

New Horizons Charter School Society Board Meeting

December 20, 2023



AGENDA**Type of Meeting:** Board**Date:** December 20, 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
DECEMBER 20, 2023 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 November 15, 2023 – attachment | | |
| 6. | Administration Reports | | 7:15 pm |
| | 6.1 Principal's Report - attachment | 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 Set Date for March Board Planning Retreat - attachment | T. Moghrabi | |
| | 8.2 Counsellor's Report #1 - attachment | L. Vigfusson | |
| | 8.3 Stakeholder Forum - attachment | T. Moghrabi | |
| 9. | Board Work Plan – attachment | A. Asquini | 7:50 pm |

AGENDA**Type of Meeting:** Board**Date:** December 20, 2023**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 | 7:55 pm |
| 11. | Receipt of Reports | A. Asquini | 7:57 pm |
| 12. | Correspondence Sent | A. Asquini | 8:00 pm |
| 12.1 | Letter to Education Minister re: Reserve Balances | | |
| 13. | Correspondence Received | A. Asquini | 8:05 pm |
| 13.1 | Christmas Card from Education Minister | | |
| 14. | In Camera | A. Asquini | 8:10 pm |
| 15. | Adjournment | A. Asquini | 8:15 pm |

Next Board Meeting – Wednesday, January 24, 2024

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

Date: November 15, 2023

Initials: Chair _____

Approved: DRAFT

Recorded By: A. DeJong

Secretary _____

November 15, 2023, 7:30 p.m.

Board Members Present at Call to Order:

Adam Asquini
CHAIR

Kristie Derkson
VICE CHAIR

Vincent Tong
BOARD SECRETARY-TREASURER

Jason Clarke
DIRECTOR

Dan Hanson
DIRECTOR

Adam Koziak
DIRECTOR

Trevor Panas
DIRECTOR

Administration Present at Call to Order:

Terry Moghrabi
SUPERINTENDENT

Patti Dundas
SECRETARY-TREASURER

Lori Vigfusson
PRINCIPAL

Members in Attendance:

Julie Jackson

Rebecca Koziak

Sarah-Jane Lovgren

Elizabeth Macve

1. Call to Order

Chair Asquini called the meeting to order at 7:44 p.m. and made opening remarks.

2. Statement of Territorial Acknowledgment

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

3. Adoption of Agenda

Motion 2023-11-15-01

Moved that the agenda for the Board Meeting of November 15, 2023 be adopted as presented.

Moved: Director Hanson

Seconded: Director Panas

Carried

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

Date: November 15, 2023

Initials: Chair _____

Approved: DRAFT

Recorded By: A. DeJong

Secretary _____

4. Disclosure of Conflict of Interest

Chair Asquini, Director Panas and Director Clarke indicated that they will recuse themselves from any discussions involving personnel.

5. Approval of Minutes

5.1 Minutes of October 25, 2023

Motion 2023-11-15-02 Moved that the Board Meeting minutes of October 25, 2023 be approved as amended to alter the date to reflect October 25, 2023.

*Moved: Director Hanson
Seconded: Director Koziak
Carried*

6. Administration Reports

6.1 Principal's Report

Principal Vigfusson summarized her report, including report cards, leadership pool, school counselling support and the Halloween Dance, as included in the meeting package. Principal Vigfusson also shared that a Remembrance Day assembly for all students was held prior to Fall Break. Discussion followed.

6.2 Secretary-Treasurer's Report

No report; additional information will be shared under New Business.

6.3 Superintendent's Report

Superintendent Moghrabi summarized his written report, including infrastructure update, MLA invitations, student information system and value scope process, as included in the meeting package. Secretary-Treasurer Dundas shared additional information regarding the Value Scope Request for Proposal (RFP); the RFP is anticipated to be completed and posted soon. Superintendent Moghrabi indicated that the Board will be invited to a governance session for board members being hosted by Suzuki Charter School in the new year. There may be an opportunity to host an NHS-specific session. Discussion followed.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

Date: November 15, 2023

Initials: **Chair** _____

Approved: DRAFT

Recorded By: A. DeJong

Secretary _____

7. Board Reports

7.1 Board Chair's Report

Chair Asquini indicated that discussions are underway to confirm MLA visits on Friday, December 8. He indicated that the Halloween Dance was very well received and well executed. Discussion followed.

