



# **Board of Directors**

## **Board Meeting**

## **Agenda Package**

**November 17, 2021**

☞ *New Horizons Charter School Society* ☞

**AGENDA****Type of Meeting:** Board**Date:** November 17, 2021**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  
November 17, 2021  
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. <b>Call to Order</b>                           | D. Hanson | 7:00 pm |
| 2. <b>Statement of Territorial Acknowledgment</b> | D. Hanson | 7:02 pm |

*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.*

- |  |              |         |
|--|--------------|---------|
| 3. <b>Adoption of Agenda</b>   | D. Hanson    | 7:05 pm |
| 4. <b>Disclosure of Conflict of Interest</b>                                   | D. Hanson    | 7:10 pm |
| 5. <b>Approval of Minutes</b>  | D. Hanson    | 7:12 pm |
| 5.1 September 22, 2021 – attachment  |              |         |
| 6. <b>Administration Reports</b>   |              | 7:15 pm |
| 6.1 Principal's Report –   |              |         |
|  | T. Zarowny)  |         |
| 6.2 Secretary Treasurer's Report - attachment                                  | P. Dundas    |         |
| 6.3 Superintendent's Report – attachment                                       | D. Lindquist |         |
| 7. <b>Board Reports</b>  |              | 7:25 pm |
| 7.1 Board Chair's Report   | D. Hanson    |         |
| 7.2 Other Committee Reports  | D. Hanson    |         |
| 8. <b>New Business</b>   |              | 7:35 pm |
| 8.1 Receive 2020-21 Audited Financial Statement<br>Year Ending August 31, 2021 | Vincent Tong |         |
| 8.2 Approve 2021-22 Revised Budget   | D. Hanson    |         |
| 8.3 Annual Education Results Report for 2020-21                                | T. Zarowny   |         |
| 8.4 NHS Stakeholder Forum  | D. Lindquist |         |

**AGENDA****Type of Meeting:** Board**Date:** November 17, 2021**Page:**2 of 2*"TOWARDS NEW HORIZONS"**Is it in the best interest of our students?**Does it support excellence?*

- |      |   |                 |         |
|------|---|-----------------|---------|
| 8.5  | School Council Report                                     | Elizabeth Macve |         |
| 8.6  | COVID-19 Vaccination Status –<br>Employees and Volunteers | D. Lindquist    |         |
| 9.   | <b>Board Work Plan</b> – attachment                       | D. Hanson       | 8:00 pm |
| 10.  | <b>The Association of Alberta Public Charter Schools</b>  | D. Hanson       | 8:05 pm |
| 10.1 | Annual General Meeting – attachment                       |                 |         |
| 11.  | <b>Receipt of Reports</b>                                 | D. Hanson       | 8:15 pm |
| 12.  | <b>Correspondence Sent</b>                                | D. Hanson       | 8:17 pm |
| 13.  | <b>Correspondence Received</b>                            | D. Hanson       | 8:20 pm |
| 14.  | <b>In Camera</b>  | D. Hanson       | 8:25 pm |
| 15.  | <b>Adjournment</b>  | D. Hanson       | 9:00 pm |

**Next Board Meeting – 7:00 pm, Wednesday, December 15, 2021**

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Board

**Date:** Oct. 6, 2021

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

**Approved:** DRAFT

**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.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 6, 2021

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

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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.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 6, 2021

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

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*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Board

**Date:** Oct. 6, 2021

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

**Approved:** DRAFT

**Recorded By:** A. DeJong

**Secretary** \_\_\_\_\_

*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.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 6, 2021

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

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



NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 6, 2021

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

*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*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

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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.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 6, 2021

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

*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.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 6, 2021

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

*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*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: Oct. 6, 2021

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

**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*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Board

**Date:** Oct. 6, 2021

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

**Approved:** DRAFT

**Recorded By:** A. DeJong

**Secretary** \_\_\_\_\_

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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*



Patti Dundas  
Secretary Treasurer  
Phone: 780-416-2353

Email:  
[pdundas@newhorizons.ca](mailto:pdundas@newhorizons.ca)

## MEMORANDUM

November 17, 2021

To: Board of Directors  
From: Patti Dundas – Secretary Treasurer  
Subject: Secretary Treasurer Report

The Audit Committee met on November 2, 2021 to review the Audited Financial Statements for the year ended August 31, 2021 as prepared by Yaremchuk and Annicchiarico Accountants.

