

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

Date: Nov. 17, 2021

Initials: Chair _____

Approved: FINAL

Recorded By: A. DeJong

Secretary _____

November 17, 2021, 7:00 p.m.

Board Members Present at Call to Order:

Dan Hanson
CHAIR

Jason Clarke
VICE CHAIR

Vincent Tong
BOARD SECRETARY AND
TREASURER

Shaun Guthrie
DIRECTOR

Ijeoma Ukiwe
DIRECTOR

Michelle Smith
DIRECTOR

Administration Present:

Dean Lindquist
SUPERINTENDENT

Patti Dundas
SECRETARY-TREASURER

Ted Zarowny
PRINCIPAL

Members Present:

Miriam Stipanovic

Jeffrey Blanchard

1. Call to Order

Chair Hanson called the virtual meeting to order at 7:08 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.

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3. Adoption of Agenda

Motion 2021-11-17-01 Moved that the agenda for the Board Meeting of November 17, 2021 be adopted as presented.

*Moved: Board Secretary and Treasurer Tong
Seconded: Vice Chair Clarke
Carried*

4. Disclosure of Conflict of Interest

None.

5. Approval of Minutes

5.1 Minutes of October 6, 2021

Motion 2021-11-17-02 Moved that the Board Meeting minutes of October 6, 2021 be approved as presented.

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

5.2 Minutes of November 2, 2021

Motion 2021-11-17-03 Moved that the Special Board Meeting minutes of November 2, 2021 be approved as presented.

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

6. Administration Reports

6.1 Principal's Report

Principal Zarowny provided a verbal report and indicated that the school is undertaking some action research for sharing with the education community. This

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year's research focus is based on skill development for students relating to asking questions. Discussion followed.

6.2 Secretary-Treasurer's Report

Secretary Dundas indicated that she has met with the architect and construction company regarding the installation of the new modular classrooms. Construction is expected to begin before month end.

6.3 Superintendent's Report

Superintendent Lindquist spoke to the COVID-19 Re-entry Plan, Administrative Procedure 201, the Alberta Education SLS Review and Board Development Workshops, as included in the agenda package. Discussion followed.

7. Board Reports

7.1 Board Chair's Report

Chair Hanson indicated that he is preparing a letter to be sent to Minister LaGrange and our local MLAs to acknowledge the recently received funding and support for intervention funding, modular classroom installment and COVID mitigation funding as well as provide a budget update citing the unsustainability of the school under the current funding framework. He also reminded Directors to submit their signed Code of Conduct forms if not already complete.

7.2 Committee Reports

Finance Committee

To be discussed in item 8.1.

Policy Guidelines and Bylaws Committee

Committee Chair Clarke indicated that the committee is planning to meet prior to Christmas.

Survey Committee

No report.

Public Relations Committee

No report.

Personnel Committee

The committee recently met to discuss the since implement Administrative Procedure 201.

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8. New Business

8.1 Receive 2020-21 Audited Financial Statement

Board Secretary and Treasurer Tong and Secretary-Treasurer Dundas indicated that the Finance Committee met on November 2, 2021 to review the August 31, 2021 audited financial statements. No points of concern were raised. Discussion followed.

8.2 Approve 2021-22 Revised Budget

Secretary Treasurer Dundas indicated that the annual budget is prepared in the spring and then requires adjustment as new revenues and/or expenses become applicable; she provided a summary of the changes for the 2021-22 fiscal year. Discussion followed.

Director Ukiwe left the meeting at 8:00 p.m.

Motion 2021-11-17-04 Moved that the Board approve the 2021-22 Revised Budget as presented.

Moved: Vice Chair Clarke

Seconded: Board Secretary and Treasurer Tong

Carried

Director Smith joined the meeting at 8:10 p.m.

Motion 2021-11-17-05 Moved that the Board direct administration to request permission from Alberta Education to transfer \$100,000 from unrestricted reserves to capital reserves.

Moved: Director Guthrie

Seconded: Board Secretary and Treasurer Tong

Carried

8.3 Annual Education Results Report for 2020-21

Principal Zarowny provided a summary of the AERR for 2020-21. Discussion followed.

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Motion 2021-11-17-06 Moved that the Board approve the 2020-21 Annual Education Results Report as presented.

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

8.4 NHS Stakeholder Forum

Superintendent Lindquist provided a brief summary of the annual Stakeholder Forum and asked for discussion and recommendations in identifying a date and potential discussion topic ideas for consideration. Discussion followed.

After discussion, consensus was reached to host the Stakeholder Forum on either of the proposed January 24 or February 1, 2022. Potential topics for discussion at the Forum are as follows:

- What are we doing well?
- Where do improvements need to be made?

8.5 School Council Report

Deferred to future meeting.

8.6 COVID-19 Vaccination Status – Employees and Volunteers

Superintendent Lindquist provided an update of the vaccination status of employees and volunteers, pursuant to the implementation of Administrative Procedure 201 during the Superintendent Report.

9. Board Work Plan

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

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

10.1 TAAPCS Annual General Meeting

Chair Hanson provided a summary of the TAAPCS Annual General Meeting that was held on October 23, 2021 and was valuable with positive conversation. Chair Hanson indicated that Director Smith is taking on the role of TAAPCS liaison for NHCSS.

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11. Receipt of Reports

Motion 2021-11-17-07 Moved that all reports be received as presented during the meeting.

Moved: Director Guthrie

Seconded: Director Smith

Carried

12. Correspondence Sent

12.1 Board Bulletin re: Administrative Procedure 201

12.2 Vaccination Policy for Students

13. Correspondence Received

13.1 OLEP Update

13.2 AB Infrastructure ADM – Modular Classroom Project

13.3 AB Family & Community Safety - Family Violence Prevention Month

13.4 AB Ed ADM – Learning Disruption Funding

Chair Hanson invited guest attendees to make comments or ask questions. Brief discussion followed.

14. In Camera

Motion 2021-11-17-08 Moved that the meeting move in camera at 9:02 p.m.

Moved: Director Guthrie

Seconded: Director Smith

Carried

Motion to Move Out of Camera:

Motion 2021-11-17-09 Moved that the meeting move out of camera at 9:15 p.m.

Moved: Director Guthrie

Seconded: Board Secretary and Treasurer Tong

Carried

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15. New Business (con't)

15.1 Matters Arising from In Camera Meeting

Motion 2021-11-17-10 Moved that the contract of employment for the following employees be ratified:

- *Employee #0323*
- *Employee #0324*
- *Employee #0321*

Moved: Director Smith

Seconded: Board Secretary and Treasurer Tong

Carried

Motion 2021-11-17-11 Moved that the School Maintenance Contract be ratified:

Moved: Director Guthrie

Seconded: Board Secretary and Treasurer Tong

Carried

15.2 Next Meeting Date

The next meeting will be November 24, 2021 immediately following the AGM for the purpose of approving the audited financial statement for year ending August 31, 2021.

16. Adjournment

Chair Hanson adjourned the meeting at 9:16 p.m.

*Next Board Meeting: November 24, 2021 immediately following the AGM.
December 15, 2021*