

New Horizons School Council Meeting Minutes

September 11, 2019
7:00 pm to 9:00 pm
Learning Common, New Horizons School

Attendees: Elizabeth Macve, Sandra Dargis, Ted Zarowny, Brianne Davio, Brenda Mitchell, Sarah-Jane Lovgren, Sarah MacDonald, Trevor Stefishen, Laurel Cleall, Devon Ethier, Diane French, Laureen Willms, Candise Berard, Tanya Delroo

1. Call to order 7:03 pm

2. Statement of Territorial Acknowledgement

The School Council of the New Horizons Charter School respectfully acknowledges that the land on which we meet is Treaty 6 territory, a traditional home, gathering place, a travelling route for diverse Indigenous Peoples, including Cree, Saulteaux, Blackfoot, Nakota, Sioux, as well as the homeland of the Metis 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: Brenda Mitchell moved to adopt the agenda as presented. Seconded by Sarah-Jane Lovgren. Motion Carried.

4. Approval of Minutes

4.1 June 25, 2019 --amended

5. Reports

5.1 Chair's report -- None

5.2 Principal's report-- See Attached

5.3 Financial Officer's report-- See Attached

5.4 FANHS' report -- Presented by Brianne Davio

- FANHS reported their first meeting will take place on September 24th.
- There is no updated FANHS Financial report at this time.
- Brianne reported a Successful Sobey's BBQ fundraiser earning approximately \$1100.00.
- Membership forms are being sent out via Kangas, you will need to be a member of FANHS to do any voting on fundraising activities at the meetings, anyone can be a member and this is free.
- Fundraisers this year will include:
 - Hot lunch -- hot lunch ordering is available online and was open September 10 for ordering. we have a new hot lunch provider this year "Lunch Lady". Any requests or concerns please let FANHS know by emailing nhs.hotlunch@gmail.com.
 - Mable's Labels -- if you go to Mabel's Labels website under "support a fundraiser" and type New Horizons School 20% of your purchase goes to our school.

- Cobs bread -- By letting COBS Bread know you are with New Horizons School at the time of purchase we will receive 5% of that purchase. Recently Brianne picked up a cheque for \$188. We are one of the top raising schools with COBS bread.
- Purdy's -- Based on feedback Purdy's fundraiser will be earlier this year. FANHS is looking for volunteers to assist with this fundraiser, if interested please email FANHS nhs.volunteer.coordinator@gmail.com
- Casino -- Casino date has been moved up and is now the 2nd quarter of 2020, we will receive the date and more information in November. We need someone to Chair the casino fundraiser as well as 25-30 volunteers. This fundraiser is held in Camrose.

5.5 Communication Officer's report--None

6. Motion to Accept Reports

MOTION: Sarah-Jane Lovgren moved to receive the reports as presented. Seconded by Sarah MacDonald. Motion Carried.

7. New Business

7.1 Playground committee update -- no update

7.2 Halloween Dance or Event planning

- Discussion ensued regarding a Halloween Dance (possible fundraising event, music-DJ, prizes, etc.)
- Halloween Dance will be October 18, 2019.

MOTION: Diane French moved to approve \$500 from school support fund for the Halloween Dance. Seconded by Devon Ethier. Motion Carried.

MOTION: Sarah-Jane moved to ask FANHS to apply for a raffle license for the Halloween Dance. Seconded by Trevor Stefishen. Motion Carried.

7.3 Planning for School Movie Nights -- amended

7.4 Approval is requested for a deposit from School Support, Academic Support for the Quest Theatre Artist in Residence program.

MOTION: Sandra moved to submit the fund allocation to FANHS to increase academic support by \$1000.00 and increase classroom support by \$250.00 for a total of \$54,250.00. Seconded by Brenda Mitchell. Motion Carried.

7.5 Staff funding requests--None

7.6 Pre- approvals for yearly recurring expenditures: Approval is requested for:

- Student Incentives
- Babysitting
- Recess Equipment
- Kindergarten Graduation
- Forgotten Lunches

MOTION: Sandra moved to approve Student Incentives to \$6/student to a maximum of \$2400 to be paid from the classroom support fund. Seconded by Sarah-Jane Lovgren. Motion Carried.

MOTION: Sandra moved to approve babysitting expenditures of up to \$50/year to be paid from the school council administration fund. Seconded by Sarah-Jane Lovgren. Motion Carried.

