

New Humble Community School Association
Minutes from Board Meeting
Wednesday, September 20, 2023 @ 7:03 pm

In person attendance: Kristen Kuhn, Megan Olynyk, April Popik, Kelsey Huber, Bill Orlick, Jennie Schipperheijn. Jenna Verhun, Lacy Kuhn.

Zoom attendance: Joey Bouchard, Cheryl TeRietstap, Jaime Clay.

Welcome & Land Acknowledgment - Kristen Kuhn

Review and Approval of Agenda - Kristen Kuhn

- Motion **(002-23/24)** to approve Agenda: Kelsey Huber, Second: Jenna Verhun

Review and Approval of Previous Minutes - Kristen Kuhn

- Motion **(003-23/24)** to approve Meeting Minutes: Megan Olynyk, Second: April Popik

Parents Society Report - Jaime Clay

- Hot Lunch order forms went out today. Planning to be online again next month.

School Council Report - Jaime Clay

- We will receive a School Council report at the next meeting.

Status of Committees:

Charter Development Committee - Jenna Verhun

- First meeting will be tomorrow.
- Motion **(004-23/24)** to approve the Ag Fund Days \$2100, 6 days at \$350 each: Jenna Verhun; Second: Megan Olynyk.

Fundraising & Sponsorship Committee - Megan Olynyk

- Hand in Hand Farmraiser on Saturday, April 13, 2024. More details to follow. - Make it Sow fundraiser in the spring.
- Hand Sign fundraiser to be determined.
- Managing Barn improvements.
- Scheduling a follow up meeting from the previous Farmraiser committee.

Finance & Audit Committee - Megan Olynyk

- First meeting last week. Went over the purpose of the committee, roles and time commitment.
- Working on managing the Furniture & Equipment funding.

PENDING APPROVAL

Facility Committee - Megan Olynyk

- Focusing on Modularity or alternative spaces for learning.
- Delegation to BGSD October Meeting to address previous presentation items. - Investigating modernization, addition or alternative site.
- Investigating on using Operational surplus funds.

Policy Development Committee - Kristen Kuhn

- First meeting last Thursday.
- Establishing purpose for the committee and a schedule for policy review.

Superintendent's & Principal's Reports - Joey Bouchard

- Welcome back BBQ was a success.
- Picture day completed - retakes will be in October.
- Our new library system is now operational.
- The Terry Fox presentation and run went well.
- Swimming starts Monday for grades 1-6 .
- Clay for kids in school field trips has been booked.
- Intramurals will be starting soon.
- Our school garden has been harvested.
- The steers have arrived - named Clifford & Diesel.
- Teachers are completing student testing.
- TAAPCS Conference and AGM will be attended by our Principal, 2 Teachers, the Superintendent and the Secretary-Treasurer.
- Northern Alberta Charter Leadership Pool information provided to Teachers. - AERR is in progress.
- An Oil Kings event is being planned, more details to follow.

Treasurer's Report - Jennie Schipperheijn

- Preparing for Annual Financial Audit.
- Monthly Treasurer's Report for review.
- Payroll Schedule updates sent out.
- School Store information sent to the Board for review.
- Motion **(005-23/24)** to approve the Monthly Treasurer's Report as presented: Kelsey Huber; Second: Jenna Verhun.

Old Business - Kristen Kuhn

- Ongoing TAAPCS updates.
 - Teachers Conference & AGM will be on October 20 & 21, 2023.
 - More information to follow.

New Business - Kristen Kuhn

- New Social Studies engagement was rolled out by the Minister.
- We have a new Field Services Manager, Patricia Rijavec. We have a meeting to discuss

our charter document.
PENDING APPROVAL

Ratifications of E-Motions & Special Meeting Motions Passed - Kristen Kuhn - August 23 -
Motion **(089-22/23)** to approve retro-active pay the applicable educational assistants from
the 2022-2023 school year to reflect the qualifying pay scale based on approved
education and experience: Megan Olynyk, Second: Kelsey Huber

- September 15 - Motion **(001-23/24)** to approve the Fundraising and Sponsorship
Committee recommendations to utilize \$47,400 of unsupported funds to complete
barnyard improvements: Megan Olynyk, Second: Kelsey Huber

Questions and Answers / Open Floor

- Trunk or Treat event on Saturday, October 28, 2023 from 1:00pm to 4:00pm. -
Donations will be accepted for the Leduc & District Food Bank and the Leduc
Hub Adopt a Night Campaign (\$250 goal).
 - Anyone interested in decorating a trunk is encouraged to contact the office for
more information.

Closing Remarks - Kristen Kuhn

Next meeting: October 17, 2023 at 7:00 pm.
Conclude: Meeting adjourned at 7:52 pm.

Approved: October 17, 2023

Signature:



New Humble Community School Association
Minutes from Board Meeting
Tuesday, October 17, 2023 @ 7:04 pm

In person attendance: Kristen Kuhn, Megan Olynyk, April Popik, Kelsey Huber, Bill Orlick, Jenna Verhun, Jennie Schipperheijn, Joey Bouchard

Zoom attendance: Jaime Clay, Dr. Bonnie Stelmach, Samantha Besler

Welcome & Land Acknowledgment - Kristen Kuhn

Review and Approval of Agenda - Kristen Kuhn

- Motion **(008-23/24)** to approve Agenda: Kelsey Huber, Second: Megan Olynyk

Review and Approval of Previous Minutes - Kristen Kuhn

- Motion **(009-23/24)** to approve Meeting Minutes: Kelsey Huber, Second: Megan Olynyk

Research Update - Dr. Bonnie Stelmach

- Worked on curriculum mapping over the summer and will be providing an update.
- Ethics for the study has been approved
- Will be working with students to be co-researchers
- Worked with the staff on the last Professional Development day
- Looking into expanding the participant scope to include alumni

Parents Society Report - Jaime Clay

- Hot Lunch is back online
- Apple Fundraiser has been completed
- Bear Tracks Ice Melt Fundraiser next
- Clay for Kids in school field trip next week
- Halloween School Dance next week

School Council Report - Jaime Clay

- Will receive an update next month

Status of Committees:

Charter Development Committee - Jenna Verhun

- Meeting has been postponed until Thursday and will receive an update next month

Fundraising & Sponsorship Committee - Megan Olynyk

- Farmraiser recap evening was successful
- Barn has been insulated
- Barn heater will be installed soon
- Looking into the electrical upgrades next

Finance & Audit Committee - Megan Olynyk

- Audit Committee
 - Met last week to go over the scope and responsibilities of the committee
 - Waiting on the audited financial statements
- Finance Committee
 - Working on priorities for upcoming expenses.
 - Will be sending an expense proposal once feedback is received from Directors
 - Expecting to receive additional Furniture & Equipment funding for current year

Facility Committee - Megan Olynyk

- Welcoming our three new members
- Waiting on a response from Black Gold School Division on title request
- Anticipating another town hall meeting in November to update community
- Working on Facility Planning for the future
- Continuing to look into the possibility of purchasing the modular

Policy Development Committee - Kristen Kuhn

- Policies 1-9 have been reviewed and an amended draft will be sent to Board Directors
- Policy Committee scope will include reviewing Policy and Administrative Procedures

Superintendent's & Principal's Reports - Joey Bouchard

- Principal Report
 - Thank you to Samantha & students for preparing the barn for upgrades
 - Calmar Fire Department assembly for Fire Safety Week was successful
 - Sold 163 tickets to Nov. 3 Oil Kings Game. Looking forward to watching the students perform
 - Intermurals and Fitness Club is underway
 - Grade 5 class has started Hunters Education
 - Broiler Chickens will be processed later this month
 - Approved for the Fish in Schools (FinS) Program through the Government of Alberta Bow Habitat Station. More info to come
- Superintendent
 - AERR is in progress
 - Collecting information on potential grades 7 to 12 class options
 - Working on Principal evaluation
 - Reaching out to Lakeland College for potential collaboration
 - Annual Sports Program being developed

Treasurer's Report - Jennie Schipperheijn

- Audit has been completed. Met with the Audit Committee
- Worked with Halea & Monika to present additional point of sale options in the office
- Completed Draft AP 513 Appendix - Travel and Meal Reimbursement and Allowance Rates
- Working with Halea & Monika on setting up IT inventory
- Monthly Treasurer's Report for review
- Motion **(010-23/24)** to approve the Monthly Treasurer's Report as presented: April Popik; Second: Jenna Verhun.

