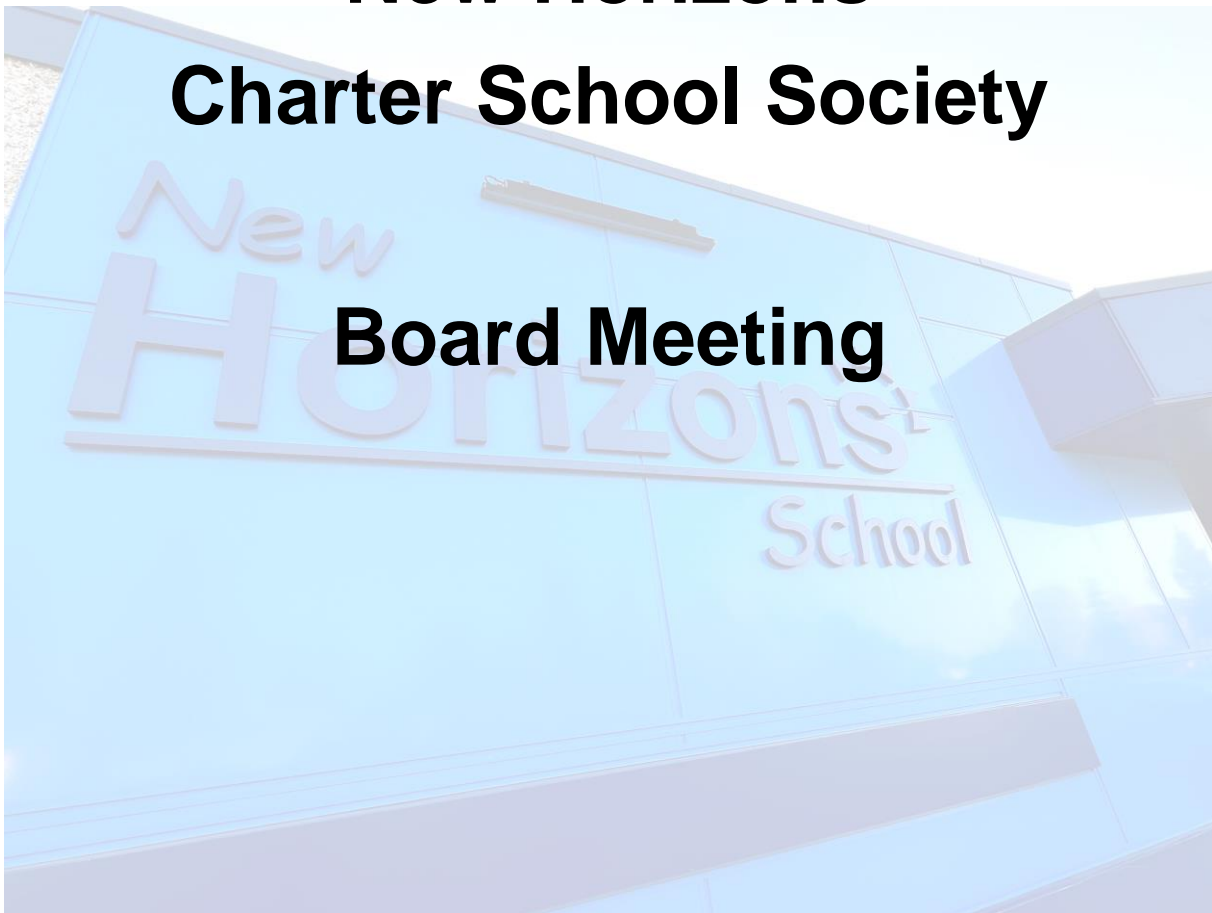


# **New Horizons Charter School Society**



## **Board Meeting**

**April 19, 2023**

**AGENDA****Type of Meeting:** Board**Date:** April 19, 2023**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  
APRIL 19, 2023  
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 |
| <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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Adoption of Agenda</b>                                                       | D. Hanson    | 7:05 pm |
| 4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Disclosure of Conflict of Interest</b>                                       | D. Hanson    | 7:08 pm |
| 5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Approval of Minutes</b>                                                      | D. Hanson    | 7:10 pm |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5.1 March 15, 2023 – attachment                                                 |              |         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5.2 Special Board Meeting March 22, 2023 - attachment                           |              |         |
| 6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Administration Reports</b>                                                   |              | 7:15 pm |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 6.1 Principal's Report                                                          | L. Vigfusson |         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 6.2 Secretary Treasurer's Report                                                | P. Dundas    |         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 6.3 Superintendent's Report - attachment                                        | D. Lindquist |         |
| 7.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Board Reports</b>                                                            |              | 7:30 pm |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7.1 Board Chair's Report                                                        | D. Hanson    |         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7.2 Other Committee Reports                                                     | D. Hanson    |         |
| 8.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>New Business</b>                                                             |              | 7:40 pm |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 8.1 Quarterly Financial Report for December '22 to February '23<br>- attachment | P. Dundas    |         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 8.2 Stakeholder Survey                                                          | L. Vigfusson |         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 8.3 High School Expansion Funding - attachment                                  | P. Dundas    |         |
