

**New Horizons School Council
Meeting Agenda**

**February 7, 2024
7:00PM - 8:00PM
Virtual Meeting**

1. Meeting Called to Order

2. Statement of Territorial Acknowledgement

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

3. Adoption of Agenda

4. Approval of Minutes

January 10, 2024.

5. Reports

5.1 Chair/Vice-Chair/Secretary Report

5.2 Principal's Report

5.3 Financial Officer's Report

5.4 FANHS Report

5.5 Communication Officer's Report

5.6 Committee Reports

- (A) Halloween Dance Committee
- (B) Spring Carnival Committee
- (C) Grant Committee
- (D) Book Club Committee
- (E) Parent Link (to be renamed)

6. Motion to Accept Reports

7. New Business

7.1 School Calendar

- a. Calendar shared via Board package, usually provided to SC for feedback.

7.2 School Council attendance at the ASCA conference (April 26 to 28)

- a. Registration deadline is April 15 <https://www.albertaschoolcouncils.ca/about/annual-conference/register-for-the-conference2>

7.3 Funding Requests

- a. School Support - Clubs for \$72.98 (GSA)?
- b. Teacher appreciation
- c. Other

7.4 Staff Report

7.5 Future School Event Planning and SC Outreach

- (A) Spring Planning
 - Mother's Day
- (B) Field Trip Opportunities
- (C) Artist in Residence proposals received for 2024/2025
 - Process for selection
- (D) Budget Allocation for Spring Staff Appreciation Meal
- (E) Jr. High Committee

7.6 Parent Perspectives

- (A) Update Process: Google Form
- (B) Other items

9. Future Business

10. Correspondence

11. Future Meeting Dates

March 6, 2024
April 3, 2024
May 1, 2024
June 5, 2024

All meetings are scheduled from 7:00PM - 8:00PM and will be held as Hybrid In-Person (New Horizons School) / Virtual Meetings, unless otherwise specified.

12. Meeting Adjourned

New Horizons School Council

Meeting Minutes

January 10, 2024
Meeting Called to Order: 7:00PM
Meeting Adjourned: 8:41PM
Virtual Meeting

Attendees: Elizabeth Macve, Sarah-Jane Lovgren, Anita Sanderson, Rebecca Koziak, Ellen Hanna, Amanda Bullion, Julie Jackson, Eeksha Kakkan, Lori Vigfusson, Marisa Araujo, Anika Kooger, Harv Brar, Raman Brar, Carol Chang, Beverly Doucette, Lisa Enarson, Kristi Gignac, Chelsee Ladouceur, Denette Leask, Dianne Blanche Villacura

1. Meeting Called to Order: 7:00PM.

Elizabeth Macve as Meeting Chair.

2. Statement of Territorial Acknowledgement

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

3. Adoption of Agenda

**MOTION: Sarah-Jane Lovgren moved to adopt the Agenda as presented.
Seconded by Lori Vigfusson. Motion Carried.**

4. Approval of Minutes

December 6, 2023

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

5. Reports

5.1 Chair/Vice-Chair/Secretary Report

Chair: School Council is invited to provide a report at next week's Information Night for Prospective Parents (January 18).

SC is motivated to review and update Operating Procedures as required due to greater interest in involvement and support as the workload may benefit from having additional Officers. As we look at expanding our Executive membership, we will prioritize making updates to our Operating Procedures. Amendments can either take place at our AGM or at an SGM (notice must be provided at least 21 days in advance). It is critical that updates to the Executive cannot affect quorum. So far, Committees have been established to welcome additional support.

SC & FANHS are seeking to host a collaborative Board Retreat with a proposed date of early February. Topics will include School Council's advocacy role, succession planning, and strategic planning amongst other topics. A debrief will be reported at February's meeting(s).

Vice-Chair: Echoed significance of the Board Retreat as an opportunity to prioritize these conversations.

Secretary: From the commencement of this project proposal, the budget was \$10,000 + GST = \$10,500. When asking FANHS for the initial budget for the 2023/2024 academic year, SC opted to only ask for \$5,000 for AIR and hoped to be successful in receiving the AFA Grant to support the remainder of this year's AIR. It was determined that in a budget shortfall due to lack of receipt of the AFA Grant, SC would have an opportunity to return to FANHS with a request for additional funding support. There is value in this residency — students will be offered a unique experience to explore tools, materials, and methods that would not be presented in a standard classroom setting while working with a local artist who is an expert in their field and has an education background.

The costs associated with this residency are high due to the nature of the projects being unique per grade and division:

1. Every grade completes individual projects (students will keep their work).
2. Every division does a collaborative project (school will keep these projects).