MOTION: Sandra moved to approve up to \$500.00 in total for recess equipment to be paid from the classroom support fund. Seconded by Sarah MacDonald. Motion Carried.

MOTION: Sandra moved to approve up to \$100.00 per kindergarten class for the kindergarten graduation celebration (\$200.00 in total), to be paid from the school support fund. Seconded by Sarah MacDonald. Motion Carried.

MOTION: Sandra moved to approve up to \$500.00 for the Grade 9 Graduation to be paid from the school support fund. Seconded by Sarah-Jane Lovgren. Motion Carried.

MOTION: Sandra moved to approve up to \$250.00 for forgotten lunch supplies to be paid from the school support fund. Seconded by Sarah MacDonald. Motion Carried.

8. Correspondence

9. Future Meeting Dates

- October 9, 2019 7-9pm
- November 6, 2019 7-9pm
- December 11, 2019 7-9pm
- January 8, 2019 7-9 pm

10. Adjournment

9:01pm

New Horizons School Council Financial Officers Report

Sept 11, 2019
7:00 pm
Learning Commons, New Horizons School

1. **Current Fund Allocation Overview (See Attached Schedule A)**
2. **Final Financial Results for 2018/2019 (see attached Schedule B)**

Total funds disbursed were \$8,852.35 for a total of \$63,247.65 unspent in the year.

The playground funding of \$45,000 was transferred to the current year's allocation so the net about of \$18,247.65 was "released" back the FANHS.

3. **Discussion and vote on pre-approvals of yearly recurring expenditures:**

Sample Motions:

Student incentives: I move that we approve student incentive expenditures of up to \$6.00 per student to a maximum of \$2,400, to be paid from the school support fund

Recess Equipment: I move that that we approve up to \$500.00 in total for recess equipment, to be paid from the classroom support fund.

Kindergarten Graduation: I move that we approve up to \$100.00 per kindergarten class for the kindergarten graduation celebration (\$200.00 in total), to be paid from the school support fund.

Grade 9 Graduation: I move that we approve up to \$500.00 for Grade Nine Graduation to be paid from the school support fund.

Forgotten Lunch Supplies: I move that we approve \$250.00 for forgotten lunch supplies to be paid from the school support fund.

Financial Officer's report Schedule A

New Horizons School Council Fund Allocation

For the 2019/2020 School Year

	2019-2020 Allocation of Funds	Spent Funds	Motioned Funds	Remaining Funds
School Support	\$ 5,000			\$ 5,000
Classroom Support	2,900			2,900
School Enhancement	45,000			45,000
Community Building / Parent Support	-			-
School Council Administration	100			100
GRAND TOTAL:	\$ 53,000.00	\$ -	\$ -	\$ 53,000.00

		2019-2020 Allocation of Funds	Potential Projects, Items & Ideas Identified (Specific Highlighted Items are Under Consideration for the Education Plan)
School Support			
Clubs	\$	500	<i>Ex. LEGO Mindstorms purchase; Arts & Crafts; Science; Track & Field; Computer, Chess, Maker Carts</i>
Sports & Well Being		500	<i>Ex. Sports Day; School Teams; Mission Impossible; Track 'n Field Competition Day / Healthy School Initiatives - Mindfulness, Health Fair, Yoga Instructor, Back up Lunches</i>
Events		1,500	<i>Ex. Christmas Play &/or Concert; Grade 9 Grad; Talent Show; Art Walk; Winter Carnival/Cabane a Sucre (Sugar Shack); Kinder Grad; Science Fair</i>
Staff Support		1,500	<i>Teacher Meals; Interviews; Staff Appreciation Week; Bereavement; Staff Awards</i>
Academic Support		1,000	<i>Ex. Artist in Residence (\$4000), Jr High Drama; Academic Awards Event; "Reach for the Top"; Star Gazer; Art in Residence (Writing or Art); In-School Concert/Production; STEM; IB Programming Support</i>
Total		5,000	
Classroom Support		2,900	
Recess Equipment		500	<i>General Fund for the Entire School</i>
Classroom Incentives		2,400	<i>Student Based Funding at Teacher Discretion (Ex. reward items, special field trip, classroom fun activities/materials) (\$6 per student allocated)</i>
Total		2,900	
School Enhancement		45,000	
Sports Equipment		-	
Technology		-	
Major Projects		45,000	<i>Playground</i>
Total		45,000	
Community Building / Parent Support			
Guest Speakers			<i>Guest Speakers</i>
Team/Community Building			<i>Ex. Movie Night; BBQ; Dance; Family Game Night; Potluck; Paint Night, Peanut Scramble; Giving Back Campaign</i>
Public Relations/Hospitality			<i>School Based Celebrations; Festival of Trees, Science Fair (after hours); Wellness Fair (open to public); Parent Orientation Night</i>
Total		-	
School Council Administration		100	
General Admin Expenses		50	
Babysitting		50	
Total		100	
GRAND TOTAL:		\$ 53,000	

