

New Horizons Charter School Society Board Meeting



April 17, 2024

AGENDA**Type of Meeting:** Board**Date:** April 17, 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
APRIL 17, 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 March 20, 2024 – attachment | | |
| 6. | Administration Reports | | 7:15 pm |
| | 6.1 Principal's Report - attachment | L. Vigfusson | |
| | 6.2 Secretary Treasurer's Report | 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 and Updates | A. Asquini | |
| | 7.2.1 Finance and Audit Committee | V. Tong | |
| | 7.2.2 Policy Guidelines and Bylaws Committee | J. Clarke | |
| | 7.2.3 Survey Committee | T. Panas | |
| | 7.2.4 Public Relations Committee | A. Asquini | |
| | 7.2.5 Personnel Committee | K. Derkson | |
| | 7.2.6 High School Ad Hoc Committee | A. Asquini | |

AGENDA

Type of Meeting: Board

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"TOWARDS NEW HORIZONS"

Is it in the best interest of our students?

Does it support excellence?

	7.2.7 Board Activities	As applicable	
8.	New Business		7:40 pm
	8.1 Quarterly Financial Report for December '23 to February '24 - attachment	P. Dundas	
	8.2 Review Proposed School Fees for 2024-25 - attachment	P. Dundas	
	8.3 Staff Appreciation Meal	T. Moghrabi	
9.	Board Work Plan – attachment	A. Asquini	8:10 pm
10.	The Association of Alberta Public Charter Schools	A. Koziak	8:12pm
11.	Receipt of Reports	A. Asquini	8:20 pm
12.	Correspondence Sent ●	A. Asquini	8:22 pm
13.	Correspondence Received ●	A. Asquini	8:22 pm
14.	In Camera	A. Asquini	8:25 pm
15.	Business Arising from In Camera	A. Asquini	8:25 pm
16.	Adjournment	A. Asquini	8:30 pm

Next Board Meeting – Wednesday, May 15, 2024

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting:	Board	Date:	March 20, 2024	Initials:	Chair	
Approved:	DRAFT	Recorded By:	A. DeJong		Secretary	

March 20, 2024, 7:00 p.m.

Board Members Present at Call to Order:

Adam Asquini
CHAIR

Vincent Tong
BOARD SECRETARY-TREASURER

Trevor Panas
DIRECTOR

Adam Koziak
DIRECTOR

Board Members Joining During Meeting:

Jason Clarke
DIRECTOR

Board Members Absent:

Dan Hanson
DIRECTOR

Kristie Derkson
VICE CHAIR

Administration Present at Call to Order:

Terry Moghrabi
SUPERINTENDENT

Patti Dundas
SECRETARY-TREASURER

Lori Vigfusson
PRINCIPAL

1. Call to Order

Chair Asquini called the meeting to order at 7:03 p.m. and made opening remarks.

2. Statement of Territorial Acknowledgment

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

NEW HORIZONS CHARTER SCHOOL SOCIETY
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3. Adoption of Agenda

The agenda was amended to include the following:

- 13.2 Alberta Education Modular Approval under Correspondence Received

<i>Motion 2024-03-20-01</i>	<p><i>Moved that the agenda for the Board Meeting of March 20, 2024 be adopted as amended.</i></p> <p><i>Moved: Director Panas</i> <i>Seconded: Director Koziak</i> <i>Carried</i></p>
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4. Disclosure of Conflict of Interest

Chair Asquini indicated that Directors Clarke, Panas and Chair Asquini have spouses who are employed at the school. No further conflict of interest was indicated.

5. Approval of Minutes

5.1 Minutes of February 21, 2024

<i>Motion 2024-03-20-02</i>	<p><i>Moved that the Board Meeting minutes February 21, 2024 be approved as presented.</i></p> <p><i>Moved: Director Panas</i> <i>Seconded: Director Koziak</i> <i>Carried</i></p>
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6. START Architecture Presentation

Chris Woollard from START Architecture attended the meeting and presented an overview of the Value Scope process that occurred on March 4 and 6, 2024. The session was attended by individuals representing stakeholder groups. Numerous options were discussed and analyzed during the sessions with viable options being discussed in further detail on the second day. The possible options were then evaluated and ranked by attendees. The highest-ranked options are the modernization of the existing building, either with or without the existing modular classrooms, and the third option is the construction of a new building on a different site. Discussion followed.

Director Clarke joined the meeting at 7:12 p.m.

Chris Woollard left the meeting at 7:30 p.m.

NEW HORIZONS CHARTER SCHOOL SOCIETY
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7. Administration Reports

7.1 Principal's Report

Principal Vigfusson summarized her written report, including Alberta Assurance Surveys, admissions (189 applications in total, 95 of those in kindergarten), Celebration of Learning and report cards, as included in the meeting package. She further indicated that board surveys have been sent to parents, students and staff with responses requested by the end of March. Both Junior and Intermediate Reach teams have qualified for provincials. The girls' basketball team won gold in their division. Discussion followed.

7.2 Secretary-Treasurer's Report

Secretary-Treasurer Dundas summarized her written report, including reserve approval and Budget 2024, as included in the meeting package.

7.3 Superintendent's Report

Superintendent Moghrabi summarized his written report, including the Charter Review with Alberta Education, the school nutritional program, provincial budget 2024 funding and the Value Scope session, as included in the meeting package. Discussion followed.

8. Board Reports

8.1 Board Chair's Report

Chair Asquini expressed appreciation to Board Directors, parents and staff who participated in the Value Scope. TAAPCS' Executive Director Kelley Charlebois expressed that he will support NHS with any requests resulting from the Value Scope and Capital Plan submission being sent to Alberta Education.

8.2 Committee Reports

Finance and Audit Committee

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

Policy Guidelines and Bylaws Committee

The committee met to review Policy 210 and the Student Code of Conduct, along with Policies 207, 300 and 313. Additional information is to be provided under New Business.

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Survey Committee

Director Panas indicated that the surveys have been sent out and responses are being received. The survey will close at the end of March and results will be discussed at the upcoming Board Retreat.

Public Relations Committee

No report.

Personnel Committee

No report.

High School Ad Hoc Committee

No report.

9. New Business

9.1 Review Policy 210 and Student Code of Conduct

Director Clarke indicated that Policy 313 requires further review; he indicated that he will be meeting with the superintendent to review and edit. When complete, it will be shared at a future meeting. He provided an overview and summary of changes for Policy 210, *Welcoming, Caring, Respectful, and Safe Learning and Working Environments*, Policy 300, *Recruitment and Selection of Staff and Contractors*, Policy 207 *Purchasing* as well as the Student Code of Conduct, as included in the meeting package. Discussion followed.

