news media are an important vehicle through which the District keeps the electorate accurately informed and increases public awareness of education.

The following processes will be followed when the district or schools are involving the media:

1. Information releases, which accurately communicate the Board’s business to the public, may only be issued by persons authorized by the Board which is usually the Board Chair.
2. The Superintendent shall approve all information released to the media from the jurisdiction.
3. The Principal shall approve all information released to the media from the school.
4. Representatives of the media may be permitted into the schools for legitimate reporting and promotional purposes. This is at the discretion of the Principal. Particular care must be exercised in protecting the rights of students when media are present.
5. Appropriate District and school release forms are to be completed.

6. Media representatives may be asked by the Principal or District staff to leave the premises or grounds where it is deemed to be in the best interests of the students and staff to do so.
7. In the event of emergency or crisis interactions, the Superintendent or designate shall determine what information shall be given to the media, and by whom.

Social Media

The use of social media such as twitter, facebook and other types media are encouraged providing the following practices are maintained:

1. All postings to social media support the mission, vision and values of New Horizons Charter School.
2. Posting to New Horizons website is moderated by the individuals posting to the site.
3. Any platforms that enable information to become dated (e.g. Facebook, web pages, etc) must be regularly reviewed and content updated.
4. Any alterations to District or school technology (e.g. adding software, etc) must be approved by the Superintendent of designate.
5. All postings must respect copyright laws and any other provincial or federal requirement.

EVENT PROTOCOL

Background

The Superintendent is responsible for ensuring positive external and internal communications are developed. Maintaining healthy relationships with stakeholders is important and that appropriate protocol is established for events organized by the school.

Events organized by the school or board shall reflect the vision, mission, values and beliefs of New Horizons Charter School in both content and presentation. This requires the professional judgement of staff members and organizers to ensure that events meet the needs of all students and involve the school community, as appropriate. Defining a specific agenda and purpose for the event helps to ensure that such goals are met.

It is important for the Board and its Directors to attend public events and celebrations as it strengthens the school's ties with its community. Being part of these events also provides directors with an important opportunity to deliver key information and messages to a larger community audience.

When a local organization has been involved in the project and is being recognized by an event, representatives from that group shall be formally invited by event organizers. Similarly, when local, provincial or federal politicians have been involved in a project, or their presence is desired at an event, the request is made through a formal letter.

In the planning for an event the order of introductions and speakers must be given special attention. Protocols will vary from one situation to another, depending on who is involved in the particular event.

MEMORANDUM

September 18, 2019

To: Board of Directors

From: Dean Lindquist - Superintendent

Re: Engaging and Consulting with Students, Staff and Parents

Background:

The Board of Directors have expressed interest in engaging with interested students, staff, and parents for the purpose of gaining further understanding about the APORI (2019) and the 2018/19 Stakeholder Survey Results during the month of October.

To support this interest, it is suggested that a framework such as the Framework for Communications and Engagement (included in this board package) be used as a protocol for this engagement process and any future engagement exercises. By applying a consistent methodology for determining the best engagement method will build alignment and coherence across the system for these generative information and decision-making processes. As noted in the Framework, the purpose is to use the document to help determine the preferred level of desired participation of a group or groups and then implement a plan for engaging with the intended groups in order to achieve the intended outcome whether it is collecting data or making a decision.

The plan contemplates levels of participation of stakeholders through increasing the amount of participation individuals will have in the planning and or decision-making process. For this framework, the following categories are listed from low participation to high participation:

- Inform;
- Consult;
- Involve
- Collaborate; and
- Empower.

Note that one category is not better than another. Rather it is important to consider what process is most appropriate for accomplishing the intended outcome.

As the intent of the planned engagement for October is to gain clarification and deeper understanding of survey results, we will use focus groups (Category: Consult) for each of the three groups (students, staff and parents) in order to develop a deeper understanding of the results and to plan next steps.

