

New Horizons School Council Meeting Agenda

December, 2022

7:00 pm to 8:00 pm

Location – Online Only: Please join [here](#)

1. Call to order

2. Statement of Territorial Acknowledgement

The School Council of the New Horizons Charter School respectfully acknowledges that the land on which we meet is Treaty 6 territory, a traditional home, gathering place, and a travelling route for diverse Indigenous Peoples, including Cree, Saulteaux, Blackfoot, Nakota, Sioux, as well as the homeland of the Metis 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

4. Approval of Minutes

4.1 November 2, 2022

5. Reports

5.1 Chair/Vice-Chair report

5.2 Principal's report

5.3 Financial Officer's report

5.4 FANHS' report

5.5 Communication Officer's report

6. Motion to Accept Reports

7. New Business

7.1 Artist in Residence

- Confirm 2023-24 residency suggestions and staff lead
- KJ Street Consulting follow-up re 2022-23 residency
- AGLC policy confirmation

7.2 Review of SC Operating Procedures (amendments for consideration)

7.3 Staff funding requests

- Confirm that staff are aware of the process for requesting funds and provide a process update.
- Pizza party wrap for boys/girls volleyball. **Motion required** for \$179.62 suggested from School Support - Sports and Wellbeing.
- Other funding requests TBD

7.4 Staff Appreciation

7.5 Future School Event Planning and SC Outreach

- Spring Event (carnival etc)
- Spring Dance
- Junior High focused activities

7.6 Emergent business

- TBD

8. Future Business

- 2022-23 planning calendar/organization
- Focus group to discuss NHS website (Admin lead)
- Addition of a 'student groups' page on NHS website (Admin lead)

9. Correspondence

- N/A

10. Future Meeting Dates:

- January 4, 2023
- February 1, 2023
- March 1, 2023
- April 5, 2023
- May 3, 2023
- June TBD (must include AGM)

11. Adjournment

New Horizons School Council

Meeting Minutes

November 2, 2022
Meeting Called to Order: 7:02PM
Meeting Adjourned: 8:10PM
Virtual Meeting

Attendees: Elizabeth Macve, Sarah-Jane Lovgren, Anita Sanderson, Rebecca Koziak, Ellen Hanna, Chelsee Ladouceur, Sarah Litvinchuk, Erin Thomas, Lori Vigfusson, Sarah Fairfull, Brianne Davio

1. Meeting Called to Order: 7:02PM.

Elizabeth Macve as Meeting Chair.

2. Statement of Territorial Acknowledgement

The School Council of the New Horizons Charter School respectfully acknowledges that the land on which we meet is Treaty 6 territory, a traditional home, gathering place, and a travelling route for diverse Indigenous Peoples, including Cree, Saulteaux, Blackfoot, Nakota, Sioux, as well as the homeland of the Metis 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: Chelsee Ladouceur moved to adopt the Agenda as presented.
Seconded by Ellen Hanna. Motion Carried.**

4. Approval of Minutes

October 5, 2022

**MOTION: Ellen Hanna moved to adopt the Minutes as presented.
Seconded by Chelsee Ladouceur. Motion Carried.**

5. Reports

5.1 Chair/Vice-Chair Report

Report shared by Sarah-Jane Lovgren.

School Council, supported by the Fundraising Association, hosted The Halloween Family Dance on October 22, 2022 and it was a great success – many compliments have been received in the weeks following the event. Thank you to everyone for their efforts through volunteering in various

capacities and to those who attended. The event was well attended. The silent auction and raffle were successful and received great engagement. As of today, all outstanding payments have been made and I am now working with FANHS Treasurer, Sarah Litvinchuk, to reconcile all payments received and expenses. We will have a full report at December's meeting, but at this time, we are pleased with the overall outcome.

5.2 Principal's Report

Thank you to School Council for providing a staff meal during Parent/Teacher Interviews – it was enjoyed by all.

