

New Horizons Charter School Society Board Meeting



June 19, 2024

AGENDA**Type of Meeting:** Board**Date:** June 19, 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
JUNE 19, 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.

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|--|--|--------------|---------|
| 1. | Call to Order | A. Asquini | 7:00 pm |
| 2. | Statement of Territorial Acknowledgment | A. Asquini | 7:01 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 | 7:02 pm |
| 4. | Disclosure of Conflict of Interest | A. Asquini | 7:03 pm |
| 5. | Approval of Minutes | A. Asquini | 7:05 pm |
| | 5.1 May 15, 2024 – attachment | | |
| 6. | School Council Update | E. Macve | 7:10 pm |
| 7. | Administration Reports | | 7:20 pm |
| | 7.1 Principal's Report - attachment | L. Vigfusson | |
| | 7.2 Secretary Treasurer's Report | P. Dundas | |
| | 7.3 Superintendent's Report - attachment | T. Moghrabi | |
| 8. | Board Reports | | 7:35 pm |
| | 8.1 Board Chair's Report | A. Asquini | |
| | 8.2 Other Committee Reports and Updates | A. Asquini | |
| | 8.2.1 Finance and Audit Committee | V. Tong | |
| | 8.2.2 Policy Guidelines and Bylaws Committee | J. Clarke | |
| | 8.2.3 Survey Committee | T. Panas | |
| | 8.2.4 Public Relations Committee | A. Asquini | |
| | 8.2.5 Personnel Committee | K. Derkson | |

AGENDA**Type of Meeting:** Board**Date:** June 19, 2024**Page:**2 of 2*"TOWARDS NEW HORIZONS"**Is it in the best interest of our students?**Does it support excellence?*

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|------------|--|-------------------------|---------|
| 8.2.6 | High School Ad Hoc Committee | A. Asquini | |
| 8.2.7 | Board Activities | | |
| 9. | New Business | | 7:45 pm |
| 9.1 | Artificial Intelligence (AI) in the Classroom Presentation
- attachment | A. Watson / T. Moghrabi | |
| 9.2 | Receive Quarterly Financial Report for March - May, 2024
- attachment | P. Dundas | |
| 9.3 | Approve 2024-25 Extracurricular Fees - attachment | P. Dundas | |
| 9.4 | Superintendent Evaluation | A. Asquini | |
| 9.5 | CASS Summer Conference - attachment | T. Moghrabi | |
| 9.6 | Schedule SGM and Election Date of NHCS Society
- attachment | T. Moghrabi | |
| 9.7 | Schedule Date for Summer Board Retreat | T. Moghrabi | |
| 10. | Board Work Plan – attachment | A. Asquini | 8:35 pm |
| 11. | The Association of Alberta Public Charter Schools | A. Asquini | 8:40 pm |
| 12. | Receipt of Reports | A. Asquini | 8:45 pm |
| 13. | Correspondence Sent | A. Asquini | 8:45 pm |
| | • None | | |
| 14. | Correspondence Received | A. Asquini | 8:45 pm |
| | • EDM Funding Commitment Letter | | |
| 15. | In Camera | A. Asquini | 8:50 pm |
| 16. | Business Arising from In Camera | A. Asquini | 8:55 pm |
| 17. | Adjournment | A. Asquini | 9:00 pm |

Next Board Meeting – Wednesday, September 18, 2024

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting:	Board	Date:	May 15, 2024	Initials:	Chair	
Approved:	DRAFT	Recorded By:	A. DeJong		Secretary	

May 15, 2024, 7:00 p.m.

Board Members Present at Call to Order:

Adam Asquini CHAIR	Vincent Tong BOARD SECRETARY and TREASURER	Dan Hanson DIRECTOR
Adam Koziak DIRECTOR		

Board Members Joining During Meeting:

Trevor Panas DIRECTOR		
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Board Members Absent:

Jason Clarke DIRECTOR	Kristie Derkson VICE CHAIR	
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Administration Present at Call to Order:

Terry Moghrabi SUPERINTENDENT	Patti Dundas SECRETARY-TREASURER	Lori Vigfusson PRINCIPAL
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1. Call to Order

Chair Asquini called the meeting to order at 7:01 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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Type of Meeting:	Board	Date:	May 15, 2024	Initials:	Chair	
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3. Adoption of Agenda

Items 10.1 and 10.3 were updated to reflect the current dates.

<i>Motion 2024-05-15-01</i>	<p><i>Moved that the agenda for the Board Meeting of April 17, 2024 be adopted as amended.</i></p> <p><i>Moved: Director Hanson</i> <i>Seconded: Director Koziak</i> <i>Carried</i></p>
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4. Disclosure of Conflict of Interest

Chair Asquini and Director Panas have spouses at the school, no conflict is anticipated based on the agenda. No other conflicts of interest were cited.

5. Approval of Minutes

5.1 Minutes of April 17, 2024

<i>Motion 2024-05-15-02</i>	<p><i>Moved that the Board Meeting minutes of April 17, 2024 be approved as presented.</i></p> <p><i>Moved: Director Koziak</i> <i>Seconded: Director Hanson</i> <i>Carried</i></p>
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6. Alberta Education Charter Review Presentation

Superintendent Moghrabi introduced Alberta Education Representatives Connie Ohl and Darren Fox, in attendance to present the Alberta Education Charter Review. They provided an overview of the final document and spoke about the charter review process. Discussion followed.