| 9.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Board Work Plan – attachment</b>                                             | D. Hanson    | 8:10 pm |

**AGENDA****Type of Meeting:** Board**Date:** April 19, 2023**Page:**2 of 2*"TOWARDS NEW HORIZONS"**Is it in the best interest of our students?**Does it support excellence?*

- |     |                                                                                        |           |         |
|-----|----------------------------------------------------------------------------------------|-----------|---------|
| 10. | <b>The Association of Alberta Public Charter Schools</b>                               | D. Hanson | 8:12pm  |
| 11. | <b>Receipt of Reports</b>                                                              | D. Hanson | 8:20 pm |
| 12. | <b>Correspondence Sent</b><br>• None                                                   | D. Hanson | 8:22 pm |
| 13. | <b>Correspondence Received</b><br>• Education Minister – High School Expansion Funding | D. Hanson | 8:22 pm |
| 14. | <b>In Camera</b>                                                                       | D. Hanson | 8:25 pm |
| 15. | <b>Business Arising from In Camera</b>                                                 | D. Hanson | 8:25 pm |
| 16. | <b>Adjournment</b>                                                                     | D. Hanson | 8:30 pm |

**Next Board Meeting – Wednesday, May 17, 2023**

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: March 15, 2023

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

**March 15, 2023, 7:00 p.m.**

Board Members Present at Call to Order:

Dan Hanson  
CHAIR

Jason Clarke  
VICE-CHAIR

Michelle Smith  
DIRECTOR

Shaun Guthrie  
DIRECTOR

Kristie Derkson  
DIRECTOR

Board Members Joining During the Meeting:

Vincent Tong  
BOARD SECRETARY AND  
TREASURER

Ijeoma Ukiwe  
DIRECTOR

Administration Present at Call to Order:

Dean Lindquist  
SUPERINTENDENT

Patti Dundas  
SECRETARY-TREASURER

Lori Vigfusson  
PRINCIPAL

Members in Attendance:

Shannon Kurie

Kristi Gignac

Rebecca Koziak

Anita Sanderson

Sarah-Jane Lovgren

Amanda Bullion

Erin Thomas

**1. Call to Order**

Chair Hanson called the virtual meeting to order at 7:02 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.*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: March 15, 2023

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

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**3. Adoption of Agenda**

*Motion 2023-03-15-01 Moved that the agenda for the Board Meeting of March 15, 2023 be adopted as presented.*

*Moved: Director Guthrie  
Seconded: Director Smith  
Carried*

**4. Disclosure of Conflict of Interest**

None.

**5. Approval of Minutes**

**5.1 Minutes of February 15, 2023**

*Motion 2023-03-15-02 Moved that the Board Meeting minutes February 15, 2023 be approved as presented.*

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

**6. Administration Reports**

Board Secretary and Treasurer Tong joined the meeting at this point. 7:05 p.m.

