

New Horizons Charter School Society Board Meeting

January 24, 2024



AGENDA**Type of Meeting:** Board**Date:** January 24, 2024**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
JANUARY 24, 2024
AGENDA**

Online streaming available via Zoom, [click here to join](#).

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. | Call to Order | A. Asquini | 7:00 pm |
| 2. | Statement of Territorial Acknowledgment | A. Asquini | 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. | Adoption of Agenda | A. Asquini | 7:05 pm |
| 4. | Disclosure of Conflict of Interest | A. Asquini | 7:08 pm |
| 5. | Approval of Minutes | A. Asquini | 7:10 pm |
| | 5.1 December 20, 2023 – attachment | | |
| 6. | Administration Reports | | 7:15 pm |
| | 6.1 Principal's Report | L. Vigfusson | |
| | 6.2 Secretary Treasurer's Report - attachment | P. Dundas | |
| | 6.3 Superintendent's Report - attachment | T. Moghrabi | |
| 7. | Board Reports | | 7:30 pm |
| | 7.1 Board Chair's Report | A. Asquini | |
| | 7.2 Other Committee Reports | A. Asquini | |
| 8. | New Business | | 7:40 pm |
| | 8.1 Quarterly Financial Report for Sept to Nov 2023 - attachment | P. Dundas | |
| | 8.2 Review Policy 210 and Student Code of Conduct - attachment | T. Moghrabi | |
| | 8.3 Approve 2023-24 School Calendar in Principle - attachment | T. Moghrabi | |
| 9. | Board Work Plan – attachment | A. Asquini | 8:10 pm |

AGENDA**Type of Meeting:** Board**Date:** January 24, 2024**Page:**2 of 2*"TOWARDS NEW HORIZONS"**Is it in the best interest of our students?**Does it support excellence?*

- | | | | |
|-----|--|------------|---------|
| 10. | The Association of Alberta Public Charter Schools | A. Asquini | 8:15 pm |
| 11. | Receipt of Reports | A. Asquini | 8:20 pm |
| 12. | Correspondence Sent | A. Asquini | 8:22 pm |
| | 12.1 Thank you letter the MLA Kyle Kasawski | | |
| 13. | Correspondence Received | A. Asquini | 8:23 pm |
| 14. | In Camera | A. Asquini | 8:23 pm |
| 15. | Adjournment | A. Asquini | 8:30 pm |

Next Board Meeting – Wednesday, February 21, 2024

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

Date: December 20, 2023

Initials: Chair _____

Approved: DRAFT

Recorded By: A. DeJong

Secretary _____

December 20, 2023, 7:00 p.m.

Board Members Present at Call to Order:

Adam Asquini
CHAIR

Vincent Tong
BOARD SECRETARY-TREASURER

Trevor Panas
DIRECTOR

Jason Clarke
DIRECTOR

Dan Hanson
DIRECTOR

Adam Koziak
DIRECTOR

Board Members Absent:

Kristie Derkson
VICE CHAIR

Administration Present at Call to Order:

Terry Moghrabi
SUPERINTENDENT

Patti Dundas
SECRETARY-TREASURER

Lori Vigfusson
PRINCIPAL

Members in Attendance:

1. Call to Order

Chair Asquini called the meeting to order at 7:02 p.m. and made opening remarks. He indicated that as previously agreed by the Board of Directors and as indicated in the Board package email sent on December 15 by Superintendent Moghrabi, the meeting is a one-way livestream for those connecting online. It is expected that Board members will attend meetings in person.

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: December 20, 2023

Initials: Chair _____

Approved: DRAFT

Recorded By: A. DeJong

Secretary _____

3. Adoption of Agenda

Motion 2023-12-20-01 Moved that the agenda for the Board Meeting of December 20, 2023 be adopted as presented.

*Moved: Director Hanson
Seconded: Director Koziak
Carried*

4. Disclosure of Conflict of Interest

Chair Asquini and Director Panas indicated that they would both recuse themselves from any discussions regarding teacher personnel.

5. Approval of Minutes

5.1 Minutes of November 15, 2023

Motion 2023-12-20-02 Moved that the Board Meeting minutes of November 15, 2023 be approved as presented.

*Moved: Director Panas
Seconded: Director Clarke
Carried*

6. Administration Reports

6.1 Principal's Report

Principal Vigfusson summarized her written report, including Stakeholder Forum, school counselling, staff and student illness, MLA visit, Computer Science Education Week, the winter concert, Equity, Diversity and Inclusion (EDI) Team, and good news cards, as included in the meeting package. She also indicated that the school began accepting admission applications for 2024-25 on December 18, 2023. To date, 75 applications have been received; admissions remain open until February. Discussion followed.

6.2 Secretary-Treasurer's Report

Secretary-Treasurer Dundas summarized her report including final costs for the flood, a Request for Proposal (RFP) update and reserves, as included in the meeting package. Discussion followed.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

Date: December 20, 2023

Initials: **Chair** _____

Approved: DRAFT

Recorded By: A. DeJong

Secretary _____

Secretary-Treasurer Dundas shared that our cleaning service is offering fogging as an additional service as a means of disinfecting classrooms and hallways. Discussion followed. The consensus is to ask the administration to gather additional information on the fogging process and products used in the process and bring the information back to the January Board meeting.