7.2 Committee Reports

Finance and Audit Committee

The committee met with a representative from Yaremchuk & Annicchiarico to review the August 31, 2023 audit report, as presented at the Annual General Meeting.

Policy Guidelines and Bylaws Committee

No report.

Survey Committee

No report.

Public Relations Committee

No report.

Personnel Committee

No report.

High School Ad Hoc Committee

No report.

8. New Business

8.1 2022-23 Audited Financial Statement

Secretary-Treasurer Dundas provided an update and overview of the 2022-23 Financial Audit Report, as presented at the Annual General Meeting. Discussion followed.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

Date: November 15, 2023

Initials: Chair _____

Approved: DRAFT

Recorded By: A. DeJong

Secretary _____

Motion 2023-11-15-03

Moved that the Board approve the August 31, 2023 audit report prepared by Yaremchuk & Annicchiarico, as presented at the Annual General Meeting.

Moved: Board Secretary and Treasurer Tong

Seconded: Director Hanson

Carried

8.2 Fall Budget Update

Secretary-Treasurer Dundas provided an overview of the 2023-24 Fall Budget, highlighting some minor adjustments and changes that have occurred since May. She also spoke to the Ministerial request regarding the request to transfer 2022-23 reserve funds. Discussion followed.

Motion 2023-11-15-04

Moved that the Board approve Fall Budget Update as presented.

Moved: Director Hanson

Seconded: Board Secretary and Treasurer Tong

Carried

Motion 2023-11-15-05

Moved that the Board request Ministerial approval to transfer reserve funds as presented by Secretary-Treasurer Dundas.

Moved: Director Hanson

Seconded: Director Clarke

Carried

8.3 Annual Education Results Report (AERR)

Principal Vigfusson provided a summary of the Annual Education Results Report (AERR) that has been prepared for submission. Discussion followed.

Motion 2023-11-15-06

Moved that the Board approve the Annual Education Results Report as presented.

Moved: Director Hanson

Seconded: Director Clarke

Carried

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

Date: November 15, 2023

Initials: Chair _____

Approved: DRAFT

Recorded By: A. DeJong

Secretary _____

8.4 NHS Stakeholder Forum

Superintendent Moghrabi provided background and suggested possible discussion topics for the upcoming stakeholder forum, as included in the agenda package. Discussion followed. Consensus is to hold the stakeholder forum on Tuesday, February 6, 2023 from 6:30 p.m. to 8:30 p.m.

8.5 School Council Report

School Council Chair Elizabeth Macve provided a summary of activities and initiatives that School Council has participated in during the 2023-24 school year to date. Meetings are being held in person with a virtual participation option available to members and attendance has increased over the previous year. Parents are invited to participate and become involved. Discussion followed.

9. Board Work Plan

The Board reviewed the Work Plan for 2023-24, as included in the agenda package. Board Orientation Session will be deferred from December to January.

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

No report.

11. Receipt of Reports

Motion 2023-11-15-07 Moved that all reports be received as presented during the meeting.

Moved: Director Hanson

Seconded: Vice Chair Derkson

Carried

12. Correspondence Sent

12.1 Schedule MLA Visit with Honourable Nate Glubish

12.2 Schedule MLA Visit with MLA Kyle Kasawski

13. Correspondence Received

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board

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Initials: **Chair** _____

Approved: DRAFT

Recorded By: A. DeJong

Secretary _____

14. Motion to Move In Camera

No in-camera meeting.

15. Adjournment

Chair Asquini adjourned the meeting at 10:05 p.m.

Next Board Meeting: Wednesday, December 20, 2023, in person with an online viewing option.

MEMORANDUM

Date: December 20, 2023

To: Board of Directors

From: Lori Vigfusson, Principal

Re: Principal's Report-December 2023

Information and Highlights:

Stakeholder Forum:

Teachers have been informed about the 2023 Stakeholder forum. I will be going around to classrooms in early January to speak to students about this and invite them to attend. We will then collect names of interested students and provide details to their parents to encourage attendance.