**6.1 Principal's Report**

Principal Vigfusson provided a verbal report and indicated that a large number of applications were received for intake day on March 3. It is anticipated that kindergarten will be full with 38 students and many applications in elementary and junior high. Report cards will be issued on March 17 and student-led conferences, including junior high, will be held March 21-March 22. The Independent Studies program has been revamped and is underway. The new program is called Wonder Learning in Division 1, Discovery Learning in Division 2, and Investigations in Division 3. Cross-grade buddy activities continue to occur with focuses on Black History Month, Kindness Week and International Women's Day. Administration is working to prepare a volunteer orientation and information session for parent volunteers to help educate individuals on the unique needs

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: March 15, 2023

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

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and approaches to working with our students. There were two near misses during student arrival earlier today with vehicles and the crosswalk. Parents have been contacted, the AMA Student Patrollers met to discuss protocols and Bylaw Services has also been contacted and will increase their presence in the area over the coming days. There is interest from administration and Board members to pursue a tour of the new STEM Charter School that is opening. Discussion followed.

Director Ukiwe joined the meeting at this point. 7:16 p.m.

**6.2 Secretary-Treasurer's Report**

Secretary-Treasurer Dundas provided a flood update and indicated that reconstruction has begun. The project is on track for completion by the end of March. Temporary flooring may be installed this month and replaced with permanent flooring over the summer, dependent upon possible floor joist repairs. Discussion followed.

**6.3 Superintendent's Report**

Superintendent Lindquist summarized his written report including an update of his attendance at the March 3 CASS meeting and the Alberta Public Charter Schools' Journal of Educational Research and Innovation. The CASS meeting included relevant discussions regarding curriculum, substitute teacher shortage and transportation. Charter schools are invited to assist in the creation of an educational and research journal, as included in the agenda package. Superintendent Lindquist had opportunity to tour the STEM junior high school in Red Deer and found it very interesting and informative. Discussion followed.

**7. Board Reports**

**7.1 Board Chair's Report**

No report.

**7.2 Committee Reports**

**Finance and Audit Committee**

No report. The committee will be meeting in April to review second quarter financials.

**Policy Guidelines and Bylaws Committee**

No report.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: March 15, 2023

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

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**Survey Committee**

No report.

**Public Relations Committee**

The committee met on February 22 and is having a follow-up meeting on April 3.

**Personnel Committee**

The committee met on March 8 to prepare for collective agreement negotiations and will be meeting again in the near future.

**High School Ad Hoc Committee**

No report.

**8. New Business**

**8.1 Approve Three Year Capital Plan for 2023-24 to 2025-26**

Superintendent Lindquist provided an overview of the draft Capital Plan for 2024/25 to 2026/27, as included in the agenda package. Discussion followed including adding a second goal to the plan that would focus on pursuing ownership of the current NHS site.

*Motion 2023-03-15-03 Moved that the Board approve the draft Capital Plan for 2024/25 to 2026/27 as presented.*

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

**8.2 Approve Revised AERR 2021-22**

Superintendent Lindquist indicated that a meeting with Alberta Education highlighted a need to include a whistleblower comment in the previously approved AERR. Discussion followed.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: March 15, 2023

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

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*Motion 2023-03-15-04 Moved that the Board approve the revised AERR as presented with the inclusion of the whistleblower comment that we have not had any disclosures in 2021-22 school year.*

*Moved: Director Guthrie*

*Seconded: Director Smith*

*Carried*

**8.3 Approve Revised 2023-24 School Calendar**

Superintendent Lindquist provided information on the revised 2023-24 School Calendar, previously approved at the February Board meeting. Through discussion since that meeting, Board members have agreed to amend the calendar to move the November 13 PD day to become October 6 IPP Writing Day, bringing the calendar in line with EIPS transportation services. An amendment to the original resolution is required. Discussion followed.

*Motion 2023-03-15-05 Moved that the Board amend resolution 2023-02-15-04 to include moving the November 13 PD Day to become October 6 IPP Writing Day.*

*Moved: Director Guthrie*

*Seconded: Vice Chair Clarke*

*Carried*

**8.4 2023-24 Budget Update**

Secretary-Treasurer Dundas provided a verbal report on the recently released budget for 2023-24 and highlighted the following:

- The base grant for enrollment has been increased by 6%.
- Student Learning Support has been increased.
- The Complexity Grant has been added.
- Operations and Maintenance received a 5% increase.
- Transportation changes may result in decreased bussing costs; parent provided transportation grant also increased.
- Many expenses have increased; funding increases will help to offset those costs.

Discussion followed.



NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: March 15, 2023

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

**8.5 March Board Retreat**

Superintendent Lindquist provided an overview of the draft agenda for the March Board Retreat. Discussion followed.