Secretary-Treasurer Dundas indicated that we have received an enrolment grant from Alberta Education for \$21,750. It is anticipated that additional funding will be received because of the increased actual versus projected student enrollment in 2023-24.

6.3 Superintendent's Report

Superintendent Moghrabi summarized his written report, including the MLA visit, reallocation of capital reserve funding, request for proposal for value scope, staff recognition, and the charter evaluation and renewal process, as included in the meeting package. Board members provided general feedback on the governance question of the Charter Review document. The consensus is for Directors to provide any further feedback to the administration by the end of day on Thursday, December 21, 2023. Discussion followed.

7. Board Reports

7.1 Board Chair's Report

Chair Asquini indicated that he participated in the December 8 visit by MLA Kasawski. The event went well. Honourable MLA Glubish could not attend and an alternate visit date has not yet been confirmed. Chair Asquini referenced the invitation to the Charter School Board Governance PD and Networking Event, as included in the meeting package. All Board members are invited to attend and participate. He also shared a letter that will be sent to MLA Kasawski regarding his recent visit to the school, as included in the meeting package.

7.2 Committee Reports

Finance and Audit Committee

No report. The committee will be meeting in January prior to the Board meeting for review of the first quarter report.

Policy Guidelines and Bylaws Committee

No report.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

Date: December 20, 2023

Initials:

Chair _____

Approved: DRAFT

Recorded By: A. DeJong

Secretary _____

Survey Committee

Director Panas indicated that the committee has conversed with Principal Vigfusson. The survey questions are largely the same from year to year, though this year's survey will include some questions regarding the development of a high school. The high school ad hoc committee is asked to meet, discuss and formalize the questions to include on the survey. The consensus is to ask administration to develop and share draft questions with the high school committee after the Stakeholder Forum.

Public Relations Committee

No report.

Personnel Committee

No report.

High School Ad Hoc Committee

No report.

8. New Business

8.1 Set Date for March Board Planning Retreat

Superintendent Moghrabi provided background on the Spring Board Retreat, as included in the agenda package. Discussion followed. Consensus was to hold the retreat on Saturday, March 9, 2024, in person at the school. Discussion followed regarding agenda topics. The consensus is to include the Charter Review as one of the discussion topics.

8.2 Counsellor's Report #1

Principal Vigfusson summarized the Counsellor's Report provided by Shandra Klausing, as included in the meeting package. Discussion followed.

8.3 Stakeholder Forum

Superintendent Moghrabi provided an update on the upcoming stakeholder forum, including the discussion topics and agenda for the evening, as included in the agenda package. The event is scheduled for Tuesday, February 6, 2024. An invitation will be sent to parents by email following the Board meeting.

9. Board Work Plan

The Board reviewed the Work Plan for 2023-24, as included in the agenda package.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

Date: December 20, 2023

Initials: Chair _____

Approved: DRAFT

Recorded By: A. DeJong

Secretary _____

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

Chair Asquini indicated that TAAPCS has been unable to register the most recent bylaws, and the conversation has been focused on the next steps to address the issue.

11. Receipt of Reports

Motion 2023-12-20-03 Moved that all reports be received as presented during the meeting.

Moved: Director Hanson

Seconded: Board Secretary and Treasurer Tong

Carried

12. Correspondence Sent

12.1 – Minister of Education – Reserve Balances

13. Correspondence Received

13.1 Christmas Card from Minister of Education

14. Motion to Move In Camera

<i>Motion 2023-12-20-04</i>	<i>Moved that the meeting move in camera at 8:44 p.m.</i>
	<i>Moved: Director Hanson</i>
	<i>Seconded: Director Clarke</i>
	<i>Carried</i>

Motion to Move Out of Camera:

<i>Motion 2023-12-20-05</i>	<i>Moved that the meeting move out of camera at 9:17 p.m.</i>
	<i>Moved: Director Hanson</i>
	<i>Seconded: Director Clarke</i>
	<i>Carried</i>

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

Date: December 20, 2023

Initials: **Chair** _____

Approved: DRAFT

Recorded By: A. DeJong

Secretary _____

15. New Business

15.1 Matters Arising from In-Camera Meeting

No matters arising from in-camera meeting.

15. Adjournment

Chair Asquini adjourned the meeting at 9:17 p.m.

Next Board Meeting: Wednesday, January 24, 2024

MEMORANDUM

Date: January 24, 2024

To: Board of Directors

From: Lori Vigfusson, Principal

Re: Principal's Report-January 2024

Information and Highlights:

Stakeholder Forum:

We have begun the process for recruiting staff, parents and students to attend. I am collecting names for students and will contact parents to ensure the students are able to attend and encourage the parents to also sign up. Each year we ask students in grades 5 and up to participate through teacher recommendation and student self-selection.

School Counselling Support:

Liam McFarlane has taken over the caseload from Shandra Klausing. He is also coming in one extra half day a week for a few weeks to make up some of the time missed before the winter break. I have heard positive feedback from staff, students and parents on the work he is doing with our school.

Admissions:

We have had a large number of applications for the 2024-2025 school year. Our in-house testing sessions are filling up very quickly at the kindergarten level. Intake day is March 1, 2024. We have limited space in all grades, though there is space in Grade 1 and Grade 4 as well as at the Jr. High level. We will send out our verification forms for current students in February so that we have more accurate numbers for the admissions committee.