<i>Motion 2024-05-15-03</i>	<p><i>Moved that the Board accept the Alberta Education Charter Review as presented by Alberta Education.</i></p> <p><i>Moved: Board Secretary and Treasurer Tong</i> <i>Seconded: Director Koziak</i> <i>Carried</i></p>
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Director Panas joined the meeting during this presentation.

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7. FANHS Update

Interim FANHS President Rebecca Koziak provided a FANHS update for 2023-24, including executive members, fundraisers, hot lunch program and school community initiatives. Discussion followed.

8. Administration Reports

8.1 Principal's Report

Principal Vigfusson provided a summary of her written report including admissions, staff professional development, spring carnival and PAT update, as included in the meeting package. Discussion followed.

8.2 Secretary-Treasurer's Report

Secretary-Treasurer Dundas provided an update of the Value Scope, as included in the meeting package. Discussion followed.

Action Item: Senior administration will inquire as to what information may be required later in the Capital Planning process and will start compiling or acquiring those documents.

8.3 Superintendent's Report

Superintendent Moghrabi summarized his written report including future meeting with the new Chief of Staff for Alberta Education, meeting with the Education Minister, Education Act Regulations Update, insurance and staff lunch, as included in the meeting package. Discussion followed.

9. Board Reports

9.1 Board Chair's Report

Chair Asquini indicated that Cyber and AI were part of the focus of the insurance meeting, as well as abuse policy and preliminary rates. The virtual meeting with Alberta Education Chief of Staff James Johnson, originally scheduled for May 15, 2024, is being rescheduled. Details are yet to be determined. He expressed appreciation to Director Koziak, parent volunteers and administration for their participation in the staff appreciation lunch. The TAAPCS SGM is upcoming on May 25. He commended the current Board, previous Board members and administration for the positive feedback being received from stakeholders and Alberta Education.

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9.2 Committee Reports

9.2.1 Finance and Audit Committee

No report, to be discussed under New Business.

9.2.2 Policy Guidelines and Bylaws Committee

No report.

9.2.3 Survey Committee

No report.

9.2.4 Public Relations Committee

No report.

9.2.5 Personnel Committee

No report.

9.2.6 High School Ad Hoc Committee

No report.

9.2.7 Board Activities

Director Koziak indicated that he attended the staff appreciation lunch on May 3, 2024 and that the event went well.

10. New Business

10.1 Approval of Education Plan 2023-24 to 2026-27

Principal Vigfusson summarized the minor revisions that have been included in the Education Plan for 2023-24 to 2026-27 and provided highlights of the document, as included in the Board package. Discussion followed.

<i>Motion 2024-05-15-04</i>	<p><i>Moved that the Board approve the Education Plan for 2023-24 to 2026-27 as presented.</i></p> <p><i>Moved: Director Hanson</i> <i>Seconded: Director Panas</i> <i>Carried</i></p>
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10.2 Accountability Pillar Results Report

Principal Vigfusson indicated that the Accountability Pillar Results Report has been changed to the Alberta Education Measures Report. The results are not yet available and will be shared at a later date.

10.3 Approve 2024-25 School Budget

Secretary Treasurer Dundas provided an overview of the Budget Principles and the proposed School Budget for 2024-25, as previously discussed with the Finance Committee. Discussion followed.

<i>Motion 2024-05-15-05</i>	<p><i>Moved that the Board approve the 2024-25 School Budget as presented.</i></p> <p><i>Moved: Board Secretary and Treasurer Tong</i> <i>Seconded: Director Panas</i> <i>Carried</i></p>
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10.4 Approve School Fees for 2024-25

Secretary-Treasurer Dundas summarized the proposed school fees for 2024-25. The process for determining fees was discussed at the August 2023 Board Retreat. Administration requested that approval of the extracurricular fees be deferred until the June Board meeting. Discussion followed.

<i>Motion 2024-05-15-06</i>	<p><i>Moved that the Board approve the proposed 2024-25 school fees and options fees as presented; extracurricular fees will be deferred to the June meeting.</i></p> <p><i>Moved: Director Koziak</i> <i>Seconded: Director Hanson</i> <i>Carried</i></p>
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10.5 Board 2024 Survey Results

Superintendent Moghrabi provided a summary of the numerical survey results, as included in the meeting package. Discussion followed.

10.6 Counsellor's Report

Principal Vigfusson shared a summary from Liam McFarlane with ECSS. Individual and group sessions have been occurring regularly, focussing on a wide range of support areas including social skills, executive functioning, crisis intervention, lack of empathy, mediation, and emotional regulation. Staff sessions are available as needed to support staff resilience. Discussion followed.

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11. Board Work Plan

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

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

Director Koziak indicated that preparations are underway for the upcoming May 25 SGM/AGM being hosted at NHS. Superintendent Moghrabi will be meeting with TAAPCS Executive Director Kelley Charlebois to confirm housekeeping and hosting details for the SGM on May 25, 2024.

