

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: December 20, 2023

Initials: Chair

AA

Approved: FINAL

Recorded By: A. DeJong

Secretary

VT

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

Board Members Present at Call to Order:

Adam Asquini  
CHAIR

Vincent Tong  
BOARD SECRETARY-TREASURER

Trevor Panas  
DIRECTOR

Jason Clarke  
DIRECTOR

Dan Hanson  
DIRECTOR

Adam Koziak  
DIRECTOR

Board Members Absent:

Kristie Derkson  
VICE CHAIR

Administration Present at Call to Order:

Terry Moghrabi  
SUPERINTENDENT

Patti Dundas  
SECRETARY-TREASURER

Lori Vigfusson  
PRINCIPAL

Members in Attendance:

**1. Call to Order**

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

**2. Statement of Territorial Acknowledgment**

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

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**3. Adoption of Agenda**

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

*Moved: Director Hanson  
Seconded: Director Koziak  
Carried*

**4. Disclosure of Conflict of Interest**

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

**5. Approval of Minutes**

**5.1 Minutes of November 15, 2023**

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

*Moved: Director Panas  
Seconded: Director Clarke  
Carried*

**6. Administration Reports**

**6.1 Principal's Report**

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

**6.2 Secretary-Treasurer's Report**

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

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

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

**6.3 Superintendent's Report**

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

**7. Board Reports**

**7.1 Board Chair's Report**

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

**7.2 Committee Reports**

**Finance and Audit Committee**

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

**Policy Guidelines and Bylaws Committee**

No report.

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**Survey Committee**

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

**Public Relations Committee**

No report.

**Personnel Committee**

No report.

**High School Ad Hoc Committee**

No report.

**8. New Business**

**8.1 Set Date for March Board Planning Retreat**

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

**8.2 Counsellor's Report #1**

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

**8.3 Stakeholder Forum**

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

**9. Board Work Plan**

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

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

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

**11. Receipt of Reports**

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

*Moved: Director Hanson*

*Seconded: Board Secretary and Treasurer Tong*

*Carried*

**12. Correspondence Sent**

12.1 – Minister of Education – Reserve Balances

**13. Correspondence Received**

13.1 Christmas Card from Minister of Education

**14. Motion to Move In Camera**

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

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

**15.1 Matters Arising from In-Camera Meeting**

No matters arising from in-camera meeting.

**15. Adjournment**

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

*Next Board Meeting: Wednesday, January 24, 2024*