<i>Motion 2024-03-20-03</i>	<p><i>Moved that the Board affirms the Policy 210 (Welcoming, Caring, Respectful, and Safe Learning, and Working Environments) received its annual review and the Board approves the policy as amended.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Board Secretary and Treasurer Tong</i> <i>Carried</i></p>
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<i>Motion 2024-03-20-04</i>	<p><i>Moved that the Board affirms that the Student Code of Conduct was reviewed by administration and the Board approves the policy as amended.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Director Koziak</i> <i>Carried</i></p>
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<i>Motion 2024-03-20-05</i>	<p><i>Moved that the Board approve Policy 207 Purchasing as amended.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Director Panas</i> <i>Carried</i></p>
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<i>Motion 2024-03-20-05</i>	<p><i>Moved that the Board approve Policy 300 Recruitment and Selection of Staff and Contractors as amended.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Board Secretary and Treasurer Tong</i> <i>Carried</i></p>
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9.2 April Board Retreat Draft Agenda

Superintendent Moghrabi provided an overview of the draft agenda for the upcoming Board Retreat, as included in the meeting package. Discussion followed. No additional amendments were provided.

10. Board Work Plan

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

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

Director Koziak indicated that TAAPCS held the SGM and the proposed bylaws were approved unanimously. There has been discussion regarding Association funding with reduced membership; the Association is financially viable and no increases are anticipated over the next three years.

Superintendent Moghrabi provided a brief summary of the insurance cost implications with fewer TAAPCS members, as included in the meeting package. Discussion followed. Consensus is to invite Executive Director Kelley Charlebois from TAAPCS to attend a future board meeting.

Action: Superintendent Moghrabi will inquire with the insurance provider and attempt to get additional information on potential cost increases.

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12. Receipt of Reports

<i>Motion 2024-03-20-06</i>	<p><i>Moved that all reports be received as presented during the meeting.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Director Panas</i> <i>Carried</i></p>
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13. Correspondence Sent

None.

14. Correspondence Received

- Education Minister - School Board Operating Reserves
- Alberta Education Modular Approval

15. Motion to Move In Camera

<i>Motion 2024-03-20-07</i>	<p><i>Moved that the meeting move in camera at 8:32 p.m.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Board Secretary and Treasurer Tong</i> <i>Carried</i></p>
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Motion to Move Out of Camera:

<i>Motion 2024-03-20-08</i>	<p><i>Moved that the meeting move out of camera at 10:25 p.m.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Director Tong</i> <i>Carried</i></p>
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16. New Business

16.1 Matters Arising from In-Camera Meeting

The virtual meeting was reopened for public viewing at 10:25 p.m.

Action: The Capital Planning slide presentation will be attached to the meeting minutes when approved and posted.

<i>Motion 2024-03-20-09</i>	<p><i>Moved that the Board submit a three-year capital plan request to Alberta Education for an addition to and renovation of the current New Horizons Charter School's infrastructure, to accommodate kindergarten to grade 12 programming that can support 670 students.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Board Secretary and Treasurer Tong</i> <i>Carried</i></p>
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<i>Motion 2024-03-20-10</i>	<p><i>Moved that the Board approve the requested unpaid leave of absence for the following employee:</i></p> <ul style="list-style-type: none"> • <i>Employee #0260</i> <p><i>Moved: Director Clarke</i> <i>Seconded: Director Koziak</i> <i>Carried</i> <i>Director Panas recused himself from the vote.</i></p>
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17. Adjournment

Chair Asquini adjourned the meeting at 10:27 p.m.

Next Board Meeting: Wednesday, April 17, 2024 at 7:00 p.m.

From: **Adam Asquini** <a_asquini@newhorizons.ca>
 Date: Sat, Mar 16, 2024 at 11:01 AM
 Subject: IMPORTANT INFO FOR BOARD -- VALUE SCOPING AND CAPITAL PLAN SUBMISSION
 To: Kristie Derkson <kderkson@newhorizons.ca>, Vincent Tong <vincenttong@newhorizons.ca>, Adam Koziak <akoziak@newhorizons.ca>, Dan Hanson <dhanson@newhorizons.ca>, Jason Clarke <jclarke@newhorizons.ca>, Trevor Panas <tpanas@newhorizons.ca>
 Cc: Terry Moghrabi <tmoghrabi@newhorizons.ca>

Hi Board Directors,

I hope you are all doing well. I am sending this email to provide context for an important discussion we will need to have at our March 20th, Board meeting. I acknowledge up front that this email is long, but I think it's really important to provide critical context in advance of the next board meeting noting that there is a deadline at the end of March 2024 to submit a capital request for the Government of Alberta's Fiscal year 2025-26 (April 1 2025 - March 31 2026). I have included hyperlinks throughout the email below to point you to the materials used in the sessions, but tried to extract the key points directly in the email.

Background Context:

- As discussed in our last board meeting, a Value Scoping exercise was held on March 4th and March 6th, 2024 facilitated by Chris Wollard at Start Architecture.
- A value scoping exercise is a detailed and objective options analysis to help form a capital request for a complex capital project for a school solution. In our case, the objective of the exercise was to analyze the proposed options for NHS to introduce high school programming and determine the best solution / option based on selected evaluation criteria. The value scope is an important input to a capital request as it demonstrates to Alberta Education that a thorough analysis, facilitated by an experienced advisor was performed to justify a proposed capital request. Some additional info on objectives and day 1 plan is [here](#).
- To help frame the options we assumed that our total school enrollment would either be 615 or 670 students (K-12) based on our current enrollment and the addition of similar sized grades 10-12 in a high school program (i.e 150-220 high school students) . This also accounts for us having an appropriate utilization percentage metric for the school. For context, the 615 and 670 numbers were chosen as guideposts because [Alberta Education Guidelines](#) have significant increases in space requirements as schools hit these numbers. Planning for an enrollment of 670 would be the best option as it would include a larger gymnasium, more CTS space and more common space as well as give us more flexibility for growth down the road.
- We had representation at the scoping session from school admin (Superintendent, Secretary Treasurer, Principal, Vice-Principal), board (Asquini, Derksen, Clarke and Koziak), Alberta Ed (Day 1 only), Elk Island Catholic School (EICS) capital planning, Elk Island Public School (EIPS) capital planning, School Council / Parent community (Rebecca Koziak), TAAPCS (Kelley Charlebois - Day 2 only), Strathcona County bylaw / permitting (Day 1 only), Start Architecture (facilitators)