Information Night:

We hosted our Information Night for parents on January 18. It was well attended with about 100 prospective parents followed by sessions specifically for Kindergarten and Junior High. The Junior high session also included parents and students from our current grade 6 classes.

Artist in Residence:

Our School Council supported by FANHS has once again sponsored an Artist in Residence to come in to provide programming to our students. YEG Art will be coming in during February and March to instruct students on various art techniques. The students will showcase their art at the spring Celebration of Learning. Thanks to School Council, FANHS and specifically Rebecca Koziak for her tireless work in setting this up for our students.

Lori Vigfusson



Patti Dundas
Secretary-Treasurer
Phone: 780-416-2353
Email:
pdundas@newhorizons.ca

MEMORANDUM

January 24, 2024

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

Fogging - I contacted Aurora Charter School as they had fogging completed by Sky Blue - they did not monitor for the number of new cases or a decrease in illness. The fogging was done more for peace of mind than to protect as best they could.

Furnaces – We are still having issues with the new modular furnaces, which is impacting our budget with regard to services required. Alberta Infrastructure and Alberta Education are aware of these issues; hopefully, we will have a solution soon.

Reserve Request – Our reserve request remains a top priority for the Minister. Hopefully, we will hear soon.

Recommendations:

It is recommended that the Board receive this report as information.

Patti Dundas – Secretary-Treasurer

MEMORANDUM

Date: January 24, 2024

To: Board of Directors

From: Terry Moghrabi- Superintendent

Re: Memo

Background and Highlights:

- The charter self-evaluation summary was shared with Alberta Education and the board of directors in a separate email. It was left out of the public board package until we received feedback from the province. The document is to be reviewed by the onsite group teams, and we anticipate a positive response.
- GOA will do the onsite evaluations and meetings at New Horizons Charter School on February 14-15, 2024. Two teams from Alberta Education will be present for both days. While there is some flexibility in scheduling meetings, the tentative schedule for board input is Thursday, February 15th, from 10:00 to 11:00 AM. Commitment from any available board members on that day is essential to the process. Additionally, student-focus groups and parent-focus groups are scheduled and meetings with staff, admin, and the central office team. Various classroom observations will occur throughout the two-day evaluation period. The school administration will arrange focus groups for parents, students, and staff.
- Start Architecture (Chris Woollard), the contractor for the Value Scope Process, is responsible for sending invitations for sessions regarding facility challenges and solutions. As noted in the email with the attached board package this month, we want to confirm dates for two full-day meetings in which board members can participate. March 4-6 proposed dates. We require board commitment to the dates to forward to Start Architecture as the next step.
- Stakeholder forum - Invitation is shared with Parents, Students and Staff. We will be tracking responses from potential attendees to gauge how many people are interested in participating.
- Inclement weather: Recognizing extreme cold conditions will certainly impact learning and transportation. The school managed through bus cancellations, delayed starts, modified programming, and reduced attendance. The school remained open to all students, and the safety and well-being of students and staff were priorities. We faced some challenges in two portables, which have historically had issues with furnace temperatures.
- Board Professional Development and Board training session: An email was shared from Suzuki Charter School held on January 25th starting at 5:30 PM. The two central focus areas include Essential Information for New Charter School Board Directors and This includes a networking session held from 8-9 pm. Please confirm your attendance by using the link within the email. (aminm@suzukischool.ca or phone 780 468 2598).
- ASSURANCE SURVEY: This is the fourth year of the AEA survey, replacing the former Accountability Pillar* (AP) survey. To support the transition to the Assurance Framework, this year's survey will continue to include questions that measure the required Alberta Education Assurance Measures

(AEAMs) as the previous AP. This survey information is collected and sent to the System Excellence Branch at Alberta Education. The survey will be available to parents, staff and students as of January 24th. Most charter schools include parents/guardians of all students in grade 4 and above.

Survey note: As noted in the instructions for the survey, if a question is not applicable or if the respondent does not feel comfortable answering, they should leave the response blank or fill in the circle under "N/A". A blank response or response under the "N/A" category does not count toward the total number of responses.

Assurance and accountability are linked. Alberta's Assurance Framework is about building public trust and confidence that the education system is meeting the needs of students and enabling their success. Education partners throughout the system must demonstrate they are meeting their responsibilities across five assurance areas:

Student Growth and Achievement: The ongoing progress of students' learning relative to identified provincial learning outcomes that enable them to engage intellectually, grow continuously as learners, and demonstrate citizenship.

Teaching and Leading: Teachers and leaders apply appropriate knowledge and abilities to make decisions that demonstrate professional practice standards, which result in quality teaching, leading, and optimum learning for all students.

Learning Supports: Using resources to create optimal learning environments where diversity is embraced, a sense of belonging is emphasized, and all students are welcomed, cared for, respected and safe.

Governance: Processes that determine strategic direction, establish policy and manage fiscal resources.

Local and Societal Context: Engagement practices that enable the education system to proactively respond to all students' learning needs and diverse circumstances.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Moghrabi', with a stylized flourish at the end.

