



Board Meeting

Agenda Package

October 7, 2020

☞ *New Horizons Charter School Society* ☞

AGENDA**Type of Meeting:** Board**Date:** October 7, 2020**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
OCTOBER 7, 2020
(Immediately following conclusion of the SGM)
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 | D. Hanson | 7:35 pm |
| 2. | Statement of Territorial Acknowledgment | D. Hanson | 7:36 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, a 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 | D. Hanson | 7:37 pm |
| 4. | Disclosure of Conflict of Interest | D. Hanson | 7:38 pm |
| 5. | Approval of Minutes | D. Hanson | 7:39 pm |
| | 5.1 September 23, 2020 – attachment | | |
| 6. | Board Organization | | 7:40 pm |
| | 6.1 Selection of Officers – attachment | D. Lindquist | |
| | 6.2 Set Regular Meeting Dates (motion required) | Board Chair | |
| | 6.3 Board Committees – attachment | Board Chair | |
| | 6.4 Signing Authorities (motion required; Secretary-Treasurer Dundas will speak to this item at the Board meeting) | P. Dundas | |
| 7. | New Business | | 8:25 pm |
| | 7.1 Board Orientation Session(s) – attachment | D. Lindquist | |
| | 7.2 Receive September 30, 2020 Enrollment Report | T. Zarowny | |
| | 7.3 2020-21 Gr. 3 SLA and Gr. 6/9 PAT Exam Writing Decision - attachment | D. Lindquist/T. Zarowny | |
| | 7.4 Student Transportation Update -attachment | P. Dundas | |

AGENDA

Type of Meeting: Board

Date: October 7, 2020

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"TOWARDS NEW HORIZONS" Is it in the best interest of our students? Does it support excellence?

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| 8. | Board Work Plan – attachment | Board Chair | 8:50 pm |
| 9. | The Association of Alberta Public Charter Schools 9.1 Annual General Meeting – attachment | Board Chair | 8:55 pm |
| 10. | Correspondence Sent | Board Chair | 9:00 pm |
| 11. | Correspondence Received | Board Chair | 9:05 pm |
| 12. | In Camera | Board Chair | 9:10 pm |
| 13. | Adjournment | Boar Chair | 9:15 pm |

Next Board Meeting – To Be Determined



Dean Lindquist
Superintendent
Phone: 780-416-2353
Email: dlindquist@newhorizons.ca

MEMORANDUM

September 24, 2020

To: Board of Directors

From: Dean Lindquist - Superintendent

Re: Selection of Officers

Background:

The Board of Directors will need to select their table officers for the 2020-21 school year. Society Bylaws (article 6.2.1) indicate that "The Officers of the Society are the Chair, Vice Chair, Secretary, and Treasurer." Article 6.3 of the Society Bylaws provides a brief role and responsibility statement for each of these positions.

The Board of Directors fill these positions following the election of the directors at the Special General Meeting of the Society.

Recommendations:

It is recommended that the Board elect directors to each of the table officer positions.

