



**New Horizons
Charter School Society**

Board Meeting

October 9, 2024

**NEW HORIZONS CHARTER SCHOOL SOCIETY
BOARD OF DIRECTORS' MEETING
OCTOBER 9, 2024
(Immediately following the conclusion of the SGM)
AGENDA**

Online streaming available via Zoom, [click here to join](#).

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|--|--|-------------|---------|
| 1. | Call to Order | A. Asquini | 7:30 pm |
| 2. | Statement of Territorial Acknowledgment | A. Asquini | 7:31 pm |
| <div style="border: 1px solid blue; padding: 5px;"> <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, Sauleaux, 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> </div> | | | |
| 3. | Adoption of Agenda | A. Asquini | 7:34 pm |
| 4. | Disclosure of Conflict of Interest | A. Asquini | 7:36 pm |
| 5. | Approval of Minutes | A. Asquini | 7:37 pm |
| | 5.1 September 18, 2024 – attachment | | |
| 6. | Board Organization | | 7:40 pm |
| | 6.1 Selection of Officers – attachment | T. Moghrabi | |
| | 6.2 Set Regular Meeting Dates (attachment, motion required) | Board Chair | |
| | 6.3 Board Code of Conduct (attachment) | Board Chair | |
| | 6.4 Board Committees – attachment | Board Chair | |
| | 6.5 Signing Authorities (attachment, motion required) | P. Dundas | |
| 7. | New Business | | 8:15 pm |
| | 7.1 Set date for November 2024 Annual General Meeting (attachment) | Board Chair | |
| 8. | Board Work Plan – attachment | Board Chair | 8:20 pm |
| 9. | The Association of Alberta Public Charter Schools | Board Chair | 8:25 pm |
| | 9.1 Annual General Meeting - November 1-2, in Calgary | | |



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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|-----|--------------------|-------------|---------|
| 10. | In Camera | Board Chair | 8:30 pm |
| 11. | Adjournment | Board Chair | 8:35 pm |

Next Board Meeting – October 30, 2024 at 7:00 p.m.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting:	Board	Date:	Sept. 18, 2024	Initials:	Chair	
Approved:	DRAFT	Recorded By:	A. DeJong		Secretary	

September 18, 2024, 7:00 p.m.

Board Members Present at Call to Order:

Adam Asquini CHAIR	Kristie Derkson VICE CHAIR	Vincent Tong BOARD SECRETARY-TREASURER
Jason Clarke DIRECTOR	Dan Hanson DIRECTOR	Adam Koziak DIRECTOR
Trevor Panas DIRECTOR		

Board Members Joining During the Meeting:

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Board Members Absent:

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Administration Present at Call to Order:

Terry Moghrabi SUPERINTENDENT	Patti Dundas SECRETARY-TREASURER	Lori Vigfusson PRINCIPAL
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Virtual Attendee:

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.

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3. Adoption of Agenda

The following items were added to the agenda:

- 14.7 - Education Minister - School Construction Accelerator Program
- 14.8 - TAAPCS Response to Premier Announcement

<i>Motion 2024-09-18-01</i>	<p><i>Moved that the agenda for the Board Meeting of September 18, 2024 be adopted as amended.</i></p> <p><i>Moved: Board Secretary and Treasurer Tong</i> <i>Seconded: Director Tong</i> <i>Carried</i></p>
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4. Disclosure of Conflict of Interest

Chair Asquini and Directors Panas and Clarke 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 June 19, 2024

<i>Motion 2024-09-18-02</i>	<p><i>Moved that the Board Meeting minutes of June 19, 2024 be approved as presented.</i></p> <p><i>Moved: Director Hanson</i> <i>Seconded: Director Clarke</i> <i>Carried</i></p>
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6. Netsmart Presentation

Peter McQueen, CEO, and Jameel Sarangi, Vice-President, from Netsmart attended and provided an overview of their work to date, as well as changes and additional technology hardware and support that have been implemented during the summer break. The goal has been to bring the system to industry-standard best practices with increased security. Discussion followed. At the conclusion of the presentation, Director Clarke asked for a clearer definition of end-of-life for technology and what that means.