Terry Moghrabi



Terry Moghrabi

Superintendent

Phone: 780-212-1158

Email: Tmoghrabi@newhorizons.ca

Re: Invitation to attend New Horizons School 2024 Stakeholder Forum

Date: January 17, 2024

Dear Students, Staff, Parents and NHS Society Members,

On behalf of the Board of Directors, I am pleased to invite you to participate in our school's eighth annual Stakeholder Forum, held at 6:30 p.m. on **Tuesday, February 6, 2024**. The forum will be held at the school. The Stakeholder Forum is an essential opportunity for you to share your views on how our school can continue to grow, develop, and improve. In addition, you will have the opportunity to hear and discuss ideas brought forward by other parents, students, and school staff members. It is an essential element in our school's planning process as it contributes significantly to the development of our Education Plan, which establishes our school's direction and priorities.

This year's Stakeholder Forum will focus on two discussion topics:

1. Accountability means being responsible for yourself, your intentions, words, and actions. It means entering a space with good intentions but understanding that aligning your intent with action is the test of commitment. How do accountability and civil discourse align/impact/tie in with conflict resolution?
2. Visioning for the growth and expansion of future programming and facilities of New Horizons School begins with stakeholder discussions about what qualities we want our students to possess after twelve years of education. Our goal is to become a K-12 school for gifted learners. Gifted Students become the artists, scientists, thinkers, tradespeople, innovators, and leaders of the future. They will be tasked with solving today's problems while imagining and creating a new tomorrow. What qualities should New Horizons Charter School graduates possess upon completing their high school program?

Both questions will culminate with group breakout group discussions and individuals prioritizing the top picks. This information will then be used to support school planning and reporting. Please [click here to RSVP](#).

We look forward to your attendance and participation.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Moghrabi", with a stylized flourish at the end.

Terry Moghrabi



Patti Dundas
Secretary-Treasurer
Phone: 780-416-2353
Email:
pdundas@newhorizons.ca

MEMORANDUM

January 24, 2024

To: Board of Directors
From: Patti Dundas – Secretary-Treasurer
Subject: Q1

1. Attached for the information of the Board of Directors is the Quarterly Financial Report for the period ending November 30, 2023.

In keeping with Board Resolution 2017-11-22-05, the Finance Committee reviewed the Quarterly Financial Report prior to its presentation to the Board of Directors. Finance Committee Chair Tong will present the Report to the Board.

Recommendations:

It is recommended that the Board receive this report as information.

Patti Dundas – Secretary-Treasurer

Attachment

Function	DESCRIPTION	Account No	2023-24 Budget	30-Sep-23	31-Oct-23	30-Nov-23	End of Q1 Actual Results	Budget Residual	% of Budget Residual
REVENUES			\$ 4,923,688.70	\$ 504,300.37	\$ 396,207.08	\$ 393,977.32	\$ 1,294,484.77	\$ 3,629,203.93	74%
	Alberta Education		\$ 4,368,849.37	\$ 354,959.73	\$ 353,965.72	\$ 357,153.70	\$ 1,066,079.15	\$ 3,302,770.22	76%
	Alberta Infrastructure		\$ 396,750.34	\$ 30,380.96	\$ 30,380.96	\$ 29,854.65	\$ 90,616.57	\$ 306,133.77	77%
	Other Government of Alberta		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Other Alberta School Jurisdictions		\$ 26,682.91	\$ 508.92	\$ 508.92	\$ 127.75	\$ 1,145.59	\$ 25,537.32	96%
	Fees		\$ 90,000.00	\$ 115,162.50	\$ (907.50)	\$ -	\$ 114,255.00	\$ (24,255.00)	-27%
	Sales & Services		\$ 12,500.00	\$ 1,076.46	\$ 1,202.88	\$ 3,952.17	\$ 6,231.51	\$ 6,268.49	50%
	Investments		\$ 10,500.00	\$ 964.12	\$ 935.00	\$ 968.16	\$ 2,867.28	\$ 7,632.72	73%
	Gifts		\$ 5,906.08	\$ 591.39	\$ 1,756.70	\$ 215.03	\$ 2,563.12	\$ 3,342.96	57%
	Fundraising		\$ 12,500.00	\$ 656.29	\$ 8,364.40	\$ 1,705.86	\$ 10,726.55	\$ 1,773.45	14%
	Amortization		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
EXPENDITURES			\$ 4,982,438.17	\$ 371,095.01	\$ 414,975.13	\$ 434,295.73	\$ 1,220,365.87	\$ 3,762,072.30	76%
	Salary Certificated		\$ 2,251,612.00	\$ 183,083.90	\$ 189,125.57	\$ 189,611.73	\$ 561,821.20	\$ 1,689,790.80	75%
	Salary Non-Certificated		\$ 487,815.84	\$ 39,156.80	\$ 48,505.15	\$ 44,512.05	\$ 132,174.00	\$ 355,641.84	73%
	Honorariums		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Benefits Certificated		\$ 505,823.00	\$ 38,977.91	\$ 38,846.38	\$ 39,014.06	\$ 116,838.35	\$ 388,984.65	77%
	Benefits Non-Certificated		\$ 177,222.00	\$ 15,525.63	\$ 16,422.57	\$ 14,823.90	\$ 46,772.10	\$ 130,449.90	74%
	Prof. & Tech. Services		\$ 439,690.00	\$ 32,551.85	\$ 30,906.20	\$ 26,585.11	\$ 90,043.16	\$ 349,646.84	80%
	Communications		\$ 21,275.00	\$ 2,206.26	\$ 4,334.73	\$ 1,300.93	\$ 7,841.92	\$ 13,433.08	63%
	Utilities		\$ 113,061.38	\$ 8,412.58	\$ 6,609.78	\$ 6,464.46	\$ 21,486.82	\$ 91,574.56	81%
	Bussing		\$ -	\$ -	\$ 258.06	\$ 1,063.76	\$ 1,321.82	\$ (1,321.82)	
	Student Transportation		\$ 58,899.00	\$ -	\$ 666.68	\$ 333.34	\$ 1,000.02	\$ 57,898.98	98%
	Rentals/Leases						\$ -	\$ -	
	Fees Expense		\$ 198,550.00	\$ 5,037.52	\$ 16,264.84	\$ 13,373.08	\$ 34,675.44	\$ 163,874.56	83%
	Insurance		\$ 44,435.33	\$ 2,264.98	\$ 742.50	\$ 12,869.67	\$ 15,877.15	\$ 28,558.18	64%
	Supplies/Materials		\$ 222,235.00	\$ 7,851.71	\$ 20,432.27	\$ 50,406.52	\$ 78,690.50	\$ 143,544.50	65%
	Text, Library & Media		\$ 43,500.00	\$ 1,724.88	\$ 1,886.00	\$ 1,595.95	\$ 5,206.83	\$ 38,293.17	88%
	Travel		\$ 7,100.00	\$ -	\$ 3,411.22	\$ 688.88	\$ 4,100.10	\$ 2,999.90	42%
	Amortization		\$ 405,269.62	\$ 33,814.09	\$ 33,814.09	\$ 30,197.43	\$ 97,825.61	\$ 307,444.01	76%
	Bank Charges		\$ 5,950.00	\$ 486.90	\$ 2,749.09	\$ 1,454.86	\$ 4,690.85	\$ 1,259.15	21%
Surplus (Deficit)			\$ (58,749.47)	\$ 133,205.36	\$ (18,768.05)	\$ (40,318.41)	\$ 74,118.90	\$ 15,369.43	26%