Old Business - Kristen Kuhn

- Ongoing TAAPCS updates
 - Teachers Conference & AGM will be on October 20 & 21, 2023
 - Charter Review commencing soon

New Business - Kristen Kuhn

- AB Ed - New Field Services Manager and Lead Analyst for CS meeting
- Business expense procedures - AP 513 and AP 513 Appendix. Tabled until next meeting
- Motion **(011-23/24)** to approve expenses for Staff and Board members for the TAPPCS meeting to a maximum of \$4,000: Kristen Kuhn; Second: Megan Olynyk

Ratifications of E-Motions & Special Meeting Motions Passed - Kristen Kuhn

- October 3 - Motion **(006-23/24)** to reallocate 2022 stage purchase expense of \$18,122.70 from machinery and equipment funding to furniture and equipment funding: Megan Olynyk, Second: Bill Orlick
- October 4 - Motion **(007-23/24)** to reallocate combined furniture and equipment startup expenses of \$23,403.81 to targeted furniture and equipment grant funding: Megan Olynyk, Second: Kelsey Huber

Questions and Answers / Open Floor

- Board request administrative update on the function of the Grade 6 class in the gym
- Due to student enrollment increasing, we need to determine the Christmas concert logistics
- Recognition of community support

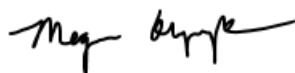
Closing Remarks - Kristen Kuhn

Next meeting: November 8, 2023 at 7:00 pm.

Conclude: Meeting adjourned at 8:17 pm.

Approved: November 8, 2023

Signature:



Megan Olynyk

New Humble Community School Association
Minutes from Annual General Meeting
Wednesday, November 8, 2023, 7:02PM

In person attendance: Megan Olynyk, Kelsey Huber, April Popik, Bill Orlick, Jenna Verhun, Jennie Schipperheijn, Samantha Besler, Cheryl TeRietstap, Jaqueline Carlson.

Zoom attendance: Joey Bouchard, Stephen Webber, Illea Auclair, Danielle Musteca, Darelle Duperon, Alison Huber.

Welcome & Land Acknowledgment - Megan Olynyk

Review and Approval of Agenda

- Motion **(019-23/24)** to approve the November 8, 2023 Annual General Meeting agenda: Kelsey Huber; Second: April Popik.

Review and Approval of Previous Minutes

- Motion **(020-23/24)** to approve the November 16, 2022 Annual General Meeting minutes: Kelsey Huber; Second: April Popik.

Review of Society's Audited Financial Statements - Stephen Webber

- Testing results were good, supporting documentation was provided.
- We are comfortable with signing off on the audited financial statements as true and accurate representations of the financial situation of NHCS.

Finance & Audit Committee's Recommendation - Megan Olynyk

- Motion **(021-23/24)** to approve the 2022-2023 Audited Financial Statements as presented by Metrix Group LLP: Kelsey Huber; Second: Jenna Verhun.
- Motion **(022-23/24)** to approve Finance & Audit Committee's recommendations report including additional recommendation as presented: Kelsey Huber; Second: Jenna Verhun.
- Motion **(023-23/24)** to approve the transfer of funds to reserves: Jenna Verhun; Second: April Popik.
- Motion **(024-23/24)** to approve the transfer of funds from the chequing account to savings account: April Popik; Second: Jenna Verhun.
- Motion **(025-23/24)** to approve the Metrix Group as NHCSA Auditors for the 2024 Audit: Bill Orlick; Second: Kelsey Huber.

Report on 2022-2023 significant activities - Megan Olynyk

2022-2023 Significant Activities

September 2022

- Open House
- Terry Fox
- Established archery club partnership
- Started broiler chicken program

October 2022

- Trunk or Treat
- TAAPCS AGM

November 2022

- NHCSA AGM

December 2022

- Five Days of Giving, Angel Tree supporting Calmar & District Christmas Elves
- Ski Trip
- Christmas Tree Assembly
- Christmas Concert

January 2023

- Seed Fundraiser
- Winter Carnival
- Retirement Farewell to Dr. Guy Tetrault
- New Superintendent Hired

February 2023

- Pilot research project underway “Pepper and Triscuit Go To School”
- Art Residency
- Make it Sow Fundraiser

March 2023

- Literacy Event
- Three year Capital Plan
- Rural Education Symposium

April 2023

- Hand in Hand Humble Farmraiser
- Tour of Olds College
- Education Week
- Conclusion of pilot research project

- Volleyball and Basketball after school sports clinic

May 2023

- book fair
- Crop plot seeded on site
- Volunteer Tea
- Communities in Bloom participation
- Capital Plan submitted
- 3 year education plan
- Swimming lessons

June 2023

- Career Fair
- Legacy gazebo construction begun
- STEM day
- Track Meet
- Board Director Training (2 Directors)

July 2022

August 2022

- Calmar Parade

Throughout the year there were additional assemblies, field trips, in class programs, professional and charter development that may not be listed above.

FULL YEAR

- Breakfast program
- Charter Amendment Approval Grades K-12
- Modernization and Expansion Planning

Elections

- Motion **(026-23/24)** to approve Jennie Schipperheijn to chair the remainder of the November 8, 2023 Annual General Meeting: Kelsey Huber; Second: Jenna Verhun.
- Megan Olynyk, Kelsey Huber, Bill Orlick and April Popik are in their second year and not up for election.
- We have received 1 (one) nomination from the floor, for Jenna Verhun
 - Made by Megan Olynyk
 - Nomination accepted by Jenna Verhun
- As there are no more than 10 (ten) directors and nominees combined, the nominee was successful and elected as a director of the New Humble Community School Association Board.

Closing Remarks - Jennie Schipperheijn

- Thank you to all who attended.
- Congratulations to Jenna Verhun on being re-elected to the NHCSA Board.

Conclude: Meeting adjourned at 8:09pm

Approved: November 20, 2024

A handwritten signature in black ink, appearing to read "Kelsy Huber". The signature is written in a cursive, flowing style with a period at the end.

Signature:

PENDING APPROVAL

New Humble Community School Association Minutes from Board Organizational Meeting Wednesday, November 8, 2023, 8:10PM

In person attendance: Megan Olynyk, Kelsey Huber, April Popik, Bill Orlick, Jenna Verhun, Jennie Schipperheijn, Samantha Besler, Cheryl TeRietstap, Jaqueline Carlson.

Zoom attendance: Joey Bouchard, Stephen Webber, Illea Auclair, Danielle Musteca, Darelle Duperon, Alison Huber.

Review of Board of Directors Powers and Duties - Jennie Schipperheijn

Elections - Jennie Schipperheijn

Chair Nominations

- We received 1 (one) nomination for Megan Olynyk made by Kelsey Huber
 - Nomination accepted by Megan Olynyk
 - Motion **(027-23/24)** to appoint Megan Olynyk as Board Chair: Kelsey Huber; Second: Megan Olynyk; Board voted unanimously.

Vice-Chair Nominations

- We received 1 (one) nomination for Kelsey Huber made by Megan Olynyk
 - Nomination accepted by Kelsey Huber
 - Motion **(028-23/24)** to appoint Kelsey Huber as Board Vice-Chair: Megan Olynyk; Second: Kelsey Huber; Board voted unanimously.

Committee & Liaison Appointments - Megan Olynyk

- Motion **(029-23/24)** to assign Board Members to the following Committee & Liaison Appointments: Bill Orlick; Second: Megan Olynyk.
 - Finance & Audit Committee - Chair: Megan Olynyk
 - Facility Committee - Chair: Kelsey Huber
 - Fundraising & Sponsorship - Chair: Megan Olynyk
 - Farmraiser Subcommittee Chair; April Popik
 - Policy Development - Chair: Megan Olynyk
 - Charter Development - Chair: Kelsey Huber
 - School Council Liaison - Chair: April Popik
 - TAAPCS Liaison - Co-Chairs: Megan Olynyk and Kelsey Huber

Review Signing Authority - Megan Olynyk

- Current signing authority resides with Megan Olynyk, Kelsey Huber, April Popik, and Jennie Schipperheijn. As there has been no request for changes, the signing authority will remain as is.