School Counselling Support:

One of our Counsellors, Ms. Shandra has gone on medical leave. Counsellor Liam McFarlane will work with her virtually to take over her caseload and transition students. He will be providing services on both Tuesdays and Thursdays moving forward.

Staff and Student Illness:

We have had a number of staff and students away this month due to illness. While we have not reached the 10% threshold of students that requires a report to Alberta Health, we have asked for deeper cleaning to occur throughout the school. Secretary-Treasurer Dundas has arranged to have the classrooms sanitized over the weekend through fogging. With staff away we have relied on our substitute teachers to step in to ensure our classes are taken care of.

MLA Visit:

We had a visit from the Honourable Kyle Kasawski on Friday, December 8. Board Chair Asquini, Director Koziak and Superintendent Moghrabi had the opportunity to speak with him at the start of his visit to help him understand Charter Schools better, followed by a tour of the school. He spent some time in one of our grade 6 classrooms and one of our grade 9 Social Studies classrooms where the students asked him questions about his job and government and he provided pencils to the students.

Computer Science Education Week:

December 4-8 was Computer Science Education Week. Students had speakers and presentations on computer science all week including free coding sessions from Code Ninjas. Thanks to our parent

presenters and Ms. Joly for organizing the presentations and thanks to Ms. Joly and Ms. Kooger for organizing activities for our students.

Winter Concert:

Our Winter Concerts for Kindergarten to Grade 4 and music and drama groups will take place on December 21. There will be dress rehearsals in the morning that families are invited to attend followed by evening concerts. A concert for Grades 5 and 6 will be held in the Spring.

Equity, Diversity and Inclusion Team:

Our team met recently to discuss Land Acknowledgements and creating accountable spaces. Dr. Farha Shariff will be partnering with Sarah Adomako-Ansah to host a book club for parents, through the School Council. Ms. Adomako-Ansah is a teacher and EDI coordinator with Edmonton Catholic Schools, co-founder of the Black Teachers Association of Alberta and was the Educator in Residence of the Canadian Museum for Human Rights from 2021–2023.

Good News Cards:

We will be starting a new initiative for staff to share some good news with families. Teachers will be encouraged to share good news with families using postcards throughout the year as a way to create connection and celebrate our students' successes.

Lori Vigfusson



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

MEMORANDUM

December 20, 2023

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

Flood

Final costs for the flood - \$475,932.09 with a \$10,000 deductible. Details are attached.

RFP Update with Superintendent

We sent the Request for Proposal to three companies, asking for quotes for our value scoping project to be submitted by December 8, 2023 by 4:30 p.m.

Two quotes were received. Using a rubric shared with the two companies, an evaluation was conducted on: Corporate Profile; Proposal Resource Team; Experience and Past Performance; Project Comprehension and Methodology; and Pricing.

After the rubric was completed, we decided to hire Start Architecture due to their project budget and previous experience.

Attached is a brief outline of the process of the value scoping.

Reserves

A letter has been sent to Minister Nicolaidis from Chair Asquini requesting an exemption on our 5% reserve carryover. A draw-down explanation was provided describing our intention to use the excess reserves over the next three years. We should hear from them any time.

Recommendations:

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

PDundas

Patti Dundas – Secretary-Treasurer

Attachment: Flood Detail Information
Value Scoping Outline

PROOF OF LOSS (Other than Fire) - FINAL

This form is provided to comply with the Insurance Act, where required, and without prejudice to the liability of the Insurer.

I.B.C. CLAIM FORM NO. 8

CLAIM NO.: 3898983**INSURER:** Ecclesiastical Insurance Company**INSURED:** New Horizons Charter School Society

under Policy No.: 0036770EA02

in force until: October 1, 2023

against loss or damage by As Per Policy Wording

to the amount of Policy Limits

according to the terms and conditions printed therein, including all forms and/or endorsements attached thereto and forming part thereof.