Our in-school Remembrance Day Ceremony will take place at 10:30AM on Friday, November 4, 2022 – families welcome.

Our Strathcona Christmas Bureau Drive will take place after Fall Break – details will be sent out via e-mail through this week's *On the Horizon Enews* and will be shared on social media via the SC/FANHS Communications team throughout the campaign. Children and families are invited to bring physical donations into the school. The campaign will run for four weeks with specified weekly categories.

5.3 Financial Officer's Report

Report shared by Anita Sanderson.

There is a remaining balance of \$7,700 available this year. After the success of the Halloween Family Dance, there is interest from School Council to host additional events in the 2022/2023 school year. \$1,500 was allocated for the dance; however, not all was used, so SC would like to consider reallocating funds towards additional community building events. Specific budget allocation towards additional events is yet to be determined.

5.4 FANHS Report

Report shared by Chelsee Ladouceur.

FANHS is wrapping up our Holiday Market Campaign on Friday. All Chairs will be discussing closure protocol at the FANHS meeting which will follow this School Council Meeting. Distribution day is set for Sunday, December 4, 2022.

5.5 Communication Officer's Report

Report shared by Ellen Hanna.

The School Council and FANHS Communications Officers are working in concert. All SC and FANHS Executive have "moderator" status on the Facebook page and can post as required.

We have created a “Share with Teachers” folder on Google Drive where graphics are available to teachers who wish to share with families via their monthly e-mails. We also have a “Read Me First” page where we summarize any details from a SC and/or FANHS meeting that pertains to teachers.

We are actively working on a Social Media Guidelines document. At minimum, it is the general consensus that children’s faces should not be shown on social media.

As we reintroduce school wide community building activities, NHS will welcome the return of “Houses” — Earth, Air, Water, and Fire. The Communications Teams will work with Ms. Stephens and Administration to promote engagement. Ms. Fairfull has shared that Jr. High has started. Hot Lunch Chair, Brianne Davio, has shared that she may have hot lunch vendors interested in sponsoring prizes/incentives for participation.

6. Motion to Accept Reports

MOTION: Sarah-Jane Lovgren moved to accept reports as presented. Seconded by Anita Sanderson. Motion Carried.

7. New Business

7.1 Halloween Dance Event Debrief

The planning team will have a private event debrief to carefully analyze the event and to evaluate what worked and where there’s room for improvement for future events including a 2023 Halloween Family Dance since it was well received.

7.2 Rhythm Rhythm Rhythm Artist in Residence for 2022/2023

Report shared by Elizabeth Macve.

The AFA Grant application for financial support to towards Artist in Residence: Rhythm Rhythm Rhythm was unsuccessful. The application has been included in the posted Agenda Package and a follow up will be completed with the grant writer including questions about the percentage of unsuccessful applications and whether the funds requested are determined on an all or nothing basis. This is our third unsuccessful grant application.

Rhythm Rhythm Rhythm has been procured as the Artist in Residence for 2022/2023 and due to Ms. Kooger’s connection to the artist, School Council would like to ensure this booking is completed as per the booking. Without the AFA Grant, we will require additional funds from FANHS.

FANHS Treasurer, Sarah Litvinchuk, will confirm with AGLC if casino funds can be used towards paying the invoice for Artist in Residence programming. Pending AGLC declines, the following fund disbursement will be required to

settle the invoice for Rhythm Rhythm Rhythm — up to \$4,100 inclusive of GST. There is a balance of \$4,050 in School Support — Academic Support; therefore, \$50.00 from Community Building/Parent Support — Subcategory Guest Speakers will be required.

MOTION: Chelsee Ladouceur moved to accept funding request from FANHS as presented pending AGLC declines use of funds. Seconded by Ellen Hanna. Motion Carried.

7.3 2023/2024 Artist In Residence

After Elizabeth Macve's follow up with the grant writer, it will be determined if School Council will motion to employ a grant writer for the 2023/2024 — anticipated agenda topic for December or January.

