

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

Date: Oct. 6, 2021

Initials: Chair _____

Approved: FINAL

Recorded By: A. DeJong

Secretary _____

October 6, 2021, 7:30 p.m.

Board Members Present at Call to Order:

Dan Hanson
DIRECTOR

Jason Clarke
DIRECTOR

Vincent Tong
DIRECTOR

Ijeoma Ukiwe
DIRECTOR

Shaun Guthrie
DIRECTOR

Michelle Smith
DIRECTOR

Kristie Derkson
DIRECTOR

Administration Present:

Dean Lindquist
SUPERINTENDENT

Patti Dundas
SECRETARY-TREASURER

Ted Zarowny
PRINCIPAL

Members Present:

Chelsee Ladouceur

Elizabeth Macve

Anita Sanderson

Raena Schindel

Jennifer Sinn

Chijioke Ukiwe

1. Call to Order

Director Hanson called the virtual meeting to order at 8:06 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

There was one item added to the agenda as #6.3 – Code of Conduct Item 8.3 was amended to read September 30, 2021.

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Motion 2021-10-06-01 Moved that the agenda for the Board Meeting of October 6, 2021 be adopted as amended.

*Moved: Director Guthrie
Seconded: Director Clarke
Carried*

4. Disclosure of Conflict of Interest

Director Clarke indicated that he will abstain from participating in the In Camera portion of the meeting due to a conflict of interest.

5. Approval of Minutes

5.1 Minutes of September 22, 2021

Motion 2021-10-06-02 Moved that the Board Meeting minutes of September 21, 2021 be approved as presented.

*Moved: Director Smith
Seconded: Director Clarke
Carried*

6. Board Organization

6.1 Selection of Officers

Director Hanson asked Superintendent Lindquist to assume the position of Chair for this portion of the meeting.

Superintendent Lindquist spoke to the bylaw requirement to name Board Officers and Committee members within one week of the elections. Discussion followed.

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

Director Clarke raised a question regarding if it is necessary to elect a Chair when the director holding the position is in the midst of a two year term.

Nomination received for Director Hanson from Director Clarke. Director Smith seconded the nomination. Director Hanson accepted the nomination.

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Superintendent Lindquist called a second time for nominations.

Superintendent Lindquist called a third time for nominations.

Motion 2021-10-06-03 Moved that nominations cease.

Moved: Director Guthrie

Seconded: Director Tong

Carried

Motion 2021-10-06-04 Moved that Director Hanson be appointed as Board Chair.

Moved: Director Derkson

Seconded: Director Ukiwe

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 Director Clarke by Director Smith. Director Tong seconded the nomination. Director Clarke accepted the nomination.

Chair Hanson called a second time for nominations.

Nomination received for Director Guthrie by Director Ukiwe. Director Guthrie declined the nomination.

Chair Hanson called a third time for nominations.

Motion 2021-10-06-05 Moved that nominations cease.

Moved: Director Tong

Seconded: Director Guthrie

Carried

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Motion 2021-10-06-06 Moved that Director Clarke be appointed as Vice Chair.

*Moved: Director Tong
Seconded: Director Guthrie
Carried*

Chair Hanson called for nominations for the appointment of Secretary.

Nomination received for Director Tong by Director Guthrie. Director Tong accepted the nomination.

Chair Hanson called a second time for nominations.

Chair Hanson called a third time for nominations.

Motion 2021-10-06-07 Moved that nominations cease.

*Moved: Director Smith
Seconded: Director Guthrie
Carried*

Motion 2021-10-06-08 Moved that Director Tong be appointed as Board Secretary.

*Moved: Director Derkson
Seconded: Vice Chair Clarke
Carried*

Chair Hanson called for nominations for the appointment of Treasurer.

Nomination received for Director Derkson by Director Ukiwe. Director Derkson accepted the nomination.

Chair Hanson called a second time for nominations.

Nomination received for Director Tong by Director Ukiwe. Director Tong accepted the nomination.

Chair Hanson called a third time for nominations.

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Nomination received for Director Guthrie by Director Derkson. Director Guthrie accepted the nomination.

Motion 2021-10-06-09 Moved that nominations cease.

*Moved: Director Ukiwe
Seconded: Director Guthrie
Carried*

Chair Hanson requested that Superintendent Lindquist create a poll within Zoom for voting purposes. Directors voted for the position of Treasurer.

Director Tong was the successful nominee in the voting.

Motion 2021-10-06-10 Moved that Vincent Tong be appointed as Board Treasurer.

*Moved: Director Guthrie
Seconded: Director Derkson
Carried*

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 2021-10-06-11 Moved that the following dates be set as Regular Board Meeting Dates:

- November 17, 2021
- December 15, 2021
- January 19, 2022
- February 16, 2022
- March 16, 2022
- April 20, 2022
- May 18, 2022
- June 15, 2022
- September 14, 2022

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*Moved: Director Smith
Seconded: Director Guthrie
Carried*

6.3 Code of Conduct

Chair Hanson spoke to Policy #101 Board Member Code of Conduct that the Board of Directors is required to abide by. Copies of the Code of Conduct will be sent to Board members who are asked to review the document, sign or indicate agreement by email and return prior to the November 24, 2021 board meeting.