TIME AND ORIGIN: A loss occurred on December 27, 2022
caused by Water escape from frozen sprinkler line

LOCATION: The said loss occurred at 1000 Strathcona Drive Sherwood Park, T8A 3R6,

OCCUPANCY: The building insured or containing the property insured was occupied for no other purpose than the following:
School

TITLE AND INTEREST: At the time of the loss the interest of the Insured in the property described was sole and unconditional ownership and no other person or persons had any interest therein, lien or encumbrance thereon, except:
None

CHANGES: since the above policy was issued there has been no change in use, possession, location or exposure of the property described except: No Changes

GOODS AND SERVICES TAX: The amount claimed should be net of recoverable GST.

Is the Insured registered for GST?

☒ Yes☐ No**If yes:**

Registration Number

Percent Recoverable

INSURANCE AND LOSS A particular account of the loss is attached hereto and forms part of this proof. The actual cash value of the property insured, the actual amount of loss or damage, the total insurance thereon at the time of the said loss and the amount claimed under this policy are as follows:

Item Involved	Replacement Cost	Cash Value	Total Loss or Damage	Total Insurance	Amount Named in Policy	Claimed Under This Policy
Building			\$374,113.23		\$12,000,500.00	\$374,113.23
Contents			\$27,914.13		\$972,000.00	\$27,914.13
Extra Expense			\$83,904.73		\$250,000.00	\$83,904.73
Less Deductible			-\$10,000.00		-\$10,000.00	-\$10,000.00
Totals			\$475,932.09		\$13,212,500.00	\$475,932.09

OTHER INSURANCE There is no other contract of insurance written or oral, valid or invalid, except (insurers and amounts):
No Other Insurance

The said loss or damage did not occur through any willful act, neglect, procurement, means or connivance of the Insured or this declarant.

Payment of this claim to Insured / Servicemaster / Premier Fire

is hereby authorized and in consideration of such payment the Insurer is discharged forever from all further claim by reason of the said loss or damage. All rights to recovery from any other person are hereby transferred to the Insurer which is authorized to bring action in the Insured's name to enforce such rights. All right, title and interest in any salvage is hereby assigned to the Insurer.

I/We New Horizons Charter School Society do solemnly declare that the foregoing claim and statements are to the best of my knowledge and belief true in every particular, and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. If this declaration is made on behalf of an organization, I/We further solemnly declare that I/We have authority to bind the organization.

DECLARED severally before me at this day of .

Commissioner for Oaths or Affidavits

Insured

PROOF OF LOSS (Other than Fire) - FINAL

I.B.C. CLAIM FORM NO. 8

CLAIM NO.: 3898983

DESCRIPTION OF PROPERTY	WHEN AND WHERE PURCHASED	ORIGINAL COST	REPLACEMENT COST	DEPRECIATION	AMOUNT CLAIMED
Totals					

I/We confirm that the above list is exact and complete

Insured

Date _____

Insured

Date _____

APPORTIONMENT OF LOSS

Insurer	Policy No.	Insures	Pays
Totals			

REQUIREMENTS

The intent of the project is to engage various community and administration stakeholders and identify solutions for the New Horizons Charter School that provide the highest value with the available funding while maximizing the utilization and functionality of the existing school's infrastructure to optimize the learning environment and education program delivery for Alberta students. The framework of these discussions would reference the Charter Goals and Outcomes identified in the NHS Education Plan.

The process is based on the value management system using function analysis to develop a range of alternatives and achieve consensus around a preferred solution that provides the optimum balance of functionality and cost. This includes a number of challenges to discuss and refine, such as evolving space standards, phasing, method of project delivery, various stakeholder requirements, and evolving instructional approaches.

CHALLENGES

Value scoping is typically engaged when scope and cost need to be clarified for school modernization projects (in relation to both modernizations and replacement schools), when solutions are required for complex student accommodation issues, or to reflect a regional context with multiple organizations.