Conduct of Value Scope Sessions

- **Day 1:** During Day 1 (March 4th) we created several [evaluation criteria](#) that were used to help Start Architecture identify what would help differentiate one option over another. We also looked at high level pros, cons and risks of [7 potential options](#). For quick reference, the 7 options are:
 - **Option 1 - Hub Charter School** - Be the lead school in moving forward with a hub charter school that would eventually be occupied by one or more additional charters.
 - **Option 2 - Partnership with an existing Catholic / Public School** to provide K-9 and high school programming (there are 2 variants of option 2. Option 2a focused on partnership with another high school and option 2b focused on partnership with a K-9 school)
 - **Option 3 - Amalgamate the Francophone school currently co-located with NHS** - Leverage the space currently used by the francophone school to provide additional space for NHS. Noting that we believe the existing modulars are already spoken for, this option would likely entail us building some type of new structure where the existing francophone school is located and using it for additional space.
 - **Option 4 - Acquisition of a New Property To Build a School** - There were 3 variants of option 4 (4a build a 9-12 school, 4b build a k-12 school or 4c build a 7-12 school). There was only 1 known site within Sherwood Park identified. The site was located in the park space on the east side of Meadowview Drive ([McGhan Park](#)). The site is considered to be on a municipal reserve (MR) designated for community shared space like schools. However, we were told by the county that MRs are currently only accessible to public and private schools and not available to charter schools. This would be an obstacle we would need to address with the GoA to use the site. Of note, both EICS and EIPS noted they aren't particularly interested in the site because it's limited in size. Preliminary cost estimates were in the \$30-35M range with 2-3 year building construction time. See additional info about the site could be laid out [here](#) (pages 4-7)

- If we did not want to use McGhan park, other potential options would be to find a site in a new neighbourhood as it is being developed we would need to explore with land developers as neighbourhoods are planned).
- **Option 5 - Stand Alone High School Campus With Use of Surplus School Space** - There are currently no available suitable sites for this option within Strathcona County.
- **Option 6 - Create a Partnership with a Post-Secondary Institution (PSI)** - This would include either finding an option on or near an existing PSI campus or working with a PSI to create a satellite campus with NHS in Strathcona County.
- **Option 7 - Expand the existing NHS School.** There were two variants of this option explored. Option 7a would make use of the existing 10 modulars and option 7b would leverage all new construction for the expansion. The two options have different layouts, but both would expand to school layout to the south, construct a new gym, convert the existing gym to CTS space and expand classroom space to accommodate the increased headcount. Preliminary costs estimates were in the \$20-\$25M range with 2-2.5 year building construction time. See additional info about the site could be laid out [here](#) (pages 8-13)
- **Day 2:** During the break between day 1 and day 2, Start Architecture further flushed out additional details such as costing and physical spacing of options 4 and 7. Preliminary site layouts were also provided for option 7 (both variants). There were too many unknowns to really flush out the other options in much more detail. The exploration of option 4 assumed that we would build a new school on the McGhan park site. Other sites are possible, but McGhan was used more so that we could see how a school would fit in that space.
- We spent day 2 walking through options 4 and 7, further refining pros, cons and risks for all options as well as rating the options against the evaluation criteria. Finally, we were given a high level overview of how the process typically unfolds from here.

Chris will walk us through his analysis findings at the board meeting. However, there were a couple of observations from Alberta Education, EIPS, EICS and TAAPCS that I think are relevant for us to have going in to the meeting:

- **The need to have a strong, focused (i.e. Shovel Ready) capital request:** Advice provided by Start Architecture, TAAPCS and Alberta Ed (also supported by EIPS/EICS) was that capital requests that do not have key details ironed out (things like a confirmed site location, a specific ask for the build, enrollment numbers etc..) are not realistically considered in the annual selection process by Alberta Ed. There are typically 300-500 capital requests each year with 25-50 being approved. Incomplete requests, requests with unconfirmed details or requests without a strong story / justification are typically screened out pretty quickly in the process. Similarly, requests with multiple options for one solution are also typically not viewed favourably. We were told we would be better to pick our best option and go all-in for it rather than submit multiple options for one school solution.
- **Need to Remain Consistent:** We were also advised that submitting a capital request for one option (i.e. a school expansion) and then switching to another one later (i.e. a new property acquisition) would be a red flag to Alberta Ed. It would signal we didn't have our ducks in a row and may not be as ready / as in need of a capital project. Whatever (and whenever) we submit we should be ready to take that option to the finish line.
- **Timeline:** A capital request made this year (by end of March 2024), is being submitted to begin a capital project in FY 2025/26 (beginning April 1st 2025). There is additional money in the 2024-25 provincial budget [Capital Plan \(see page 2\)](#) for collegiate and charter school expansion (\$114.6M over the next 3 years) and new School Capital Budgets (\$680M over the next 3 years). My understanding is that the Collegiate and Charter School budget is meant to add new spaces to existing schools for things like career labs, which the new school builds is meant for major capital projects to significantly renovate or build new schools. It's possible we could leverage money from either budget allocation throughout the process - it's good that both have increases at points during the next 3 years. Kelley from TAAPCS also noted there is a much higher risk of our project being cancelled or delayed if we submitted our capital request next year (March 2025) or the year after due to where we would fall in the political cycle and the proximity to the next election.
- **Shovel Ready Options Available:** Based on what I heard and understood, the only realistic 'Shovel Ready' option we have right now is option 7 (expanding our existing school). While the McGhan park site is empty, the process to be able to leverage the Municipal Reserve and confirm its use for us as a Charter School is uncertain and would take some time. We were warned the lack of a confirmed site could be a red flag in the selection process for option 4 and would reduce our chances. We would be in a much better position if we knew we were confirmed to be able to access the site. The site is also fairly constrained in size and may not give us much more than what we would get from our existing site.
- **The NHS Story:** Regardless of the option selected, NHS has a strong story to tell. While there are some schools with slightly higher utilization rates now, our 111% utilization is high enough to make the case for expansion. We have the high school program in our charter and we have sufficient data to justify long-term sustained growth that would reduce risks of not being able to fill the spots if a new school / expanded school were constructed. I think we can also easily make the case that having NHS in Strathcona County has been a net positive for the community as we have attracted new families to the county and been a solid contributor to the community for over 20 years. We've also been informally told that AB Ed is aware of our intended request and feels it has merit.

When I put the 5 points above together, my belief is that the board needs to consider how we would like to proceed for the end of March timeline. I realistically only think option 7 (expand existing school) and option 4 (Build on new site) would be

tenable to submit a request. Based on what I understood in the sessions, option 7 is more 'shovel ready' . Option 4 has some gaps to overcome with the Municipal Reserve issue which has the potential to slow down the process (I don't know enough about the process to understand exactly how much - something we could ask Chris on Wednesday). Both options have pros, cons, risks and impacts that we would need to consider for our school.

However, I believe if we don't make a decision at the next board meeting (or potentially a follow-up meeting shortly afterwards), we are essentially voting for a deferral because of the end of March deadline to submit our Capital Request for FY 25/26. For that reason, I wanted to send this email to provide context and to help the board be ready to be in the best position to make a call on Wednesday. I also wanted to let the board know that I have asked administration to start a first draft of a capital request for option 7. This was not done to presume option 7 will or should be selected. This was done to enable the board to understand what the request might look like and if it is selected and to enable the board to streamline next steps if we collectively vote to move in that direction. If we don't select option 7 it's a bit of expended effort now, that we can hopefully leverage later when we do submit a request.

Hopefully this email is helpful. I am certain, Adam K, Kristie and Jason may also have additional context and points to share prior to or at the meeting based on their participation in the analysis.