**9. Board Work Plan**

The Board reviewed the Work Plan for 2022-23, as included in the agenda package. The Board developed Stakeholder Survey was deferred to April.

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

No report.

**11. Receipt of Reports**

*Motion 2023-03-15-06*

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

*Moved: Director Guthrie*

*Seconded: Vice Chair Clarke*

*Carried*

**12. Correspondence Sent**

None.

**13. Correspondence Received**

- EDC System Assurance – 2023 Alberta Education Assurance Survey – *deadline extension*
- EDC Minister – Budget 2023
- EDC Deputy Minister – Budget 2023
- EDC Minister – Letter to Parents
- EDC Deputy Minister – School Capital Project Planning Process
- Additional Funding for Literacy and Numeracy for Grade 1 Students
- Alberta Public Charter Schools' Journal of Educational Research and Innovation

Chair Hanson invited public guests to address the Board.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: March 15, 2023

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

Approved: DRAFT

Recorded By: A. DeJong

Secretary \_\_\_\_\_

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**14. Motion to Move In Camera**

*Motion 2023-03-15-07 Moved that the meeting move in camera at 8:24 p.m.*

*Moved: Director Smith  
Seconded: Director Derkson  
Carried*

**Motion to Move Out of Camera:**

*Motion 2023-03-15-08 Moved that the meeting move out of camera at 8:27 p.m.*

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

**15. New Business**

**15.1 Matters Arising from In Camera Meeting**

*Motion 2023-03-15-09 Moved that the Board ratify the substitute teacher employment contract for the following:*

- *Employee #0341*

*Moved: Director Derkson  
Seconded: Director Guthrie  
Carried*

*Motion 2023-03-15-09 Moved that the Board ratify the temporary full-time employment contract for the following:*

- *Employee #0287*

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

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Board

**Date:** March 15, 2023

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

**Approved:** DRAFT

**Recorded By:** A. DeJong

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

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**16. Adjournment**

Chair Hanson adjourned the meeting at 8:30 p.m.

*Next Board Meeting: Wednesday, April 19, 2023 at 7:00 p.m., in-person at the school.*

DRAFT

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Special Board

**Date:** March 22, 2023

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

**Approved:** DRAFT

**Recorded By:** S. Guthrie

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

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**March 22, 2023, 9:30 p.m.**

Board Members Present at Call to Order:

Dan Hanson  
CHAIR

Jason Clarke  
VICE-CHAIR

Michelle Smith  
DIRECTOR

Shaun Guthrie  
DIRECTOR

Kristie Derkson  
DIRECTOR

Board Members Joining During the Meeting:

Society Members in Attendance:

**1. Call to Order**

Chair Hanson called the meeting to order at 9:36 p.m.

**2. Statement of Territorial Acknowledgment**

*The Board of Directors of the New Horizons Charter School Society respectfully acknowledges that the land on which we meet is Treaty 6 territory, a traditional home, gathering place, and travelling route for diverse Indigenous Peoples, including Cree, Saulteaux, Blackfoot, Nakota, and Sioux, as well as the homeland of the Métis Nation. We recognize our responsibility as Treaty members and honour the heritage and gifts of the First Peoples of this land.*

**3. Adoption of Agenda**

*Motion 2023-03-22-01 Moved that the agenda for the Board Meeting of March 22, 2023 be adopted as presented.*

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

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

None

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Special Board

**Date:** March 22, 2023

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

**Approved:** DRAFT

**Recorded By:** S. Guthrie

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

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**5. New Business**

**5.1 Selection of Superintendent**

**Motion to Move in Camera**

*Motion 2023-03-22-02 Moved that the meeting move in camera at 9:37 p.m.*

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

**Motion to Move out of Camera**

*Motion 2023-03-22-03 Moved that the meeting move out of camera at 10:00 p.m.*

*Moved: Director Guthrie  
Seconded: Director Smith  
Carried*

**Business Arising from in Camera Meeting**

*Motion 2023-03-22-04 That the board offer a contract of employment to Candidate A conditional on negotiating a mutually satisfactory contract and the candidate's provision of documentation required for the chair to submit the Notification of Appointment form.*

*Moved: Director Derkson  
Seconded: Director Guthrie  
Carried*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Special Board

**Date:** March 22, 2023

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

**Approved:** DRAFT

**Recorded By:** S. Guthrie

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

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*Motion 2023-03-22-05* That the board delegate to the chair with the assistance of the consultant the authority to negotiate the final contract consistent with the provisions of the last contract signed by the Board and the outgoing superintendent, and to sign the contract on the board's behalf.

