

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 7, 2020

Initials: Chair \_\_\_\_\_

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

**October 7, 2020, 7:30 p.m.**

Board Members Present at Call to Order:

Dan Hanson  
DIRECTOR

Jason Clarke  
DIRECTOR

Vincent Tong  
DIRECTOR

Chris Burrows  
DIRECTOR

Ijeoma Ukiwe  
DIRECTOR

Administration Present:

Dean Lindquist  
SUPERINTENDENT

Patti Dundas  
SECRETARY-TREASURER

Lori Vigfusson  
VICE-PRINCIPAL

Members Present:

Shari Morin

Elizabeth Macve

Christine Grabill (non-member)

Jennifer Warren

**1. Call to Order**

Superintendent Lindquist called the virtual meeting to order at 7:22 p.m. and made opening remarks.

**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 2020-10-07-01*

*Moved that the agenda for the Board Meeting of October 7, 2020 be adopted as presented.*

*Moved: Director Burrows  
Seconded: Director Hanson  
Carried*

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**4. Disclosure of Conflict of Interest:**

None

**5. Approval of Minutes**

**5.1 Minutes of September 23, 2020**

*Motion 2020-10-07-02 Moved that the Board Meeting minutes of September 23, 2020 be approved as presented.*

*Moved: Director Hanson*

*Seconded: Director Clarke*

*Carried*

**6. Board Organization**

**6.1 Selection of Officers**

Superintendent Lindquist spoke to the Board Officers & Committees Document. Discussion followed.

Superintendent Lindquist called for nominations for the appointment of Board Chair.

Nomination received for Director Hanson from Director Clarke. Director Hanson accepts the nomination.

Superintendent Lindquist called a second time for nominations.

Superintendent Lindquist called a third time for nominations.

*Motion 2020-10-07-03 Moved that nominations cease.*

*Moved: Director Tong*

*Seconded: Director Clarke*

*Carried*

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*Motion 2020-10-07-04 Moved that Director Hanson be appointed as Board Chair.*

*Moved: Director Clarke  
Seconded: Director Burrows  
Carried*

**Chair Hanson resumed position of Chair for the remainder of the meeting.**

Chair Hanson called for nominations for the appointment of Vice Chair.

Nomination received for Jason Clarke by Director Burrows. Director Clarke accepts the nomination.

Chair Hanson called a second time for nominations.

Chair Hanson called a third time for nominations.

*Motion 2020-10-07-05 Moved that nominations cease.*

*Moved: Director Tong  
Seconded: Director Ukiwe  
Carried*

*Motion 2020-10-07-06 Moved that Director Clarke be appointed as Vice Chair.*

*Moved: Director Burrows  
Seconded: Director Tong  
Carried*

Chair Hanson called for nominations for the appointment of Secretary.

Nomination received for Director Tong by Director Clarke. Director Tong accepts the nomination.

Chair Hanson called a second time for nominations.

Chair Hanson called a third time for nominations.

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*Motion 2020-10-07-07*

*Moved that nominations cease.*

*Moved: Director Clarke*

*Seconded: Director Burrows*

*Carried*

*Motion 2020-10-07-08*

*Moved that Director Tong be appointed as Board Secretary.*

*Moved: Director Burrows*

*Seconded: Director Clarke*

*Carried*

Chair Hanson called for nominations for the appointment of Treasurer.

Nomination received for Secretary Tong by Director Clarke. Secretary Tong accepts the nomination.

Chair Hanson called a second time for nominations.

Chair Hanson called a third time for nominations.

*Motion 2020-10-07-09*

*Moved that nominations cease.*

*Moved: Director Burrows*

*Seconded: Director Ukiwe*

*Carried*

*Motion 2020-10-07-10*

*Moved that Vincent Tong be appointed as Board Treasurer.*

*Moved: Director Burrows*

*Seconded: Vice Chair Clarke*

*Carried*

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## 6.2 Set Regular Meeting Dates

Bylaws state that the Board must hold nine meetings throughout the year. September and October meetings have already been held, dates for the remainder of the year need to be set.

*Motion 2020-10-07-11*

*Moved that the following dates be set as Regular Board Meeting Dates:*

- November 25, 2020
- December 16, 2020
- January 20, 2021
- February 17, 2021
- March 24, 2021
- April 21, 2021
- May 19, 2021
- June 16, 2021
- September 15, 2021

*Moved: Director Tong*

*Seconded: Director Burrows*

*Carried*

## 6.3 Board Committees

Chair Hanson summarized the five different Board committees and indicated that members can be added throughout the year.

*Audit Committee:*

*The following Board and Society Members were appointed to serve as the Audit Committee:*

- Vincent Tong, Committee Chair
- Chris Burrows

*There will also be an addition of two community members and one member of the adult learning community.*

*Policies, Guidelines, Bylaws Committee:*

*The following Board and Society Members were appointed to serve as the Policies, Guidelines, Bylaws Committee:*

- Jason Clarke, Committee Chair
- Dan Hanson
- Elizabeth Macve, School Council Representative

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*Personnel Committee: The following Board Members were appointed to serve as the Personnel Committee:*

- *Dan Hanson, Committee Chair*
- *Chris Burrows*
- *Vincent Tong*

*Survey Committee: The following Board Members were appointed to serve as the Survey Committee:*

- *Chris Burrows, Committee Chair*
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*Public Relations Committee:*

*The following Board and Society Members be appointed to serve as the Public Relations Committee.*

- *Dan Hanson, Committee Chair*
- *Jason Clarke*
- *Elizabeth Macve, School Council Representative*
- *Sarah-Jane Lovgren, School Council Representative*

Superintendent Lindquist will review committee guidelines and draft an email to the general public asking for members to the Audit, Public Relations, and Policies, Guidelines and Bylaws, committees.