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

Dean Lindquist

BOARD OFFICERS & COMMITTEES

2019-10-09

| Position / Committee | 2017-18 | 2018-19 | 2019-20 |
|--|--------------------|------------------------|------------------------|
| Chair | Nicole Pasemko | Nicole Pasemko | Dan Hanson |
| Vice Chair | Dan Coles | Dan Hanson | Jason Clarke |
| Secretary | Michelle Macdonald | Shari Morin | Shari Morin |
| Treasurer | Trevor Panas | Vincent Tong | Vincent Tong |
| | | | |
| Audit Committee | | | |
| <i>Membership: Board Treasurer</i> | Trevor Panas | Vincent Tong - Chair | Vincent Tong - Chair |
| <i>(must chair); 2 or more Board</i> | Elaine Phillips | Chris Burrows | Chris Burrows |
| <i>members; 2 community members</i> | | Vicki Nielsen | Phil Brownlee |
| <i>as specified in Policy</i> | | | Niharika Sreekumar |
| | | | |
| Policies, Guidelines, Bylaws Cmte | | | |
| <i>Membership: Unspecified; Board</i> | Jill Weiss | Jason Clarke - Chair | Jason Clarke - Chair |
| <i>member must chair</i> | Nicole Pasemko | Denise Jolley | Dan Hanson |
| | Shari Morin | Theresa Nobis | Lisa Tose |
| | | | |
| | | | Vicky Qualie |
| Personnel Committee | | | |
| <i>Membership: Board members</i> | Nicole Pasemko | Nicole Pasemko - Chair | Nicole Pasemko - Chair |
| <i>only; unspecified number; Board</i> | Jill Weiss | Vincent Tong | Vincent Tong |
| <i>Chair must chair</i> | Inna Mackay | | Dan Hanson |
| | Elaine Phillips | | |
| | | | |
| Survey Committee | | | |
| <i>Membership: Board members</i> | Dan Coles | Dan Hanson - Chair | Shari Morin - Chair |
| <i>only; unspecified number</i> | Jill Weiss | Shari Morin | Chris Burrows |
| | Trevor Panas | | |
| | | | |
| | | | |
| Public Relations Committee | | | |
| <i>Membership: Unspecified;</i> | Jill Weiss | Shari Morin - Chair | Dan Hanson - Chair |
| <i>School Council & FANHS to be</i> | Nicole Pasemko | Michelle Macdonald | Jason Clarke |
| <i>invited to submit representation;</i> | Shari Morin | Liam Kelly | Vicky Qualie |
| <i>Board member must chair</i> | Sandra Summers | Stephen Abioye | Elizabeth Macve |
| | | Andrea Palmer | Sarah Jane Lovgren |
| | | | |
| | | | |



Dean Lindquist
Superintendent
Phone: 780-416-2353
Email: dlindquist@newhorizons.ca

MEMORANDUM

September 24, 2020

To: Board of Directors

From: Dean Lindquist - Superintendent

Re: Section of Board of Directors Meeting Dates

Background:

Bylaws state that the Board must hold 9 meetings throughout the year (Article 6.1.7.1). The regular monthly meetings are scheduled at the Board Organizational Meeting.

The schedule of meetings held last year were:

- November 20, 2019 - AGM
- December 11, 2019
- January 15, 2020
- February 12, 2020
- March 18, 2020
- April 22, 2020
- May 20, 2020
- June 17, 2020

Recommendations:

It is recommended that the Board select and approve through resolution monthly meetings for the 2020-21 school year.

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Dean Lindquist



Dean Lindquist
Superintendent
Phone: 780-416-2353
Email: dlindquist@newhorizons.ca

MEMORANDUM

September 24, 2020

To: Board of Directors
From: Dean Lindquist - Superintendent
Re: Board Committees

Background:

The Board of Directors will need to appoint Directors to serve on the various committees of the Board. The Board of Directors identify the following Standing Committees:

- Audit Committee
- Policies, Guidelines and Bylaws Committee
- Personnel Committee
- Survey Committee
- Public Relations Committee

Board Policy #103 Board Committees identifies rules around committee membership and in some cases, who shall chair the committee (e.g. Audit Committee).

The Society Bylaws enable the Board of Directors to establish Ad Hoc Committees and to hold Committee of the Whole Meetings throughout the year.

Attached with this memorandum is a list of committees and their members for the past three years.

Recommendations:

It is recommended that the Board appoint directors to each of the committees.

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

Dean Lindquist



Patti Dundas
Secretary Treasurer
Phone: 780-416-2353
Email: pdundas@newhorizons.ca

MEMORANDUM

October 7, 2020

To: Board of Directors

From: Patti Dundas – Secretary Treasurer

Re: Signing Authorities for New Horizons Charter School Society

Background:

It has been the usual practice of the Board of Directors to confirm and/or appoint signing authorities for the New Horizons Charter School Society at the first board meeting in the fall, immediately following Board elections.

For the 2020-21 school year, at this time, in this context, the following recommendations are presented for the consideration of the Board.