Closing Remarks - Megan Olynyk

PENDING APPROVAL

Conclude: Meeting adjourned at 8:17 pm.

Approved:

Signature:

New Humble Community School Association
Minutes from Board Meeting
Wednesday, November 8, 2023 @ 8:19 pm

In person attendance: Megan Olynyk, Kelsey Huber, April Popik, Bill Orlick, Jenna Verhun, Jennie Schipperheijn, Samantha Besler, Cheryl TeRietstap.

Zoom attendance: Joey Bouchard, Illea Auclair, Danielle Musteca, Darelle Duperon, Alison Huber.

Welcome & Land Acknowledgment - Megan Olynyk

Review and Approval of Agenda - Megan Olynyk

- Motion **(030-23/24)** to approve November 8, 2023 Monthly Meeting Agenda: April Popik, Second: Jenna Verhun

Review and Approval of Previous Minutes - Megan Olynyk

- Motion **(031-23/24)** to approve October 17, 2023 Monthly Meeting Minutes: Bill Orlick, Second: Kelsey Huber

Chair Update - Megan Olynyk

- Thank you to Kristen Kuhn for her contributions to the NHCSA.
- Thank you to Joey Bouchard for his contributions to NHCSA.
- Thank you to the NHCSA Board of Directors for their continued dedication.

Parents Society Report - Jaime Clay

- The Apple fundraiser was successful. NHCS sold 233 boxes, raising \$3,070.25.
- Bear Tracks Ice Melt fundraiser wraps up this Friday.
- Our next fundraiser, Funscrips, will be out later this week.
- Thank you to the Special Events Coordinator and volunteers for putting on the Halloween Dance.
- Goodie bags were provided to every student after the Halloween Costume Parade.
- In December, a free hot lunch will be provided to all students.
- Hot lunch & refreshment ordering is back online.
- If anyone has any questions or would like to volunteer, please feel free to reach out.

School Council Report - Jaime Clay

- First meeting was in October.
- Welcomed our new Chairperson (Jaime Clay) and Vice-Chairperson (Darelle Duperon)
- Working on potential uses for the ASCE (Alberta School Council Engagement) Grant.
- Facilitating the 5 Days of Giving and Christmas Angels programs at NHCS in collaboration with the Calmar Christmas Elves. Thank you to Cheryl TeRietstap for taking the lead on this.

Status of Committees:

Charter Development Committee - Kelsey Huber

- Developing the Teacher website.
- Additional information provided to Board Members for review.
- Next meeting after fall break.

Fundraising & Sponsorship Committee - Megan Olynyk

- Insulation & heat have been installed in the barn.
- The steer pen has been adjusted for more space.
- Next meeting is TBD.
- Focus will shift to our large spring fundraiser.

Finance & Audit Committee - Megan Olynyk

- Audit Committee
 - Audit portion has been completed.
- Finance Committee
 - The next stage of F&E purchases has been approved.
 - Will be meeting in the new year to determine the focus.
 - Motion **(032-23/24)** to approve the Commercial Dishwasher proposal for up to \$6,000 from the Furniture and Equipment funding: Kelsey Huber;
Second: Jenna Verhun.

Facility Committee - Megan Olynyk

- Presented additional information to Black Gold School Division to request the transfer of title. Black Gold determined that there was no new information to discuss, and no motion was made.
- Will be meeting in November or December to cover any outstanding tasks, how we are going to advocate for our future facilities, potential modular purchases, looking into a second town hall meeting to discuss our facilities, and if we are looking into a new site or to stay at our current location.

Policy Development Committee - Megan Olynyk

- Update to be provided at the next meeting.

Superintendent's Reports - Joey Bouchard

- Superintendent
 - Attended TAAPCS AGM
 - Working on AERR
 - Working on Principal Evaluation

Treasurer's Report - Jennie Schipperheijn

- Wrapped up the Audit with Stephen and Jad.
- Continuing to work with Halea & Monika on setting up IT inventory
- Monthly Treasurer's Report for review

- Motion **(033-23/24)** to approve the donations as presented: Megan Olynyk; Second: Jenna Verhun.
 - Sent to the Fundraising & Sponsorship committee for recommendations.
- Motion **(034-23/24)** to approve the \$49,345 school based budget as presented: Kelsey Huber; Second: April Popik.
 - Unsupported portion to be reviewed with the Fundraising and Sponsorship Committee.
- Motion **(035-23/24)** to approve the Monthly Treasurer's Report as presented: April Popik; Second: Jenna Verhun.

Old Business

- Ongoing TAAPCS updates - Megan Olynyk
 - Teacher Conference & AGM
- Charter Review Update - Kelsey Huber
 - Meetings and progress being made on the review.
- Technology Needs - Kelsey Huber
 - Motion **(036-23/24)** to approve a budget of \$16,000 for the purchase of 8 desktop computers for the School Based Staff: Kelsey Huber; Second: Megan Olynyk
 - Old computers to be recycled or repurposed.
 - IT inventory must be completed and include the new technology.
 - There are questions regarding the projectors that were previously quoted. Working with Halea to ensure that we are purchasing the appropriate projectors.
 - Request a quote on 25 chromebooks and charging stations for the grade 6 class
 - The grade 6 PATs are now online and the students would benefit from additional typing and computer experience.

New Business

- Motion **(037-23/24)** to amend motion **(013-23/24)** to remove "and to be used for the annual school council association fees not to exceed the annual grant total": Megan Olynyk; Second: Kelsey Huber.

Ratifications of E-Motions & Special Meeting Motions Passed - Megan Olynyk

- October 19 - Motion **(012-23/24)** to approve NHCSA promotional material in the form of a display table at the TAAPCS Teachers' Conference: Kristen Kuhn; Second: Kelsey Huber.
- October 24 - Motion **(013-23/24)** to approve the annual application for the Alberta School Council Engagement Grant for as long as we have a school council, and to be used for the annual school council association fees not to exceed the annual grant total: Megan Olynyk; Second: Kelsey Huber.
- October 25 - Motion **(014-23/24)** to approve the October 2023 Furniture & Equipment recommendations as presented to a maximum of \$100,000: Megan Olynyk; Second: Kelsey Huber.
- October 30 - Motion **(015-23/24)** to approve Board Director April Popik as signing authority for New Humble Community School Association and Board Chair Megan Olynyk as MasterCard card holder: Megan Olynyk; Second: Kelsey Huber.
- October 30 - Motion **(016-23/24)** to confirm the acceptance of the resignation of Joey Bouchard as Superintendent/CEO of New Humble Community School Association effective October 22, 2023: Megan Olynyk; Second: Kelsey Huber.

- October 30 - Motion **(017-23/24)** to accept the resignation of Kristen Kuhn from her role as Director and Chair from the NHCSA Board as of today: Kelsey Huber; Second: Bill Orlick.
- October 30 - Motion **(018-23/24)** to appoint Kelsey Huber as Vice-Chair of New Humble Community School Association: Megan Olynyk; Second: Kelsey Huber.

Questions and Answers / Open Floor

- Recognition to Megan Olynyk for receiving the Howard Johnson Award presented at the TAAPCS AGM.

Closing Remarks - Megan Olynyk

Next meeting: December 13, 2023 at 7:00 pm.

Conclude: Meeting adjourned at 9:11 pm.

Approved: November 22, 2023

Signature:

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

New Humble Community School Association
Minutes from Board Meeting
Wednesday, December 13, 2023 @ 7:07 pm

In person attendance: Megan Olynyk, Kelsey Huber, April Popik, Jenna Verhun, Jennie Schipperheijn, Doug Nicholls, Stephanie Trubetskoff

Zoom attendance: Bill Orlick, Samantha Besler, Alison Huber, Cheryl TeRietstap

Welcome & Land Acknowledgment - Megan Olynyk

Review and Approval of Agenda - Megan Olynyk

- Motion **(047-23/24)** to approve December 13, 2023, 2023 Monthly Meeting Agenda: Jenna Verhun, Second: April Popik

Review and Approval of Previous Minutes - Megan Olynyk

- Approved by e-motion **(040-23/24)** on November 22, 2023 in order to process the banking and mastercard signing authority changes required.