13. Receipt of Reports

<i>Motion 2024-05-15-07</i>	<p><i>Moved that all reports be received as presented during the meeting.</i></p> <p><i>Moved: Director Hanson</i> <i>Seconded: Director Panas</i> <i>Carried</i></p>
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14. Correspondence Sent

- None.

15. Correspondence Received

- None.

16. Motion to Move In Camera

<i>Motion 2024-05-15-08</i>	<p><i>Moved that the meeting move in camera at 9:20 p.m.</i></p> <p><i>Moved: Director Hanson</i> <i>Seconded: Director Panas</i> <i>Carried</i></p>
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Motion to Move Out of Camera:

<i>Motion 2024-05-15-09</i>	<p><i>Moved that the meeting move out of camera at 9:35 p.m.</i></p> <p><i>Moved: Director Hanson</i> <i>Seconded: Director Panas</i> <i>Carried</i></p>
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NEW HORIZONS CHARTER SCHOOL SOCIETY
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15. New Business

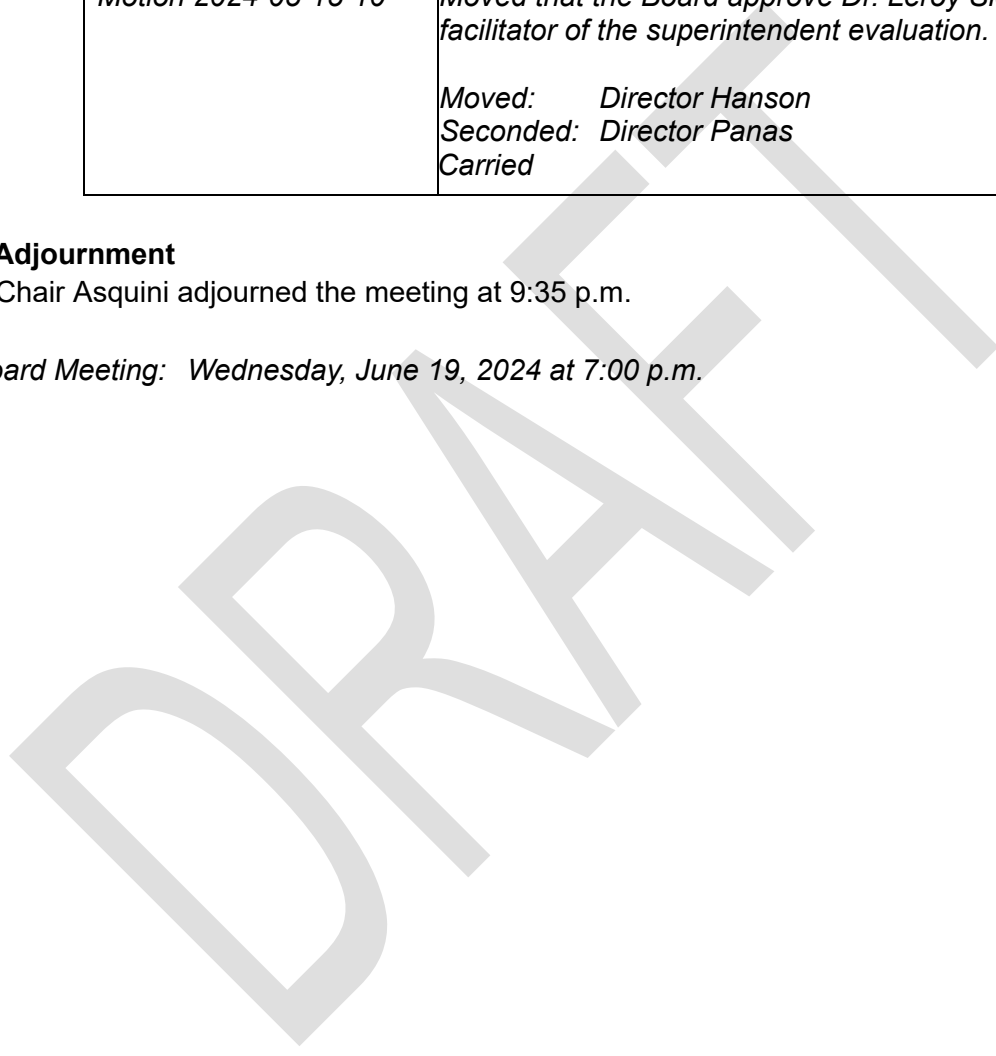
15.1 Matters Arising from In-Camera Meeting

<i>Motion 2024-05-15-10</i>	<p><i>Moved that the Board approve Dr. Leroy Sloan as the facilitator of the superintendent evaluation.</i></p> <p><i>Moved: Director Hanson</i> <i>Seconded: Director Panas</i> <i>Carried</i></p>
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16. Adjournment

Chair Asquini adjourned the meeting at 9:35 p.m.

Next Board Meeting: Wednesday, June 19, 2024 at 7:00 p.m.



MEMORANDUM

Date: June 19, 2024

To: Board of Directors

From: Lori Vigfusson, Principal

Re: Principal's Report-June 2024

Information and Highlights:

Spring Carnival: Thanks so much to School Council and FANHS for putting on this community building event! Many families came out to enjoy the day. Thank you to Chair Asquini and Superintendent Moghrabi for being part of the Staff Splash Down. That event raised over \$600.