### Recommendations:

It is recommended that the Board accept the August 31, 2021 audit report prepared by Yaremchuk and Annichario as presented.

It is recommended that we ask Alberta Education for permission to transfer \$100,000 from unrestricted reserves to capital reserves.

Patti Dundas – Secretary Treasurer

## MEMORANDUM

November 17, 2021

To: Board of Directors

From: Dean Lindquist - Superintendent

Re: Superintendent's Report

### Background:

### NHS Re-entry Plan

Data trends:

	October 26	November 2	November 9, 2021
<b>Current COVID-19 cases (Alberta)</b>	8,733	7580	6387
<b>Current hospitalizations (Alberta)</b>	810	689	608
<b>Current ICU (Alberta)</b>	184	157	135
<b>12+ populations with one vaccine dose</b>	86.8%	87.1%	87.5%
<b>12+ population fully vaccinated</b>	79.4%	80.3%	81.2%
<b>Sherwood Park schools on alert list</b>			2
<b>Current active cases aged 5 – 9 (Alberta)</b>	800	741	748
<b>Current active cases – aged 10 – 19 (Alberta)</b>	1261	1119	967

Plan monitoring continues as specified in the re-entry plan. We have not received a lot of formal feedback from parents to date. However, issues remain on two measures in the plan. These are classroom cohorts and students and staff must be symptom free to attend school. Given current data trends, it is recommended that the board continue with current health and safety measures.

Vaccination status and COVID-19 testing status communication and administrative procedure has been shared with staff, contractors, volunteers and parents. Signage showing verification of vaccination or a COVID-19 approved test is placed on entrance doors.

The COVID-19 Re-entry Plan has been updated to include the vaccination / testing requirements. The plan is attached to this report.





**Dean Lindquist**

Superintendent

Phone: 780-416-2353

Email: [dlindquist@newhorizons.ca](mailto:dlindquist@newhorizons.ca)

**Administrative Procedure 201 Workplace Health and Safety: COVID-19 Hazard Control Vaccination Status Procedure**

The administrative procedure is being implemented. Communication was sent out November 3 to all employees and contractors. As of November 9 most declaration of regular employees is complete and a substantial number have also provided proof of vaccination in preparation for the December 1 required timeline. We continue to collect the declaration part of the requirement from our casual employees and many will show proof when called in to substitute. Contractors have also been informed and some declarations have been received.

**Alberts Education SLS Review**

The SLS review will likely begin in December or January. The process will likely be extremely onerous for schools unless the data can be accessed through PASI. We anticipate that the PASI approach will be used but there may be a need to develop individual files.

More information will be provided to the board as information is provided to us by the department.

**Board Development Workshops**

To date I have attended most of the available sessions offered by the Government of Alberta Community Development Unit. These sessions have been excellent. Although the sessions I have attended have been livestreamed, the recorded sessions are also available on You Tube. The following is the link to access the sessions: <https://www.youtube.com/AlbertaCDU>. The presentations are also available at <https://bit.ly/2QHaYOP>.

Although the sessions do not link seamlessly with our society's bylaws, the information presented is very good and well presented.

Sincerely,

Dean Lindquist



Dean Lindquist, Ed.D.  
Superintendent  
Phone: 780-416-2353  
Email: [dlindquist@newhorizons.ca](mailto:dlindquist@newhorizons.ca)

## MEMORANDUM

November 9, 2021

To: Board of Directors

From: Dean Lindquist – Superintendent

Subject: 2020-2021 Annual Education Results Report

### Background:

The AERR will be presented to Directors for approval.