Due to the complex nature of the projects where value scoping is engaged, the challenge is to meet a number of requirements from a number of stakeholders. The requirements that can be discussed can involve:

- Multiple Stakeholders / Organizations
- New Space Standards in Existing Schools
- Modernization Projects
- Replacement School Projects
- Phasing in Occupied Schools
- Innovative Instructional Approaches

Process Description (scope, objectives, priorities)

The scope of each scoping project involves three phases: A pre-workshop phase, a workshop phase, and a post-workshop phase.

Pre-Workshop Phase

This involves information gathering of the existing buildings' physical and functional condition. The objective is to gain a base understanding of the current facility and use that as a starting point for discussion. (What do we know?)

Workshop Phase

This involves a two-day session to discuss the preliminary information gathered and to provide an overview of the project's background and objectives which will give the stakeholders an appreciation of the issues faced by the school. Through open discussion, the stakeholders are encouraged to identify

both planning requirements and potential phasing options for the project. The overall objective of the session is to develop a detailed scope definition and cost estimate for a school capital project request based on best value and optimized program delivery.

Post-Workshop Phase

Following the sessions, a report will be prepared that encapsulates the issues and discussions that were raised and also summarizes the process, the project background, options for consideration, cost estimates, and identification of the preferred best value option. The objective is to provide a draft report for review and comment by government organizations and the jurisdiction, with those comments being incorporated into a final report which can be used for a capital project request.

School Context and Environment

At the forefront of all discussions will be the awareness that schools have unique challenges and requirements. When discussing modernizations, additions, or complex student accommodation issues, the paramount importance is the uninterrupted and effective delivery of education to all students and construction activities must have as little impact on that delivery as possible.

Items such as phasing, site circulation, instructional space planning, modernizing of mechanical and electrical base systems, innovative instructional approaches, and facility operation must all be weighed against the prime function of the school in its education delivery.

MEMORANDUM

Date: December 20

To: Board of Directors

From: Terry Moghrabi- Superintendent

Re: Superintendent Memo

Information and Highlights:

- Previous memo details of MLA Kasawski's visit to New Horizons School from other board members and administration were well stated and appreciated. I want to acknowledge the collective effort of Board Chair Adam Asquini, Director Koziak, and Principal Vigfusson for participating in and guiding the tour. Photos of the tour and classroom sessions were shared and posted. The value of bringing local and provincial members to the Legislative Assembly can never be understated, particularly in this critical time.
- The letter authorized by the board chair to request permission to reallocate Capital reserve spending was sent to the Minister by the November 30th deadline. The letter is in the correspondence sent, and approval from the minister is pending.
- The request for proposal process for the Value Scope is complete, and a selection was made to identify a firm to help explore the interim and long-term facility and programming solution for New Horizons Charter School to address future expansion and grade configuration. The value scope contract was awarded to START Architecture after due process and screening of the applicants. Information collection and sessions will commence in the new year. More details from the secretary-treasurer were provided.
- Staff Recognition - This year, staff were recognized for their perseverance and adaptability during the two-year pandemic response and the flood at Christmas last year. The traditional Christmas chocolate was added to a personalized travel mug. It was noted that under these trying times over the past two years (and counting), a special gift of appreciation was considered for this year.
- During the August retreat, I shared and reviewed the charter evaluation and renewal process sequence. We met with Alberta Education to determine an acceptable timeline and are ready to submit the first step before January. This includes a ten-page school evaluation tool. To update new board members, I provided the attached document highlighting the sequence of the charter evaluation and renewal process. In addition, I've included a segment of the self-evaluation tool related to board governance within the board package. I am seeking board input on this topic to ensure that I have appropriately responded. The following steps include interview dates, which will be scheduled in the third week of January. A team will spend two days on-site conducting interviews.

Further engagement of the board is essential in reviewing and editing the charter mandate this spring prior to the renewal process. I may suggest this as the topic for the March board retreat.

Recommendations and Governance Implications:

- The value scope process will begin to bring awareness to local and provincial politicians and the greater community. It will be essential to have a shared understanding and common messaging of the expectations outlined in the value scope process. Please review the condensed summary of the scope of work that is intended by the selected architect.
- The charter renewal process will include presentations to the board by Alberta Education later in the spring. The board is expected to participate in a comprehensive review of our charter mandate and discuss how it should be modified to address the future vision and mission of New Horizons School. These recommendations and edits will be articulated in the renewal application to the minister.