Recommendations:

The following recommendations are presented for the consideration of the Board of Directors:

- That the following individuals serve as signing authorities for the New Horizons Charter School Society:
 - 2020-21 Board Chair
 - 2020-21 Board Treasurer
 - Dean Lindquist (Superintendent)
 - Patti Dundas (Secretary-Treasurer)
 - Ted Zarowny (Principal)
- That payments be approved in plotoo or cheques be signed by one Director and one member of Administration

Patti Dundas



Dean Lindquist
Superintendent
Phone: 780-416-2353
Email: dlindquist@newhorizons.ca

MEMORANDUM

September 24, 2020

To: Board of Directors
From: Dean Lindquist - Superintendent
Re: Board Orientation Session(s)

Background:

The Board of Directors have opted to hold Board Orientation Sessions following Board of Directors elections.

A Board Orientation Session was not held during the 2019/20 school year due to the individual selected to lead the Board Orientation Session not being available.

If the Board of Directors are interested in holding an Orientation Session, administration will seek out a facilitator.

Recommendations:

It is recommended that the Board:

1. Determine if the Board of Directors wish to hold a Board Orientation Session.
2. If the Board of Directors wish to hold a Board Orientation Session, they should:
 - a. Identify general and or specific governance topics that the Board believes are important for new Directors joining the Board; and
 - b. Select possible dates on which to schedule Board orientation sessions.

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

Dean Lindquist



Dean Lindquist
Superintendent
Phone: 780-416-2353
Email: dlindquist@newhorizons.ca

MEMORANDUM

September 24, 2020

To: Board of Directors

From: Dean Lindquist - Superintendent

Re: Grade 3 Student Learning Assessments and Grade 6 and 9 Provincial Achievement Tests

Background:

In the 2020/21 School Re-Entry Plan, school authorities are able to determine if students will write the provincial assessments. Although not a factor for our school, diploma exams will proceed for high school programs. Students did not write provincial assessments in June 2020 due to the cancellation of in-class learning by the provincial government.

If it is determined that students will write the provincial assessments, the grade 3 SLA's will be written by the end of October. The grade 6 & 9 provincial achievement tests will be administered near the end of the school year. Testing will be completed for Language Arts and Mathematics.

There are both pros and cons to deciding if students will participate in the provincial assessments. The test results, as explained to administration by Alberta Education officials, will be shared with the school staff and board, but will not be utilized by the Ministry.

Principal Zarowny will provide an addendum by email on assessment tools that may be used to determine student learning.

Implications:

As discussed at the September Board Meeting, writing the tests will provide assessment data that may be used to inform our knowledge about student achievement in terms of understanding the applicable curricula. It also enables our school to collect annual provincial assessment and to make writing the tests a regular part of each school year after missing the past year. Historically our students do very well on the assessments.

However, writing the grade 3 SLA's prior to the end of October is problematic for timing given issues centered around the pandemic and that students are participating in both in-class and at-home learning. However, the SLA's can be re-administered during the school year and this may provide teachers with additional information for supporting student learning.

The issue of time is also a relevant concern for grade 6 and 9 students who are encountering issues centered around the pandemic including missed classes and may be participating in in-class or at home learning. Regardless of these issues, we can successfully implement the tests.

Implications are minimal from an administration of exams perspective. Schedules will be developed for students to attend and write the tests as scheduled. Parents can exempt their children from writing the exams. It is our understanding that our school will not be penalized for students not writing (this year only). The challenge is the loss of instructional time and student learning time that is currently being experienced. We anticipate ongoing staff and student absences during the school year (due to requirement that if a staff member or student is ill or has symptoms, they must stay home).

The broader question is whether the data collected will serve the intended purpose for measuring student achievement and can this data be used by teachers to inform future delivery of the educational program? It is our belief that there may be benefits to having the students write the exams, but the current stresses that students are facing with so many changes in their education due to the pandemic may negatively impact the reliability and validity of the test results.

There is no easy answer to whether students should write the provincial assessments. As noted there are both pros and cons to the decision.