7. Administration Reports

7.1 Principal's Report

Principal Vigfusson provided a summary of her written report, which included National Day of Truth and Reconciliation, school support, technology, a traffic

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update, Alberta Education Early Years Assessments, MLA correspondence, Artist in Residence, and PowerSchool, as included in the meeting package. Discussion followed.

7.2 Secretary-Treasurer’s Report

Secretary-Treasurer Dundas summarized her written report, which included facility improvements, financial audit, enrolment, contracts, Budget 2024-25, and Value Scope, as included in the agenda package. She indicated that the Manager of Facilities contract has not been completed as indicated in the written report. Secretary-Treasurer Dundas further indicated that we have been approved for and accepted two new modulars. All approvals are in place and we anticipate that they will be delivered in the spring of 2025. If a renovation is approved, the plan for modulars may be revisited and/or revised. TAAPCS has requested information regarding NHCSS’ capital plan and that information has been shared with TAAPCS. Discussion followed.

Vice-Chair Derkson left the meeting during this report.

7.3 Superintendent’s Report

Superintendent Moghrabi summarized his written report, which included technology, limiting distractions in the classroom, high school programming, the CASS/ASBOA summer conference, the Special General Meeting, and the provincial commitment message from the Minister of Education, as included in the meeting package. Superintendent Moghrabi shared that there are 217 eligible voters for the upcoming Special General Meeting. Discussion followed.

Vice-Chair Derkson returned to the meeting during this report.

8. Board Reports

8.1 Board Chair’s Report

Chair Asquini indicated that there has been numerous pieces of correspondence over the summer. The meeting with EICS had to be postponed and will be rescheduled as soon as possible. He anticipates developing a terms of reference document for the high school planning committee.

8.2 Committee Reports

8.2.1 Finance and Audit Committee

No report.

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8.2.2 Policy Guidelines and Bylaws Committee

The committee met in early September to review Policy #313 and Policy #100. Discussions included the standardization of process for policy revision. Director Clarke provided the committee with a committee work plan to serve as guidance for future committee members as well as recommendations to reference guidance documents within the Charter. Superintendent Moghrabi indicated that the recommendations document has been shared with legal and we are still awaiting a response. Proposed policy changes will be discussed under new business.

8.2.3 Survey Committee

No report.

8.2.4 Public Relations Committee

No report.

8.2.5 Personnel Committee

No report.

8.2.6 High School Ad Hoc Committee

No report.

8.2.7 Board Activities

No report.

9. New Business

9.1 Approve Revision of Policy #100 - Policy Development

Director Clarke provided an overview of the proposed changes to Policy #100 - Policy Development, as included in the agenda package. Discussion followed.

<i>Motion 2024-09-18-03</i>	<p><i>Moved that the revised Policy #100 - Policy Development be approved as presented.</i></p> <p><i>Moved: Director Hanson</i> <i>Seconded: Vice Chair Derkson</i> <i>Carried</i></p>
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9.2 Approve Revision of Policy #313 - Staff Leaves and Absences

Director Clarke provided an overview of the proposed changes to Policy #313 - Staff Leaves and Absences, as included in the agenda package. Discussion followed. Director Hanson recommended that the title Education Act be italicized throughout document as a clerical edit.

<i>Motion 2024-09-18-04</i>	<p><i>Moved that the revised Policy #313 - Staff Leaves and Absences be approved as presented.</i></p> <p><i>Moved: Vice Chair Derkson</i> <i>Seconded: Director Hanson</i> <i>Carried</i></p>
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9.3 Draft Administrative Procedure - Responsible Use of Technology

Superintendent Moghrabi provided a summary of the draft administrative procedure *Responsible Use of Technology*. Discussion followed. There was general consensus to expand the definition of Harassment to include bullying.