Rebecca Koziak has offered to review the AFA Grant and made some recommendations of potential artists to consider including: Backbeat Music, Justine Ma, local visual artist(s) if School Council and NHS is keen to host an art show etc. A proposal will be presented to teachers — as well as a request for input — to determine what they'd like to see.

Moving forward, there may be the potential to apply for grants as well as hold fundraisers specifically for the Artist in Residence program. It has been suggested that some parents may want to know the purpose of a specific fundraiser — what the funds raised specifically go towards, including specific dollars required, as opposed to donating to the general Fund Allocation Plan. If School Council hosts community building events i.e. a dance with a fundraising component, this could be in support of the Artist in Residence program.

7.4 Review of SC Operating Procedures

The "SC-Operating-Procedures" document as found on the [website](#) has not been updated since 2012. There is a possibility that some of the Procedures may be outdated. All School Council Executive has been asked to review the document. All proposed amendments will be presented for approval at December's meeting.

7.5 (A) Staff Funding Requests: Request for GSA Support

Ms. Fairfull shared that the NHS Gay Straight Alliance is a safe space for students in Jr. High to find others like them. During this time together, they work to build community and connection through community time where they do a variety of activities — so far, this has included baking and pin making. Additional funds are required to support these activities.

MOTION: Ellen Hanna moved to approve \$150.00 from School Support — Subcategory Clubs for GSA. Seconded by Rebecca Koziak. Motion Carried.

7.5 (B) Staff Funding Requests: Request for December Concert Support
No request at this time.

7.5 (C) Staff Funding Requests: Request for Jr. High Adventure Trip Fundraiser Support

Ms. Graham would like to host a family movie night on November 25, 2022 as a fundraising initiative for the Grade 9 adventure trip. Historically (pre-pandemic), School Council has not charged for movie nights and has used these events as community building initiatives with the only costs to participants being the (optional) concession. NHS has access to streaming services and can legally charge admission fees for movie streaming for fundraising events up to 3 times per year. School Council has determined that we can provide support to Ms. Graham by way of social media communications and advice prior to the event; however, fundraising for the Grade 9 adventure trip will be the responsibility of Ms. Graham, Grade 9 students, and their families.

7.6 Future School Event Planning and SC Outreach
Deferred to next meeting.

7.7 Emergent Business
None.

8. Future Business

- 2022-2023 Planning Calendar/Organization.
 - This will be revisited after the "SC-Operating-Procedures" document has been updated. Some of the workflow and expectations may be streamlined through this process.
- Focus group to discuss NHS website (Admin lead).
 - This is ongoing. Lori Vigfusson advised that the website and social media were on the agenda at the last Board Meeting where the Superintendent suggesting allocating budget towards PR for the website and social media.
- Addition of a 'student groups' page on NHS website (Admin lead).
 - This is ongoing, as per above note.

**It was unanimous between the School Council and FANHS Executive that it would be beneficial for NHS Board Members to follow our new social media channels and receive the *On the Horizon Enews* — if they do not already do so — now that we provide a bi-weekly update through this. Although the School Council Chair is invited to provide an update to the School Board bi-annually, it may be favourable for a representative to attend SC and FANHS meetings to be more familiar with the work we are doing.

9. Correspondence

None.

10. Future Meeting Dates:

- December 7, 2022
- January 4, 2023
- February 1, 2023
- March 1, 2023
- April 5, 2023
- May 3, 2023
- June TBD (must include AGM)

11. Meeting Adjourned: 8:10PM.

**New Horizons School Council Fund Allocation
Summary**

For the 2022/2023 School Year

November 23, 2022

	2022-2023 Allocation of Funds	Funds Disbursed	Funds Motioned but not yet Disbursed	Remaining Funds
School Support	\$ 11,050	\$ 896	\$ 7,454	\$ 2,700
Classroom Support	4,000	\$ 805.07	3,195	-
School Enhancement	-	-	-	-
Community Building / Parent Support	950	199	1	750
School Council Administration	-	-	-	-
GRAND TOTAL:	\$ 16,000.00	\$ 1,899.91	\$ 10,650.09	\$ 3,450.00