The Board has viewed and has input into the Annual Education Plan a number of times over the past year. The AERR is the final document that is sent into Alberta Education verifying the accountability document and assurance requirements set by the department.

The AERR, at the time of the board package being sent out to directors, is still being completed and will be sent out to board members as soon as the document is completed.

### Recommendation:

It is recommended that the Board of Directors approve the AERR once presented.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dean Lindquist", is written over a faint blue circular stamp.

Dean Lindquist, Ed.D. – Superintendent

Attachment – Draft agenda



**Dean Lindquist, Ed.D.**

Superintendent

Phone: 780-416-2353

Email: [dlindquist@newhorizons.ca](mailto:dlindquist@newhorizons.ca)

## **MEMORANDUM**

November 9, 2021

To: Board of Directors

From: Dean Lindquist – Superintendent

Subject: Stakeholder Forum 2022

Background:

For the last number of years, the Board has hosted a Stakeholder Forum early in the new year.

Directors Shaun Guthrie and Michelle Smith form the Survey Committee and work with Principal Zarowny in establishing the topics and questions for discussion. The board may wish to provide their topic ideas at this board meeting to the Survey Committee as the final recommendation for the topics will come to the December board meeting.

To prepare for hosting this important event, the Board should finalize the following: date of the Stakeholder Forum. Last year the Forum was held Monday, January 25, 2021 and the board will need to determine the date for the Forum for January or early February.

It is recommended that the facilitators of the Stakeholder Forum will be Dean Lindquist, Ted Zarowny, Lori Vigfusson. Opening remarks will be made by Board Chair Dan Hanson.

Recommendation:

It is recommended that the Board of Directors engage in a discussion to identify a date for the Stakeholder Forum and to discuss potential topic ideas for the Survey Committee and Principal Zarowny to consider.

Sincerely,

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

Dean Lindquist, Ed.D. – Superintendent

## Board Annual Work Plan – Approved September 22, 2021



### Board of Directors – Work Plan for 2021-22

<b>September</b>	<ul style="list-style-type: none"> <li>Adopt Board Work Plan for 2021-22</li> <li>Set date for October Board meeting</li> <li>Receive report on provincial achievement test results (closed meeting)</li> <li>Re-entry Plan Update</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>October</b>	<ul style="list-style-type: none"> <li>Complete Board Organizational Actions                             <ul style="list-style-type: none"> <li>Conduct Special General Meeting; hold Board elections</li> <li>Elect Board executive officers (must be within one week of SGM)</li> <li>Select members for Board standing committees</li> <li>Set dates for Board meetings (motion required)</li> <li>Notify Service Alberta of change in executive officers</li> <li>Identify Board signing authorities</li> <li>Sign Board Member Code of Conduct – Policy #101</li> </ul> </li> <li>Receive Accountability Pillar Results Report for October 2021 (Note: no PAT's written in 2020-21)</li> <li>Attend TAAPCS Annual General Meeting</li> <li>Receive enrolment report for September 30, 2021</li> <li>Conduct initial orientation session for new Board members</li> <li>Submit request to Alberta Education for modular classrooms</li> <li>Set date for NHCS Society Annual General Meeting</li> <li>Create Task Force to investigate establishment of New Horizons High School Program (as per Education Plan)</li> <li>Re-entry Plan Update</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>November</b>	<ul style="list-style-type: none"> <li>Conduct AGM of NHCS Society</li> <li>Approve revised budget for 2021-22</li> <li>Approve Annual Education Results Report 2020-21</li> <li>Approve Audited Financial Statement Year Ending Aug 31/21</li> <li>Receive Report #1 from School Council</li> <li>Determine priorities, possible date for Stakeholder Forum</li> <li>Re-entry Plan Update</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>December</b>	<ul style="list-style-type: none"> <li>Set date for March Board Planning Retreat</li> <li>Receive Counsellor's Report #1</li> <li>Re-entry Plan Update</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>January</b>	<ul style="list-style-type: none"> <li>Receive Quarterly Financial Report for Sep - Nov 2021</li> <li>Review Policy 210 and associated Student Code of Conduct</li> <li>Approve school calendar for 2022-23 in principle</li> <li>Stakeholder Forum – Gather input on possible Education Plan priorities</li> <li>Re-entry Plan Update</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Board Annual Work Plan – Approved September 22, 2021