Thanks

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Adam Asquini

Chair, Board of Directors

New Horizons Charter School Society

(780) 984-5139

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

New Horizons School Capital Plan Submission

Agenda

- Walkthrough of the School Capital Manual FY2023/24
- Our Capital Plan Ask

School Capital Manual For The 2023/24 School Year Overview

School capital manual for the 2023/24 school year



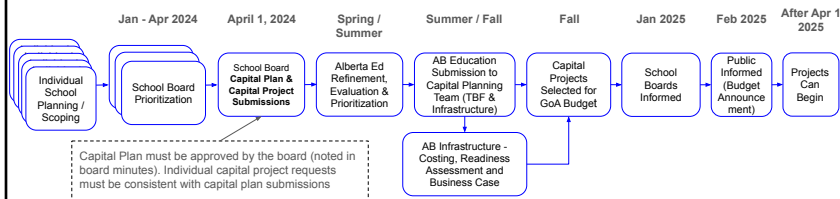
This section summarizes the sections of the School Capital Manual for the 2023/24 School Year. The focus is on chapters 1, 2 and 4, including the following sections:

- ✓ 1.1 - Introduction
- ✓ 1.4 - Significant Dates
- ✓ 2.1 - Provincial Capital Planning Process
- ✓ 2.2 - Education's Capital Planning Process
- ✓ 2.3 - Capital Funding Programs
- ✓ 2.5 - 3-year Capital Plan
- ✓ 2.6 - Capital Project Drivers
- ✓ 2.7 - Capital Project Requests
- ✓ 2.7.1 - Possible Partnerships
- ✓ 2.7.2 - Development of Project Budget
- ✓ 2.8 - Site Suitability
- ✓ 2.9 - Capital Project Request Checklists
- ✓ 4.1 - Protocol for Provision of Space for Charter Schools
- ✓ Guidelines for Site Work for Projects to be Submitted with 3-year Capital Plan

Alberta

[Government of Alberta School Capital Manual for the 2023/24 school year](#)

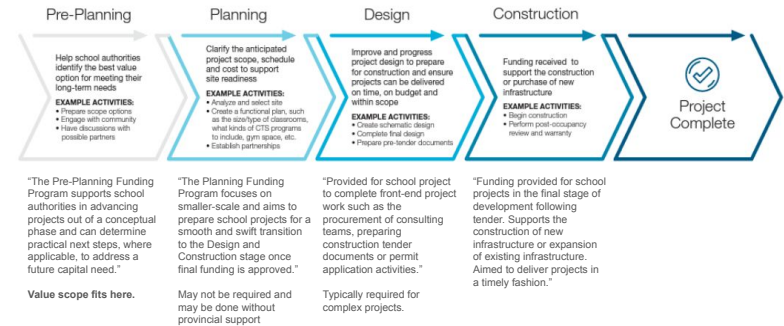
Capital Planning Process - Education



Note: School jurisdictions are expected to submit a 3-year capital request as well as individual capital project requests through the Department's web interface for each school project. Both are due April 1st each year.

[Government of Alberta School Capital Manual for the 2023/24 school year](#)

School Capital Project Funding Programs



[Government of Alberta School Capital Manual for the 2023/24 school year](#)

School Capital Project Requests

"School jurisdictions are **required to submit individual project requests into the government's web interface for each of the top priorities identified in their board approved Three-Year Capital Plan**, in order to have the project considered by Education staff for possible inclusion in Education's Capital Plan submission"

Individual Capital Project Requests Must

- Be consistent with the school jurisdiction's capital plan submission
- Appropriately classify requests into one or more of the following categories: (New, addition to an existing school, modernization, replacement or solution)
- Include in sufficient detail, the required and relevant data outlined in the respective schedule (i.e. checklist) for the specific project type

"NOTE: If the project scope or project need is not yet defined clearly enough to allow the required supporting data to be gathered and provided in the submission, this indicates that a capital project submission may be premature and additional planning work is required. Consultation with the appropriate capital planning manager is recommended, as it is not possible for ministry staff to evaluate a project that does not have a clear scope, a clearly defined rationale and description of any risks associated with its implementation."

[Government of Alberta School Capital Manual for the 2023/24 school year](#)

School Capital Project - Prioritization Criteria

Project requests are prioritized with consideration for the following criteria:

- The need has been clearly defined and is supported by data and evidence
- The scope of work is clearly defined
- The educational solution is important to meet the mandate of program delivery for the school jurisdiction and for the ministry
- There is alignment between the estimated timeframes for the project delivery and the need for the project solution
- The project would be able to move forward expediently if funding were approved; and
- Site readiness in alignment with the municipal, provincial and federal guidelines and regulations where applicable

[Government of Alberta School Capital Manual for the 2023/24 school year](#)

School Capital Project - Drivers

Primary Drivers - Strong argument can be made

Secondary Drivers - Supporting argument can be made

Project requests are prioritized with consideration for the following criteria:

- **Building Condition** - major identified building deficiencies (unlikely due to recent modernization)
- **Community Renewal** - contribute to the redevelopment and sustainability of a school community and/or surrounding neighborhood.
- **Efficiency Solution** - provide operational efficiencies through the modernization, replacement or consolidation of existing space to provide a more optimal learning environment
- **Enrollment Pressures** - jurisdictions existing facilities are insufficient to accommodate current and future students
- **Functionality and Programming** - provide new and/or improved program space functionality, including curriculum to address program, size of space, room, reduction capacity, sound and light quality, etc.
- **Health and Safety** - address risks to the health, safety, or security of the students or staff either immediately or in the longer term
- **Legal** - projects evaluated on legal rights for equity of access and assessed regarding existing legal judgement or potential legal action (e.g. right to francophone education)
 - Could we use our charter card and 'right to choose' here?

[Government of Alberta School Capital Manual for the 2023/24 school year](#)

School Capital Project - Potential Community Partnerships

- School jurisdictions are encouraged to pursue potential partnerships with local municipalities that would mutually benefit both the students and the local community.
 - School jurisdictions are expected to have an executed statement of commitment with any partners at the schematic design phase, and fully executed funding agreement prior to pre-tender stage.
 - School jurisdictions should contact their capital planning manager in Capital Planning for any additional information on developing partnerships.
- Not mandatory to have community partnerships, but potentially helps our cause

[Government of Alberta School Capital Manual for the 2023/24 school year](#)

School Capital Project - Development of a Budget

- Alberta Infrastructure is responsible to develop the project budget based on the scope provided by the school jurisdiction and Alberta Education
- Critical that school provides a clear definition of what is in and out of scope with particular attention to potentially costly components
- School jurisdiction should provide additional confirmation that municipalities are supportive of the proposed project and that there are no impediments to immediate commencement of the projects

[Government of Alberta School Capital Manual for the 2023/24 school year](#)

School Capital Project - Site Suitability

In order to support school jurisdiction's assessment of the suitability of proposed sites a completed **Site Evaluation Checklist (SEC) must be included with each project submission.**