MEMORANDUM

Date: January 24, 2024

To: Board of Directors

From: Terry Moghrabi- Superintendent

Re: Required Annual Review of Policy 210 and the Student Code of Conduct

Background:

The Board has a legislated responsibility to provide students with a welcoming, respectful and safe learning environment.

Section 33 (2) of The Education Act states:

A board shall establish, implement and maintain a policy respecting the board's obligation under subsection (1)(d) to provide a welcoming, caring, respectful and safe learning environment that includes the establishment of a code of conduct for students that addresses bullying behaviour.

Section 33 (3) provides the following as a direction for establishing the code of conduct. Section 33 (3) states:

A code of conduct established under subsection (2) must (a) be made publicly available, (b) be reviewed every year, (c) be provided to all staff of the board, students of the board and parents of students of the board, (d) contain the following elements: (i) a statement of purpose that provides a rationale for the code of conduct, with a focus on welcoming, caring, respectful and safe learning environments; (ii) one or more statements that address the prohibited grounds of discrimination set out in the Alberta Human Rights Act; (iii) one or more statements about what is acceptable behaviour and what is unacceptable behaviour, whether or not it occurs within the school building, during the school day or by electronic means; (iv) one or more statements about the consequences of unacceptable behaviour, which must take account of the student's age, maturity and individual circumstances, and which must ensure that support is provided for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour, and (e) be in accordance with any further requirements established by the Minister by order.

The current policy and code of student conduct is publicly available on the district website under Quick Links. This fulfills the requirement established in 33 (3) a) of the Act. To meet the requirements of annually reviewing the policy and code of conduct, as established in Section 33(3) b) of the Act, Policy 210 and the Student Code of Conduct are attached to this memorandum for your consideration.

The administration has reviewed both Policy #210 and the Student Code of Conduct. It is the opinion of the administration that both documents meet the requirements established in Section 33 of the Education Act.

The administration advises that the Board approve the annual review as required but also asks the Policies, Guidelines & Bylaws Committee to undertake a further review at a future committee meeting.

Recommendations:

It is recommended that the Board acknowledge through resolution the following:

1. The Board affirms that Policy 210 (Welcoming, Caring, Respectful, and Safe Learning and Working Environments) received its annual review, and the Board confirms that the policy is compliant with the requirements of the Education Act.
2. The Board affirms that the Student Code of Conduct was reviewed by the administration and the Board and confirms that it is compliant with the requirements set out in Section 33 (3) (a-e) of the Education Act and Board Policy 210.

Recommendations and Governance Implications:

A handwritten signature in black ink, appearing to read 'T. Moghrabi', with a stylized flourish at the end.

Terry Moghrabi

POLICIES**Approved:** 2018-02-28**Amended:****Policy:** #210**Section:** School Operations

#210 Welcoming, Caring, Respectful, and Safe Learning and Working Environments**POLICY STATEMENT**

The Board of Directors is committed to providing students and staff with a welcoming, caring, respectful, and safe learning and working environment that fosters a sense of belonging, nurtures a positive sense of self, respects diversity, and promotes well-being in all its aspects.

In accordance with this commitment, the Board does not condone behaviours that constitute bullying, harassment, sexual harassment, discrimination, or violence, and expects allegations of such behaviours to be investigated and addressed in a timely and thorough manner, as warranted by the circumstance.