*Moved: Director Smith*  
*Seconded: Director Guthrie*  
*Carried*

**9. Adjournment**

Chair Hanson adjourned the meeting at 10:02 p.m.

*Next Board Meeting: Wednesday, April 19, 2023 at 7:00 p.m., in-person at the school.*



**Dean Lindquist**

Superintendent

Phone: 780-416-2353

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

**MEMORANDUM**

April 19, 2023

To: Board of Directors

From: Dean Lindquist - Superintendent

Re: Superintendent's Report

**CASS Conference**

Thank you to the Board for supporting my attendance at the CASS Conference in March. It was an excellent opportunity to network with colleagues and in many cases, initiate discussions about charter schools and the role of charter schools in Alberta.

The presentation with two of my colleagues from the Separate System went well. In my portion of the presentation I discussed the role of the administration and board in working with the government on SLS funding. This was an opportune time to present how charter schools are public schools, and how educational responsibilities to meet student needs are very similar to public and separate schools.

Overall, the conference was a great learning experience.

Thank you again for this opportunity.

**Capital Planning Funding**

On March 30, 2023, Chair Hanson received a letter (attached in Correspondence Received) from the Minister of Education approving an allocation of up to \$50,000 in planning funds to further develop the NHS high school concept.

Administration set up a meeting with Capital Planning for the purpose of determining how the funding may be used to facilitate the planning process. This meeting is scheduled for April 13, 2023.

I am recommending that the High School Task Force meet in the near future to discuss how they wish to proceed. The Task Force may wish to consider working to develop a hub concept with interested Capital Region charter schools or to work with a local high school to develop a school within a school concept. Each of these models are in the approved NHS Capital Plan.

**Flood Update**

Students are back in their regular classrooms as of Monday, April 3. Secretary Treasurer Dundas and Principal Vigfusson worked closely with the insurer and the restoration company to have all work

finalized by the end of Spring Break. There is some follow up required, but this can be accomplished outside of school hours.

In discussions with students and staff, all are happy to back in to their regular classrooms. It is important to note that the parents, students, support staff and teachers managed the challenges of having to teach and learn in the temporary classrooms or learning commons very well. The positive approach taken by all of these individuals was very much appreciated.

Sincerely,

Dean Lindquist





Patti Dundas  
Secretary Treasurer  
Phone: 780-416-2353  
Email:  
[pdundas@newhorizons.ca](mailto:pdundas@newhorizons.ca)

## MEMORANDUM

April 19, 2023

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

### Background:

Attached for the information of the Board of Directors is the Quarterly Financial Report for the period ended February 28, 2023.

In keeping with Board Resolution 2017-11-22-05, the Audit Committee reviewed the Quarterly Financial Report prior to its presentation to the Board of Directors. Audit Committee Chair Tong will present the Report to the Board; he and Secretary Treasurer Dundas will be prepared to speak to it and to respond to questions that Directors may have.

### Recommendations:

It is recommended that the Quarterly Financial Report for the period ended February 28, 2023 be received as information.