- Provide the detailed requirements for a risk evaluation of the proposed site, its suitability and the supporting documentation to be provided by school jurisdictions.
- Also can be used to inform school jurisdictions in their work with local municipalities, provincial government and federal government.
- Much of the initial site evaluation work should be completed prior to the capital project approval stage (level 1 and 2 of guidelines) to ensure the project is able to proceed in an effective and timely manner once the approval has been given
- **Project approval may be staged with funding released as milestones reached**

[Guidelines for Site Work for Projects to be submitted within the Three Year Capital Plan](#)

[Government of Alberta School Capital Manual for the 2023/24 school year](#)

School Capital Project Checklist - New School

- Name of school
- The main project driver(s)
- List of names of all the school facilities currently serving the students that this new facility is intended to serve (i.e. impacted schools)
- The current and five-year historical adjusted enrolments on each of the impacted school facilities.
- Map outlining the the location of the site as well as all of the impacted schools within the same geographic sector (include distance and time to impacted sites)
- Bussing information
- Evidence that alternative strategies have been explored
- Planned grade configuration of the proposal school
- 5-year project enrollment numbers and utilization of the impacted schools
- Projected enrollment of new schools
- Approved capital projects for the jurisdiction that could impact utilization
- Available data from municipality about development plans
- Other anecdotal or relevant stats that support for why the project is required
- Site readiness checklist.

[Guidelines for Site Work for Projects to be submitted within the Three Year Capital Plan](#)

[Government of Alberta School Capital Manual for the 2023/24 school year](#)

School Capital Project Checklist - Addition

- Name of school - current grade configuration and whether addition will add new grades
- The main project driver(s) for the addition
- List of names of all the school facilities currently serving the students that this new facility is intended to serve (i.e. impacted schools)
- Map outlining the the location of the site as well as all of the impacted schools within the same geographic sector (include distance and time to impacted sites)
- Whether all instructional capacity will be occupied immediately or phased in
- Evidence that alternative strategies have been explored
- Current issues with existing programming and transportation
- Available data from municipality about development plans
- Other anecdotal or relevant stats that support for why the project is required
- Planned capacity after expansion
- Evaluation if new addition will create siteline challenges for supervision
- Current issues with school facility
- Planned grade configuration of the proposal school
- Approved capital projects for the jurisdiction that could impact utilization
- Site readiness checklist.

[Guidelines for Site Work for Projects to be submitted within the Three Year Capital Plan](#)

[Government of Alberta School Capital Manual for the 2023/24 school year](#)

Considerations for Charter Schools - Existing Charters

- Policy clarifies existing charters use the main Education Capital Plan Process (noted earlier in presentation)
- Additional Grant Funding - One-time grant funding to support capital requirements may be available for charter authorities to cover the following costs for start-up or expansion (if new school code granted). Need to confirm if the Gr 10-12 would allow us to request these
 - Career and Technology Studies (CTS);
 - Provided at \$100K per lab for all new charters that have been assigned a new school code and have a grade 7-12 component. May also be used to equip speciality spaces that align with the charter mandate
 - Furniture and Equipment - provided formula based on new enrollment. Only can be accessed if capital request does not contain F&E

[Government of Alberta School Capital Manual for the 2023/24 school year](#)

Summary

- Both the 3-year Capital Plan and Individual Project Requests are due on April 1st for FY2025/26 - 2027/28 GoA Capital Plan
- An ideal capital project request is well defined (scope, site, alignment to drivers, consultation with municipality, partnerships etc...). A lack of a site would appear to be a showstopper
- Individual Project Requests should also contain a site evaluation checklist
- According to the manual, individual requests that are not sufficiently detailed will likely be returned to the school jurisdiction for additional refinement.
 - Unclear what the threshold for gaps is to pursue the request in practice
 - Unclear what can be added after the fact (Value Scope, municipal consultation etc...)
 - There's not necessarily any harm in submitting and being denied

[Government of Alberta School Capital Manual for the 2023/24 school year](#)

Our Capital Plan Ask

Important Criteria For High School Programming

Important criteria for our school based on commentary during the value scoping exercise

- Health and Safety - traffic / circulation / parking to reduce safety risks
- School Identity / School Pride - students should want to come to NHS
- Accommodates 670 students (better CTS, gym and common space)
- Logical configuration / flow within school
- Ability to meet charter mandate
 - Ability to enrich academic programming
 - Ability to provide social & emotional supports for students K-12
 - Include ability to accelerate students (especially Jr High into high school programming)
- Tied to Strathcona County & local community (potentially includes use of our space after hours to support community needs - not required per se)
- Appropriate gym and CTS space
- A long-term solution (we don't want to move in 5 years)

Capital Project Leading Options From Value Scoping

Addition to Existing School (Option 7)

7a - Use Existing Modulars

7b - Leverage new site construction

Pros

- Most shovel ready option (most defined concept)
- Lower administrative / bureaucratic risks
- Includes modifications to parking to reduce risks for access / transportation

Cons

- Less Flexible
- Long term-growth potential (utility right of ways cap expansion options)
- More disruption during construction
- Building is currently leased - would need to resolve ownership

Acquire Property for New School (Option 4)

4a - 9-12 school

4b - K-12 School

4c - 7-12 School

Pros

- Most flexible - may allow for more innovative solution (i.e. blank slate)
- Reduced or no disruption during construction stage
- May be easier to accommodate expansion down the road (dependent on site used)

Cons

- Municipal Reserve issue
- Unknown site readiness (environmental assessment)
- Political cycle / budget risks
- Concept not as well flushed out → Time
- Site accessibility (parking, traffic flow at McGhan park site)

Capital Plan and Project Submission Decisions

Option 1 - Make Decision and Submit 3-year Capital Plan and Best Possible Capital Project Request

- We can likely submit capital plan request (more high level). Most likely will have gaps in our capital project submission (Site Evaluation Checklist, Building lease vs ownership, MR).
- Would be assuming risk that we can fill in the gaps later during this cycle
- Must be willing to stick to the option
 - Option 1a - School Addition
 - Option 1b - Acquire New Site - Potential to use it as an opportunity to get Capital Group support to find a site or put pressure on local / provincial government for Municipal Reserve bylaw changes.

Option 2 - Further Refine Concept Prior to Submission

- Implies a one-year penalty (won't be ready for April 1st submission dates)
- Enables us to have more questions answered (reduces risk of misalignment between capital request and capital project submission)
- Political cycle and budget risks as we approach next election
- No guarantee performing additional analysis would actually lead us to any new conclusion

Potential Motions

Option 1a - Existing School Addition

- Move to submit a three year capital request to Alberta Education for an addition to New Horizons Charter School's existing school infrastructure, to accommodate Kindergarten to Grade 12 programming and that can support 670 students.