<b>February</b>	<ul style="list-style-type: none"> <li>Provide final approval of school calendar for 2022-23</li> <li>Prepare breakfast for school staff</li> <li>Receive mid-year progress report on Three-Year Education Plan 2021-24</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>March</b>	<ul style="list-style-type: none"> <li>Board Retreat – Identify priorities for upcoming Education Plan</li> <li>Approve Three-Year Capital Plan for 2022-23 to 2024-25</li> <li>Administer Board-developed Stakeholder Survey</li> <li>Re-entry Plan Update</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>April</b>	<ul style="list-style-type: none"> <li>Receive Quarterly Financial Report for Dec 2021 – Feb 2022</li> <li>Re-entry Plan Update</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>May</b>	<ul style="list-style-type: none"> <li>Provide approval to Education Plan 2021-22 to 2022-23</li> <li>Attend TAAPCS Spring General Meeting</li> <li>Approve Budget for 2022-23</li> <li>Receive Accountability Pillar Results Report for May 2021</li> <li>Receive Board-developed stakeholder survey results</li> <li>Consider salary adjustment for support staff, senior administration</li> <li>Receive report from FANHS</li> <li>Re-entry Plan Update</li> <li>Receive Counsellor's Report #2</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>June</b>	<ul style="list-style-type: none"> <li>Assess Board Work Plan progress for 2021-22</li> <li>Receive Quarterly Financial Report for Mar – May 2022</li> <li>Schedule SGM of NHCS Society (requires 21 days' notice; must be on or before Oct 10)</li> <li>Schedule September 2022 Board meeting</li> <li>Set date for Summer Board Housekeeping Retreat</li> <li>Receive Report #2 from School Council</li> <li>Re-entry Plan Update</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Ongoing</b>	<ul style="list-style-type: none"> <li>Consider proposals for new or amended Board policies</li> <li>Receive recommendations from Board committees</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<b>Annually</b>	<ul style="list-style-type: none"> <li>Negotiate collective agreement with ATA (as needed)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<b>As Needed</b>	<ul style="list-style-type: none"> <li>Meet with: <ul style="list-style-type: none"> <li>County Council</li> <li>MLAs</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

# OLEP Update

October 2021



## Francophone and French Second-Language Teacher Recruitment and Retention (TRR)

Alberta Education has received a call for proposals for Francophone and French-language Teacher Recruitment and Retention projects for the 2022/23 school year. To follow through with discussions held during the TRR strategic engagement webinar on June 17, 2021, Alberta Education will be hosting a follow-up engagement webinar for FSL stakeholders on November 17<sup>th</sup> from 10:00 am to 12:00 pm (to register click [here](#)) and for Francophone education stakeholders on November 18<sup>th</sup> from 10:00-12:00 pm (to register click [here](#)). These webinars aim to strategize Alberta's TRR proposal submission to Canadian Heritage as well as to continue conversations on francophone and French-language TRR. The deadline for proposals is December 17, 2021. Anyone interested in submitting a proposal is asked to contact [edc.officiallang@gov.ab.ca](mailto:edc.officiallang@gov.ab.ca).

All funding recipients are required to submit report backs on their respective projects to Alberta Education, to ensure we meet all terms and conditions of agreements with the federal government. Education staff will be in contact with each funding recipient with the required template and are available to support you in finalizing your report back.

For more information on current and past francophone and French second-language TRR projects, please refer to the [Additional OLEP Funding](#) section of the OLEP webpage.



## OLEP Provincial Advisory Committee (PAC)

New membership for the OLEP PAC was finalized in early October. Alberta Education would like to thank school authorities for submitting their letters of interest, and looks forward to the rich discussions that will support the vitality of francophone education and French second-language programming in Alberta. A big welcome to the new members of the OLEP PAC. Further information is available on the OLEP webpage.