6.4 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*
- Shaun Guthrie*
- Ijeoma Ukiwe*

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*
- Dan Hanson*
- Kristie Derkson*
- Michelle Smith*
- Lisa Tose*

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

- Dan Hanson, Committee Chair*
- Vincent Tong*
- Kristie Derkson*

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

- *Shaun Guthrie*
- *Michelle Smith*

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

- *Dan Hanson*
- *Jason Clarke*

There will also be an addition of School Council and FANHS representatives as well as community members.

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. The pandemic has interrupted the work of the committee, however, it is still active and will continue its work during the upcoming year. The following Board members indicated their willingness to participate on the ad hoc committee:

- Dan Hanson
- Shaun Guthrie
- Michelle Smith
- Kristie Derkson

Chair Hanson indicated that the Board typically identifies one Board member to act as representative with TAAPCS. Chair Hanson is stepping back from that role and Board members are invited to act as the New Horizons representative.

6.5 Signing Authorities

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

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Motion 2021-10-06-12

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

- *2021-22 Board Chair - Dan Hanson*
- *2021-22 Board Treasurer - Vincent Tong*
- *Superintendent – Dean Lindquist*
- *Secretary-Treasurer – Patti Dundas*
- *Principal – Ted Zarowny*

Moved: Vice Chair Clarke

Seconded: Director Guthrie

Carried

7. Administration Reports

7.1 Principal's Report

No report.

7.2 Secretary-Treasurer's Report

Secretary-Treasurer Dundas provided an update relating to the modular classrooms and the current audit. Modular construction is anticipated to be begin very soon. The audit is nearly complete and will be presented at the AGM in November.

7.3 Superintendent's Report

Superintendent Lindquist indicated that implementation of the 2021-22 Re-entry Plan has been working quite well overall. Specifics continue to be tweaked as regular monitoring identifies opportunities for improvement. Current provincial COVID vaccination rates and active cases were summarized. He shared a document from Alberta Education encouraging school boards to require mandatory proof of vaccination for adults in schools. Further discussion relating to mandatory vaccination will be held in camera at the end of the meeting. Discussion followed.

8. New Business

8.1 Set Date for November 2021 Annual General Meeting

Chair Hanson indicated that a date needs to be set for the November 2021 Annual General Meeting. Notice of the AGM will be shared 21 days prior to the meeting date. It is suggested that the meeting be set for November 24, 2021. Discussion followed.

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Motion 2021-10-06-13 Moved that the Annual General Meeting be held on November 24, 2021 at 7:00 p.m.

*Moved: Director Smith
Seconded: Director Guthrie
Carried*

8.2 Board Orientation Session(s)

Superintendent Lindquist spoke to Board Orientation Session(s) as included in the agenda package. Discussion followed including the pros and cons of a board specific session versus participation in the available Community Development online resources.

8.3 Receive September 30, 2020 Enrollment Report

Principal Zarowny spoke to the September 30, 2021 enrollment report. As of September 30, NHCS has 427 students enrolled. Discussion followed.

9. Board Work Plan

The Board reviewed the Work Plan for 2021-22, as included the agenda package.

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

10.1 Annual General Meeting

Chair Hanson spoke to the upcoming TAAPCS AGM on October 23, 2021 via Zoom, 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
- Director Smith

11. Receipt of Reports

Motion 2021-10-06-14 Moved that all reports be received as presented during the meeting.

*Moved: Board Secretary and Treasurer Tong
Seconded: Director Guthrie
Carried*

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12. Correspondence Sent

None

13. Correspondence Received

- Alberta Education Joint Letter received after distribution of board meeting package.

14. In Camera

Vice Chair Clarke indicated his interest in participating in a portion of the in camera meeting before excusing himself due to conflict of interest as noted in agenda item #4.

Motion 2021-10-06-15 Moved that the meeting move in camera at 9:49 p.m.

Moved: Director Guthrie

Seconded: Director Smith

Carried

Motion to Move Out of Camera:

Motion 2021-10-06-16 Moved that the meeting move out of camera at 10:10 p.m.

Moved: Board Secretary and Treasurer Tong

Seconded: Chair Hanson

Carried

15. New Business (con't)

15.1 Matters Arising from In Camera Meeting

Motion 2021-10-06-17 Moved that the contract of employment for the following employees be ratified:

- *Employee #0164*

Moved: Director Guthrie

Seconded: Board Secretary and Treasurer Tong

Carried

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Motion 2021-10-06-17 Moved that the contract of employment for the following employees be ratified:

- *Employee #0168*

Moved: Director Ukiwe

Seconded: Director Derkson

Carried

16. Adjournment

Chair Hanson adjourned the meeting at 10:14 p.m.

Next Board Meeting: November 17, 2021