Option 1b - New Site Acquisition / New Build

- Move to submit a three year capital request to Alberta Education for the acquisition of a new property and construction of a new school for New Horizons Charter School that can accommodate Kindergarten to Grade 12 programming and that can support 670 students

Option 2 - Request additional pre-planning and planning funds

- Move to submit a three year capital request to Alberta Education for pre-planning and/or planning funds to further refine and select one defined option that will accommodate a kindergarten to Grade 12 school.

MEMORANDUM

Date: April 17, 2024

To: Board of Directors

From: Lori Vigfusson, Principal

Re: Principal's Report-April 2024

Information and Highlights:

Volunteer Tea: Our Volunteer Tea took place Thursday, April 11 at 9:00 a.m. Staff provided the snacks, and students provided the entertainment. This annual event is an opportunity to show appreciation to all parent volunteers whether it is on field trips, in classrooms, at lunch, around the school for prep, at pick-up and drop-off, or on school council, the board, or FANHS. Our school is the amazing place it is because of our volunteers and we enjoy having the opportunity to celebrate them.

Music Festival:

Next week many of our students will participate in the Sherwood Park Music Festival. Choirs, Band, Ukulele Club Drama and Kindergarten will be heading to Festival Place where they will be adjudicated and given feedback.

Spring Concert: Our Spring Concert for Grades 5 and 6 and music and drama groups took place on April 11 and was well attended by parents and caregivers. Thank you to Ms. Zelada and the teachers for working with the students to put on a great show!

PAT Update:

We received notification from Alberta Education that due to feedback from school boards, Grade 6 will not be writing the Math or Language Arts Provincial Achievement Tests. They are encouraging schools to participate in field testing is for this year. The Math and Language Arts Curriculum is new this year as is the PAT digital platform, so many boards had concerns about having students participate.

Lori Vigfusson

MEMORANDUM

Date: April 17, 2024
To: Board of Directors
From: Terry Moghrabi- Superintendent
Re: Superintendent Memo

Information and Highlights:

Provincial Achievement Exams:

Grade 6 PATs in English language arts and literature and mathematics will not be administered in May and June 2024.

As you know, this school year saw mandatory implementation of the new curriculum in English language arts and literature (ELAL) and mathematics for Grade 6. In response to feedback received from school authorities, Grade 6 PATs in ELAL and math **will not be administered** in May and June 2024. In their place, Alberta Education will be **field testing** newly developed assessments in these subjects. Field testing will take place between April and June 2024. School authorities are highly encouraged to participate in field testing. This opportunity will provide Alberta Education with much-needed data to inform the design of future PATs and will help ensure that students receive a fair and reliable assessment to support their success in the future.

Value Scope Documents:

At the March 4th Value Scope Session, Chris Woollard guided the analysis, determining what the group felt was necessary for future facilities and programming to include in a capital plan submission. Following the delineation of various scenarios, START Architecture provided illustrative sketches, images, and cost projections for each variant. The board met to determine which specific option would be submitted into the 2024 capital plan submission.

The draft Value Scoping Session Report was meticulously completed by START Architecture and is currently undergoing final review. The executive summary provides a comprehensive account of the two-day discussions, including participant input and reactions to the various options that were shared. The report is structured to first identify the current reality and limitations of planning for a future High School. A copy is scheduled to be shared with the Board of Directors upon final edits. The edited and finalized report will be submitted by the Secretary-Treasurer to Alberta Infrastructure to accompany the Capital Plan submission.

CASS Professional Development

During CASS' Annual Learning Pre-Conference on AI, system education leaders explored specific key themes for developing AI guidelines and policies in education. Sessions focussed on topics such as ensuring transparency in AI applications, fostering inclusive policy-making by involving diverse stakeholders, and emphasizing the need for ongoing AI education for staff and students. The discussions also highlighted the importance of considering equity and inclusion, particularly how AI tools can enhance accessibility for all students. Ethical considerations were also central to discussions, such as the need to focus on developing critical thinking skills, emphasizing responsible use, and safeguarding against the erosion of agency and increased dependency. Adaptability in policymaking also was highlighted, recognizing the rapid evolution of AI technology and the need for policies that are flexible, yet robust enough to guide ethical AI use in dynamic educational landscapes. To fully unleash the opportunities and mitigate the potential risks, system-wide responses to the following key policy questions are needed:

- How can AI be leveraged to enhance education?
- How can we ensure the ethical, inclusive and equitable use of AI in education?
- How can education prepare humans to live and work with AI?

To help education systems respond to these complex challenges, UNESCO organized the International Conference on Artificial Intelligence and Education in Beijing (2019) under the theme 'Planning Education in the AI Era: Lead the Leap.' Its participants included more than 50 government ministers and vice-ministers, and around 500 international representatives from more than 100 Member States, United Nations agencies, academic institutions, civil society and private sector organizations. They examined the system-wide impacts of AI in the context of Education 2030 and the Future of Education Beyond 2030'.

Governance Implications:

Curriculum Piloting and Field Testing: Overall, piloting a draft curriculum is a crucial step in the curriculum development process as it helps ensure that the final curriculum meets the needs of both students and educators and leads to positive learning outcomes. Piloting can also provide additional resource planning and professional development that our staff can take advantage of. Political advocacy is important to ensure any revisions and requirements that the school authority shares back to Alberta Education are considered. For mor information around field testing and other provincial assessment developments please refer to the following link: [Grade 6 PATs in English Language Arts and Literature and Mathematics](#)

Sincerely,



Terry Moghrabi



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

MEMORANDUM

April 17, 2024

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

Background:

Attached for the information of the Board of Directors is the Quarterly Financial Report for the period ended February 28, 2024.

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

Recommendations:

It is recommended that the Quarterly Financial Report for the period ended February 28, 2024, be received as information.