9.4 Adopt 2024-25 Board Work Plan

Chair Asquini provided an overview of the Board Work Plan for 2024-25 and highlighted changes, as previously discussed at the August Board Retreat and included in the Board package. Discussion followed.

Action Item: Superintendent Moghrabi will include approval of the Responsible Use of Technology policy on the December Board meeting agenda.

<i>Motion 2024-09-18-05</i>	<p><i>Moved that the Board approve the 2024-25 Board Work Plan as presented.</i></p> <p><i>Moved: Director Hanson</i> <i>Seconded: Director Clarke</i> <i>Carried</i></p>
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9.5 Schedule October Board Meeting

Superintendent Moghrabi indicated the need to set a Board meeting date in October, as included in the meeting package. Discussion followed.

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<i>Motion 2024-09-18-06</i>	<p><i>Moved that the Board set the following meeting dates:</i></p> <ul style="list-style-type: none"> ● <i>Wednesday, October 9, 2024, immediately following the SGM;</i> ● <i>Wednesday, October 30, 2024 at 7:00 p.m.</i> <p><i>Moved: Director Koziak</i> <i>Seconded: Director Panas</i> <i>Carried by majority</i></p>
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9.6 Appointment of Auditor

Secretary-Treasurer Dundas indicated the intent to request Yaremchuk & Annicchiarico as auditors in the 2024-25 school year at the upcoming Annual General Meeting, as included in the meeting package.

10. Board Work Plan

The Board reviewed the Work Plan for 2024-25, as included in the meeting package. Review of the Provincial Achievement Test results will be deferred to the October meeting.

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

Director Koziak indicated that there is no report at this time but that there will be discussion over the coming weeks.

Action Item: Superintendent Moghrabi will determine if TAAPCS will be addressing the incorrect ATA article.

Superintendent Moghrabi indicated that there are 11 charter schools in the TAAPCS' member register. Annual membership fees are approximately \$10,000 per year. Directors are invited to consider joining the executive of TAAPCS; elections will be held at the AGM on November 1-2, 2024.

Chair Asquini confirmed that NHCSS has responded to the TAAPCS request for capital plan information.

Chair Asquini asked Directors if there was additional comment or feedback on the TAAPCS response letter previously shared via email and are invited to send feedback to Chair Asquini via email.

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12. Receipt of Reports

<i>Motion 2024-09-18-07</i>	<p><i>Moved that all reports be received as presented during the meeting.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Director Hanson</i> <i>Carried</i></p>
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13. Correspondence Sent

- None.

14. Correspondence Received

- EDC Minister to Parents - Cell Phone Restrictions
- EDC Minister - New rules balance student well-being and learning
- EDC Deputy Minister - Enhanced Early Years Assessment Framework
- MLA Kyle Kasawski to Board Members
- EDC Minister to Parents - Welcome to 2024-25
- EDC Minister - Welcome Back to Another School Year
- EDC Minister - School Construction Accelerator Program
- TAAPCS Response to Premier Investment in Education Announcement

15. Motion to Move In Camera

<i>Motion 2024-09-18-08</i>	<p><i>Moved that the meeting move in camera at 9:40 p.m.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Director Hanson</i> <i>Carried</i></p>
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Motion to Move Out of Camera:

<i>Motion 2024-09-18-09</i>	<p><i>Moved that the meeting move out of camera at 10:40 p.m.</i></p> <p><i>Moved: Director Hanson</i> <i>Seconded: Director Clarke</i> <i>Carried</i></p>
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16. New Business

16.1 Matters Arising from In Camera Meeting

None.

17. Adjournment

Chair Asquini adjourned the meeting at 10:40 p.m.

Next Board Meeting: Wednesday, October 9, immediately following the SGM.