Recommendations:

Administration is concerned with the loss of instructional time due to pandemic issues but also believe that our students will do well on the assessments. We are also concerned with how the results may be misinterpreted if some students do not do as well as they may under regular circumstances. As such, it is our recommendation that the Board decline NHS student participation in the provincial assessments for the 2020-21 school year.

Respectfully,

A handwritten signature in blue ink, appearing to read "Dean Lindquist".

Dean Lindquist



Patti Dundas
Secretary Treasurer
Phone: 780-416-2353
Email: pdundas@newhorizons.ca

MEMORANDUM

October 7, 2020

To: Board of Directors

From: Patti Dundas – Secretary Treasurer

Re: Transportation Update

EIPS has provided us with a transportation assessment for each of our students. We are invoicing \$21,762.50 in Transportation Fees which represents 178 kids or 120 families. Each family has been invoiced.

Issues

The following issues have been identified:

- Families that are participating in at home learning will need to decide whether or not they want their child/ren taken off the bus route as we will be charged even though they are not on the bus. If they wish to keep their child registered for the bus they will have to pay the bus fee. There is a small risk that if they take them off the route they may have an issue getting them back on.
- One student is required to pay \$825 as they are out of district – we have a call into Alberta Education Transportation regarding this issue as the parent is driving their child to the EIPS boundary which should be a \$100 charge if Alberta Education would provide the grant from the EIPS boundary to the school for that student .

Patti Dundas



Board of Directors – Work Plan for 2020-21

| | |
|------------------|--|
| September | <ul style="list-style-type: none"> ▪ Adopt Board Work Plan for 2020-21 <input type="checkbox"/> ▪ Set date for October Board meeting <input type="checkbox"/> ▪ Receive report on provincial achievement test results (closed meeting) <input type="checkbox"/> ▪ Re-entry Plan Update <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 2020 <input type="checkbox"/> ▪ Attend TAAPCS Annual General Meeting <input type="checkbox"/> ▪ Receive enrolment report for September 30, 2020 <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"/> ▪ Re-entry Plan Update <input type="checkbox"/> |
| November | <ul style="list-style-type: none"> ▪ Conduct AGM of NHCS Society <input type="checkbox"/> ▪ Approve final Three-Year Education Plan 2020-2021 to 2022-23 <input type="checkbox"/> ▪ Approve revised budget for 2020-21 <input type="checkbox"/> ▪ Approve Annual Education Results Report 2019-20 <input type="checkbox"/> ▪ Approve Audited Financial Statement Year Ending Aug 31/20 <input type="checkbox"/> ▪ Receive Report #1 from School Council <input type="checkbox"/> ▪ Determine priorities, possible date for Stakeholder Forum <input type="checkbox"/> ▪ Re-entry Plan Update <input type="checkbox"/> |
| December | <ul style="list-style-type: none"> ▪ Set date for March Board Planning Retreat <input type="checkbox"/> ▪ Receive Counsellor’s Report for 2019-20 School Year <input type="checkbox"/> ▪ Re-entry Plan Update <input type="checkbox"/> |
| January | <ul style="list-style-type: none"> ▪ Receive Quarterly Financial Report for Sep - Nov 2020 <input type="checkbox"/> ▪ Review Policy 210 and associated Student Code of Conduct <input type="checkbox"/> ▪ Approve school calendar for 2021-22 in principle <input type="checkbox"/> ▪ Stakeholder Forum – Gather input on possible Education Plan priorities <input type="checkbox"/> ▪ Re-entry Plan Update <input type="checkbox"/> |