Patti Dundas – Secretary-Treasurer

Attachment

Function	DESCRIPTION	Account No	2023-24 Budget	30-Sep-23	31-Oct-23	30-Nov-23	31-Dec-23	31-Jan-24	29-Feb-24	End of Q2 Actual Results	Budget Residual	% of Budget Residual
REVENUES			\$ 4,923,688.70	\$ 504,300.37	\$ 396,207.08	\$ 393,977.32	\$ 404,067.28	\$ 402,197.17	\$ 398,192.13	\$ 2,498,941.35	\$ 2,424,747.35	49%
	Alberta Education		\$ 4,368,849.37	\$ 354,959.73	\$ 353,965.72	\$ 357,153.70	\$ 369,420.35	\$ 359,067.31	\$ 359,380.29	\$ 2,153,947.10	\$ 2,214,902.27	51%
	Alberta Infrastructure		\$ 396,750.34	\$ 30,380.96	\$ 30,380.96	\$ 29,854.65	\$ 29,854.65	\$ 29,854.65	\$ 29,854.65	\$ 180,180.52	\$ 216,569.82	55%
	Other Government of Alberta		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Other Alberta School Jurisdictions		\$ 26,682.91	\$ 508.92	\$ 508.92	\$ 127.75	\$ 127.75	\$ 127.75	\$ 127.75	\$ 1,528.84	\$ 25,154.07	94%
	Fees		\$ 90,000.00	\$ 115,162.50	\$ (907.50)	\$ -	\$ (340.00)	\$ (80.00)	\$ (80.00)	\$ 113,755.00	\$ (23,755.00)	-26%
	Sales & Services		\$ 12,500.00	\$ 1,076.46	\$ 1,202.88	\$ 3,952.17	\$ 1,012.64	\$ 11,960.22	\$ 7,260.96	\$ 26,465.33	\$ (13,965.33)	-112%
	Investments		\$ 10,500.00	\$ 964.12	\$ 935.00	\$ 968.16	\$ 938.92	\$ 972.21	\$ 974.27	\$ 5,752.68	\$ 4,747.32	45%
	Gifts		\$ 5,906.08	\$ 591.39	\$ 1,756.70	\$ 215.03	\$ 215.03	\$ 295.03	\$ 215.03	\$ 3,288.21	\$ 2,617.87	44%
	Fundraising		\$ 12,500.00	\$ 656.29	\$ 8,364.40	\$ 1,705.86	\$ 2,837.94	\$ -	\$ 459.18	\$ 14,023.67	\$ (1,523.67)	-12%
	Amortization		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
EXPENDITURES			\$ 4,982,438.17	\$ 371,095.01	\$ 414,975.13	\$ 434,295.73	\$ 402,686.38	\$ 450,294.67	\$ 425,695.44	\$ 2,499,042.36	\$ 2,483,395.81	50%
	Salary Certificated		\$ 2,251,612.00	\$ 183,083.90	\$ 189,125.57	\$ 189,611.73	\$ 197,301.43	\$ 188,594.63	\$ 191,402.86	\$ 1,139,120.12	\$ 1,112,491.88	49%
	Salary Non-Certificated		\$ 487,815.84	\$ 39,156.80	\$ 48,505.15	\$ 44,512.05	\$ 51,723.61	\$ 39,463.37	\$ 49,560.21	\$ 272,921.19	\$ 214,894.65	44%
	Honorariums		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Benefits Certificated		\$ 505,823.00	\$ 38,977.91	\$ 38,846.38	\$ 39,014.06	\$ 40,844.05	\$ 49,502.13	\$ 49,676.47	\$ 256,861.00	\$ 248,962.00	49%
	Benefits Non-Certificated		\$ 177,222.00	\$ 15,525.63	\$ 16,422.57	\$ 14,823.90	\$ 16,716.58	\$ 14,693.23	\$ 16,828.43	\$ 95,010.34	\$ 82,211.66	46%
	Prof. & Tech. Services		\$ 439,690.00	\$ 32,551.85	\$ 30,906.20	\$ 26,585.11	\$ 33,887.83	\$ 57,327.52	\$ 39,537.10	\$ 220,795.61	\$ 218,894.39	50%
	Communications		\$ 21,275.00	\$ 2,206.26	\$ 4,334.73	\$ 1,300.93	\$ 1,527.56	\$ 2,376.06	\$ 927.87	\$ 12,673.41	\$ 8,601.59	40%
	Utilities		\$ 113,061.38	\$ 8,412.58	\$ 6,609.78	\$ 6,464.46	\$ 7,942.28	\$ 11,081.12	\$ 12,016.85	\$ 52,527.07	\$ 60,534.31	54%
	Bussing		\$ -	\$ -	\$ 258.06	\$ 1,063.76	\$ 176.78	\$ -	\$ 604.52	\$ 2,103.12	\$ (2,103.12)	
	Student Transportation		\$ 58,899.00	\$ -	\$ 666.68	\$ 333.34	\$ 333.34	\$ 30,565.91	\$ 333.34	\$ 32,232.61	\$ 26,666.39	45%
	Rentals/Leases		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Fees Expense		\$ 198,550.00	\$ 5,037.52	\$ 16,264.84	\$ 13,373.08	\$ 8,162.96	\$ 7,618.37	\$ 17,209.18	\$ 67,665.95	\$ 130,884.05	66%
	Insurance		\$ 44,435.33	\$ 2,264.98	\$ 742.50	\$ 12,869.67	\$ 4,784.89	\$ 4,042.39	\$ 4,042.39	\$ 28,746.82	\$ 15,688.51	35%
	Supplies/Materials		\$ 222,235.00	\$ 7,851.71	\$ 20,432.27	\$ 50,406.52	\$ 8,467.09	\$ 8,807.39	\$ 10,349.73	\$ 106,314.71	\$ 115,920.29	52%
	Text, Library & Media		\$ 43,500.00	\$ 1,724.88	\$ 1,886.00	\$ 1,595.95	\$ (117.45)	\$ 2,089.81	\$ 1,806.41	\$ 8,985.60	\$ 34,514.40	79%
	Travel		\$ 7,100.00	\$ -	\$ 3,411.22	\$ 688.88	\$ -	\$ 2,915.89	\$ 250.77	\$ 7,266.76	\$ (166.76)	-2%
	Amortization		\$ 405,269.62	\$ 33,814.09	\$ 33,814.09	\$ 30,197.43	\$ 30,197.43	\$ 30,197.43	\$ 30,197.43	\$ 188,417.90	\$ 216,851.72	54%
	Bank Charges		\$ 5,950.00	\$ 486.90	\$ 2,749.09	\$ 1,454.86	\$ 738.00	\$ 1,019.42	\$ 951.88	\$ 7,400.15	\$ (1,450.15)	-24%
	Surplus (Deficit)		\$ (58,749.47)	\$ 133,205.36	\$ (18,768.05)	\$ (40,318.41)	\$ 1,380.90	\$ (48,097.50)	\$ (27,503.31)	\$ (101.01)	\$ 58,648.46	



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

MEMORANDUM

April 17, 2024

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

Background:

The proposed school fees for the 2024-25 school year are attached for the Board of Directors' information.

Recommendations:

It is recommended that the 2024-25 proposed school fees be reviewed for approval at the May 15, 2024 board meeting.

Patti Dundas – Secretary-Treasurer

Attachment

Proposed School Fees 2024-25

Fee Name / Description	Proposed Per Student Fee 2024-25	Fee Charged Per Student 2023-24	Approved Fee Per Student 2023-24
School Fees			
Lunch Supervision – Kindergarten First Student	\$50.00	\$50.00	\$50.00
Lunch Supervision – Gr 1-9 First Student	\$95.00	\$95.00	\$95.00
Lunch Supervision – Gr 1-9 Each Additional Student	\$30.00	\$30.00	\$30.00
Technology Fee – Grades 3-9	\$50.00	\$50.00	\$50.00
Technology Fee – Grades 1-2	\$25.00	\$25.00	\$25.00
Kindergarten Fee	\$40.00	\$30.00	\$30.00
Grade 5/6 Career & Tech Foundations	\$5.00	\$5.00	\$5.00
Kanga Pouch Replacement	\$10.00	\$10.00	\$10.00
Agenda Replacement	\$10.00	\$10.00	\$10.00
Yearbook	Ordered from vendor	Ordered from vendor	\$25.00

Fee Name / Description	Proposed Per Student Fee 2024-25	Fee Charged Per Student 2023-24	Approved Fee Per Student 2023-24
Program Related Field Trips			
Field Trip Kindergarten	\$75.00	\$75.00	\$75.00
Field Trip Grade 1	\$75.00	\$75.00	\$75.00
Field Trip Grade 2	\$100.00	\$100.00	\$100.00
Field Trip Grade 3	\$75.00	\$75.00	\$75.00
Field Trip Grade 4	\$65.00	\$65.00	\$65.00
Field Trip Grade 5	\$70.00	\$65.00	\$65.00
Field Trip Grade 6	\$70.00	\$70.00	\$70.00
Field Trip Grade 7	\$70.00	\$75.00	\$75.00
Field Trip Grade 8	\$115.00	\$85.00	\$85.00
Field Trip Grade 9	\$85.00	\$60.00	\$60.00

*Increase requested by staff, as per field trip budget.