Further, the Board affirms the rights, as expressed in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, of each student enrolled in the school and each staff member employed by the New Horizons Charter School Society. Accordingly, the Board believes that the school environment must be free from discrimination based on race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.

The Superintendent is responsible for the development and implementation of practices and procedures that are consistent with this policy.

DEFINITIONS

1. In this policy, “bullying” means repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear, or distress to one or more other individuals in the school community, including psychological harm or harm to an individual’s reputation.
2. In this policy, “harassment” means unwelcome verbal or physical conduct, including conduct that relates to discrimination. Usually, it must be repeated to constitute harassment, but single acts can be harassing if they are severe, or involve obvious power imbalance. Harassment is insulting, demeaning or intimidating. Examples of harassment include, but are not limited to, the following: verbal or physical abuse; threats; derogatory remarks; jokes; innuendo or taunts about appearance or beliefs; display or electronic transfer of pornographic, racist or offensive images; and condescension that undermines self-confidence or is an unreasonable invasion of one’s person. Harassment can be bullying or outright physical assault. The behaviour giving rise to a complaint need not be intentional in order to be considered harassment; it is sufficient that the offender knows, or ought reasonably to know, that the behaviour is offensive and unwelcome.
3. In this policy, “sexual harassment” means any unwelcome behaviour that is sexual in nature. Unwanted sexual advances, unwanted requests for sexual acts, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the harasser knows or ought to know that it is unwelcome. Sexual harassment includes such things as unwanted touching (e.g. pinching, patting, rubbing); leering, sexist, or “dirty” jokes; the display of sexually suggestive material; derogatory or degrading comments; sexually suggestive gestures; and unwelcome propositions, innuendos, demands or inquiries of a sexual nature.
4. In this policy, “discrimination” means the unjust or prejudicial treatment of a person or class of persons because of the race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation of that person or class of persons.
5. In this policy, “violence” means the threatened, attempted, or actual conduct of a person that is intended to cause, causes, or is likely to cause injury to a person or damage to property. Examples include, but are not limited to, the following: destroying property, throwing objects at others, verbal or written threats that

express an intent to inflict harm, physical attacks, or any other act that would arouse fear in a reasonable person in the circumstance.

GUIDELINES

1. The school principal is responsible to develop and implement a *Student Code of Conduct* that includes, at a minimum:
 - a. A statement of purpose that provides a rationale for the code of conduct, with a focus on welcoming, caring, respectful, and safe learning environments.
 - b. One or more statements about what is acceptable behaviour and what is unacceptable behaviour, whether or not it occurs within the school building, during the school day, or by electronic means.
 - c. One or more statements about the consequences of unacceptable behaviour. The statement(s) must take into account the student's age, maturity, and individual circumstances, and must ensure that support is provided for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour.
2. This policy and the associated *Student Code of Conduct* shall be reviewed annually, with the review to be confirmed by Board resolution. Following confirmation, the policy and *Student Code of Conduct* shall be posted or re-posted publicly on the school website.
3. A website link to this policy, the associated administrative procedure, and the *Student Code of Conduct* shall be displayed in a place clearly visible to students in the school.



Terry Moghrabi
Superintendent
Phone: 780-212-1158
Email: Tmoghrabi@newhorizons.ca

MEMORANDUM

Date: Jan 24, 2024

To: Board of Directors

From: Terry Moghrabi- Superintendent

Re: Draft School Year Calendar 2024/2025

Background:

The attached document presents a draft school calendar for the 2024/2025 school year. The administration's intent is to garner board feedback for the draft calendar and adoption of the draft in principle. It is recommended and practiced that feedback to the School Council. Pending considerations and amendments, the adoption of the 2024 2025 school Calendar should be completed at the February 2024 meeting of the Board of Directors.

Key features of the draft proposed calendar address the following pieces of legislation, regulation, and collective agreement articles:

1. Section 60 of the Province of Alberta Education Act establishes that "a board shall determine and make publicly available for each school year the days, dates and number of days of school operation."
2. As per the Funding Manual for School Authorities, and to allow for a balanced program that leads to the student learning outcomes outlined in the Ministerial Order on Student Learning, schools are required to ensure that Grade 1 to Grade 9 students have access to a minimum of 950 hours of instruction per year in each grade.
3. As per the Funding Manual for School Authorities, ECS operators shall provide access to a minimum of 475 hours of instruction for each child during a school year.
4. According to Article 8.12 of the collective agreement with the Alberta Teachers' Association, "Teachers will render service for the number of teaching days designated by the Board up to 200 teaching days, commencing the opening day of school in each school year, exclusive of vacation periods, weekends and general holidays of the Province of Alberta."

The specifics of the calendar are as follows:

1. The draft calendar provides for 189 days of school operation. Of these, 180 are instructional days.
2. The draft calendar is designed to be consistent, in substantial measure, with the calendars of Elk Island Public Schools (EIPS) and Elk Island Catholic (EICS), although not necessarily in perfect alignment. The need for consistency is prompted by our school's agreement with EIPS with respect to bus transportation services and by an acknowledgment that some families with children enrolled in our school have other children who are enrolled in EIPS or EICS schools.
3. As outlined in greater detail below, three of the non-instructional days are identified as days-in-lieu for "... parent-teacher meetings related to report cards and Individual Program Plans," as per the collective

agreement (clauses 8.13 and 9.5) with the Alberta Teachers' Association.