Indigenous People's Month and Day: Classes have been spending additional time this month learning and celebrating Indigenous ways of knowing and being. For Indigenous Peoples' Day on June 21, classes will attend an assembly at the start of the day and then participate in a variety of activities to recognize the history, heritage and resilience of Indigenous Peoples in Canada.

Provincial Achievement Tests: Grade 9 students have begun their Provincial Achievement Tests this week. We are using the new digital platform to complete these assessments. Results will be available in July for parents by logging into the Alberta Education MyPass site, though preliminary grades will be shared before the end of the school year. Grade 6 students are completing the PAT for Social Studies and field testing for PATs in Science, Math and Language Arts.

Staffing Update: We have been working on ensuring our staffing complement is complete for the upcoming school year. This includes a part-time Learning Support Teacher designation. This person will support teachers with professional development and creation of enrichment strategies and resources for our students. We have interviewed for the .5 position and have completed the hiring process.

Powerschool: We are changing our student information system to Powerschool for the 2024-2025 school year. This will have a parent portal for parents to update student information, read and digitally sign forms and share student progress. Information on parent accounts will go home with the report cards at the end of the year for returning students.

Report Cards: Report Cards will be sent home through email on June 26. There will be a link to the supply lists as well as the information to create a Powerschool parent account included in the email.

Awards Ceremony: We will be hosting our grade 4-9 awards ceremony at 1:00 on June 26. All parents/caregivers may attend and caregivers of students in Grade 9 or those receiving an award will receive a separate email invitation to the event.

Lori Vigfusson



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

MEMORANDUM

Date: June 19, 2024

To: Board of Directors

Re: Superintendent Report

Information and Highlights:

- **High School Expansion update:** The secretary-treasurer and the superintendent are continuing to discuss the post-Value Scope action items via email. We also held a video conference session with the Alberta Education Infrastructure directors and START Architecture representative to discuss the Strathcona County requirements before receiving a letter of endorsement from the County. START Architecture will commence the scope of work with the County and other contractors to ensure we meet the requirements. It is important to note that these steps will require funding support to execute, and we will revise the capital reserve letter to include these expenses. The engineer considerations for the traffic impact reports will be changed once the Francophone School has relocated. Our costs associated with contracting engineers will hopefully be recovered if we receive approval for design funding in future capital announcements.
- As committed by the Elk Island Catholic School Superintendent, he forwarded my request to the board meeting held on May 29th. The Elk Island Catholic Board reviewed and discussed the letter of transfer that we must submit, supporting New Horizons' assumption of ownership of the current facility. The letter will be necessary for preliminary approval of the capital proposal. The board chair can provide any further information and governance updates.
- **Chief of Staff: James Johnson.** We arranged a virtual meeting with the Chief of staff to share and promote New Horizons Charter Schools' future plans. He specifically wanted to understand better the challenges and successes that New Horizons is facing. Political advocacy at various levels within the department will continue to benefit the school's expansion priorities.
- **TAAPSC SGM Hosting:** New Horizons Charter School Board hosted the first TAAPCS Special General Meeting at a school instead of a conference centre. The central office staff and school staff worked with the TAAPCS executive director to arrange details for the evening dinner and the subsequent conference the next day. Almost 40 attendees were present, and special acknowledgment goes to the school team with Angela, Patti and Lori for their efforts and consideration of all the details on both Friday and Saturday. The TAAPCS executive expressed gratitude for hosting the meeting and felt positive about the two-day event. There were many discussions that our board representatives can review. However, the Continuing Education Program (CEP) for School Superintendents was shared to inform the members of a mandated professional development program expected by the province for all school authority leaders.

- **Spring Carnival**, on the heels of the TAAPCS SGM, was well attended, and provided a lot of fun for all participants, especially the new parents who will start their journey with New Horizons this fall. Huge accolades go to the FANHS/School Council organizations for the event and for volunteering to make our school an even more excellent place to learn and have fun with families. Both Chair Asquini and Principal Vigfusson proved their willingness to suffer for the cause by sitting in the water balloon chair; however, it seemed that the school ran out of warm water when the frozen water balloons popped on my shift in the chair. It's weird how that happened, Ms. Watson.
- As we conclude the 2023/2024 school year, I extend heartfelt gratitude to all board members, thanks to former Chair Hanson and current Chair Asquini, whose leadership has been pivotal to our shared success. Appreciation is also due to our central office staff, school staff, and the FANHS/School Council parents for making this year remarkable. Your unwavering support has been deeply felt, even during an exceptionally busy year. In my recent visits to all classrooms, I saw how much our students are cherished and supported. The sense of community and care at our school is truly extraordinary, making a significant impact on our students' lives. Looking ahead, I am excited to continue developing my leadership and to work together to expand learning opportunities for all students at New Horizons Charter School.