The last update from the artist included a cost breakdown of labour and materials and the grand total came over budget. The artist has been communicated with and is re-evaluating projects to ensure that the agreement can be adhered to. Following discussion regarding the logistics and costs of hosting an art show (\$525 at the studio), it was agreed that it would be exclusionary if not all individual works could be displayed; therefore, there was a suggestion to either host the art show in conjunction with the school's Celebration of Learning (March) or at an alternate venue. For inclusivity and scheduling reasons, it may be preferred to host at the school; however, SC is open to learning what costs would be for an alternate venue should that opportunity be feasible. For these reasons, there will be a slight delay in the residency commencing — Administration and the artist to determine the most suitable schedule.

With unanimous consent, SC and all parties in attendance agree that the scope of the project (individual projects and collaborative projects) should be maintained without going over the agreed upon budget of \$10,500 and that if FANHS is agreeable, this is a responsible use of funds.

Motion for SC Finance Officer to formally submit a request of an additional \$7,000 in funds for this year's Artist in Residence. While this is in surplus of what is required, it is the Finance Officer's recommendation to estimate higher so as not to have to return to FANHS for additional support. FANHS Treasurer was in attendance and indicated that FANHS has suitable funds available. No concerns communicated.

**MOTION: Lori Vigfusson moved to accept the request for funds as presented.
Seconded by Anita Sanderson. Motion Carried.**

5.2 Principal's Report

See attached.

5.3 Financial Officer's Report

2023/2024 Allocation of Funds: \$22,500.

Funds Motioned: \$7,573.

Remaining Funds: \$14,927.

5.4 FANHS Report

Report shared by Rebecca Koziak.

Full report to be shared at FANHS meeting directly following.

5.5 Communication Officer's Report

The Communications Team is working well together and have been producing successful weekly newsletters while also revitalizing social media channels.

5.6 Committee Reports

(A) Halloween Dance Committee

Date: TBD

(B) Spring Carnival Committee

Date: May 25, 2024

Nothing to report. Additional engagement will be sought early 2024.

(C) Grant Committee

The [TD Friends of the Environment Foundation Grant](#) will be submitted on January 15 to support the garden project which will be led by Ms. MacKinnon, Ms. Olfert, and Ms. Stephens with support from Mrs. Clarke. Additional garden opportunities will be reviewed. The Committee has also been in touch with Strathcona County regarding their school garden program.

(D) Book Club Committee

Date: Ongoing

Nothing to report.

(E) Parent Link

Nothing to report.

(F) Holiday

With no major holidays immediately on the horizon, it will be a good opportunity to put a call out for donations of bins/storage materials and volunteer support to complete thorough organization of the Drama storage space which includes storage of many holiday items (Halloween, Christmas, etc.).

6. Motion to Accept Reports

MOTION: Julie Jackson moved to accept reports as presented.

Seconded by Anita Sanderson. Motion Carried.

7. New Business

7.1 Funding Requests

At the request of SC, NHS was able to secure an additional 4 spots for four Grade 6 students to participate in the [Women in Scholarship, Engineering, Science, and Technology \(WISEST\) CHOICES Conference](#). Ms. Servold has requested additional funds from School Support — Academic Support in the amount of \$172 to cover the costs of four additional students, as well as the additional fees that were not accounted for in December's ask. The cost per student is \$41.50.

MOTION: Anita Sanderson moved to approve the funds disbursement as presented.

Seconded by Julie Jackson. Motion Carried.

7.2 Staff Report

School Update: In order to foster a greater sense of community and support for our sports teams, more communication will be shared to invite students and families to attend sporting events to cheer for our teams. Planning is well underway for the Grade 9 Adventure Trip — forms have been sent home with all Grade 9 students. Some fundraising efforts will take place in support of this trip. The cold weather brings a season with opportunities for indoor recess.

Communications: The Communications Team will work with teachers to convey messaging such as teacher tips, what to expect at school or at home when it's too cold to be outside, how to support your child after a full day indoors etc. Volunteer Coordinator (Hayley Tarnasky) is working with Ms. Watson to engage additional volunteer support.

7.3 Future School Event Planning and SC Outreach

(A) Winter Planning

- Family Movie Night

Movie night went out as a poll in yesterday's newsletter with a selection of dates and films. A date and movie will be determined by next week's newsletter and will be communicated in the newsletter on January 16.

- Date Night
Tabled.

- Artist in Residence Proposal for 2024/2025

Proposals:

- [Mallory Chipman](#) (inaugural Musician in Residence at Edmonton Public Library).
- Reckie Lloyd with [Sangea Academy](#).
- Maralyn Ryan (puppets/theatre).
- Robyn Skaley with [Red Poppy Art & Consulting](#).