## Update on Protocol Negotiations

Provinces and territories have commenced discussions on principles and funding for the next *Protocol for Agreements for Minority-Language Education and Second-Language Instruction*, as the current agreement expires March 31, 2023. More information related to negotiations will be communicated in future OLEP updates, as they become available.



## Financials

By the end of October, the remaining portion of the 2020/21 school year funding will be released to school authorities whose OLEP report forms were submitted and approved.

The first payment of the 2021/22 OLEP funding will be made in October/November to school authorities whose OLEP report forms from 2020/21 were submitted and approved, and whose OLEP funding commitment forms for 2021/22 were also submitted and approved.

For more information about OLEP timelines, please refer to the [Reporting](#) section of the OLEP webpage.



## Capital Projects for Francophone Minority-Language Education

Canadian Heritage issued a call for proposals to provincial and territorial governments for capital projects for francophone minority-language education on June 1, 2021 with a deadline of August 27, 2021. Alberta Education worked directly with francophone regional authorities to develop a number of applications, and is waiting on a decision from Canadian Heritage.



## Complementary Funding Call for Proposals

On August 3, 2021, Canadian Heritage issued a call for proposals for provincial and territorial governments to submit funding applications for

complementary projects related to minority-language post-secondary institutions, with a deadline for submission of October 14, 2021.

The Government of Canada's Budget 2021 committed \$121.3 million over three years to make high-quality post-secondary minority-language education available across Canada. As a result, Canadian Heritage launched this call for complementary projects targeting only the post-secondary level in the minority-language to help provinces and territories increase the capacity of post-secondary institutions and address pressing and immediate needs to help stabilize the post-secondary minority-language education sector.

Alberta Advanced Education has worked with eligible post-secondary institutions to develop applications for this call for proposals.



## OLEP Webpage Updates

The [OLEP webpage](#) is updated regularly with content and resources to provide clarity and support on all things OLEP. On the [Funded activities page](#), a section outlining some of the resources that have resulted from teacher recruitment and retention and OLEP project funding has been added.

In the "Additional OLEP funding" section on the [Funded activities page](#), you will find a link to an additional OLEP funding map, where you can access information about capital projects for minority-language education, francophone and French second-language teacher recruitment and retention projects and complementary projects underway across Alberta, along with information on previously funded projects.

Alberta Education welcomes any feedback related to the OLEP webpage. If you have any comments or suggestions, please email [edc.officiallang@gov.ab.ca](mailto:edc.officiallang@gov.ab.ca).



## Pan-Canadian Programs

### Explore program 13-15 and 16+

Despite a number of session cancellations in 2021 due to the pandemic, Alberta was able to maintain a number of French second language and English second language virtual sessions, which were hosted by Campus Saint Jean and University of Calgary, respectively. Additionally, 93 Albertans successfully completed their on-line second language courses mainly with post-secondary institutions in Québec, British Columbia, Ontario.

### Destination Clic

This three-week program designed for francophone minority-language students in grades 8 and 9 who live outside of Québec to enrich their cultural and linguistic experience in French-as-a-first-language saw significant cancellations in 2021 due to pandemic restrictions. Members from all Canadian provincial and territorial jurisdictions will meet in late September to discuss the launch of the program for 2022.

## Odyssey Language Assistant Program

In 2020/21, Alberta welcomed 59 French language monitors through the Odyssey program, and referred 19 applicants to other Canadian jurisdictions. In preparation for the 2021/22 school year, Alberta Education has hired 60 language assistants to work in francophone, French immersion and French as a second language schools.

[The official languages programs application portal](#) will reopen in mid-October and new candidates for the Explore, Destination Clic and Odyssey programs will be able to submit applications until February 15, 2022.

As the new school year has begun, the OLEP team will be launching the 2021-2022 campaign to promote the three Pan-Canadian programs across the province. In the coming weeks, Education's promotion agent will be reaching out to schools to schedule visits, in-person or virtual, for a vibrant informative presentation for all students.