Board Annual Work Plan – Approved September 23, 2020

| | | |
|------------------|---|--------------------------|
| February | <ul style="list-style-type: none"> ▪ Provide final approval of school calendar for 2021-22 <input type="checkbox"/> ▪ Prepare breakfast for school staff <input type="checkbox"/> ▪ Receive mid-year progress report on Three-Year Education Plan 2020-23 <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 2021-22 to 2023-24 <input type="checkbox"/> ▪ Administer Board-developed Stakeholder Survey <input type="checkbox"/> ▪ Re-entry Plan Update <input type="checkbox"/> | <input type="checkbox"/> |
| April | <ul style="list-style-type: none"> ▪ Provide provisional approval to Education Plan 2020-21 to 2022-23 <input type="checkbox"/> ▪ Receive Quarterly Financial Report for Dec 2020 – Feb 2021 <input type="checkbox"/> ▪ Re-entry Plan Update <input type="checkbox"/> | <input type="checkbox"/> |
| May | <ul style="list-style-type: none"> ▪ Attend TAAPCS Spring General Meeting <input type="checkbox"/> ▪ Approve Budget for 2021-22 <input type="checkbox"/> ▪ Receive Accountability Pillar Results Report for May 2021 <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"/> ▪ Re-entry Plan Update <input type="checkbox"/> | <input type="checkbox"/> |
| June | <ul style="list-style-type: none"> ▪ Assess Board Work Plan progress for 2020-21 <input type="checkbox"/> ▪ Receive Quarterly Financial Report for Mar – May 2021 <input type="checkbox"/> ▪ Schedule SGM of NHCS Society (requires 21 days’ notice; must be on or before Oct 10) <input type="checkbox"/> ▪ Schedule September 2021 Board meeting <input type="checkbox"/> ▪ Set date for Summer Board Housekeeping Retreat <input type="checkbox"/> ▪ Receive Report #2 from School Council <input type="checkbox"/> ▪ Re-entry Plan Update <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"/> |
| 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: <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"/> |



Dean Lindquist
Superintendent
Phone: 780-416-2353
Email: dlindquist@newhorizons.ca

MEMORANDUM

September 24, 2020

To: Board of Directors
From: Dean Lindquist - Superintendent
Re: TAAPCS Annual General Meeting

Background:

The Board of Directors will need to determine who will attend the October 24, 2020 TAAPCS Annual General Meeting. The meeting will be held using Zoom and will be from 9:00 am to 12:00 pm. At least one or two directors (including the Chair), the Secretary Treasurer and the Superintendent attend the meeting. However, with the meeting being held by Zoom, all Directors may choose to attend.

Recommendations:

It is recommended that the Board determine attendance at the TAAPCS AGM.

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Dean Lindquist



Dean Lindquist <dlindquist@newhorizons.ca>

AGM OCTOBER 24

1 message

John Picard <picard.consult@gmail.com>

Thu, Sep 3, 2020 at 11:13 AM

To: Chris Gilmour <chris.g@connectcharter.ca>, Dale Erickson <derickson@calgaryartsacademy.com>, Darwin Eckstrom <deckstrom@valhallaschool.ca>, darwin eckstrom <darwineckstrom1@gmail.com>, Dean Lindquist <dlindquist@newhorizons.ca>, Ed Wittchen <ed.wittchen@telus.net>, Jamal El-Rafih <jamale@esl-almadina.com>, Janet Rockwood <jrockwood@auroraschool.ca>, Joe Frank <joe.frank@westmountcharter.com>, Kurtis Lienweber <kurtis.leinweber@ffca-calgary.com>, Lynne Paradis <paradisl@suzukischool.ca>, Mavis Averill <maverill@bsec.ab.ca>, Pam Davidson <pamela.davidson@calgarygirlsschool.com>, Roger Nippard <roger.nippard@ffca-calgary.com>, Teresa Di Ninno <tdininno@capeisgreat.org>

Hi all

As recommended at the SST meeting and confirmed by the Executive yesterday, the AGM will be by *Zoom*, on **October 24 (Saturday) from 9 to 12**. Please communicate this to all stakeholders.

Thanks!

*John Picard**Executive Director**The Association of Alberta Public Charter Schools (TAAPCS)*

John Picard, M.Ed., B.A.

Picard Consulting

Sessional Instructor, Ambrose University / Designated Signing Authority, Alberta Independent Schools and Colleges Association

picard.consult@gmail.com**403-827-5040**