Financial Officer's Report Schedule B

New Horizons School Fund Allocation

Final

	2018-2019 Allocation of Funds	Spent Funds	Remaining Funds
School Support	\$ 11,500	\$ 6,035	\$ 5,465
Classroom Support	\$ 4,500	\$ 2,787	\$ 1,713
School Enhancement	\$ 50,000	-	\$ 50,000
Community Building / Parent Support	\$ 5,600	-	\$ 5,600
School Council Administration	\$ 500	\$ 30	\$ 470
GRAND TOTAL:	\$ 72,100.00	\$ 8,852.35	\$ 63,247.65

New Horizons School Fund

For the 2018-2019 School Year

Financial Officer's Report - Schedule B (page 2)

	2018-2019 Allocation as Approved	2018/2019 Actual spent	Potential Projects, Items & Ideas Identified
School Support			
Clubs	\$ 2,000	\$ 794.09	<i>tx. LEGO Mindstorms purchase; Arts & Crafts; Science; Track & Field; Computer, Chess, Maker Carts</i>
Sports & Well Being	1,000	341.29	<i>Sports Day; School Teams; Mission Impossible; Track 'n Field Competition Day / Healthy School Initiatives - Mindfulness, Health Fair, Yoga Instructor, Back up Lunches</i>
Events	2,000	1,538.44	<i>Ex. Christmas Play &/or Concert; Grade 9 Grad; Talent Show; Art Walk; Winter Carnival/ Cabane a Sucre (Sugar Shack); Kinder Grad; Science Fair</i>
Staff Support	1,500	1,392.11	<i>Teacher Meals; Interviews; Staff Appreciation Week; Bereavement; Staff Awards</i>
Academic Support	5,000	1,968.93	<i>Ex. Jr High Drama; Academic Awards Event; "Reach for the Top"; Star Gazer; Art in Residence (Writing or Art); In-School Concert/Production; STEM; IB Programming Support</i>
Total	11,500	6,034.86	
Classroom Support			
Recess Equipment	1,500	564.96	<i>General Fund for the Entire School (includign equipment storage)</i>
Classroom Incentives	3,000	2,222.53	<i>Student Based Funding at Teacher Discretion (Ex. reward items, special field trip, classroom fun activities/materials) (\$8 per student allocated)</i>
Total	4,500	2,787.49	
School Enhancement			
Sports Equipment	-	-	
Technology	-	-	
Major Projects	50,000	-	<i>Risers, Swing funding</i>
Total	50,000	-	
Community Building / Parent Support			
Guest Speakers	5,000	-	<i>Gifted Education Conference</i>
Team/Community Building	200	-	<i>Ex. Movie Night; BBQ; Dance; Family Game Night; Potluck; Paint Night, Peanut Scramble; Giving Back Campaign</i>
Public Relations/Hospitality	400	-	<i>Ex. School Based Celebrations; Festival of Trees, Science Fair (after hours); Wellness Fair (open to public); Parent Orientation Night</i>
Total	5,600	-	
School Council Administration			
General Admin Expenses	100	20.00	
Babysitting	400	10.00	
Total	500	30.00	
2			
GRAND TOTAL:	\$ 72,100	\$ 8,852	

Financial Officer's Report - Schedule B (page 3)