**Draft New Horizons School Council Fund Allocation
Detailed**

For the 2022/2023 School Year

November 23, 2022

	2022-2023 Allocation of Funds	Total Motioned	Disbursed to date	Potential Projects, Items & Ideas Identified (Specific Highlighted Items are Under Consideration for the Education Plan)
School Support				
Clubs	\$ 1,000	\$ 150.00	\$ 98.69	Ex. LEGO Mindstorms purchase; Arts & Crafts; Science; Track & Field; Computer, Chess, Maker Carts
Sports & Well Being	500	\$ 250.00	\$ -	Ex. Sports Day; School Teams; Mission Impossible; Track 'n Field Competition Day / Healthy School Initiatives - Mindfulness, Health Fair, Yoga Instructor, Back up Lunches
Events	3,000	\$ 2,400.00	\$ 711.20	Ex. Christmas Play &/or Concert; Talent Show; Art Walk; School Carnival; Kinder Grad; Science Fair; Grade 9 Grad
Junior High Events	1,000	\$ -	\$ -	Junior high dances etc. Jr. High fun day
Staff Support	1,200	\$ 1,200.00	\$ -	Teacher Meals; Interviews; Staff Appreciation Week; Bereavement; Staff Awards
Academic Support	4,350	\$ 4,350.00	\$ 85.95	Ex. Artist in Residence, Jr High Drama; Academic Awards Event; "Reach for the Top"; Star Gazer; Art in Residence (Writing or Art); In-School Concert/Production; STEM; IB Programming Support
Total	11,050	\$ 8,350.00	\$ 895.84	
Classroom Support				
Recess Equipment	1,000	\$ 1,000.00	\$ 614.40	General Fund for the Entire School
Classroom Incentives	3,000	\$ 3,000.00	\$ 190.67	Student Based Funding at Teacher Discretion (Ex. reward items, special field trip, classroom fun activities/materials, student incentives) (\$6 per student allocated plus \$100 each for music and French)
Total	4,000	\$ 4,000.00	\$ 805.07	
School Enhancement				
Sports Equipment	-	\$ -	\$ -	
Technology	-	\$ -	\$ -	
Major Projects	-	\$ -	\$ -	Playground
Total	-	\$ -	\$ -	
Community Building / Parent Support				
Guest Speakers	450	\$ 200.00	\$ 199.00	Guest Speakers
Team/Community Building	500	\$ -	\$ -	Ex. Movie Night; BBQ; Dance; Family Game Night; Potluck; Paint Night, Peanut Scramble; Giving Back Campaign
Public Relations/Hospitality		\$ -	\$ -	School Based Celebrations; Festival of Trees, Science Fair (after hours); Parent Orientation Night
Total	950	\$ 200.00	\$ 199.00	
School Council Administration				
General Admin Expenses	-	\$ -	\$ -	
Babysitting	-	\$ -	\$ -	
Total	-	\$ -	\$ -	
GRAND TOTAL:	\$ 16,000	\$ 12,550.00	\$ 1,899.91	

PivotTable6 - Approved Summary

Fund	Subcategory	Amount (Sum)
▼ Classroom Support	Classroom Incentives	0
	Recess equipment	1,000.00
	Student incentives	3,000.00
Classroom Support Total		4,000.00
▼ Community Building / Parent Support	Guest Speakers	200.00
	Public Relations/ Hospitality	0
	Team/Community Building	0
Community Building / Parent Support Total		200.00
▼ School Council Administration	Babysitting	0
	General Admin Expenses	0
School Council Administration Total		0
▼ School Enhancement	Major Projects	0
	Sports Equipment	0
	Technology	0
School Enhancement Total		0
▼ School Support	Academic Support	4,350.00
	Clubs	150.00
	Events	2,400.00
	Jr High Events	0
	Sports and wellbeing	250.00
	Staff Support	1,200.00
School Support Total		8,350.00
Grand Total		12,550.00