Sincerely,

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

Terry Moghrabi

SEQUENCE OF CHARTER EVALUATION AND CHARTER RENEWAL PROCESSES

1. A self-evaluation is completed by the school authority and submitted to Alberta Education two to three months prior to the on-site evaluation.-
2. Alberta Education will schedule a two-day onsite observations and focus group meetings.
3. The two-day onsite observations and focus group meetings take place.
4. An oral presentation of initial observations is presented to the superintendent at end of second day of the onsite meeting.
5. A draft of the charter authority evaluation report from Alberta Education is prepared and shared with the school authority prior to the report being presented to the charter board by Alberta Education.
6. Alberta Education presents the charter authority evaluation report to the charter board.
7. The charter board develops action plan to address required changes and recommendations.
8. The board reviews and approves any necessary changes or updates to their charter to ensure alignment with current legislation, policy, pedagogy and direction from its stakeholders.
9. The Minister reviews charter amendments to ensure alignment with the Charter Schools Regulation.
10. The board applies for charter renewal by December 1st in the final year of the charter term.

CHARTER REVIEW 2023

Governance: The Charter school is governed effectively. The Board uses the results in this report to improve student outcomes and ensure that all students in the school authority can acquire the knowledge, skills, and attitudes they need to be successful and contributing members of society.

The pace of social change is increasing rapidly, and it comes with increased demands for resilience and critical thinking, which are foundational to our charter. Our Board is aware of the ever-changing landscape and is committed to addressing the educational needs that contribute to developing citizenship. Governance by the Board of Directors is dedicated to overseeing strategic planning, financial advisory, and alignment of the charter mandate.

The Board adheres to charter bylaws, provincial legislation/regulations, emerging policy development, and strong stakeholder communication. Bylaws and policies govern our Board, and detailed minutes are recorded and verified.

The Board has been integral in relocating and expanding New Horizons School as enrollment growth has dictated the need for change and future considerations. In consecutive years over the past decade, the grade configuration has increased by one class each year, creating new demands for staffing, facility, and central office support. Future endeavors to include high school programming will challenge our board to seek resources and partnerships that fulfill this vision over the next three years.

As mandated within the charter and capital plan, the fulfillment of a high school program remains incomplete. It has become the highest priority of the Board by establishing a high school ad hoc committee. The Board has directed the superintendent and secretary-treasurer to pursue all options and determine the best path in consultation with Alberta Education and Alberta Infrastructure.

The review of the Annual Education Results informs our board to make high-level decisions that impact student learning under the guidance of our charter mandate for gifted education. Board surveys and accountability measures are used to guide board decisions to impact learning outcomes. Stakeholders forums are held annually to address priorities that focus on student learning in relation to civil discourse, citizenship and other emerging topics.

November 27, 2023.

Dear Board Chairs, Directors and Superintendents

RE: Charter School Board Governance Professional Development and Networking Event

Suzuki Charter School invites all Superintendents and Board Directors of Charter Schools to a professional learning seminar and networking social. It is one priority of our Board to increase networking opportunities with other Charter Schools in the Edmonton metro area. While this event is directed for Charter Schools in the Edmonton region, all others are welcome. We share many common strengths and challenges and this event is one opportunity for governance leaders in Charter Schools to engage in conversations with each other.

The event includes two professional learning opportunities. The first is best suited for new Board Directors and will be led by Suzuki Superintendent, Dr. Lynne Paradis. If you choose to join in this session a pizza light dinner will be included during the break between the first session and the second session. The second session will provide an opportunity for discussions on Charter School challenges. To complete the evening a wine and cheese and light snacks will be served with opportunities for conversations and networking. This will be held from 8 pm to 9 pm (see attached schedule)

To confirm your attendance to one or all events please reply to Mehnaj Amin at aminm@suzukischool.ca or phone 780 468 2598. Participating schools will be invoiced a modest registration fee to cover basic costs.