Expenditure Tracking - 2018-2019

School Support	Date Approved	Paid To	Amount Paid	Subtotal
Sports and Well Being - Forgotten Lunch Supplies	19/Sep/18	New Horizons School	\$ 18.98	
Sports and Well Being - Forgotten Lunch Supplies	16/Oct/18	New Horizons School	\$ 14.16	
Sports and Well Being - Forgotten Lunch Supplies	6/Feb/19	New Horizons School	\$ 19.81	
Sports and Well Being - Forgotten Lunch Supplies	28/May/19	New Horizons School	\$ 41.08	
Sports and Well Being - Tall pylons	22/Nov/18	New Horizons School	\$ 200.00	
Sports and Well Being - Sports Day	06/20/2019	Ms Shayel MacKinnon	\$ 16.85	
Sports and Well Being - Sports Day	06/27/2019	Ms Debbie Wain	\$ 20.97	
Sports and Well Being - Sports Day	06/27/2019	Ms Anika Kooger	\$ 9.44	\$ 341.29
Clubs- Gamers Club	19/Sep/18	Mr. Wilde	\$ 80.93	
Clubs - Puzzle Club	22/Jan/19	Ms. Michelle Stephens	\$ 186.95	
Clubs - Reach for the Top	8/Apr/19	The Renert School	\$ 340.00	
Clubs - Badminton		Mr. Shaun Wilde	\$ 70.88	
Clubs - Chess Tournament	05/29/2019	New Horizons School	\$ 58.48	
Clubs - Trivia Club	06/03/2019	Ms. Shayel MacKinnon	\$ 56.85	\$ 794.09
Events - Kindergarten Grad	05/31/2019	Michelle Stephens	\$ 58.33	
	06/19/2019	Michelle Stephens	\$ 118.26	
Events - Grade 9 Grad	06/24/2019	Ms Kandace Graham	\$ 500.00	
Events - Halloween Dance	22/Nov/18	Laura Rasmussen	\$ 90.00	
Events - Halloween Dance	23/Nov/18	Mr Abe Chang	\$ 25.20	
Events - Halloween Carnival	22/Nov/18	Mr. Brian Loehr	\$ 194.35	
Events - Christmas Concert	22/Jan/19	New Horizons School	\$ 552.30	\$ 1,538.44

Financial Officer's Report - Schedule B (page 4)

ademic Support - Teachers Pet Dreamcatchers	22/Feb/19	New Horizons School	\$	618.75	
Academic Support - Gr 2 Buoyancy	26/Jun/19	New Horizons School	\$	556.00	
Academic Support - Kinder Cooking					
	04/26/2019	Ms. Michelle Stephens	\$	215.21	
	5/31/2019	Ms. Michelle Stephens	\$	137.58	
Academic Support - Grade 5 Drama					
	05/27/2019	Ms. Alison Joly	\$	147.97	
	06/04/2019	Ms. Andrew Watson	\$	293.42	\$ 1,968.93
Staff Support - Teacher Meals (Fall)	15/Feb/19	New Horizons School	\$	301.29	
Staff Support - Teacher Meals (Spring)	19/Feb/04	Shaun Wilde	\$	500.00	
Staff Support - Teacher Meals (End of year)	06/28/2019	Manda Wilde	\$	492.66	
Staff Support - Teacher Appreciation Week	05/28/2019	Ms. Laura Rasmussen	\$	98.16	\$ 1,392.11
				Subtotal Paid	
					\$ 6,034.86

Classroom Support

Classroom incencitves - K

05/3/2019	Michelle Stevens	\$	199.76
06/19/2019	Michelle Stevens	\$	86.49

Classroom incencitves - 1F

04/04/2019	Ms. Kim Fehr	\$	76.47
06/27/2019	Ms Debbie Wain	\$	168.00

Classroom incencitves - 1W

Classroom incencitves - 2K

01/30/2019	Ms. Anika Kooger	\$	84.08
06/27/2019	Ms. Anika Kooger	\$	43.57
06/27/2019	Ms. Anika Kooger	\$	19.97

Classroom incencitves - 2F

06/26/2019	Ms. Faye Freeman	\$	69.09
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Classroom incencitves - 3P

1/Oct/18	Ms. Amanda Panas	\$	58.33
6/Dec/18	Ms. Amanda Panas	\$	41.21
6/Feb/19	Ms. Amanda Panas	\$	31.01

Financial Officer's Report - Schedule B (page 5)