Barnyard Data Collection Presentation - Stephanie Trubetskoff

- Discussed the process of data collection and the use of Farmbrite software.

Chair Update - Megan Olynyk

- Meeting with our MLA Andrew Boitchenko on December 1, 2023 to discuss our challenges.
- TAAPCS - Addressing their bylaws, roles & responsibilities. More information will be provided when it becomes available.
- AERR was approved in November and is available on our website.
- Christmas wishes to all the New Humble Families & Community.

Parents Society Report - Jaime Clay

- Christmas Concert on December 21, 2023. There will be a bake sale and 50/50 raffles. Please reach out if you would like to contribute to the bake sale.
- Tutti Frutti, Popcorn Day and Hot Lunch are in progress.

School Council Report - Jaime Clay

- Met last in November.
- Working on potential uses for the Alberta School Council Engagement Grant.

Status of Committees:

Charter Development Committee - Kelsey Huber

- The Learning in Action website is now live. Congratulations to all the Teachers and contributors to the success of this launch. We will be continuing to review the website to ensure its efficiency.

- Considering refining and expanding the data collection and documentation process, and will be reaching out to the Superintendent for feedback.

Fundraising & Sponsorship Committee - Megan Olynyk

- Electrical trenching has been completed.
- Continuing on working with contractors on the barn improvements.
- Working on the Hand in Hand Fundraiser in the Spring.
- Continuing to work on a potential Greenhouse.
- Unsupported revenue - working with Secretary-Treasurer to determine future progress
- Looking into an open house in the spring of 2024.
- Looking into formally naming the area surrounding the barn.

Finance & Audit Committee - Megan Olynyk

- Finance Committee
 - Will be meeting in January to discuss the Furniture & Equipment funding and future priorities.

Facility Committee - Kelsey Huber

- Geotechnical assessment has been completed. We are expecting results any day.
- Looking to host another town hall meeting in the new year.
- Recommending to the Board to open a Grades 7-12 waitlist. The procedure would still need to be determined.
 - Motion **(048-23/24)** to approve the opening of a Grades 7-12 waitlist: Kelsey Huber, Second: April Popik.

Policy Development Committee - Megan Olynyk

- Will be prioritizing reviewing Policy & APs as they are highlighted and making recommendations as needed.
- Kindergarten registration process has been sent to the board with recommendations.
 - Student selection criteria update required to
 - Motion **(049-23/24)** to approve the selection criteria as listed below: Megan Olynyk; Second: Jenna Verhun

NHCSA Student Selection Criteria:

1. Siblings of students already attending the NHCS.
2. Children of staff members.
3. Previous students of Humble Beginnings Playschool within the New Humble Community School Transportation Boundary.
4. Students within the area designated as New Humble Community School Transportation Boundary.
5. Previous students of Humble Beginnings Playschool outside the New Humble Community School Transportation Boundary.
6. First come first served to all other students. In this instance, any waitlist generated will be reset annually.

Superintendent's Report - Doug Nicholls

- Thank you all for the warm welcome.
- Working through the 30 day plan as agreed with the Board.
- Team Building session last week that went well.
- Interviewing Staff, more to follow.
- Visited 3-4 classrooms, more to follow.
- Several sessions with AB Ed and am continuing to learn how they can support our school.

Treasurer's Report - Jennie Schipperheijn

- Monthly Treasurer's Report for review
- Motion **(050-23/24)** to approve the Monthly Treasurer's Report as presented: Kelsey Huber; Second: Jenna Verhun.

Old Business

- Charter Review Update - Kelsey Huber
 - Completed and sent to our Field Services Manager for review. We have received and implemented recommendations.
 - Motion **(051-23/24)** to approve the Charter Authority Self-Evaluation for official submission to our Field Services Manager and post it on our website: Kelsey Huber; Second: Jenna Verhun
- Charter Amendment Update - Kelsey Huber
 - Completed and sent to our Field Services Manager for review. December 14, 2023 meeting will provide additional feedback.

New Business

- There is no new business at this time.

Ratifications of E-Motions & Special Meeting Motions Passed - Megan Olynyk

- November 14 - Motion **(038-23/24)** to approve the 2023 modular request as presented.
- November 18 - Motion **(039-23/24)** to approve the Fixed-Term Superintendent of Schools contract for Doug Nicholls and adjustments as presented.
- November 22 - Motion **(040-23/24)** to approve the November 8, 2023 Monthly Meeting Minutes.
- November 24 - Motion **(041-23/24)** to approve the Learning in Action website for public launch as presented.
- November 25 - Motion **(042-23/24)** to approve the purchase, installation and set up of 7 Viewsonic Smartboards.
- November 25 - Motion **(043-23/24)** to approve the purchase of 25 chromebooks and charging cart.
- November 25 - Motion **(044-23/24)** to amend motion #036-23/24 to remove "8 desktop" and replace it with "11 and add, "and administrative" after staff.
- November 30 - Motion **(045-23/24)** motion to approve the 2022/2023 AERR as presented.
- November 30 - Motion **(046-23/24)** to approve the 2023/2024 updated budget information as presented.

Questions and Answers / Open Floor

- Discussions around new technology.

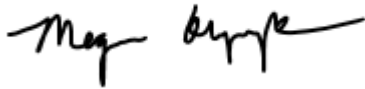
Closing Remarks - Megan Olynyk

Next meeting: January 23, 2024 at 7:00 pm.

Conclude: Meeting adjourned at 9:01 pm.

Approved: January 23, 2024

Signature:

A handwritten signature in black ink, appearing to read "Megan Olynyk", written in a cursive style.

New Humble Community School Association
Minutes from Board Meeting
Tuesday, January 23, 2024 @ 7:02 pm

In person attendance: Megan Olynyk, Kelsey Huber, April Popik, Jenna Verhun, Bill Orlick, Jennie Schipperheijn, Doug Nicholls, Samantha Besler, Cheryl TeRietstap

Zoom attendance: Stephanie Trubetskoff, Jaime Clay

Welcome & Land Acknowledgment - Megan Olynyk

Review and Approval of Agenda - Megan Olynyk

- Motion **(052-23/24)** to approve January 23, 2024 Monthly Meeting Agenda: Kelsey Huber, Second: Jenna Verhun

Review and Approval of Previous Minutes - Megan Olynyk

- Motion **(053-23/24)** to approve December 12, 2023 Meeting Minutes: April Popik, Second: Jenna Verhun

Chair Update - Megan Olynyk

- Thank you to all the Stakeholders that supported the Christmas Concert, Winter Activities, and taking care of all the animals over the winter break.

Parents Society Report - Jaime Clay

- Thank you to everyone who supported the Christmas Concert, Bake Sale and 50/50.

School Council Report - Jaime Clay

- School Council approved a policy to support decision making around volunteer run programs (hot lunch, refreshments, special events, etc) in the event of bus cancellation days due to inclement weather.
- Planning for the use of the Alberta School Council Engagement Grant.

Status of Committees:

Charter Development Committee - Kelsey Huber

- Motion **(054-23/24)** to approve the NHCSA Assurance process and implement as soon as possible: Kelsey Huber, Second: April Popik
- Motion **(055-23/24)** to approve two substitute days for the teachers to complete project proposals: Kelsey Huber, Second: Jenna Verhun

Fundraising & Sponsorship Committee - Megan Olynyk

- Barnyard progress
 - Barn is now sealed up, fence gate has been installed, eaves

installed on the barn, and on the calf shelter, and the bunk feeder has been delivered.

- The south school yard area will be called the "New Humble Community School Barnyard"
- Hand-in-Hand Roof-Raiser
 - Band has been contracted for the April Fundraiser
- Winter Carnival in February, planned by Kelsey Huber and April Popik. Will be using the Leduc County Recreation Grant for the event.