Sincerely yours

Dr. Melissa Rothwell
Chair, Suzuki Board of Directors

Dr. Lynne Paradis
Supt. Suzuki Charter School

Networking with Local Charter School Boards

PD and Networking session

Date: Thursday, Jan. 25, 7:00 -9:00 p.m.

Place: Suzuki Charter School, 10720 – 54 Street, Edmonton

Essential Information for New Charter School Board Directors

5:30 – 6:30 p.m.

This session identifies the role of Charter School Board Directors, differences between Charter School and other public elected school boards, best practices in educational governance, access to key resources, linkages with other educational agencies and identification of challenges in Charter School Board governance. All Directors are welcome but this is designed as an entry level orientation

Charter School Governance and Visioning for the Future

7:00 – 8:00 p.m.

This session includes an overview of prevailing challenges for Charter Schools and opens for a discussion with all participants on potential solutions to challenges with a focus on the future. This session will be co-led by the Board Chair and Superintendent of Suzuki Charter School.

Networking and Wine and Cheese

8:00 -9:00 p.m.

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



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

MEMORANDUM

Date: December 20, 2023

To: Board of Directors

From: Terry Moghrabi- Superintendent

Re: Date for March Board Retreat

Background:

The Board, in the Annual Work Plan, schedules two retreats annually. These are held in the spring (March) and summer (August).

To begin working on the planning of the retreat, the Board needs to identify the following:

1. Date for the March event;
2. Agenda items for the Retreat.

Our most recent Board Retreat was held at the school on August 26, 2023. The March 2023 Board Retreat was held at the school on March 15, 2023.

It is suggested that the Board consider either Saturday, March 9 or Saturday, March 16, for the March 2024 Board Retreat. For reference, Spring Break begins on March 22 and ends on April 1, 2024.

The agenda will be created over the next few months. However, the Board may wish to identify topics for the March 2024 retreat. At the summer retreat, it was discussed that a potential topic would be future planning for high school programming. In addition, we outlined the Charter Authority Evaluation and Renewal Process and the opportunity to edit or update our Charter mandate. Feedback on these topics or new topics is welcomed.

Recommendations and Governance Implications:

It is recommended that the Board set a March date and develop a prioritized list of agenda topics.

A handwritten signature in black ink, appearing to read "T. Moghrabi".

Terry Moghrabi



Lori Vigfusson

Principal

Email: lvigfusson@newhorizons.ca

MEMORANDUM

Date: December 12, 2023

To: Board of Directors

From: Lori Vigfusson, Principal, on behalf of Shandra Klausing

Re: Counsellor's Report – November 2023

I have been providing school counselling services in both individual and group formats to New Horizons School since September 14th, 2023. My colleague Liam Mcfarlane has also joined the school counselling team and is offering individual and group school counselling services as well.

The focus this school year has primarily been on providing individual school counselling services due to high demand. Individual counselling services are currently being provided for 28 students with an additional 11 students on a wait list due to time constraints.

For group counselling we are currently offering a counselling group for emotion regulation to students in grades two and three. We are planning on providing additional groups in the New Year focusing on social skills and self-esteem for students in grades 3-6.

Warm regards,

Shandra Klausing

Registered Provisional Psychologist

ECSS Psychological Services

#101 10155 – 114 Street NW

Edmonton, AB

T5K 1R8

Lori Vigfusson

MEMORANDUM

Date: December 20, 2023

To: Board of Directors

From: Terry Moghrabi- Superintendent

Re: Stakeholder Forum 2024

Background:

In recent years, the Board moved to host the Stakeholder Forum early in the new year to accommodate the school's request. Our Stakeholder Forum is being planned for Tuesday, February 6, 2024, as agreed upon at the November 15 Board meeting. The facilitators will determine the process for data collection and sharing. As noted at the last meeting, Stakeholder Forum Opening and Closing Remarks will be made by Board Chair Asquini. The facilitators of the discussion questions will be Principal Vigfusson, Vice-Principal Watson, and Superintendent Moghrabi.