Objective:

- Artists who are experts in their field and provide a unique experience that would not be offered within mainstream programming.
- SC to develop a standardized approach to ensure timelines are met with regard to proposal submission, artist selection, and grant application(s).

If parents know of suitable programming, they are invited to submit proposals to councilchair@newhorizons.ca prior to February's meeting where they will be discussed and selected for the 2024/2025 academic year.

- Sustainability Event
Tabled.

- Family Math & Literacy Game Night with Box Cars & One-Eyed Jacks
Tabled.

(B) Field Trip Opportunities

- Telus World of Science and Winspear Centre have been noted as future opportunities.

7.4 Parent Perspectives

None.

8. Future Business

Prioritize review of School Council Operating Procedures.

9. Correspondence

None.

10. Future Meeting Dates

February 7, 2024

March 6, 2024

April 3, 2024

May 1, 2024

June 5, 2024

All meetings are scheduled from 7:00PM and will be held as Hybrid In-Person (New Horizons School) / Virtual Meetings unless otherwise stated.

11. Meeting Adjourned: 8:41PM.

New Horizons School Council Fund Allocation Summary

For the 2023/2024 School Year

February 7, 2024

	2023-2024 Allocation of Funds	Funds Motioned	Funds Disbursed	Funds Motioned but not yet Disbursed	Remaining Funds
School Support	\$24,368.00	\$3,212.69	\$1,552.44	\$1,660.25	\$21,155.31
Classroom Support	4,282.00	4,282.00	849.03	3,432.97	-
School Enhancement	-	-	-	-	-
Community Building / Parent Support	750.00	250.00	199.00	51.00	500.00
School Council Administration	100.00	-	-	-	100.00
GRAND TOTAL:	\$ 29,500.00	\$ 7,744.69	\$ 2,600.47	\$ 5,144.22	\$ 21,755.31

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

For the 2023/2024 School Year February 7, 2024

	2023-2024 Allocation of Funds	Total Motioned	Disbursed to date	Identified (Specific Highlighted Items are Under Consideration for the Education Plan)
School Support				
Clubs	\$ 2,000	\$ -	\$ -	GSA, Casual Chess Club, REACH - club & event registration, materials
Wellbeing	1,000	250	-	Student Aid Fund, Mental Health Advocay, Dream Catcher (program & bussing)
Events	5,000	250	-	Halloween Family Dance, Holiday Concert, Spring Carnival, Kinder Grad, Science Fair
Junior High Events	2,000	750	-	Grade 9 Grad/Farewell, Jr. High Fun Day
Staff Support	1,368	1,330	1,252	Teacher Meals; Interviews, Staff Appreciation Week
Academic Support	13,000	633	300.69	Artist in Residence, Alternate Learning Environments (maker space & outdoor classroom)
Total	24,368	3,213	1,552.44	
Classroom Support				
Recess Equipment	1,000	1,000	183.55	General Fund for the Entire School
Classroom Incentives	3,282	3,282	665.48	Student Based Funding at Teacher Discretion (Ex. reward items, special field trip, classroom fun activities/materials, student incentives) (\$6 per student allocated plus \$300 each for music and French)
Total	4,282	4,282	849.03	
School Enhancement				
Major Projects	-	-	-	Makerspace, outdoor classroom * these are in 2 different categories - can we put
Total	-	-	-	
Community Building / Parent Support				
Guest Speakers	500	210	199.00	Guest Speakers
Team/Community Building	250	40	-	Ex. Movie Night; BBQ; Dance; Family Game Night; Potluck; Paint Night, Peanut Scramble; Giving Back Campaign
Public Relations/Hospitality		-	-	School Based Celebrations; Festival of Trees, Science Fair (after hours); Parent Orientation Night
Total	750	250	199.00	
School Council Administration				
General Admin Expenses	100	-	-	Office Supplies
Total	100	-	-	
GRAND TOTAL:	\$ 29,500	\$ 7,745	\$ 2,600.47	
ASCE Grant	\$ 500			Alberta School Council Engagement Grant

NHS Fund Allocation - Motioned Summary, 2023-2024

Fund	Subcategory	SUM of Amount (\$)
		-
Total		-
Classroom Support	Classroom Incentives	3,282.00
	Recess Equipment	1,000.00
Classroom Support Total		4,282.00
Community Building/Parent Support	Guest Speakers	210.00
	Public Relations/Hospitality	-
	Team/Community Building	40.00
Community Building/Parent Support Total		250.00
School Council Administration	General Admin Expenses	-
School Council Administration Total		-
School Enhancement	Major Projects	-
School Enhancement Total		-
School Support	Academic Support	632.69
	Clubs	-
	Events	250.00
	Junior High Events	750.00
	Staff Support	1,330.00
	Wellbeing	250.00
School Support Total		3,212.69
Grand Total		7,744.69