Sincerely

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

Terry Moghrabi

Here are five links to Artificial Intelligence (AI) school board policies from various school authorities in North America that are worthy of following:

1. **EdTech Magazine - How to Enact an AI Policy in Your K–12 Schools** This article provides a comprehensive guide for district IT leaders on creating guidelines for the use of generative AI in classrooms, emphasizing stakeholder input, addressing common fears, and ensuring equitable access. [Read more here \(EdTech Magazine\)](#).
2. **Digital Promise - Integrating Generative AI into School District Policies** This resource discusses the efforts of the RAPID project, which collaborates with school districts to revise Acceptable Use Policies (AUPs) for integrating generative AI, focusing on privacy, ethics, and proactive use. Read more here ([Digital Promise](#)).
3. **THE Journal - New K–12 AI Framework for School District and State Education Leaders** This framework offers detailed sections on political, operational, technical, and fiscal considerations for implementing AI in education, providing a robust structure for school districts to follow. [Read more here \(THE Journal\)](#).
4. **North Carolina Department of Public Instruction - Guidance on the Use of AI in Schools** NCDPI's guidebook provides recommendations for integrating generative AI in public schools, stressing AI literacy across all grade levels and addressing concerns such as data privacy and ethical use. Read more here ([NC DPI](#)).
5. **Barrie 360 - School Boards Grappling with AI Use in Classrooms** This article highlights the approaches of various Canadian school boards, such as the Peel District School Board and Calgary Board of Education, in developing AI policies that focus on ethics and effective usage without formal policies in place. Read more here ([Barrie 360](#)).

These resources provide a variety of perspectives and strategies for integrating AI into educational settings, ensuring ethical considerations, stakeholder involvement, and practical implementation.

DRAFT POLICY: Use of Generative Artificial Intelligence

Purpose: To provide guidance for the use of generative artificial intelligence in New Horizons Charter Schools. The New Horizons School Board recognizes the potential benefits of using generative artificial intelligence (GAI) in the classroom. Teachers can use GAI to improve learning outcomes, personalize instruction, and provide students with access to a broader range of educational resources. However, the board also recognizes the potential risks of using GAI, such as the misuse of GAI for cheating or the impact its unguided use might have on the development of our students.

Integrating artificial intelligence tools in K-12 education can:

- Enhance the quality and diversity of learning materials and resources available to educators and students.
- Provide individualized instructional support and help students attain personalized learning goals.
- Foster creativity and critical thinking skills among students by engaging with AI-generated content in a supervised educational context.
- Encourage students to explore the potential of GAI while developing a deeper understanding of its ethical and responsible use.
- Improve efficiency in the operation of the school division.

Definitions Generative artificial intelligence (GAI) is a category of artificial intelligence that employs machine learning models to create original content that resembles human-created content. It allows machines to generate new content based on patterns observed in existing data. The content can include text, images, audio, or simulated data.

AI learning assistant is an advanced educational technology that utilizes artificial intelligence algorithms to tutor or coach students with personalized and adaptive learning experiences. Designed to emulate the role of a human tutor, AI learning assistants offer individualized support and provide guidance at crucial steps in the problem-solving process. AI learning assistants are typically part of a learning platform and are limited to a particular focus like mathematics or literacy.

Guidelines Curriculum Relevance: Using GAI in the classroom must be part of an intentional lesson plan and align with curriculum objectives. Educators are encouraged to model appropriate use of GAI and incorporate GAI to enhance or differentiate the learning process and not solely for entertainment purposes.

Professional Development: Teachers and staff who use GAI tools shall receive training on their ethical use, limitations, and potential risks, including data privacy issues, before use of GAI.

Avoiding Misrepresentation and Plagiarism: Teachers are obligated to educate students about giving appropriate credit when using AI-generated content to avoid misrepresentation and plagiarism. Proper citation and referencing guidelines must be taught and enforced.

Ethical Awareness, Digital Citizenship, and Appropriate Content: Students require proper education about the ethical implications of using GAI. Staff will model ethical and appropriate use of GAI. Discussions on bias, fairness, and transparency in GAI are encouraged in order to develop digital citizenship skills among students. Students must use content-appropriate prompts when working with GAI to avoid generating inappropriate content. Students who intentionally create inappropriate content may face disciplinary consequences pursuant to the student code of conduct.

Developmental Appropriateness: Younger students may be unable to distinguish between GAI and human-created content or understand the potential for error, bias, and the risks associated with content created by either source. Accordingly, elementary and middle school students shall only access content from GAI when led by their teacher or when using an AI learning assistant in a content-specific software platform.

Data Privacy and Security: Staff must prioritize the protection of student data privacy and ensure that AI-generated content does not reveal sensitive information about individual students. All student data used for GAI shall comply with data protection laws and school board policy.



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

MEMORANDUM

June 19, 2024

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

Background:

The Quarterly Financial Report for the period ended May 31, 2024, is attached for the Board of Directors' information.

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 discuss it and respond to any questions that the Directors may have.

Recommendations:

It is recommended that the Quarterly Financial Report for the period ended May 31, 2024 be received as information.