PivotTable2 - Disbursed Summary

Fund	Subcategory	Amount (Sum)
▼ Classroom Support	Classroom Incentives	0
	Recess equipment	614.40
	Student Incentives	190.67
Classroom Support Total		805.07
▼ Community Building / Parent Support	Guest Speakers	199.00
	Public Relations/ Hospitality	0
	Team/ Community Building	0
Community Building / Parent Support Total		199.00
▼ School Council Administration	Babysitting	0
	General Admin Expenses	0
School Council Administration Total		0
▼ School Enhancement	Major Projects	0
	Sports Equipment	0
	Technology	0
School Enhancement Total		0
▼ School Support	Academic Support	85.95
	Clubs	98.69
	Events	711.20
	Jr High Events	0
	Sports and Wellbeing	0
	Staff Support	0
School Support Total		895.84
Grand Total		1,899.91

PivotTable3 - Incentives by Teacher

Subcategory	Paid to	Amount (Sum)
▼ Academic Support	Andrea Watson	85.95
Academic Support Total		85.95
▼ Clubs	Sarah Fairfull	98.69
Clubs Total		98.69
▼ Events	New Horizons School	711.20
Events Total		711.20
▼ Guest Speakers	New Horizons School	199.00
Guest Speakers Total		199.00
▼ Recess equipment	Savanna Sweetman	614.40
Recess equipment Total		614.40
▼ Student Incentives	Amanda Panas	22.04
	Marisa Araujo	20.74
	Meghan Eccles	43.05
	Savanna Sweetman	104.84
Student Incentives Total		190.67
Grand Total		1,899.91

New Horizons School Council

Meeting Minutes

December 7, 2022
Meeting Called to Order: 7:01PM
Meeting Adjourned: 8:09PM
Virtual Meeting

Attendees: Elizabeth Macve, Sarah-Jane Lovgren, Anita Sanderson, Rebecca Koziak, Ellen Hanna, Chelsee Ladouceur, Sarah Litvinchuk, Erin Thomas, Lori Vigfusson, Brian Loehr, Sarah Macdonald

1. Meeting Called to Order: 7:01PM.

Elizabeth Macve as Meeting Chair.

2. Statement of Territorial Acknowledgement

The School Council of the New Horizons Charter School respectfully acknowledges that the land on which we meet is Treaty 6 territory, a traditional home, gathering place, and a travelling route for diverse Indigenous Peoples, including Cree, Saulteaux, Blackfoot, Nakota, Sioux, as well as the homeland of the Metis 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: Chelsee Ladouceur moved to adopt the Agenda as presented.
Seconded by Anita Sanderson. Motion Carried.**

4. Approval of Minutes

November 2, 2022

**MOTION: Sarah-Jane Lovgren moved to adopt the Minutes as presented.
Seconded by Chelsee Ladouceur. Motion Carried.**

5. Reports

5.1 Chair/Vice-Chair Report

Report shared by Elizabeth Macve.

School Council was invited to present at the last Board of Directors Meeting. There was a question from the Board regarding the attendance of School Council meetings and how meeting information is circulated to which an invitation was extended for all Board members to join us for upcoming meetings

at their convenience. School Council holds meetings on the first Wednesday of each month at 7:00PM. Meetings are held in person and/or online. Visit the School Council page on the NHS website on the first Wednesday of each month for confirmation. All are welcome.

5.2 Principal's Report

Report cards were sent out for primary years with new outcomes in Math and Language Arts specifically. We included similar wording and definitions from the new curriculum.

Holiday Concert RSVPS have come in. Some seats remain for the afternoon performance, so those who require additional seats can be accommodated. Final numbers are anticipated on Friday. Volunteers are still required for the event.

To ensure the safety of our students and community members, we are developing a Cold Weather Protocol that will outline drop off and pick up procedures as well as bussing. Much like the Traffic Management Plan, once this is sent out, we ask that families communicate these procedures to anyone who drops off and picks up students.