NHS Fund Allocation - Disbursed Summary, 2023-2024

Fund	Subcategory	SUM of Amount (\$)
Classroom Support	Classroom Incentives	665.48
	Recess Equipment	183.55
Community Building/Parent Support	Guest Speakers	199.00
	Public Relations/Hospitality	-
	Team/Community Building	-
School Council Administration	General Admin Expenses	-
School Enhancement	Major Projects	-
School Support	Academic Support	300.69
	Clubs	-
	Events	-
	Junior High Events	-
	Staff Support	1,251.75
	Wellbeing	-
Grand Total		2,600.47

NHS Fund Allocation - Incentives by Teacher, 2023-2024

<i>Subcategory</i>	<i>Paid to</i>	<i>SUM of Amount (\$)</i>
Classroom Incentives		-
	Allison Joly	61.87
	Amanda Panas	20.52
	Anne Servold	128.41
	Janice Dinel	20.53
	Kandace Zelada	286.94
	Marisa Araujo	24.01
	Michelle Stephens	79.23
	Shaun Wilde	43.97
Grand Total		665.48

2023/2024	New Horizons School Council Fund Allocation Categories by Month											
Fund:	School Support	School Support	School Support	School Support	School Support	School Support	Classroom Support	Classroom Support	School Enhancement	Community Building/Parent Support	Community Building/Parent Support	Community Building/Parent Support
Subcategory:	Clubs	Wellbeing	Events	Junior High Events	Staff Support	Academic Support	Recess Equipment	Classroom Incentives	Major Projects	Guest Speakers	Team/Community Building	Public Relations/Hospitality
Allocation for year (\$):	2,000	1,000	5,000	2,000	1,368	13,000	1,000	3,282	0	500	250	
Month (2023-2024)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
September						300.69		215.45				
October							157.30	43.97		199.00		
November					1,000.00			99.76				
December					251.75		26.25	148.93				
January								157.37				
February												
March												
April												
May												
June												
Total spent (\$):	0.00	0.00	0.00	0.00	1,251.75	300.69	183.55	665.48	0.00	199.00	0.00	0.00
Remaining Funds (\$):	2,000.00	1,000.00	5,000.00	2,000.00	116.25	12,699.31	816.45	2,616.52	0.00	301.00	250.00	0.00
Grand Total YTD (\$):	2,600.47											

2023/2024	New Horizons School Council Fund Allocation Classroom Incentives by Teacher/Month																					
Teacher:	Michelle Stephens	Kim Fehr	Debbie Wain	Faye Freeman	Anika Kooger	Shayel MacKinnon	Amanda Panas	Jennifer Asquini	Janice Dinel	Meghan Eccles	Savanna Sweetman	Allison Joly	Anne Servold	Marisa Araujo	Sarah Fairfull	Jamie Lambert-Brown	Brian Loehr	Jessie Olfert	Shaun Wilde	Rosalynd Zalewski	Kandace Zelada	Stephen Hofforth
Class:	K (combined)	1F	1W	2F	2K	3M	3P	4A	4D	5E	5S	6J	6S	JH	JH	JH	JH	JH	JH	JH	Music	French
Number of Students:	36	21	22	22	22	23	23	24	24	24	24	24	23	19	24	27	23	21	20			
Total number students (all grades):	446																					
Allocation for year (\$):	216	126	132	132	132	138	138	144	144	144	144	138	114	144	162	138	126	120	0	300	300	
Total Allocated (all grades) (\$):	3276																					
Month (2023-2024)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
September														24.01								191.44
October																			43.97			
November	79.23								20.53													
December							20.52						128.41									
January												61.87										95.50
February																						
March																						
April																						
May																						
June																						
Total spent (\$):	79.23	0.00	0.00	0.00	0.00	0.00	20.52	0.00	20.53	0.00	0.00	61.87	128.41	24.01	0.00	0.00	0.00	0.00	43.97	0.00	286.94	0.00
Remaining Funds (\$):	136.77	126.00	132.00	132.00	132.00	138.00	117.48	144.00	123.47	144.00	144.00	82.13	9.59	89.99	144.00	162.00	138.00	126.00	76.03	0.00	13.06	300.00
Grand Total YTD (\$):	665.48																					

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
- PD / Organizational Day
School closed for students
- Early Dismissal – Staff Meeting

- Day in Lieu of P/T Meetings. School closed.
- First and Last Day of School

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 No Exams	June 21
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