For more information about the Pan-Canadian programs, please visit [englishfrench.ca](http://englishfrench.ca) or email [EDC.officiallang@gov.ab.ca](mailto:EDC.officiallang@gov.ab.ca).



## Individual Teacher Bursary Program

The Individual Teacher Bursary (ITB) program gives eligible teachers up to \$2,200 each year for post-secondary courses, training and professional development in French and in Canada.

Applications are now open for professional development occurring between April 1, 2021 and March 31, 2022.

For more information, and to apply, please visit the [ITB webpage](#).

**Eligible teachers can apply for up to \$2,200 per year.**

AR 52045

November 9, 2021

Dean Lindquist  
Superintendent  
New Horizons Charter School Society  
1000 Strathcona Drive  
Sherwood Park, AB T8A 3R6

Dear Dean Lindquist:

On behalf of the Minister of Infrastructure, I am pleased to advise you of the following capital funding decision for your Board:

Approval of funding in the amount of \$590,901.08, including non-refundable GST for the 2021/2022 Modular Classroom Program, for the costs of installing two Type-A modular classrooms at New Horizons School in Sherwood Park (Project ID: P-001981 / Contract ID: 039228).

The budget and funding information is attached for your reference.

The modular classrooms have been ordered from the manufacturer on behalf of your Board and paid for by Infrastructure. Each modular classroom has been assigned a unique Manufacturer's Number. The Infrastructure numbers that have been assigned to Board are as follows:

<u>School Name</u>	<u>Classroom Type</u>	<u>Infrastructure No.</u>
New Horizons School	Two - Type A	T8260 & T8261

Critical supply issues have affected our modular manufacturer's completion dates; as a result, modular classrooms are taking longer to manufacture than in previous years. Infrastructure will notify your Board contact when the modular classrooms are nearing construction completion and provide the anticipated date they will be available for pickup by your chosen transport company. You will also receive an Authorization to Transport Modular Classroom form for the units.

.../2



It is our understanding that your Board has called for bids for the New Horizons School Modular Classroom Addition Project in accordance with the *School Capital Manual*, and that the following bid was awarded by your Board:

Prologic Construction Ltd.

\$486,643.00

The copies of all bid documents submitted will be kept on file for record purposes. Claims for refunding the Goods and Services Tax on construction materials and services can be made directly to Canada Revenue Agency.

Upon receipt of the signed construction contract and approval of a Payment Request Form, your Division will receive 80 per cent of the total funding for the installation of the modular classrooms. Up to 20 per cent of the remaining funding may be forwarded upon receipt of your Statement of Final Costs. The Payment Request Form can be obtained online at <https://www.alberta.ca/planning-and-building-schools.aspx>. Please submit your Payment Requests to [INFRAS.JurisdictionPayments@gov.ab.ca](mailto:INFRAS.JurisdictionPayments@gov.ab.ca).

The Statement of Final Costs must be submitted by August 31, 2022. If the Statement of Final Costs is not submitted within this timeframe, the remaining 20 per cent of the funding may be forfeited.

If you are unable to submit the Statement of Final costs or have any questions regarding this approval, please email or call Judith Wright, Director, Program Management and Integration, Infrastructure, at [INFRAS.MCP@gov.ab.ca](mailto:INFRAS.MCP@gov.ab.ca) or 780-915-4727 (toll-free by dialing 310-0000 first).

Sincerely,

Ghassan El-Chazli  
Assistant Deputy Minister

Attachments

cc: Patricia Dundas  
Secretary-Treasurer, New Horizons Charter School Society



Dean Lindquist &lt;dlindquist@newhorizons.ca&gt;

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## Family Violence Prevention Month is coming Nov 1

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**Government of Alberta** <css.familyandcommunitysafety@gov.ab.ca>  
Reply-To: Government of Alberta <css.familyandcommunitysafety@gov.ab.ca>  
To: dlindquist@newhorizons.ca

Mon, Oct 25, 2021 at 2:00 PM

Family Violence Prevention Month is almost here. This month provides a collective opportunity to ensure that those who do not feel safe at home are aware that help is available. Our goal this year is to help people experiencing family violence learn #WhereToTurn for supports, like the Family Violence Info Line. They help Albertans navigate complex options on various topics like shelters, financial aid, legal aid and mental health, and refer them to your agency. As a service provider, November is an opportunity for you to:

- Starting November 1, use #WhereToTurn [resources](#) (e.g. social media graphics, banner for your email signature) to share one way Albertans can access your organization's [services and supports](#) ; and
- Share your events with Albertans by submitting them through the form on our [events](#) page.