Finance & Audit Committee - Megan Olynyk

- Finance Committee
 - Committee has been adjourned until it is needed again.

Facility Committee - Kelsey Huber

- Continuing to search for viable modular options.
- Community engagement night to be planned before April 2024.
- Will be requesting a meeting with our Capital Planning Manager to discuss potential change in capital planning priorities

Policy Development Committee - Megan Olynyk

- Policies & Administrative Procedures being reviewed:
 - Policy 8 - Appendix - Audit Terms of Reference
 - AP 565 - Use of Private Vehicles by the School
 - AP 501 - Annual School Budget
 - AP 132 - Bus and School Operations in Inclement Weather

Superintendent's Report - Doug Nicholls

- Thank you to staff & tech, Volunteers support for getting our new technology installed
- Next PD Day will be for Teachers & EAs at Mother Earth's Children's Charter School
- Survey for Staff in February
- Continuing to make classroom visits
- Special thanks to all those who kept the school and animals running during the cold weather.

Treasurer's Report - Jennie Schipperheijn

- Motion **(056-23/24)** to approve Treasurer's Report as presented: Kelsey Huber, Second: April Popik
- Motion **(057-23/24)** to approve donation (\$5000) as presented: Kelsey Huber, Second: Jenna Verhun
- Motion **(058-23/24)** to rescind Motion 046-23/24 to approve the 2023/2024 updated budget information as presented: Bill Orlick, Second: Jenna Verhun
- Motion to approve MasterCard changes
 - Motion **(059-23/24)** to approve credit card to Halea Kohel for school based expenses: Kelsey Huber, Second: April Popik
 - Motion **(060-23/24)** to approve credit card to Samantha Besler for agriculture program based expenses: Bill Orlick, Second: Jenna Verhun
 - Motion **(061-23/24)** to remove Kristen Kuhn from all NHCSA Banking and Credit Cards: Kelsey Huber, Second: April Popik

- Motion **(062-23/24)** to remove Amanda Schaber from all NHCSA Banking and Credit Cards: Jenna Verhun, Second: Kelsey Huber

Old Business

- Barnyard Data Collection Proposal - Megan Olynyk
 - Thank you to Stephanie Trubetskoff for preparing and presenting the proposal.
 - Motion **(063-23/24)** to approve the Barnyard Data Collection Pilot: Bill Orlick, Second: Kelsey Huber
- Charter Review Update - Kelsey Huber
 - Onsite evaluations on March 19 & 20th with our Field Manager
- Charter Amendment Update - Kelsey Huber
 - Completed all the required changes to meet the minimum standards.
 - Motion **(064-23/24)** to approve our Charter Amendment for submission to our Field Services Manager: Megan Olynyk, Second: April Popik

New Business

- Strategic Planning Meeting - Kelsey Huber
 - Will be hosting our first meeting in March. Determining priorities for the next 5,10-15 years.
- Elections Canada Facility Rental - Doug Nicholls
 - We received a request from Elections Canada to use our facility as a backup location.
- Additional Support Staff - 1 year contract
 - Motion **(065-23/24)** to approve the additional 1 year school based 1.0FTE support staff position: Kelsey Huber, Second: April Popik
- Kindergarten Capacity
 - Currently set at 22, Grade 1 is 25.
 - Motion **(066-23/24)** to approve increasing the Kindergarten capacity from 22 to 25 for the 2024/2025 school year: Kelsey Huber, Second: April Popik

Ratifications of E-Motions & Special Meeting Motions Passed - Megan Olynyk

- No electronic motions to ratify at this meeting.

Questions and Answers / Open Floor

- No questions at this time.

Closing Remarks - Megan Olynyk

Next meeting: February 12, 2024 at 7:00 pm.

Conclude: Meeting adjourned at 7:57 pm.

Approved: February 8, 2024

Signature: 

New Humble Community School Association
Minutes from Board Meeting
Monday, February 12, 2024 @ 7:07 pm

In person attendance: Megan Olynyk, April Popik, Jenna Verhun, Bill Orlick, Jennie Schipperheijn, Doug Nicholls, Samantha Besler

Zoom attendance: Kelsey Huber, Stephanie Trubetskoff

Welcome & Land Acknowledgment - Megan Olynyk

Review and Approval of Agenda - Megan Olynyk

- Motion **(071-23/24)** to approve February 12, 2024 Monthly Meeting Agenda: Jenna Verhun, Second: April Popik

Review and Approval of Previous Minutes - Megan Olynyk

- Approved by e-motion **(069-23/24)** on February 8, 2024 in order to process the banking and mastercard signing authority changes required. Ratification below.

Superintendent Update - Doug Nicholls

- Looking forward to the Alberta Education review.
- Alberta Education Assurance Surveys reminders have been sent out to our families.
- Teachers attended Teacher Convention last week, and completed an FNMI PD previously.
- Staff survey was last week, results provided to the Board for review.

Chair Update - Megan Olynyk

- Thank you to all of the staff and volunteers that have continued to support and show up for the school.
- The Board is focused on the charter amendment, which has been sent to Alberta Education.
- The Charter Authority Self-Evaluation is available on our website.
- Alberta Education interviews will be taking place in March.
- Continuing to address our classroom and facility needs, the three year education plan, and capital plan.
- In the process of hiring an Administrative Secretary and a Curriculum Coordinator.
- TAAPCS meetings will take place over the next few months to address bylaw changes.
- Reminder for everyone to have a look at the learning in action website to see what is happening at the school.

School Council Report - Stephanie Trubetskoff

- Next meeting on February 20th.
- Alberta School Council Engagement Grant planning in progress.

Parents Society Report - Stephanie Trubetskoff

- Next meeting on February 20th.
- Continuing fundraising activities in the spring.
- Tutti Futti, Popcorn Days, Milk, & Hot Lunch days are still in progress.

Status of Committees:

Charter Development Committee - April Popik & Kelsey Huber

- Next meeting on February 15th.
- Update will be provided at the March meeting.

Fundraising & Sponsorship Committee - Megan Olynyk

- Next meeting on February 15th.
- Hand & Hand Humble Roof-Raiser planning in progress
 - Working with local businesses on sponsorship opportunities.
 - Tickets available March 1, 2024 at the school.
- Greenhouse Proposal
 - The greenhouse proposal includes the Alberta programs of study information and agriculture outcomes tie-ins.
 - Motion **(072-23/24)** to approve to the Greenhouse Proposal as presented: Megan Olynyk, Second: Bill Orlick

Facility Committee - Kelsey Huber

- Next meeting on February 15th.
- Planning the next community engagement meeting.
- Continuing to investigate classroom modulars.

Policy Development Committee - Megan Olynyk

- Next meeting on February 15th.
- Update will be provided at the March meeting.

Treasurer's Report - Jennie Schipperheijn

- Motion **(073-23/24)** to approve the amendment to 006-23/24 removing "\$18,122.70" and replacing with "\$17,526.19": Jenna Verhun, Second: April Popik
- Motion **(074-23/24)** to approve Treasurer's Report as presented: April Popik, Second: Bill Orlick
- Motion **(075-23/24)** to approve Workun Garrick completing a conceptual analysis for a K-12 school, and all associated costs: Megan Olynyk, Second: Jenna Verhun

Unfinished Business

- Motion **(076-23/24)** to approve the onsite evaluation presentation as presented, with the percentages of information derived from the Grade 7-12 waitlist forms updated closer to the presentation date: April Popik, Second: Megan Olynyk

New Business

- Modular Classroom Deposit - Megan Olynyk

Ratifications of E-Motions & Special Meeting Motions Passed - Megan Olynyk

- Motion **(067-23/24)** to approve that NHCSA applies on the Leduc County Regional Recreation and Sport Grant application. The request will be for \$1000 (\$800 flooding, \$200 snow removal, any season end balance allocated to the winter skate event).
- Motion **(068-23/24)** to approve a modular classroom deposit of \$50,000 of which \$10,000 is non-refundable, from unsupported revenue to Noranco Transport.
- Motion **(069-23/24)** to approve the attached January 2024 board meeting minutes.

Questions and Answers / Open Floor

- No additional items

Closing Remarks - Megan Olynyk

Next meeting: March 20, 2024 at 7:00 pm.