Chair Hanson spoke to the existing Ad Hoc Committee for development of a New Horizons high school that was established on October 9, 2019. It is still in place and will continue its work during the upcoming year.

#### **6.4 Signing Authorities**

Secretary-Treasurer Dundas spoke to signing authorities for the Society, as included in the agenda package.

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*Motion 2020-10-07-12*

*Moved that the following individuals be appointed as signing authorities for the NHCSS:*

- *2020-21 Board Chair*
- *2020-21 Board Treasurer*
- *Superintendent – Dean Lindquist*
- *Secretary-Treasurer – Patti Dundas*
- *Principal – Ted Zarowny*

*Moved: Director Burrows*

*Seconded: Vice Chair Clarke*

*Carried*

## **7. Administration Reports**

### **7.1 Principal's Report**

No report.

### **7.2 Secretary-Treasurer's Report**

Secretary-Treasurer Dundas summarized the COVID-19 expenses to date as presented in the report circulated prior to the meeting. Expenses include additional educational assistant time to assist with morning entry and afternoon exit, additional office time to assist with additional workload, technology for K-3 students, additional substitute teaching costs, individual desk shields for all students, hand sanitizer and disinfectant, software for staff and students. The federal COVID-19 funding grant will cover the majority of these expenses. Discussion followed.

### **7.3 Superintendent's Report**

Superintendent Lindquist indicated that implementation of the re-entry plan has gone quite well overall. Specifics continue to be tweaked as regular monitoring identifies opportunities for improvement. A technology-based student survey is being developed to obtain student perspective on pandemic-related procedures. Board Directors are invited to forward their suggestions for student survey questions and inquiries. Discussion followed.

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**8. New Business**

**8.1 Board Orientation Session(s)**

Superintendent Lindquist spoke to Board Orientations Session(s), as included in the agenda package. Discussion followed. Consensus is to wait until the vacant Board positions are filled and then revisit the possibility of hosting a Board orientation session.

**8.2 Receive September 30, 2020 Enrollment Report**

Vice Principal Vigfusson spoke to the September 30, 2020 enrollment report. As of September 30, NHCS has 407 students enrolled. Currently, ~60 students are accessing remote learning. Discussion followed.

**8.3 2020-21 Gr. 3 SLA and Gr. 6/9 PAT**

Superintendent Lindquist spoke to the writing of provincial SLA and PAT exams, as included in the agenda package. Vice Principal Vigfusson summarized the various assessments that are already being used in classes during the 2020-21 school year. Discussion followed.

*Motion 2020-10-07-13 Moved to support the recommendation of administration to decline NHS student participation in the SLA and PAT exams during the 2020-21 school year.*

*Moved: Secretary-Treasurer Tong  
Seconded: Chair Hanson  
Carried*

Director Burrows left the meeting.

**8.4 Student Transportation Update**

Secretary-Treasurer Dundas spoke to the transportation update, as included in the agenda package. Discussion followed.

**9. Board Work Plan**

The Board reviewed the Work Plan for 2020-21, as included the agenda package.



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

**10.1 Annual General Meeting**

Chair Hanson spoke to the upcoming TAAPCS AGM including a resolution, as included in the agenda package. Discussion followed. Board members are invited to participate, the following attendees were agreed upon:

- Chair Hanson
- Superintendent Lindquist
- Secretary-Treasurer Dundas

**11. Receipt of Reports**

*Motion 2020-10-07-14*

*Moved that all reports be received as presented during the meeting.*

*Moved: Vice Chair Clarke*

*Seconded: Director Ukiwe*

*Carried*

**12. Correspondence Sent**

None

**13. Correspondence Received**

None

**14. In Camera**

*Motion 2020-10-07-15*

*Moved that the meeting move in camera at 9:53 p.m.*

*Moved: Vice Chair Clarke*

*Seconded: Director Tong*

*Carried*

**Motion to Move Out of Camera:**

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*Motion 2020-10-07-16 Moved that the meeting move out of camera at 9:59 p.m.*

*Moved: Director Clarke*

*Seconded: Director Tong*

*Carried*

**15. New Business (con't)**

**15.1 Matters Arising from In Camera Meeting**

*Motion 2020-10-07-17 Moved that the contract of employment for the following employees be ratified:*

- Employee #0313*
- Employee #0314*
- Employee #0315*
- Employee #0316*

*Moved: Director Tong*

*Seconded: Director Ukiwe*

*Carried*

**16. Adjournment**

Chair Hanson adjourned the meeting at 10:03 p.m.

*Next Board Meeting: November 25, 2020*