Patti Dundas – Secretary Treasurer

Attachment

Function	DESCRIPTION	Account No	2022-23 Budget	30-Sep-22	31-Oct-22	30-Nov-22	31-Dec-22	31-Jan-23	28-Feb-23	End of Q2 Actual Results	Budget Residual	% of Budget Residual
<b>REVENUES</b>			\$ 4,575,730.56	\$ 439,454.41	\$ 395,460.89	\$ 448,371.21	\$ 366,491.41	\$ 374,309.97	\$ 379,869.73	\$ 2,403,957.62	\$ 2,171,772.94	47%
	Alberta Education		\$ 4,059,052.98	\$ 333,511.23	\$ 332,781.23	\$ 411,847.68	\$ 333,454.22	\$ 335,351.36	\$ 337,612.20	\$ 2,084,557.92	\$ 1,974,495.06	49%
	Alberta Infrastructure		\$ 373,638.59	\$ 31,136.55	\$ 31,136.55	\$ 31,136.55	\$ 30,380.96	\$ 30,380.96	\$ 30,380.96	\$ 184,552.53	\$ 189,086.06	51%
	Other Government of Alberta		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ (500.00)	
	Other Alberta School Jurisdictions		\$ 18,182.91	\$ 556.91	\$ 556.91	\$ 556.91	\$ 508.92	\$ 508.92	\$ 508.92	\$ 3,197.49	\$ 14,985.42	82%
	Fees		\$ 88,450.00	\$ 70,578.75	\$ 28,140.53	\$ 375.00	\$ 55.00	\$ 50.00	\$ 7,749.94	\$ 106,949.22	\$ (18,499.22)	-21%
	Sales & Services		\$ 12,500.00	\$ 1,542.18	\$ 1,076.46	\$ 1,414.54	\$ 811.69	\$ 1,969.19	\$ 1,213.59	\$ 8,027.65	\$ 4,472.35	36%
	Investments		\$ 5,500.00	\$ 492.62	\$ 526.30	\$ 544.51	\$ 689.23	\$ 1,047.66	\$ 1,049.84	\$ 4,350.16	\$ 1,149.84	21%
	Gifts		\$ 5,906.08	\$ 492.17	\$ 531.71	\$ 492.17	\$ 591.39	\$ 591.39	\$ 591.39	\$ 3,290.22	\$ 2,615.86	44%
	Fundraising		\$ 12,500.00	\$ 1,144.00	\$ 711.20	\$ 2,003.85	\$ -	\$ 3,910.49	\$ 762.89	\$ 8,532.43	\$ 3,967.57	32%
	Amortization		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>EXPENDITURES</b>			\$ 4,933,579.82	\$ 360,550.85	\$ 372,219.69	\$ 376,729.83	\$ 379,927.62	\$ 444,336.59	\$ 488,771.71	\$ 2,422,536.29	\$ 2,511,043.53	51%
	Salary Certificated		\$ 2,253,222.31	\$ 172,219.30	\$ 174,150.35	\$ 174,256.35	\$ 179,675.05	\$ 172,829.66	\$ 178,745.03	\$ 1,051,875.74	\$ 1,201,346.57	53%
	Salary Non-Certificated		\$ 470,509.00	\$ 34,725.90	\$ 44,026.39	\$ 39,846.16	\$ 45,524.12	\$ 34,584.72	\$ 44,029.51	\$ 242,736.80	\$ 227,772.20	48%
	Honorariums		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Benefits Certificated		\$ 481,445.00	\$ 35,603.86	\$ 33,008.48	\$ 32,542.32	\$ 33,344.48	\$ 43,768.23	\$ 45,075.91	\$ 223,343.28	\$ 258,101.72	54%
	Benefits Non-Certificated		\$ 143,322.00	\$ 10,238.59	\$ 17,262.23	\$ 12,726.88	\$ 15,434.03	\$ 12,203.61	\$ 24,945.21	\$ 92,810.55	\$ 50,511.45	35%
	Prof. & Tech. Services		\$ 464,307.00	\$ 35,185.48	\$ 39,287.06	\$ 44,409.37	\$ 44,665.53	\$ 46,739.20	\$ 35,067.30	\$ 245,353.94	\$ 218,953.06	47%
	Communications		\$ 21,275.00	\$ 1,199.21	\$ 4,472.08	\$ 1,820.60	\$ 2,169.11	\$ 2,397.76	\$ 2,493.60	\$ 14,552.36	\$ 6,722.64	32%
	Utilities		\$ 70,500.00	\$ 6,305.16	\$ 6,138.86	\$ 6,450.11	\$ 9,757.88	\$ 10,584.37	\$ 12,260.25	\$ 51,496.63	\$ 19,003.37	27%
	Bussing		\$ -	\$ -	\$ -	\$ 216.41	\$ 1,173.46	\$ -	\$ 709.16	\$ 2,099.03	\$ (2,099.03)	
	Student Transportation		\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,757.00	\$ 20,757.00	\$ 24,243.00	54%
	Rentals/Leases		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Fees Expense		\$ 137,150.00	\$ 10,584.80	\$ 10,501.09	\$ 12,691.49	\$ 4,703.93	\$ 7,642.51	\$ 14,715.63	\$ 60,839.45	\$ 76,310.55	56%
	Insurance		\$ 31,826.75	\$ 3,640.96	\$ 639.73	\$ 639.73	\$ 639.73	\$ 730.56	\$ 20,196.98	\$ 26,487.69	\$ 5,339.06	17%
	Supplies/Materials		\$ 338,703.14	\$ 10,271.77	\$ 3,450.28	\$ 12,565.52	\$ 7,569.44	\$ 78,192.16	\$ 50,221.94	\$ 162,271.11	\$ 176,432.03	52%
	Text, Library & Media		\$ 58,000.00	\$ 5,884.75	\$ 1,827.92	\$ 2,556.47	\$ 1,046.79	\$ 290.23	\$ 4,887.13	\$ 16,493.29	\$ 41,506.71	72%
	Travel		\$ 7,100.00	\$ -	\$ 1,001.35	\$ 656.48	\$ -	\$ -	\$ -	\$ 1,657.83	\$ 5,442.17	77%
	Amortization		\$ 405,269.62	\$ 34,364.59	\$ 34,364.59	\$ 34,364.59	\$ 33,814.09	\$ 33,814.09	\$ 33,814.09	\$ 204,536.04	\$ 200,733.58	50%
	Bank Charges		\$ 5,950.00	\$ 326.48	\$ 2,089.28	\$ 987.35	\$ 409.98	\$ 559.49	\$ 852.97	\$ 5,225.55	\$ 724.45	12%
<b>Surplus (Deficit)</b>			\$ (357,849.26)	\$ 78,903.56	\$ 23,241.20	\$ 71,641.38	\$ (13,436.21)	\$ (70,026.62)	\$ (108,901.98)	\$ (18,578.67)	\$ 339,270.59	