Winter Break will take place from December 21, 2022 with school resuming on January 4, 2023. We wish all a safe and happy holiday season.

5.3 Financial Officer's Report

Report shared by Anita Sanderson.

The Allocation of Funds for the 2022/2023 school year is \$16,000. About \$1,900 have been Motioned by not yet Disbursed. \$1,500 was allocated for the Halloween Family Dance to go towards the entertainment; however, not all was used.

**MOTION: Sarah-Jane Lovgren moved to redistribute \$700 of unused funds to School Support – Subcategory: Events.
Seconded by Chelsee Ladouceur. Motion Carried.**

5.4 FANHS Report

Report shared by Chelsee Ladouceur.

FANHS Holiday Market Campaign was successful. Most items were picked up as scheduled; however, arrangements have been made for those that weren't able to pick up on the weekend. All items are anticipated to be in the hands of purchasers by the end of this week.

5.5 Communication Officer's Report

Report shared by Ellen Hanna.

Facebook and Instagram pages both have good engagement. SC and FANHS Executive have “moderator” status on the Facebook page and can post as required. Coaches have also been posting about games etc. which leads to additional engagement. Instagram sees the most feedback with approximately 30 views per story and lots of likes on individual posts (few comments). Twitter remains ignored with only 6 followers. We will continue to monitor the engagement of all social media outlets to determine how to best utilize each platform.

The development of a social media safety manual is ongoing. The editorial calendar format has changed and is a live document that is shared with teachers so they can pull information or images for their monthly news, as well as share information directly with School Council.

6. Motion to Accept Reports

MOTION: Ellen Hanna moved to accept reports as presented.

Seconded by Anita Sanderson. Motion Carried.

7. New Business

7.1 Artist in Residence

Elizabeth Macve spoke with KJ Street Consulting who advised that we may have been unsuccessful in receipt of the Artist in Residence Grant because the grant program through Alberta Foundation for the Arts is overprescribed. There was nothing specifically wrong with our application. The next application process opens in May 2023. KJ Street Consulting has offered to provide a grant writer to us pro-bono and our contact has offered to put us in touch with someone at Alberta Foundation for the Arts. While there are no promises, it was advised that a separate e-mail, in addition to our application to Alberta Foundation for the Arts may aide in our receipt of the application for the 2023/2024 school year if we state that we have applied for 3+ years unsuccessfully and have exhausted all financial options — without the grant, we may be unable to provide an Artist in Residence program to our students. Ideally, whatever is selected should be inclusive and support the school as a whole.

KJ Street Consulting will provide us with a list of Artist in Residence providers. We also invite NHS Administration and teachers to provide ideas. Is there is a teacher advocating for a specific program? What does the school need? This item will be discussed at an upcoming staff meeting. If we can narrow down interests, timeframe, and budget, we may be more successful for the 2023/2024 school year.

7.2 Review of SC Operating Procedures

Deferred to next meeting.

7.3 Staff Funding Requests

There have been a few questions regarding the process and who to contact. All funding requests should be e-mailed directly to Elizabeth Macve, School Council Chair prior to the first Wednesday of each month.

Miss. Fairfull has requested \$179.62 to pay for the Volleyball wrap up/pizza party.

MOTION: Ellen Hanna moved to approve \$179.62 from School Support – Subcategory: Events. Seconded by Rebecca Koziak. Motion Carried.
\$1,400 remains in Events for the 2022/2023 school year.

7.4 Staff Appreciation

Deferred to next meeting.

7.5 Future School Event Planning and SC Outreach

Deferred to next meeting.

7.6 Emergent Business

None.

8. Correspondence

None.

9. Future Meeting Dates:

- January 4, 2023
- February 1, 2023
- March 1, 2023
- April 5, 2023
- May 3, 2023
- June TBD (must include AGM)

10. Meeting Adjourned: 8:09PM.