Audience

Students – grades 4 – 9

Staff – teachers and support staff – all levels

Parents – all grade levels

Materials Available

Survey Results

Focus Groups

Groups of 4-6

Record responses to Focus Group Questions

Focus Group Questions (Sample)

Student Questions (Draft)

1. What do you like best about the education you are receiving at New Horizons School?
2. What would you like to change about the education you are receiving?
3. How do you use creativity, imagination, innovation and other strategies to problem solve in your learning?
4. What is your preferred learning style and do you have the opportunity to learn in this way?

Staff Questions (Draft)

1. What do you see as the strengths of the educational program that you deliver to your students? Is this represented in the results from the stakeholder survey conducted last year?
2. What do you see as potential gaps in the educational program and how can these be remediated?
3. When you look at the survey results, the "Don't Know" category is significant. What suggestions do you have that we can implement to assist parents in knowing the answers (whether agree or disagree) to the question?
4. What are your ideas to ensure that students and parents have the information needed to answer the APORI and Stakeholder Surveys accurately?

Parent Questions (Draft)

1. What do you see as the strengths of the educational program that your child receives? Is this represented in the results from the stakeholder survey conducted last year?
2. What do you see as potential gaps in the educational program and how can these be remediated?
3. When you look at the survey results, the "Don't Know" category is significant. What suggestions do you have that we can implement to assist you in knowing the answers (whether agree or disagree) to the question?
4. If you could make one change in how we communicate to you about your child's education, what would that change be?

Recommendations:

It is recommended that the Board of Directors undertake the following:

- Assign this communications and engagement to the Surveys Committee and Superintendent to plan and deliver the October consultations.
- Report results of the consultations to the Board by December, 2019 Board Meeting



Dean Lindquist

Board of Directors – Work Plan for 2019-20

September	<ul style="list-style-type: none"> ▪ Adopt Board Work Plan for 2019-20 <input type="checkbox"/> ▪ Set date for October Board meeting <input type="checkbox"/> ▪ Receive report on provincial achievement test results (closed meeting) <input type="checkbox"/> ▪ Receive Counsellor's Report for 2018-19 School Year <input type="checkbox"/> ▪ <input type="checkbox"/>
October	<ul style="list-style-type: none"> ▪ Complete Board Organizational Actions <ul style="list-style-type: none"> - Conduct Special General Meeting; 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"/> - Identify Board signing authorities <input type="checkbox"/> - Sign Board Member Code of Conduct – Policy #101 <input type="checkbox"/> ▪ Receive Accountability Pillar Results Report for October 2019 <input type="checkbox"/> ▪ Attend TAAPCS Annual General Meeting <input type="checkbox"/> ▪ Receive enrolment report for September 30, 2019 <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"/> ▪ Set date for NHCS Society Annual General Meeting <input type="checkbox"/> ▪ Create Task Force to investigate establishment of New Horizons High School Program (as per Education Plan) <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 2019-2020 to 2021-22 <input type="checkbox"/> ▪ Approve revised budget for 2019-20 <input type="checkbox"/> ▪ Approve Annual Education Results Report 2018-19 <input type="checkbox"/> ▪ Approve Audited Financial Statement Year Ending Aug 31/19 <input type="checkbox"/> ▪ Receive Report #1 from School Council <input type="checkbox"/> ▪ Determine priorities, possible date for Stakeholder Forum <input type="checkbox"/> ▪ <input type="checkbox"/>
December	<ul style="list-style-type: none"> ▪ Receive Class Size Report for 2019-20 <input type="checkbox"/> ▪ Set date for March Board Planning Retreat <input type="checkbox"/> ▪ <input type="checkbox"/>
January	<ul style="list-style-type: none"> ▪ Receive Quarterly Financial Report for Sep - Nov 2019 <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"/> ▪ Stakeholder Forum – Gather input on possible Education Plan priorities <input type="checkbox"/> ▪ <input type="checkbox"/>
February	<ul style="list-style-type: none"> ▪ Provide final approval of school calendar for 2020-21 <input type="checkbox"/> ▪ Prepare breakfast for school staff <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 ▪ Approve Three-Year Capital Plan for 2020-21 to 2022-23 ▪ Receive Quarterly Financial Report for Dec 2019 – Feb 2020 ▪ Administer Board-developed Stakeholder Survey ▪ 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
April	<ul style="list-style-type: none"> ▪ Provide provisional approval to Education Plan 2019-20 to 2021-22 ▪ 	<input type="checkbox"/> <input type="checkbox"/>
May	<ul style="list-style-type: none"> ▪ Attend TAAPCS Spring General Meeting ▪ Approve Budget for 2020-21 ▪ Receive Accountability Pillar Results Report for May 2020 ▪ Receive Board-developed stakeholder survey results ▪ Consider salary adjustment for support staff, senior administration ▪ Receive report from FANHS ▪ 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
June	<ul style="list-style-type: none"> ▪ Assess Board Work Plan progress for 2019-20 ▪ Receive Quarterly Financial Report for Mar – May 2020 ▪ Schedule SGM of NHCS Society (requires 21 days’ notice; must be on or before Oct 10) ▪ Schedule September 2020 Board meeting ▪ Set date for Summer Board Housekeeping Retreat ▪ Receive Report #2 from School Council ▪ 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ongoing	<ul style="list-style-type: none"> ▪ Consider proposals for new or amended Board policies ▪ 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"/>
As Needed	<ul style="list-style-type: none"> ▪ Meet with: <ul style="list-style-type: none"> - County Council - MLAs ▪ 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