Patti Dundas  
Secretary Treasurer  
Phone: 780-416-2353  
Email:  
[pdundas@newhorizons.ca](mailto:pdundas@newhorizons.ca)

## MEMORANDUM

April 19, 2023

To: Board of Directors  
From: Patti Dundas – Secretary Treasurer  
Subject: High School Expansion Funding

### Background:

We have received \$50,000 in planning funds from Alberta Education to further develop our high school expansion plan.

As these funds were not previously approved through the budget approval process, we are requesting that the \$50,000 be approved for our high school expansion planning.

### Recommendations:

It is recommended that the Board approve a motion that \$50,000 be approved for our high school expansion planning – details to be provided.

Patti Dundas – Secretary Treasurer

Attachment

## Board Annual Work Plan 2022-23 – Approved – 2022-09-21



### Board of Directors – Work Plan for 2022/23

<b>September</b>	<ul style="list-style-type: none"> <li>▪ Adopt Board Work Plan for 2022-23 <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Set date for October Board meeting <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Receive report on provincial achievement test results (closed meeting) <span style="float: right;"><input checked="" type="checkbox"/></span></li> </ul>
<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 <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>- Elect Board executive officers (must be within one week of SGM) <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>- Select members for Board standing committees <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>- Set dates for Board meetings (motion required) <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>- Notify Service Alberta of change in executive officers <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>- Identify Board signing authorities <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>- Sign Board Member Code of Conduct – Policy #101 <span style="float: right;"><input checked="" type="checkbox"/></span></li> </ul> </li> <li>▪ Receive Accountability Pillar Results Report for October 2022 <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Attend TAAPCS Annual General Meeting <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Receive enrolment report for September 30, 2022 <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Conduct initial orientation session for new Board members <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Set date for NHCS Society Annual General Meeting <span style="float: right;"><input checked="" type="checkbox"/></span></li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>▪ Conduct AGM of NHCS Society <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Approve revised budget for 2022-23 <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Approve Annual Education Results Report 2021-22 <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Approve Audited Financial Statement Year Ending Aug 31/22 <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Receive Report #1 from School Council <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Determine priorities, possible date for Stakeholder Forum <span style="float: right;"><input checked="" type="checkbox"/></span></li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>▪ Set date for March Board Planning Retreat <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Receive Counsellor’s Report #1 <span style="float: right;"><input checked="" type="checkbox"/></span></li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>▪ Receive Quarterly Financial Report for Sep - Nov 2022 <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Review Policy 210 and associated Student Code of Conduct <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Approve school calendar for 2023-24 in principle <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Stakeholder Forum – Gather input on possible Education Plan priorities <span style="float: right;"><input checked="" type="checkbox"/></span></li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>▪ Provide final approval of school calendar for 2023-24 <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Prepare breakfast for school staff – deferred to May 5, 2023 <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Receive mid-year progress report on Three-Year Education Plan 2022-25 <span style="float: right;"><input checked="" type="checkbox"/></span></li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>▪ Board Retreat – Identify priorities for upcoming Education Plan <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Approve Three-Year Capital Plan for 2023-24 to 2025-26 <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>▪ Administer Board-developed Stakeholder Survey, deferred to April <span style="float: right;"><input checked="" type="checkbox"/></span></li> </ul>