Patti Dundas – Secretary-Treasurer

Function	DESCRIPTION	Account No	2023-24 Budget	31-Mar-24	30-Apr-24	31-May-24	End of Q3 Actual Results	Budget Residual	% of Budget Residual
REVENUES			\$ 4,923,688.70	\$ 429,721.96	\$ 369,799.68	\$ 399,474.44	\$ 3,697,937.43	\$ 1,225,751.27	25%
	Alberta Education		\$ 4,368,849.37	\$ 394,986.63	\$ 320,976.39	\$ 360,548.34	\$ 3,230,458.46	\$ 1,138,390.91	26%
	Alberta Infrastructure		\$ 396,750.34	\$ 29,854.65	\$ 29,854.65	\$ 29,854.65	\$ 269,744.47	\$ 127,005.87	32%
	Other Government of Alberta		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	Other Alberta School Jurisdictions		\$ 26,682.91	\$ 127.75	\$ 127.75	\$ 127.75	\$ 1,912.09	\$ 24,770.82	93%
	Fees		\$ 90,000.00	\$ -	\$ -	\$ -	\$ 113,755.00	\$ (23,755.00)	-26%
	Sales & Services		\$ 12,500.00	\$ 1,550.94	\$ 9,650.30	\$ 3,618.35	\$ 41,284.92	\$ (28,784.92)	-230%
	Investments		\$ 10,500.00	\$ 913.37	\$ 978.30	\$ 948.75	\$ 8,593.10	\$ 1,906.90	18%
	Gifts		\$ 5,906.08	\$ 1,273.22	\$ 215.03	\$ 415.03	\$ 5,191.49	\$ 714.59	12%
	Fundraising		\$ 12,500.00	\$ 1,015.40	\$ 7,997.26	\$ 3,961.57	\$ 26,997.90	\$ (14,497.90)	-116%
	Amortization		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
							\$ -		
EXPENDITURES			\$ 4,982,438.17	\$ 421,940.53	\$ 441,794.63	\$ 440,295.21	\$ 3,803,072.73	\$ 1,179,365.44	24%
	Salary Certificated		\$ 2,251,612.00	\$ 190,006.74	\$ 188,068.98	\$ 190,613.22	\$ 1,707,809.06	\$ 543,802.94	24%
	Salary Non-Certificated		\$ 487,815.84	\$ 47,875.56	\$ 39,768.49	\$ 46,723.39	\$ 407,288.63	\$ 80,527.21	17%
	Honorariums		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	Benefits Certificated		\$ 505,823.00	\$ 48,073.10	\$ 51,023.55	\$ 51,300.74	\$ 407,258.39	\$ 98,564.61	19%
	Benefits Non-Certificated		\$ 177,222.00	\$ 15,948.26	\$ 15,448.35	\$ 19,486.26	\$ 145,893.21	\$ 31,328.79	18%
	Prof. & Tech. Services		\$ 439,690.00	\$ 33,209.86	\$ 34,490.35	\$ 32,654.10	\$ 321,149.92	\$ 118,540.08	27%
	Communications		\$ 21,275.00	\$ 2,069.41	\$ 1,158.01	\$ 1,461.27	\$ 17,362.10	\$ 3,912.90	18%
	Utilities		\$ 113,061.38	\$ 9,101.93	\$ 9,135.56	\$ 7,499.19	\$ 78,263.75	\$ 34,797.63	31%
	Bussing			\$ 1,367.50	\$ 2,388.58	\$ 2,126.49	\$ 7,985.69	\$ (7,985.69)	0%
	Student Transportation		\$ 58,899.00	\$ 498.55	\$ 333.34	\$ 333.34	\$ 33,397.84	\$ 25,501.16	43%
	Rentals/Leases						\$ -	\$ -	0%
	Fees Expense		\$ 198,550.00	\$ 21,505.17	\$ 48,967.04	\$ 17,014.13	\$ 155,152.29	\$ 43,397.71	22%
	Insurance		\$ 44,435.33	\$ 6,377.58	\$ 5,133.48	\$ 5,133.48	\$ 45,391.36	\$ (956.03)	-2%
	Supplies/Materials		\$ 222,235.00	\$ 13,916.85	\$ 14,237.12	\$ 33,228.34	\$ 167,697.02	\$ 54,537.98	25%
	Text, Library & Media		\$ 43,500.00	\$ 845.13	\$ 613.43	\$ 1,949.97	\$ 12,394.13	\$ 31,105.87	72%
	Travel		\$ 7,100.00	\$ 192.05	\$ -	\$ 23.22	\$ 7,482.03	\$ (382.03)	-5%
	Amortization		\$ 405,269.62	\$ 30,197.43	\$ 30,197.43	\$ 30,197.43	\$ 279,010.19	\$ 126,259.43	31%
	Bank Charges		\$ 5,950.00	\$ 755.41	\$ 830.92	\$ 550.64	\$ 9,537.12	\$ (3,587.12)	-60%
Surplus (Deficit)			\$ (58,749.47)	\$ 7,781.43	\$ (71,994.95)	\$ (40,820.77)	\$ (105,135.30)	\$ 46,385.83	

2024-25 Proposed Extracurricular Fees				
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	\$250.00	\$500.00	
Badminton - Grade 5/6	\$15.00	\$10.00	\$5.00	
Badminton – Jr High League Fee	\$100.00	\$30.00 Actual Cost \$72.00	\$30.00	
Basketball - Grade 5/6	\$15.00	n/a	\$5.00	
Basketball – Jr High League Fee	\$350.00	\$155.00 Jr \$205 Sr	\$400.00	
Golf	\$200.00	\$52.00	\$200.00	
Handball - NEW	\$100.00	\$78.00		
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	\$75.00	\$48.00	\$50.00	
Swimming	\$80.00	\$67.00		
T-shirt (Sports Team)	\$25.00	\$20.00	\$20.00	
Track and Field	\$50.00	\$11.00	\$50.00	
Volleyball - Grade 5/6	\$15.00	n/a	\$5.00	
Volleyball – Jr High League Fee	\$350.00	\$140.00	\$400.00	
*Extracurricular activities occurring during the school year are charged on a cost recovery basis.				