Conclude: Meeting adjourned at 7:43 pm.

Approved: March 20, 2024

A handwritten signature in black ink, appearing to read 'Megan Olynyk', with a long horizontal flourish extending to the right.

Signature:

New Humble Community School Association
Minutes from Board Meeting
Wednesday, March 20, 2024 @ 7:07 pm

In person attendance: Megan Olynyk, April Popik, Jenna Verhun, Bill Orlick, Kelsey Huber, Jennie Schipperheijn, Doug Nicholls, Jaime Clay, Samantha Besler

Zoom attendance: Cheryl TeRietstap

Welcome & Land Acknowledgment - Megan Olynyk

Review and Approval of Agenda - Megan Olynyk

- Motion **(078-23/24)** to approve March 20, 2024 Monthly Meeting Agenda: Kelsey Huber, Second: Jenna Verhun

Review and Approval of Previous Minutes - Megan Olynyk

- Motion **(079-23/24)** to approve February 12, 2023 Meeting Minutes: Jenna Verhun, Second: April Popik

Chair Update - Megan Olynyk

- Thank you to all the students, staff and parents who were able to participate and attend the student-led conference and science fair
- School zone safety is a top priority for NHCSA, and we continue our efforts advocating for a safe school zone.
- The NHCSA charter amendment has been approved by the Minister of Education. The updated charter can be found on our website.
- The Association of Alberta Public Charter Schools passed the new bylaws on March 13, 2024. Additional discussion on future priorities for TAAPCS will occur at the May 25, 2024 Spring General Meeting.

Parents Society Report - Jaime Clay

- Developing a sub-committee for Education Week lunches.
- Coffee & Honey fundraiser orders wrapping up this week.

School Council Report - Jaime Clay

- Next meeting is in April.
- Alberta School Council Engagement grant event for parents in the planning stages.

Status of Committees:

Charter Development Committee - Kelsey Huber

- Project proposal details have been completed.
- Implementation of the internal assurance process in progress, and will be reviewed in June.
- The Learning in Action website has 440 views to date, and will be reviewed monthly.

Fundraising & Sponsorship Committee - Megan Olynyk

- Hand & Hand Humble Roof-Raiser planning in progress.
 - Event tickets are sold out.
- The greenhouse permit applications have been submitted.
- Meeting with the Charter Development Committee on shared tasks.
- Planning a Seniors Day & Open House this spring
- Make it Sow Fundraiser raised \$2,600 to support our ongoing projects.

Facility Committee - Kelsey Huber

- The Town Hall meeting was well attended, very productive, and future oriented. Thank you to all in attendance.
- We have received approval for one new modular classroom from Alberta Education for the 24/25 school year.
- Continuing to work on additional modular classrooms.
- Continuing to work on the Capital Plan.

Policy Development Committee - Megan Olynyk

- Motion **(080-23/24)** to approve March 9, 2024 Policy 8 amendment request as presented: April Popik, Second: Bill Orlick
- Motion **(081-23/24)** to approve March 9, 2024 Administrative Procedure 501 Amendment request as presented: Kelsey Huber, Second: Jenna Verhun
- Motion **(082-23/24)** to approve March 7, 2024 NHCS School Handbook Amendment request as presented: Bill Orlick, Second: Kelsey Huber
- Looking into an Outdoor Procedure for the School Handbook that outlines the dress code, weather considerations and other aspects unique to the charter.

Superintendent Update - Doug Nicholls

- Charter Evaluation Process is underway. We will be receiving a final document in May from Alberta Education. Thank you to all those that participated.
- Student Led Conferences went well. The additional aspect of the barnyard turned out to have great engagement. Thank you to all those that participated.
- "What's Cool About our School", received Staff & Board feedback on the great things happening at our school.

Treasurer's Report - Jennie Schipperheijn

- Motion **(083-23/24)** to approve Treasurer's Report as presented: Kelsey Huber, Second: April Popik

Unfinished Business

- Modular Classroom Update - Megan Olynyk
 - Waiting for approval from the Minister of Education to begin the construction project for the used modular classrooms. While we anticipate this approval we are preparing permitting, engineering and all requirements to proceed with the project in a timely manner.

New Business:

- Skating Rink Bench Request - Kelsey Huber
 - Presented a request to purchase a new bleacher for the skating rink area. The broken bleacher will be repaired and a new bleacher would accommodate a larger group of students. Additional pricing and options will be presented at a later date.
- 2024-2025 School Calendar - Megan Olynyk
 - Motion **(084-23/24)** to approve the 2024-2025 New Humble Community School Calendar with adjustments as presented: April Popik, Second: Jenna Verhun
- Classroom Capacities - Megan Olynyk
 - Presented a request to approve the classroom capacities for the 2024-2025 school year: Kindergarten - 25, Grade 1 - 25, Grade 2 - 25, Grade 3 - 25, Grade 4 - 25, Grade 5 - 12, and Grade 6 - 25.
 - The loft from the kindergarten room will be removed to provide more flexibility of space. It will be stored for potential future use.
 - Motion **(085-23/24)** to approve 24/25 capacities as presented: Kelsey Huber, Second: Bill Orlick
- Capital Plan - Kelsey Huber
 - The 2024-2027 Capital Plan submission was approved with the two priorities:
 1. Modernization and expansion of the 1961 building and many of the original components with title and acquisition or purchase of additional land
 2. New site with replacement school.
 - Motion **(086-23/24)** to approve the 24/27 Capital Plan as presented: Bill Orlick, Second: April Popik

Ratifications of E-Motions & Special Meeting Motions Passed - Megan Olynyk

- Motion **(077-23/24)** to approve the additional deposit of \$25,000 of which \$5,000 is non-refundable to Noranco Transport (Norm Austin): Megan Olynyk, Second: Kelsey Huber.

Questions and Answers / Open Floor

- NHCSA Current Focus - Megan Olynyk
 - The Board is currently focused on:
 - 2024-2025 Modular Classrooms
 - Education Plan
 - Administrative Evaluations
 - Expanding grades to be offered at NHCS
 - Budget implications for 2024-2025
 - TAAPCS representation
 - Committee priorities
- Seniors Day & Open House - Bill Orlick
 - Consider having the days separate.

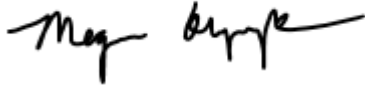
Closing Remarks - Megan Olynyk

Next meeting: April 17, 2024 at 7:00 pm.

Conclude: Meeting adjourned at 8:21 pm.

Approved: April 17, 2024

Signature:

A handwritten signature in black ink, appearing to read "Megan Olynyk", written in a cursive style.

New Humble Community School Association
Minutes from Board Meeting
Wednesday, April 17, 2024 @ 7:06 pm

In person attendance: Megan Olynyk, April Popik, Jenna Verhun, Bill Orlick, Kelsey Huber, Jennie Schipperheijn, Doug Nicholls, Samantha Besler.

Zoom attendance: Cheryl TeRietstap

Welcome & Land Acknowledgment - Megan Olynyk

Review and Approval of Agenda - Megan Olynyk

- Motion **(088-23/24)** to approve April 17, 2024 Monthly Meeting Agenda: Kelsey Huber, Second: April Popik

Review and Approval of Previous Minutes - Megan Olynyk

- Motion **(089-23/24)** to approve March 20, 2024 Meeting Minutes: Jenna Verhun, Second: Bill Orlick

Chair Update - Megan Olynyk

- NHCSA welcomes Amanda Stene to the Humble Community, Amanda was the successful candidate for the Administrative Secretary position.
- NHCSA has accepted the resignation of Secretary-Treasurer Jennie Schipperheijn and extends its appreciation for the work and dedication Jennie contributed while in her role. We appreciate Jennie's continued commitment while the position is filled and as a future volunteer within the school and community.
- The NHCSA Board of Directors current priorities are:
 - Modular classroom projects
 - Greenhouse construction
 - Roof-Raiser close out
 - Strategic Planning session in May
 - Education Plan submission

Superintendent Update - Doug Nicholls

- Thank you to the board, volunteers and community on the success of the Roof-Raiser.
- The Education Plan is complete. AB ED has indicated that we have met all the requirements.
- Working with Teachers & EAs on professional development 'inservicing'.
- When reviewing the criteria/markers for a successful school NHCS meets the criteria.