## Board Annual Work Plan 2022-23 – Approved – 2022-09-21

<b>April</b>	<ul style="list-style-type: none"> <li>▪ Receive Quarterly Financial Report for Dec 2022 – Feb 2023 <input type="checkbox"/></li> <li>▪ Administer Board-developed Stakeholder Survey, deferred from April <input type="checkbox"/></li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>▪ Provide approval to Education Plan 2021-22 to 2022-23 <input type="checkbox"/></li> <li>▪ Attend TAAPCS Spring General Meeting <input type="checkbox"/></li> <li>▪ Approve Budget for 2022-23 <input type="checkbox"/></li> <li>▪ Receive Accountability Pillar Results Report for May 2021 <input type="checkbox"/></li> <li>▪ Receive Board-developed stakeholder survey results <input type="checkbox"/></li> <li>▪ Consider salary adjustment for support staff, senior administration <input type="checkbox"/></li> <li>▪ Receive report from FANHS <input type="checkbox"/></li> <li>▪ Receive Counsellor's Report #2 <input type="checkbox"/></li> <li>▪ Prepare breakfast for school staff – deferred from February <input type="checkbox"/></li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>▪ Assess Board Work Plan progress for 2021-22 <input type="checkbox"/></li> <li>▪ Receive Quarterly Financial Report for Mar – May 2022 <input type="checkbox"/></li> <li>▪ Schedule SGM of NHCS Society (requires 21 days' notice; must be on or before Oct 10) <input type="checkbox"/></li> <li>▪ Schedule September 2022 Board meeting <input type="checkbox"/></li> <li>▪ Set date for Summer Board Housekeeping Retreat <input type="checkbox"/></li> <li>▪ Receive Report #2 from School Council <input type="checkbox"/></li> </ul>
<b>Ongoing</b>	<ul style="list-style-type: none"> <li>▪ Consider proposals for new or amended Board policies <input type="checkbox"/></li> <li>▪ Receive recommendations from Board committees <input type="checkbox"/></li> </ul>
<b>Annually</b>	<ul style="list-style-type: none"> <li>▪ Negotiate collective agreement with ATA (as needed) <input type="checkbox"/></li> </ul>
<b>As Needed</b>	<ul style="list-style-type: none"> <li>▪ Meet with: <input type="checkbox"/></li> <li style="padding-left: 20px;">- County Council <input type="checkbox"/></li> <li style="padding-left: 20px;">- MLAs <input type="checkbox"/></li> </ul>



ALBERTA  
EDUCATION

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*Office of the Minister  
MLA, Red Deer-North*

AR120488

March 30, 2023

Mr. Dan Hanson  
Board Chair  
New Horizons Charter School Society  
1000 Strathcona Drive  
Sherwood Park AB T8A 3R6

Dear Mr. Hanson:

I am pleased to advise that New Horizons Charter School Society is approved for following funding allocation:

- Up to \$50,000 in planning funds to further develop your expansion plan.

Alberta Education staff will contact your administration in the following weeks regarding the payment of \$50,000 and next steps related to it. When the work is complete, your charter must submit a statement of final costs for the project, which will also include invoices associated with this project.

I encourage your staff to continue to work with Alberta Education staff, who are available to provide assistance and guidance as needed. Please contact Chris Patry, Capital Planning Manager, at [chris.patry@gov.ab.ca](mailto:chris.patry@gov.ab.ca) or 780-643-0736.

I look forward to the successful and timely completion of this project.

Sincerely,

Adriana LaGrange  
Minister