Badminton		
Fees Breakdown	Junior	Senior
	12 players	17 players
Tournament		
League Fee - \$40/team	\$3.33	\$2.35
Equip Fee	\$5.00	\$5.00
Jersey Fee	\$10.00	\$10.00
Ref Fee		
Coaching Gift	\$2.00	\$2.00
Pizza party	\$5.00	\$5.00
Teamsnap		
Bussing Lamont - \$350		
Bussing Vegreville - \$350	\$16.67	
Substitute Coverage - \$220	\$18.33	\$12.94
Athletics Coordinator	\$10.00	\$10.00
Sub-total	\$70.34	\$47.29
Bank Fees	\$1.43	\$0.96
Donation	\$0.00	\$0.00
Total Cost	\$71.76	\$48.25
	\$72.00	\$50.00

Approved Fee \$30.00 \$30.00

Basketball		
Total Fees Breakdown	Senior	Junior
	13 players	20 players
Tournament - \$350ea	\$53.85	\$17.50
League Fee - \$50/team	\$3.85	\$2.50
Equip Fee	\$5.00	\$5.00
Jersey Fee	\$10.00	\$10.00
Ref Fee	\$35.69	\$63.20
Coaching Gift	\$5.00	\$5.00
Pizza party	\$5.00	\$5.00
Teamsnap	\$5.00	\$5.00
Bussing Lamont - \$350	\$26.92	\$17.50
Bussing Vegreville - \$350	\$26.92	
Substitute Coverage - \$220		
Athletics Coordinator	\$20.00	\$20.00
Sub-total	\$197.23	\$150.70
Bank Fees	\$4.00	\$3.06
Donation	\$0.00	\$0.00
Total Cost	\$201.23	\$153.76
Fee Charged	\$205.00	\$155.00

Track and Field	
Total Fees Breakdown	
Tournament	
League Fee - \$5 per student	\$5.00
Equip Fee	
Jersey Fee	
Ref Fee	
Coaching Gift	
Pizza party	
Teamsnap	
Bussing Lamont - \$350	
Bussing Vegreville - \$350	
Substitute Coverage - \$220	\$5.79
Athletics Coordinator	
Sub-total	\$10.79
Bank Fees	\$0.22
Donation	
Total Cost	\$11.01
Fee Charged	\$11.00

Handball	
Fees Breakdown	Junior
	11 players
Tournament - \$300	\$27.27
League Fee - \$40/team	\$3.33
Equip Fee	\$10.00
Jersey Fee	\$10.00
Ref Fee	
Coaching Gift	\$5.00
Pizza party	\$5.00
Teamsnap	\$5.00
Substitute Coverage	
Bussing Lamont - \$350	
Bussing Vegreville - \$350	
Substitute Coverage - \$220	
Athletics Coordinator	\$10.00
Sub-total	\$75.61
Bank Fees	\$1.53
Donation	\$0.00
Total Cost	\$77.14
Fee Charged	\$78.00

Volleyball		
Fees Breakdown	Boys	Girls
	15 players	12 players
Tournament - \$350	\$46.67	\$29.17
League Fee - \$40/team	\$2.67	\$3.33
Equip Fee	\$5.00	\$5.00
Jersey Fee	\$10.00	\$10.00
Ref Fee	\$5.83	\$8.75
Coaching Gift	\$5.00	\$5.00
Pizza party	\$5.00	\$5.00
Teamsnap	\$5.00	\$5.00
Substitute Coverage		
Bussing Lamont - \$350	\$23.71	\$0.00
Bussing Vegreville - \$350	\$11.85	\$44.45
Substitute Coverage - \$220		
Athletics Coordinator	\$20.00	\$20.00
Sub-total	\$140.73	\$135.70
Bank Fees	\$2.86	\$2.75
Donation	-\$64.17	\$0.00
Total Cost	\$79.42	\$138.45
Fee Charged	\$80.00	\$140.00

Golf	
Total Fees Breakdown	
Tournament	
League Fee	\$40.00
Equip Fee	
Jersey Fee	
Ref Fee	
Coaching Gift	
Pizza party	
Teamsnap	
Substitute Coverage	
Bussing	
Substitute Coverage - \$220	
Athletics Coordinator	\$10.00
Sub-total	\$50.00
Bank Fees	\$1.02
Donation	
Total Cost	\$51.02
Fee Charged	\$52.00



Terry Moghrabi
Superintendent
Phone: 780-416-2353
Email: tmoghrabi@newhorizons.ca

MEMORANDUM

Date: June 19, 2024

To: Board of Directors

From: Terry Moghrabi - Superintendent

Re: Permission For Superintendent to Attend CASS / ASBOA Summer Conference

Background:

It is important for the superintendent to engage with CASS professional development opportunities to remain current in the profession. These events, which involve many other school authorities and Alberta Education representatives, offer significant learning opportunities. All superintendents will be expected to complete continuing Education Program credits through CASS. [The Summer Learning conference](#) will be held in Edmonton on August 14-16th, 2024.