4. Of the 180 instructional days in the proposed calendar, 170 are full days, and 10 provide for early dismissal on staff meeting days. When combined with the school's current daily schedule, this generates a total of 965 hours of instructional time, which is above the minimum of 950 hours specified in the Funding Manual.
5. Classes for students begin on August 29, 2024, and conclude on June 25, 2025. These start and end dates are consistent with EIPS. Teachers begin their school year on August 27, 2024 and finish on June 26, 2025.
6. The draft calendar includes a Fall Break in November (incorporating one in-lieu day), a two-week Winter Break with students returning on January 6, and a Spring Break (incorporating one in-lieu day) that begins on Friday, March 21 (Day in lieu for teachers), with classes resuming on Monday, March 31st.
7. Additional holidays (i.e. those not included in other vacation periods) are Labour Day, Truth and Reconciliation Day, Thanksgiving Day, Family Day, Good Friday, Easter Monday, and Victoria Day.
8. The proposed calendar includes 12 non-instructional days.
9. Intake Day (1) - a day on which prospective students will be assessed for possible enrolment at New Horizons School; scheduled for March 7, 2025.
10. The staff extend their appreciation for the additional travel day granted by the board for the TAAPC conference in Calgary in November 2023.

Recommendations and Governance Implications:

The following recommendations are presented for the consideration of the Board of Directors:

1. Resource allocation and the impact on learning/instruction are drivers in the conversation when considerations about the school calendar are discussed.
2. The draft calendar for the 2024-25 school year is approved in principle (a motion is required). It should be presented to the Board of Directors for final approval at the February 2024 Board meeting.
3. It is essential to have engagement from various stakeholders regarding the calendar, including staff, school council, and Board directors, to ensure consistency in planning. Unforeseen circumstances may impact the operational and instructional days we may need to adapt or be flexible if necessary.
4. Communication of the finalized calendar will be necessary to share as soon as possible as family/staff personal plans for the next school year could be impacted.

Respectfully,



Terry Moghrabi

2024-25 School Calendar

Draft at January 9, 2024

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



School Closed



Day in Lieu of P/T Meetings. School closed.



PD / Organizational Day
School closed for students



First and Last Day of School



Early Dismissal - Staff Meeting

EIPS bus transportation is available for all student instructional days.
180 Days of Student Instruction
189 Days of School Operation

Important Dates	
Organizational /PD Days	August 27 & 28
First Day of Classes for Students	August 29
Labour Day	September 2
Truth and Reconciliation Day	September 30
IPP Writing Day	October 4
Thanksgiving Day	October 14
Fall Break	November 11 - 14
Day in Lieu of P/T Meetings	November 15
Remembrance Day	November 11
Classes Resume	November 18
Winter Break	December 23 – January 3
Classes Resume	January 6
Professional Development Day	January 29
Teachers' Convention	February 6 – 7
Family Day	February 17
Intake Day	March 7
Day in Lieu of P/T Meetings	March 21
Spring Break	March 24 – 28
Classes Resume	March 31
Good Friday	April 18
Easter Monday	April 21
Professional Development Day	May 2
Day in Lieu of P/T Meetings	May 16
Victoria Day	May 19
National Indigenous Peoples Day	June 21
No Exams	
Final Day for Students	June 25
Organizational Day	June 26

EIPS bus transportation is available for all student instructional days.

Operational and Instructional Days		
Month	Days of School Operation	Days of Student Instruction
August	4	2
September	19	19
October	22	21
November	16	16
December	15	15
January	20	19
February	19	17
March	15	14
April	20	20
May	20	19
June	19	18
Total	189	180

APPROVED Board Annual Work Plan 2023-24



Board of Directors – Work Plan for 2023-24

September	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Adopt Board Work Plan for 2023-24<input checked="" type="checkbox"/> Set date for October Board meeting<input checked="" type="checkbox"/> Receive report on provincial achievement test results (closed meeting)
October	<p>Complete Board Organizational Actions</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> - Conduct Special General Meeting; hold Board elections<input checked="" type="checkbox"/> - Elect Board executive officers (must be within one week of SGM)<input checked="" type="checkbox"/> - Select members for Board standing committees<input checked="" type="checkbox"/> - Set dates for Board meetings (motion required)<input checked="" type="checkbox"/> - Notify Service Alberta of change in executive officers<input checked="" type="checkbox"/> - Identify Board signing authorities<input checked="" type="checkbox"/> - Sign Board Member Code of Conduct – Policy #101<input checked="" type="checkbox"/> Receive Accountability Pillar Results Report for October 2023<input checked="" type="checkbox"/> Attend TAAPCS Annual General Meeting<input checked="" type="checkbox"/> Receive enrolment report for September 30, 2023<input checked="" type="checkbox"/> Conduct initial orientation session for new Board members<input checked="" type="checkbox"/> Set date for NHCS Society Annual General Meeting<input checked="" type="checkbox"/> Receive report on provincial achievement test results (closed meeting), deferred from September
November	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Conduct AGM of NHCS Society<input checked="" type="checkbox"/> Approve revised budget for 2023-24<input checked="" type="checkbox"/> Approve Annual Education Results Report (AERR) 2022-23<ul style="list-style-type: none">Receive report on provincial achievement test results (closed meeting), deferred from OctoberReceive Alberta Education Assurance Measures (formerly Accountability Pillar Results) Report for October 2023, deferred from October<input checked="" type="checkbox"/> Approve Audited Financial Statement Year Ending Aug 31, 2023<input checked="" type="checkbox"/> Receive Report #1 from School Council<input checked="" type="checkbox"/> Determine priorities, possible date for Stakeholder Forum
December	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Set date for March Board Planning Retreat<input checked="" type="checkbox"/> Receive Counsellor's Report #1<input checked="" type="checkbox"/> Review Draft Stakeholder Forum Agenda NEW