	03/19/2019	Ms. Amanda Panas	\$	43.41	
Classroom incencitves - 3M	22/Nov/18	Ms. Shayel MacKinnon	\$	70.76	
	03/07/2019	Ms. Shayel MacKinnon	\$	20.95	
	06/03/2019	Ms. Shayel MacKinnon	\$	41.98	
	06/20/2019	Ms Shayel MacKinnon	\$	50.31	
Classroom incencitves - 4W					
	6/Feb/19	Ms. Savanna Wygiera	\$	100.17	
	06/27/2019	Ms Kelsey Ewert	\$	26.25	
Classroom incencitves - 4C					
	06/21/2019	Ms Chantel Charest	\$	91.14	
Classroom incencitves - 5W					
	19/Sep/18	Ms. Andrea Watson	\$	14.33	
	7/Jun/19	Ms. Andrea Watson	\$	85.35	
	06/26/2019	Ms. Andrea Watson	\$	43.97	
Classroom incencitves - 5J					
	26/Jun/19	Ms. Alison Joly	\$	43.96	
	6/Dec/18	Ms. Alison Joly	\$	9.44	
	06/26/2019	Ms. Alison Joly	\$	77.46	
Classroom incencitves - 6D	06/27/2019	Ms. Janice Dinel	\$	168.00	
sClassroom incentives - 6S	06/28/2019	Ms. Anne Servold	\$	97.68	
Classroom incencitves - Jr High Wilde					
	06/27/2019	Mr. Brian Loehr	\$	43.39	
Classroom incencitves - Jr High Loehr	06/27/2019	Mr. Brian Loehr	\$	144.00	
Classroom incentves - Jr High Ho					
Classroom incentives - Jr. High Graham	29/May/19	Ms Kandace Graham	\$	72.00	
Classroom incencitves - Music					
	05/23/2019	Ms Kandace Graham	\$	94.74	
	29/May/19	Ms Kandace Graham	\$	5.26	
Classroom incentives - French					\$ 2,222.53
Recess Equipment					
	06/20/2019	Chantal Charest	\$	8.25	
	28/May/19	New Horizons School	\$	47.26	

Financial Officer's Report - Schedule B (page 6)

06/27/2019	Anika Kooger	\$	21.50	
06/27/2019	Janice Dinel	\$	62.91	
06/27/2019	Debbie Wain	\$	15.75	
07/15/2019	Debbie Wain	\$	409.29	\$ 564.96

Subtotal Paid				<u>\$ 2,787.49</u>
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School Enhancement

Subtotal Paid				<u>\$ -</u>
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Community Building / Parent Support

Subtotal Paid				<u>\$ -</u>
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School Council Administration

Babysitting

Playground Committee Babysitting

Grant Writing Course

05/05/2019	Ms. Elissa Wilson	\$	10.00	
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05/23/2019	Ms. Elissa Wilson	\$	20.00	
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Subtotal Allocated				
Subtotal Paid				<u>\$ 30.00</u>

NHS School Council Meeting

Principal's Report

September 9 , 2019
7:10 p.m.
New Horizons School

1. Welcome!

On behalf of the New Horizons School Staff, I would like to welcome everyone back to the 2018-2019 school year. I look forward to working with both the returning and new members of the Council and the Executive.

I am pleased to welcome as well some new and returning staff members.

Dean Lindquist: Superintendent of Schools

Marisa Araujo: Junior High (LA; SS; Options)

Jennifer Asquini: Returning from a maternity leave.

Crystal Ewasiuk: Crystal was with us as an Educational Assistant, but funded through the Community Options Program. This year she is employed with the Board.

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. 25th Anniversary

Information:

This year marks the 25th year of operation for New Horizons School. We will be holding our 25th Anniversary Celebration on Friday, January 31.

Ms. Vigfusson has organized a school committee and will be sending updates as they progress.

5. Communication

Information:

Based on feedback at last year's stakeholder forum, we will be making adjustments to our communication to parents. We have begun the process this year with the following.

- Streamlining how teachers communicate to parents
 - Agendas may have notes of encouragement or other observations.
 - Any information that is essential for parents to read, to respond to, or take action, will be done via email or telephone
- Increased communication, especially at the start of the year
 - Introductory hard copy/newsletter at the start of the year that will include
 - contact information
 - how agendas will be used (elementary)
 - how and when communication will occur
 - how parents can access student progress
- Timely communication of concerns regarding achievement, behaviour, or other issues via email or phone call.
- Timely communication of upcoming special classroom/divisional events.
- Individual Program Plan Updates will occur during each reporting period, or when necessary in between reporting periods.

Action:

School Council is invited to share thoughts, concerns, and suggestions regarding improving communication.

6. Facility Update

Information:

An additional modular classroom has been ordered and is expected to be put in place this fall and ready for occupancy after the Christmas break.

In order to make accommodations for the extra grade 7 class, a classroom space has been carved out of our learning commons.