Guiding Principles for CASS Continuing Education Program

1. Apply research and data-informed practice to improve system educational leadership.
2. Develop and deliver accredited professional development about system education leadership based on the Alberta Leadership Quality Standard (LQS) and Superintendent Leadership Quality Standard (SLQS).
3. Engage with other organizations, provincially, nationally, or internationally, that have a similar purpose and interest in system education leadership.
4. Promote system education leadership research and publishing of materials designed to maintain and improve system education leader competence.
5. Respond to the professional learning needs of system education leaders to provide continuous, flexible, and responsive professional development.
6. Recognize the achievement of members' annual accreditation status which provides accountability and assurance to the public about the competence of system education leaders.

Recommendations:

It is recommended that the Board authorize the superintended to attend the CASS Summer Conference In August at the Marriott Conference Center in Edmonton for professional development purposes.

Respectfully,

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

Terry Moghrabi



Terry Moghrabi
Superintendent
Phone: 780-416-2353
Email: tmoghrabi@newhorizons.ca

MEMORANDUM

Date: June 19, 2024
To: Board of Directors
From: Terry Moghrabi - Superintendent
Re: Selection of Date for Society SGM and Election

Background:

The New Horizons Charter School Society holds a Special General Meeting for the purpose of election of Directors prior to October 10 of each school year (Bylaw 6.1.5.1). As such, to enable planning for the SGM, it is necessary for the board to select a date for the SGM this fall.

Bylaws state that the Secretary of the Society delivers a notice of the SGM Meeting to each Member at least 21 days before the SGM. The date of the SGM in 2023 was Wednesday, October 4. A recommended date for the SGM is Wednesday, October 9, 2024, as elections must be held on or before October 10.

If this date is selected, notice of the SGM must be sent out on or before September 18, 2024.

Recommendations:

It is recommended that the Board select 7:00 p.m. on October 9, 2024 as the date and time for the SGM.

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

Terry Moghrabi

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	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Complete Board Organizational Actions <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 <input checked="" type="checkbox"/> Receive report on provincial achievement test results (closed meeting), deferred from October <input checked="" type="checkbox"/> 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 August 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

<p>January</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Receive Quarterly Financial Report for Sept-Nov 2023 <input checked="" type="checkbox"/> Review Policy 210 and association 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
<p>February</p>	<ul style="list-style-type: none"> <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
<p>March</p>	<ul style="list-style-type: none"> <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
<p>April</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Receive Quarterly Financial Report for Dec 2023 – Feb 2024 <input checked="" type="checkbox"/> Review School Fees for 2024-25 NEW <input checked="" type="checkbox"/> Host Board Retreat – Identify priorities for upcoming Education Plan, deferred from March
<p>May</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Provide approval to Education Plan 2023-24 to 2024-25 <input checked="" type="checkbox"/> Attend TAAPCS Spring General Meeting <input checked="" type="checkbox"/> Approve Budget for 2024-25, May 31 submission deadline <input checked="" type="checkbox"/> Approve School Fees for 2024-25 NEW, Extracurricular deferred to June <input checked="" type="checkbox"/> Receive Accountability Pillar Results Report for May 2024 <input checked="" type="checkbox"/> Receive Board-developed stakeholder survey results <input checked="" type="checkbox"/> Consider salary adjustment for support staff, senior administration <input checked="" type="checkbox"/> Receive report from FANHS <input checked="" type="checkbox"/> Receive Counsellor’s Report #2 <input checked="" type="checkbox"/> Prepare lunch 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"/> Approve 2024-25 Extracurricular Fees, deferred from May <input type="checkbox"/> Schedule SGM of NHCS Society (requires 21 days notice; must be on or before October 10) <input 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)
As Needed	<input type="checkbox"/> Meet with: <ul style="list-style-type: none"> <input type="checkbox"/> County Council <input type="checkbox"/> MLAs

AR124503

May 3, 2024

Mr. Terry Moghrabi
Superintendent of Schools
New Horizons Charter School Society
1000 Strathcona Drive
Sherwood Park AB T8A3R6

Subject: FUNDING COMMITMENT LETTER

Dear Mr. Moghrabi:

Budget 2024 builds on our commitment to address rising enrolment growth, meet the diverse needs of students in the classroom, and support our education partners in delivering a world-class education that sets Alberta students on a lifelong path to success.

Alberta Education's budget will reach an all-time high of almost \$9.3 billion in 2024-25, an increase of \$393 million, or 4.4 per cent, from the previous year. Over the next three years, we are providing more than \$1.2 billion to address enrolment growth, which may be used to hire additional teachers and classroom support staff, so school authorities can manage class sizes and the growing number of students.

I am pleased to provide this commitment letter confirming that your school authority is expected to receive \$4,296,003 for the 2024/25 school year. A detailed funding profile for your school authority has been posted to the Alberta Education [Extranet](#) for your budgeting and planning purposes.

Thank you again for your continued collaboration and commitment to excellence in education.

Yours truly,

Lora Pillipow
Deputy Minister