Public health orders advise us to stay home to stay safe, but we know that is not always an option for your clients. Thank you for your exceptional service and compassionate, critical work during this challenging time.

I look forward to seeing the inspiring messages throughout November.

Sincerely,

Julie Peacock  
Executive Director  
Preventive Community Services Division  
Alberta Community and Social Services



This email is intended for [dlindquist@newhorizons.ca](mailto:dlindquist@newhorizons.ca).  
[Update your preferences](#) or [Unsubscribe](#)



Dean Lindquist &lt;dlindquist@newhorizons.ca&gt;

## Learning Disruption Funding

Christine Sewell &lt;Christine.Sewell@gov.ab.ca&gt;

Wed, Oct 27, 2021 at 5:00 PM

To: "pdundas@newhorizons.ca" &lt;pdundas@newhorizons.ca&gt;

Cc: "dlindquist@newhorizons.ca" &lt;dlindquist@newhorizons.ca&gt;, "dhanson@newhorizons.ca" &lt;dhanson@newhorizons.ca&gt;

Dear Mrs. Dundas:

Thank you for your submission to access learning disruption funding for Grade 2 and 3 students. Alberta Education has reviewed New Horizons Charter School Society's application in which you indicated 10 have been assessed as being in need of additional supports and are eligible for funding.

-

On behalf of the Minister of Education, I am pleased to confirm that New Horizons Charter School Society has been approved to receive \$10,000 in learning disruption funding to support these students in Grades 2 and 3 for the 2021/22 school year. This is based on a per-student funding rate of \$490. For smaller school authorities with less than 51 eligible students, a scale of minimum allocations has been used based on student number ranges.

The learning disruption funding is intended to provide between 12 and 16 weeks of targeted programming during this school year. School authorities will have flexibility to design this programming to best meet your local needs. Programming interventions using this funding should begin as soon as possible.

Final reporting on student gains in learning and numeracy achievements is due to Alberta Education by June 1, 2022. Using the reporting template in Deputy Minister Tremblay's June 29, 2021 email, school authorities will be asked to provide:

- a description of performance measures used to assess the program;
- the actual number of students served by the program by grade;
- the average change measured after the interventions and the average number of months gained at grade level from beginning to end of intervention program; and
- program costs (broken down into certificated and non-certificated staff, benefits and supplies/materials) and costs per student.

If targeted programming supports delivered are found to be materially less than initially indicated in the approved application, Alberta Education will make final adjustments to your funding amount based on the number of students actually served by the programming.

Finally, in recognition of the transition time required for students who have entered Grade 1 this fall, school authorities can access funding for Grade 1 students by submitting the Grade 1 assessment summary schedule to the application form by January 31, 2022. You are encouraged to submit early if you are able to do so. Note that the per-student funding amounts for Grade 1 students will be calculated after applications are reviewed.

If New Horizons Charter School Society has questions about assessments, please contact Deanna Shostak, Acting Executive Director of Provincial Assessment, at 780-422-5160 or [deanna.shostak@gov.ab.ca](mailto:deanna.shostak@gov.ab.ca). Questions about funding applications and reporting can be directed to Brian Smith, Director of Financial Reporting and Accountability, at 780-415-9355 or [brian.smith@gov.ab.ca](mailto:brian.smith@gov.ab.ca).

Board Meeting 2021-11-17

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Christine Sewell

A/Assistant Deputy Minister

Financial Services

Education

cc: Board Chair

Superintendent of Schools

Classification: Protected A