Parents Society Report

- No report this month.

School Council Report

- No report this month.

Status of Committees:

Charter Development Committee - Kelsey Huber

- Will be meeting with the Leduc Grain Elevator Committee on potential programming collaborations.
- The Learning in action website has reached 1000 views and has been well received.
- Will be reviewing the project proposal information with the Fundraising and Sponsorship committee to determine which projects to recommend to the Board to continue next year.

Fundraising & Sponsorship Committee - Megan Olynyk

- The Roof-Raiser subcommittee can celebrate the successful event and will be completing the close out of action items over the following weeks. Thank you to everyone involved.
- Focused on the Roof-Raiser close out.
- Working with the charter development committee on project evaluations.
- Motion **(090-23/24)** to accept the proceeds from the Hand in Hand Humble Roof-Raiser to add facilities space and continue barnyard and outdoor improvements located at New Humble Community School: Megan Olynyk, Second: Kelsey Huber.

Facility Committee - Kelsey Huber

- Adjusted the Capital Plan since last meeting - Motion is included in the ratifications of E-motions below. It was adjusted to indicate one priority of a new school and new site.
- The committee has paused as they have completed their priorities at this time.

Policy Development Committee - Megan Olynyk

- Prioritized a new group of Policies and Administrative Procedures for review by the Board in May.

Treasurer's Report - Jennie Schipperheijn

- 2024/2025 Draft Budget presented to the Board for review.
- 2023/2024 Budget Projections presented to the Board for review.
- Motion **(091-23/24)** to approve Treasurer's Report as presented: Kelsey Huber, Second: April Popik.

Unfinished Business

- Modular Classroom Update - Megan Olynyk
 - Submitted modular prep sheets and waiting for Alberta Infrastructure approval.
 - Humble Modulares - Applied for permits and received engineering & architectural feedback - more details required.
 - Motion **(092-23/24)** to complete the purchase of 6 unit school modulares (3 Classrooms) at \$ 30,000.00 each totalling \$ 180,000.00 from Norm Austin (Noranco Transport): Megan Olynyk, Second: Kelsey Huber.

- Skating Rink Bench Request - Kelsey Huber - Motion to approve
 - Estimated total for a new bench and mat by outdoor arena is \$2,300. We have permission to use the remainder of Leduc County Grant for this purpose.
 - Motion **(093-23/24)** to approve the purchase of bench and mat: Kelsey Huber, Second: Jenna Verhun
 - The current bench will be repaired,

New Business:

- BASF Grant Application & Update - Bill Orlick & Megan Olynyk
 - NHCSA was honored to be nominated and finalists for the BASF Growing Home Contest. The support from the local and wider community was very appreciated. The winner will be announced at the end of April.
- Grades 7-9 at NHCS - Kelsey Huber
 - NHCSA administration and directors are currently working on an implementation plan for adding junior high grades to NHCS. We are anticipating being able to share more detailed information with staff and parents at the end of May.
- Next Meeting - Megan Olynyk
 - The next NHCSA Regular Board Meeting is scheduled for May 22, 2024. Important items on this agenda will be the Alberta Education presentation of the NHCSA Charter Review and the 2024/2025 Budget.

Ratifications of E-Motions & Special Meeting Motions Passed - Megan Olynyk

- Motion **(087-23/24)** to approve the updated 2024-2027 Capital Plan with the priority of a New Site with replacement school: Megan Olynyk, Second: Kelsey Huber.

Questions and Answers / Open Floor

- Wades Refund Cheque - Bill Orlick
 - It will be deposited at the bank tomorrow.

Closing Remarks - Megan Olynyk

Next meeting: May 22, 2024 at 7:00 pm.

Conclude: Meeting adjourned at 7:45 pm.

Approved: May 22, 2024



Signature:

**New Humble Community School Association
Minutes from Board Meeting
Wednesday, May 22, 2024 @ 6:32 pm**

Trustees in attendance: Megan Olynyk, April Popik, Jenna Verhun, Kelsey Huber,
Zoom attendance: Bill Orlick
Administration: Doug Nicholls,
Administrative Secretary: Amanda Stene
Alberta Education presenters: Connie Ohl, Patricia Rijavec,
Public Attendance

Welcome & Land Acknowledgment - Megan Olynyk

Review and Approval of Agenda - Megan Olynyk

- Motion **(094-23/24)** to approve May 22, 2024 Monthly Meeting Agenda: Jenna Verhun,
Second: April Popik

Review and Approval of Previous Minutes - Megan Olynyk

- Motion **(095-23/24)** to approve April 17, 2024 Meeting Minutes: April Popik , Second:
Jenna Verhun

Gr 3 delegation: proposal to the board

- Discussion on possible solutions to improve cleanliness of the steers by adjusting the
steer pen layout.

AB Education Charter Review - Patricia Rijavec and Connie Ohl from Alberta Education

- Evaluation was overall positive, NHCS has been effective in meeting the terms and
conditions of its charter
- The 12 evaluation criterias have been met and there are no required changes.
- Recommendations were presented.
- Motion **(096-23/24)** to accept the report as information. Kelsey Huber , second April
Popik - Carried (majority vote)

7:15 - 7:21 Break

Chair Update - Megan Olynyk

- End of the year activities and projects are underway
- Ground work will begin within the next few weeks for all modulars
- Developing 2024/2025 committee purposes and outlooks
- Literacy and numeracy results will be reviewed and improvement implementations will
be sought out

- NHCS board members congratulate Doug Nicholls, who will remain on the NHSC team until August 2025!

Superintendent Update - Doug Nicholls

- Thank you to the Grade three students for making recommendations and contributing to the schools overall improvement.
 - Thank you to the representatives from Alberta Education for highlighting our strengths as well as areas of improvement.
 - 2024-2027 Education Plan: Maintain and support charter implementation throughout the school, extending into junior high programs. Improving stakeholder engagement.
 - Upon approval will be submitted to AB education.
- Motion **(097-23/24)** to approve Education plan as presented: Jenna Verhun; Second: April Popik - Carried

Parents Society Report - Jaime Clay

- Excited to help with busing for upcoming field trips
- Staff appreciation lunch - May 23, 2024

School Council Report - Jaime Clay

- Melissa Mo, Occupational Therapist, will be presenting her findings at the June 6th parent engagement night starting at 7pm
- Fundraising committee for Junior High will remain as one committee together with elementary
- May 31, 2024 Community Night, more information to be provided.

Status of Committees:

- 1) Charter Development Committee - Kelsey Huber
 - Leduc Grain Elevator: sub committee working on partnerships and collaboration opportunities - tabled until the fall
 - Barnyard project evaluations were presented to the board and will be reviewed for the 2024/2025 school year
- 2) Fundraising and Sponsorship Committee - Megan Olynyk
 - NHSC barnyard improvements
 - Greenhouse construction has begun
 - Donation Delegation:
 - a) Dedicate the \$5000 donation to be managed by the F&S committee for additional panels and other barnyard improvements.
Motion **(098-23/24)** to approve \$5000 donation to be managed by the Fundraising and Sponsorship committee for barnyard improvements: April Popik; Second: Jenna Verhun - carried
 - b) Support the 'Community in Blooms' fundraiser in Calmar- donation of \$250 or a donation of equal value using unsupported

funds.

Motion **(099-23/24)** to approve a \$250 donation to support the 'Community in Blooms' Fundraiser: Jenna Verhun Second: April Popik - Motion carried

- c) \$1500 donation was received for the purpose of new sports equipment at the school.