January	<input type="checkbox"/> Receive Quarterly Financial Report for Sep - Nov 2023 <input type="checkbox"/> Review Policy 210 and associated Student Code of Conduct <input type="checkbox"/> Approve school calendar for 2024-25 in principle <input checked="" type="checkbox"/> Host Stakeholder Forum, gather input on possible Education Plan priorities, deferred to February <input type="checkbox"/> Prepare breakfast for school staff (January 31, 2024) <input type="checkbox"/> Conduct initial orientation session for new Board members, deferred from October
February	<input type="checkbox"/> Provide final approval of school calendar for 2024-25 <input type="checkbox"/> Receive mid-year progress report on Three-Year Education Plan 2024-27 <input type="checkbox"/> Host Stakeholder Forum, gather input on possible Education Plan priorities, deferred from January
March	<input type="checkbox"/> Host Board Retreat – Identify priorities for upcoming Education Plan <input type="checkbox"/> Approve Three-Year Capital Plan for 2024-25 to 2026-27 <input type="checkbox"/> Administer Board-developed Stakeholder Survey
April	<input type="checkbox"/> Receive Quarterly Financial Report for Dec 2023 – Feb 2024 <input type="checkbox"/> Review School Fees for 2024-25 NEW
May	<input type="checkbox"/> Provide approval to Education Plan 2023-24 to 2024-25 <input type="checkbox"/> Attend TAAPCS Spring General Meeting <input type="checkbox"/> Approve Budget for 2024-25, May 31 submission deadline <input type="checkbox"/> Approve School Fees for 2024-25 NEW <input type="checkbox"/> Receive Accountability Pillar Results Report for May 2024 <input type="checkbox"/> Receive Board-developed stakeholder survey results <input type="checkbox"/> Consider salary adjustment for support staff, senior administration <input type="checkbox"/> Receive report from FANHS <input type="checkbox"/> Receive Counsellor's Report #2 <input type="checkbox"/> Prepare breakfast for school staff (May 16, 2024)
June	<input type="checkbox"/> Assess Board Work Plan progress for 2023-24 <input type="checkbox"/> Receive Quarterly Financial Report for Mar – May 2024 <input type="checkbox"/> Schedule SGM of NHCS Society (requires 21 days' notice; must be on or before Oct 10) <input type="checkbox"/> Schedule September 2024 Board meeting <input type="checkbox"/> Set date for Summer Board Housekeeping Retreat <input type="checkbox"/> Receive Report #2 from School Council
Ongoing	<input type="checkbox"/> Consider proposals for new or amended Board policies <input type="checkbox"/> Receive recommendations from Board committees
Annually	<input type="checkbox"/> Negotiate collective agreement with ATA (as needed)
As Needed	<input type="checkbox"/> Meet with: <input type="checkbox"/> - County Council <input type="checkbox"/> - MLAs

December 21, 2023

MLA Kyle Kasawski
Sherwood Park
Athabasca Professional Building
#105, 80 Chippewa Road
Sherwood Park, AB T8A 4W6

Greetings MLA Kasawski,

On behalf of our Board of Directors and our school's administration, I would like to thank you for visiting New Horizons Charter School on Friday, December 8. We really appreciate you making the time for the visit. Our students were also very impressed with the ability to interact with you. We hope that we can continue to work with you in the future as we continue to grow our school.

I would also like to thank you for taking some time prior to the tour to learn about our school. As we discussed during the conversation, we are the oldest charter school in Alberta, founded in 1995 and have a student enrollment of 446 students. Our mandate is to provide a school that serves the academic and social needs of academically gifted students. We are at 111% capacity in the school and are interested in continuing our growth to include high school programming in the future. This would require new infrastructure, ideally in Sherwood Park, which is something we are beginning to work with Alberta Infrastructure and Alberta Education on, including a Value Scoping exercise beginning in the new year. I have also included a short video on charter schools in my signature block that provides a bit more information about what charter schools are, as well as some clarification on common misconceptions about them.

Finally, at the end of the tour, our principal, Lori Vigfusson mentioned a career week in the spring that may be an opportunity to interact with students based on your solar energy background. If you are interested in this opportunity, our school's administration would be happy to provide additional information once details are confirmed. Please let us know; we would be thrilled to have you back at the school.

Once again, thank you for taking the time to come by the school. You are welcome anytime, and we would be honoured to see you again in the future.

Thank you,



Adam Asquini
Board Chair, New Horizons Charter School Society

[CLICK HERE](#) to see a 2-minute video about public charter schools in Alberta