Proposed School Fees 2024-25

Fee Name / Description	Proposed Per Student Fee 2024-25	Fee Charged Per Student 2023-24	Approved Fee Per Student 2023-24
Junior High Options			
Active Community Living (ACL)	\$200.00	\$200.00	\$200.00
American Sign Language (ASL)	\$65.00	\$65.00	\$65.00
Art	\$40.00	\$40.00	\$40.00
Band	\$120.00	\$80.00	\$80.00
Band Instrument Rental, monthly fee	\$25.00 - \$50.00	\$25.00- \$50.00	\$25.00- \$50.00
Breakout EDU	\$30.00	\$30.00	\$30.00
Broadcasting	\$10.00		
Creative Writing	\$7.50	\$7.50	\$7.50
Drama	\$80.00	\$80.00	\$80.00
Fashion & Design	\$25.00	\$25.00	\$25.00
Foods	\$50.00	\$50.00	\$50.00
Forensics	\$25.00	\$25.00	\$25.00
Horticulture	\$30.00	\$30.00	\$30.00
Makerspace	\$5.00	\$5.00	\$5.00
Outdoor Pursuits	\$5.00	\$5.00	\$5.00
Science Challenge	\$5.00	\$5.00	\$5.00
Textile Art	\$40.00	\$40.00	\$40.00
Watercolour Painting - NEW	\$25.00		
World Literature	\$5.00	\$5.00	\$5.00

Proposed School Fees 2024-25

Fee Name / Description	Proposed Per Student Fee 2024-25	Fee Charged Per Student 2023-24	Approved Fee Per Student 2023-24
Extracurricular			
Adventure Trip - Grade Nine	\$500.00	TBD	\$500.00
Badminton - Grade 5/6	\$5.00	\$5.00	\$5.00
Badminton – Jr High League Fee	\$50.00	TBD	\$30.00
Basketball - Grade 5/6	\$5.00	\$5.00	\$5.00
Basketball – Jr High League Fee	\$300.00	\$155.00 Jr \$205 Sr	\$400.00
Golf	\$200.00	TBD	\$200.00
Music Groups (Choir, Ukulele)	\$25.00	\$15.00	\$25.00
Music Groups (Drama Club)	\$10.00	\$5.00	\$10.00
Reach	\$25.00	\$25.00	\$25.00
Ski Trip - Grades 4-9	\$50.00	\$48.00	\$50.00
T-shirt (Sports Team)	\$20.00	\$20.00	\$20.00
Track and Field	\$50.00	TBD	\$50.00
Volleyball - Grade 5/6	\$5.00	\$5.00	\$5.00
Volleyball – Jr High League Fee	\$300.00	\$140.00	\$400.00

*Extracurricular activities occurring during the school year are charged on a cost-recovery basis.

Proposed School Fees 2024-25

Fee Name / Description	Per Student Refund 2023-24	Per Student Refund 2022-2023	Per Student Refund 2021-2022
Refunds	TBD		
Field Trip Kindergarten			\$20.20
Field Trip Grade 1		\$23.66	\$15.44
Field Trip Grade 2			\$9.41
Field Trip Grade 3			\$24.50
Field Trip Grade 4			\$35.76
Field Trip Grade 5		\$18.62	\$22.79
Field Trip Grade 6		\$20.53	\$19.53
Field Trip Grade 7		\$18.88	\$48.89
Field Trip Grade 8		\$11.81	\$16.34
Field Trip Grade 9			\$35.66

Fee Name / Description	Per Student Refund 2023-2024	Per Student Refund 2022-2023	Per Student Refund 2021-2022
Refunds	TBD		
Active Community Living (ACL) - Winter		\$14.56	\$79.49
Active Community Living (ACL) - Spring		\$33.40	\$76.86
American Sign Language (ASL) - NEW			
Art			
Band			
Band Instrument Rental, monthly fee			
Breakout EDU - NEW			
Community Helpers		\$10.00	
Creative Writing – NEW			
Drama			
Fashion & Design			
Food Science			
Foods		\$12.96	
Forensics			
Horticulture			
Outdoor Pursuits			\$13.63
Science Challenge			\$10.00
Special FX			
Textile Art – NEW			
World Literature - NEW			

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 October• Receive 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 checked="" type="checkbox"/> Receive Quarterly Financial Report for Sep - Nov 2023 <input checked="" type="checkbox"/> Review Policy 210 and associated Student Code of Conduct, deferred to February <input checked="" 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 checked="" type="checkbox"/> Prepare breakfast for school staff (January 31, 2024) <input checked="" type="checkbox"/> Conduct initial orientation session for new Board members, deferred from October
February	<input checked="" type="checkbox"/> Provide final approval of school calendar for 2024-25 <input checked="" type="checkbox"/> Receive mid-year progress report on Three-Year Education Plan 2024-27 <input checked="" type="checkbox"/> Host Stakeholder Forum, gather input on possible Education Plan priorities, deferred from January <input checked="" type="checkbox"/> Review Policy 210 and associated Student Code of Conduct, deferred to March
March	<input checked="" type="checkbox"/> Host Board Retreat - Identify priorities for upcoming Education Plan, deferred to April <input checked="" type="checkbox"/> Approve Three-Year Capital Plan for 2025-26 to 2027-28 <input checked="" type="checkbox"/> Administer Board-developed Stakeholder Survey <input checked="" type="checkbox"/> Review Policy 210 and associated Student Code of Conduct, deferred from January
April	<input type="checkbox"/> Receive Quarterly Financial Report for Dec 2023 - Feb 2024 <input type="checkbox"/> Review School Fees for 2024-25 NEW <input type="checkbox"/> Host Board Retreat - Identify priorities for upcoming Education Plan, deferred from March
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 checked="" type="checkbox"/> Schedule September 2024 Board meeting (September 18, 2024) <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)
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As Needed	<input type="checkbox"/>	Meet with:
	<input type="checkbox"/>	- County Council
	<input type="checkbox"/>	- MLAs