Motion **(100-23/24)** to approve adding \$1500 donation to the school budget to be managed by Halea Kohel and Erin Klatt to determine funding allocations: Kelsey Huber; Second: Jenna Verhun - carried

Treasurer's Report - Megan Olynyk

- 2024/2025 Budget presented to the Board for review.
- 24/25 Budget includes projecting the use of surplus in the 2023/2024 fiscal year
- Surplus used towards classroom and school expansion
- Junior high will be funded on a per student basis for the first 3 years

Motion **(101-23/24)** to approve the 2024/2025 NHCSA Budget as presented: Kelsey Huber Second: April Popik - carried

Unfinished Business

1) Modular Classroom Update - Megan Olynyk

- Alberta Infrastructure (South Side) Modular is 98% complete and pick up date will be the end of July
- Construction is moving along with the Humble (North Side) modulars. Update will be provided at the June board meeting
- Parking lot expansion in progress
- F & E budget of \$100,000 - Purchases will be approved by Principal Kohel and Board Chair Olynyk (Current balance of \$143,860 of F&E funding leaving \$43,860 remaining)

Motion **(102-23/24)** to Approve F & E budget of \$100,000: Kelsey Huber Second: April Popik - carried

2) NHCS Junior High Update - Kelsey Huber

- Student and parent orientation night in June, this event is open to the community with a date to be confirmed as soon as possible.

New Business:

- No new business to report

Ratifications of E-Motions & Special Meeting Motions Passed - Megan Olynyk

- Expansion of Junior high grades offered at NHCS
- Contract extension approval of Douglas Nicholls until August 1, 2025. NHCSA recognizes Doug's value to the NHCS team.

Questions and Answers / Open Floor

- No questions

Closing Remarks - Megan Olynyk

Next meeting: June 19, 2023

Meeting adjourned at 8:01pm

Approved: June 19, 2024

A handwritten signature in black ink, appearing to read "Megan Olynyk", with a stylized flourish extending to the right.

Signature:

**New Humble Community School Association
Minutes from Board Meeting
Wednesday, June 19, 2024 @ 7:00 pm**

Trustees in attendance: Megan Olynyk, April Popik, Jenna Verhun, Kelsey Huber, Bill Orlick
Administration: Doug Nicholls
Administrative Secretary: Amanda Stene
Public Attendance

Call to Order - 7:06 pm

Welcome & Land Acknowledgment - Megan Olynyk

Review and Approval of Agenda - Megan Olynyk

Changes to agenda:

- a. Remove 13b - Steer pen update add PLC
- b. 13e - Add 24/25 benefits

Motion (106-23/24) to approve meeting agenda with changes as presented Jenna Verhun,
second: April Popik- Motion is carried.

Review and Approval of Previous Minutes - Megan Olynyk

Motion (107-23/24) to approve previous meeting minutes as presented April Popik, Second
Kelsey Huber - Motion is carried.

Chair Update - Megan Olynyk

- Overall we have had a productive year, congratulations to everyone involved . There have been many successes throughout this year including the Learning in Action website, development of an internal charter assurance process, Alberta Education evaluation, successful hand in hand event, Karma concert grant to support the music program, greenhouse addition, and more.
- Modular and parking lot additions will be taking place over the summer. Note: there may be a playground closure during the construction period
- NHCS will be hosting Worker Bee days over the summer to assist with construction projects - reach out to Megan if you would like to assist.
[Work Bee Schedule](#)
- Welcome Amanda Stene in her new role as Secretary Treasurer and Samantha Besler as the new Agriculture and Environment Manager
- Discussion with the Alberta Education Chief of Staff were fruitful and brought opportunities to connect with the CEO of Lakeland

Superintendent's Report - Douglas Nicholls

We are looking forward to carrying on the momentum into the new school year, thank you to the community for their continued support

- Junior High Update: Thank you for the board's support on this project, the amazing program is taking shape. Look for an update before the end of the school year.

Parents Society Report

- No report this month.

School Council Report

- No report this month.

Presentation - Humble Hearts Out of School Care - Sanjeen Keough

[Humble Hearts- Before and After School Care](#)

Motion (108-23/24) to approve and move forward with the Humble hearts before and after school care program with Halea and Doug taking the lead - Jenna Verhun, Second April Popik - Motion is carried.

Status of Committees:

a) Charter Development Committee

- Charter Assurance Process - improving inefficiencies- combining forms and changing timelines.
- Moving to Bimonthly meetings
- Creating a Junior High Specific Charter Development Test
- SEED (Seek, Explore, Experience, Discover) communicating what AG days will look like next year. Dedicating a spot on the LIA website for communication to parents

Motion (109-23/24) to approve changes to the Charter Assurance Process as presented, Megan Olynyk, Second: Jenna Verhun- Motion is carried.

b) Fundraising and Sponsorship -

- Wrapping up outstanding projects over the summer.
- Junior High Market Hogs and Turkey Proposal for implementation in the fall (budget proposal for housing will be developed at a later date)

Motion (110-23/24) to approve Turkey and Market Hog Proposal for 24/25 school year as presented, April Popik, Second: Jenna Verhun - Motion is carried

c) Policy Development Committee

- Doug to review administration procedures over the summer
- Farmbrite- NHCS received a 65% discount. The program will be ready for board overview in the middle of August.
- Collaboration opportunities were explored with Lakeland.
- Halea to review the parent/student handbook over the summer.

d) 2024/2025 Committees

- Streamlining focuses for each committees

- Reduce time commitments - bimonthly
- Review outstanding action items from previous year

Motion (111-23/24) to approve objective and committees for 24/25 school year as presented, Kelsey Huber, Second Jenna Verhun - Motion is carried

Treasurer's Report - Megan Olynyk

- Amanda has been appointed NHCSA Secretary-Treasurer, John Liu will be a contracted supporter.
- An updated treasurer report will be presented before year end.

Unfinished Business

- Modular Classroom Updates - Megan Olynyk
 - No significant updates at this time.
 - AI modular will be arriving at the end of July.
- Greenhouse Update - Amanda Stene & Bill Orlick
 - Construction is underway, hoping to complete by the end of next week.
- PLC Time: Professional Learning Community - Teachers and support staff working together to achieve charter goals and visions
 - Results have been positive from this year PLC time, it would be positive to continue this into the next school year with the inclusion of junior high students .

Motion (112-23/24) to approve PLC time to continue into the 24/25 school year, Jenna Verhun, Second Kelsey Huber - Motion is carried

New Business:

- NHCSA Board Director Development & Recruitment Committee - Megan Olynyk
[Board Director Development & Recruitment Committee](#)

Motion (113-23/24) to approve Board Director Development and Recruitment Committee Kelsey Huber, Second April Popik - Motion is carried

- MECCs Furniture & Equipment - Megan Olynyk
 - Various items being donated to NHCS for the modulars and the school. Thank you MECCs for their continued support!
- MECCs Bathroom Purchase - Megan Olynyk
 - Megan to follow up with MECCs with the proposed price of \$10,500
- 2024-2025 School Fees - Megan Olynyk
 - NHCS school fees were compared to other school districts, it was determined that NHCS continues to offer their students the lower fees.
 - Determinations will need to be made for 24/25 school year including the Junior High program.
- 24/25 Benefits
 - NHSC staff benefits were compared to other charter schools.

Motion (113-23/24) to increase health spending account from \$300 - \$500 April Popik, Second Jenna Verhun - Motion is carried

- 24/25 board meeting schedule
[2024/2025 Board Meeting Dates](#)

Motion (114-23/24) to approve 24/25 board meeting dates as presented, Kelsey Huber, second

Jenna Verhun - Motion is carried.

Ratification of Electronic Motions Passed

- a) Motion (103-23/24) - June 6, 2024, "I would like to make the motion to approve the temporary contract with John Liu through John Liu Professional Corporation from the date of approval until December 31, 2024.
- b) Motion (104-23/24) - June 6, 2024, "I would like to make the motion to approve the Fee Proposal - New Humble Modulares #2 (1 modular) -24-04-10"
- c) Motion (105-23/24) - June 6, 2024, "I would like to make the motion to approve the Fee Proposal - New Humble Modulares #1R1 (6 modulars)-24-05-31 as presented"

Questions Open Floor

Closing remarks

Thank you to all staff, Doug, students, community and volunteers. It has been a great year and it is wonderful to see all of our growth. Thank you to our Parents society for another amazing year! We are looking forward to the continued growth in the new year!

Adjournment 8:20pm - Next Meeting will be September 18, 2024 @ 7:00 PM

Approved : Megan Olynyk

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