The questions or discussion topics arose from the August 2023 Summer Board Retreat. These two questions or topics were agreed upon at the November 23rd Board of Directors Meeting.

1. Background: Gifted graduates are the future artists, scientists, thinkers, innovators, and leaders of tomorrow. They will be tasked with solving today's problems while imagining and creating a better tomorrow.

Question: What essential qualities does New Horizons Charter School want graduates to possess upon completing their high school program?

2. Background: Teaching students through civil discourse the knowledge, skills and attitudes needed to engage in respectful and constructive conversations is incredibly valuable. At New Horizons, we focus on creating an inclusive environment where students learn to think critically and communicate effectively. Evidence from student surveys indicates that they feel that they are not adequately equipped to manage conflict.

Question: How do the knowledge, skills and attitudes of civil discourse support and prepare students for resolving conflict in all interactions?

Recommendations and/or Governance Implications:

This report is provided for information purposes only.

Sincerely,



Terry Moghrabi

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 type="checkbox"/> Set date for March Board Planning Retreat<input type="checkbox"/> Receive Counsellor's Report #1<input 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 type="checkbox"/> Host Stakeholder Forum, gather input on possible Education Plan priorities <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
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

November 30, 2023

Minister of Education
Office of the Minister of Education
228 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Nicolaides:

Re: **Reserve Balances**

Congratulations on your election victory! Our Board looks forward to working with you over the next four years. The purpose of this letter is to seek your approval regarding our unrestricted surplus funds to bring them into alignment with Government of Alberta policy. Our school's current unrestricted surplus balance is \$495,832, which is \$243,950 higher than the allowable 5% unrestricted surplus threshold. To address this concern, we are seeking three approvals from you to comply with the policy:

1. Transfer of \$127,445 from unrestricted surplus funds to our Capital Reserves
2. Transfer \$16,505 from unrestricted surplus funds to our System Administration Reserve
3. To request an increase to our unrestricted surplus funds by 1.9% (\$100,000 increase) for this school year to procure needed technology and safety upgrades for the school.

Additional details on these requests are provided below.

Request 1: Restricted Capital Reserves

Our school is aging, and we will need to repair the roof in the next year or two. We are also staging the replacement of the concrete outside where the students walk due to hazardous conditions identified by the risk assessment coordinated by our insurance provider. The requested transfer will enable us more flexibility to address these and other building maintenance needs as they arise in the future.

Request 2: Internally Restricted System Administration Reserves

We do not currently have a reserve set up to address our Professional Development, and Health Spending Account liability items as per the terms in our collective agreement. The transfer of funds to our System Administration Reserves is intended to address these liability items.

Request 3: Unrestricted Surplus

Our school is in need of several technology upgrades, such as purchasing new Google Chromebooks for students, the implementation of PowerSchool software, a new phone system with the capability of emergency communication to parents and other small purchases from operating funds. These purchases and updates are essential for modern instruction, safety and communication with parents. The requested increase to our unrestricted surplus budget will allow these purchases to occur this year, without significantly reducing our unrestricted surplus budget for future school years.

The table below summarizes the changes to the impacted account balances.

Reserve Balances:

<i>Restricted Reserves</i>	Current Balance	Requested Change in Balance	Requested Balance
Request 1: Capital Reserve	\$157,109	\$127,445	\$284,554
Roof repair, parking lot repair, HVAC repairs			
Request 2: System Administration Reserve	\$150,876	\$16,505	\$167,381
Maternity Leave, PD, HSA			
<i>Unrestricted Reserves</i>			
Request 3: Unrestricted Surplus (5% allowed = \$251,882)	\$495,832	-\$143,950	\$351,882
CTS, Technology			

We believe that these requested changes are aligned with the spirit of the Government of Alberta's policies regarding the budgets of publicly funded schools. These requested changes will enable the long-term success of our school, its infrastructure, its staff and most importantly our students.

Thank you for your consideration in our request. Please let me know at your earliest convenience if you have any questions regarding our requests.

Yours sincerely,



Adam Asquini
Chair, Board of Directors



*May your season be
filled with happiness!*

Merry Christmas!

Demetria Smith