Don Falk <dfalk@newhorizons.ca>

RE: Letter from New Horizons School - Board Chair

1 message

Sherwood Park <Sherwood.Park@assembly.ab.ca>

Wed, Jul 10, 2019 at 3:47 PM

To: Don Falk <dfalk@newhorizons.ca>

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

Mr. Falk,

On behalf of MLA Walker, I sincerely apologize for the delay in responding to this email. Thank you so much for sending on Ms. Pasemko's letter.

Mr. Walker is currently scheduling tours of schools in his riding and would like that list to include NHS. Please let me know of your availability.

We would also like to schedule a meeting here at the office to discuss the issues you have been having with regards to Ecole Claudette-et-Denis-Tardif and sharing one campus. I sincerely hope we can help you sort this matter out with Minister LaGrange.

Regards,



Michelle Black

Constituency Assistant
Office of Jordan Walker
MLA for Sherwood Park

116B-937 FIR ST, SHERWOOD PARK AB T8A 4N6
p) 780.417.4747 f) 780.417.4748
Michelle.Black.SWP@assembly.ab.ca

From: Don Falk <dfalk@newhorizons.ca>

Sent: Wednesday, May 29, 2019 7:45 AM

To: Sherwood Park <Sherwood.Park@assembly.ab.ca>

Subject: Letter from New Horizons School - Board Chair

Good morning,

Attached please find a letter to MLA Walker from Nicole Pasemko, Chair of the Board of Directors of New Horizons School in Sherwood Park.

Best regards,

Don Falk

Don Falk
Superintendent, New Horizons School
1000 Strathcona Drive, Sherwood Park, AB T8A 3R6
P: 780-416-2353 M: 587-877-5618

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AUG 20 2019

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

Dear Ms. Pasemko:

Your request for approval of the appointment of Mr. Dean Lindquist as Superintendent of Schools for New Horizons Charter School Society was forwarded to my office by the Registrar. Attached to the request was a completed *Notice of Intent to Appoint the Superintendent of Schools*, Form 4. Thank you for providing this information.

I hereby approve the appointment of Mr. Lindquist as Superintendent of Schools for New Horizons Charter School Society for a three-year term, effective August 30, 2019 to August 30, 2022, pursuant to Sections 113 and 114 of the *School Act*.

In light of my approval of Mr. Lindquist's appointment and pursuant to Section 77 of the *School Act*, I require you to provide me with a copy of any amendments that may be made to the employment contract during this appointment term.

Thank you to the members of the board for their commitment to education. Please extend my congratulations to Mr. Lindquist on his appointment.

Sincerely,

Adriana LaGrange
Minister