DRAFT

MEMORANDUM

Date: October 9, 2024

To: Board of Directors

From: Terry Moghrabi- Superintendent

Re: Selection of Officers

Background:

The Board of Directors will need to select their table officers for the 2024-25 school year. Society Bylaws (article 6.2.1) indicate that "The Officers of the Society are the Chair, Vice Chair, Secretary, and Treasurer." Article 6.3 of the Society Bylaws provides a brief role and responsibility statement for each of these positions.

The Board of Directors fill these positions following the election of the directors at the Special General Meeting of the Society. The bylaws state:

6.1.5.3 Appointment of Officers

Within one week following the election, the Board of Directors shall elect a Chair, a Vice Chair, a Secretary, and a Treasurer from amongst themselves. The results of this election shall be communicated to the Members by written notice within seven (7) days.

For the last number of years, the appointment of officers has taken place at the board meeting immediately following the SGM.

Recommendations:

It is recommended that the Board elect directors to each of the table officer positions.



Terry Moghrabi



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

MEMORANDUM

Date: October 9, 2024

To: Board of Directors

From: Terry Moghrabi- Superintendent

Re: Selection of Board of Directors Meeting Dates – October 2024 to September 2025

Background:

Bylaws state that the Board must hold nine meetings throughout the year (Article 6.1.7.1). The regular monthly meetings are scheduled at the Board Organizational Meeting. Traditionally, the meetings are held on the third Wednesday of each month during the school year. However, there are times when board business or other issues arise where the meeting may move back or forward one week.

Historically, the Board has met on the third Wednesday of each month. Based on this practice, the suggested schedule of meetings for the 2024-25 school year are:

- October 30, 2024 (approved at 2024-09-18 Board Meeting)
- November 27, 2024 (Fall break is November 11-15)
- December 18, 2024 (optional)
- January 22, 2025 (Students return from Winter Break on January 6)
- February 19, 2025 (February 17 is Family Day)
- March 19, 2025 (Spring Break begins March 21)
- April 16, 2025 (April 21 is Easter Monday)
- May 21, 2025 (Victoria Day May 19)
- June 18, 2025
- September 17, 2025 (2025-26 school year)

Considerations:

Typically, Board meetings have begun at 7:00 p.m. As we have now moved to in-person meetings, an earlier start may be considered. This will allow for better and safer travel during winter conditions.

Recommendations:

It is recommended that the Board select and approve through resolution monthly meetings for the 2024-25 school year.

A handwritten signature in black ink, appearing to read "T. Moghrabi".

Terry Moghrabi



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

MEMORANDUM

Date: October 9, 2024
To: Board of Directors
From: Terry Moghrabi - Superintendent
Re: Director Code of Conduct

Background:

Directors review the Board of Director's Code of Conduct annually. In addition, Directors also acknowledge their understanding of the Code of Conduct by signing a declaration that is submitted to the Society.

In the board package is the Director's Code of Conduct for their review and signature.

The board may also wish to review the Code of Conduct and discuss its contents at the board meeting.

Sincerely,

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

Terry Moghrabi

POLICIES

Approved: 2009-06-10

Amended:

Policy #101

Section: Board Governance

Page: 1 of 1

#101 Role of the Board and Board Member Code of Conduct

POLICY STATEMENT

The Board of NHCSS will function as the governing Board of the School. The Board shall provide overall direction and leadership for the School. Board members shall conduct themselves in an ethical and responsible manner.

GUIDELINES

1. The Board is responsible for:
 - a. ensuring that the practices of the School and the Board are consistent with applicable legislation, the Charter, Board policies, and contractual obligations;
 - b. developing policies;
 - c. developing Bylaws of NHCSS;
 - d. appointing and evaluating a Superintendent as the Chief Education Officer of the School;
 - e. appointing a Secretary Treasurer as the Chief Financial Officer of the School;
 - f. in conjunction with the Superintendent, appointing a Principal of the School;
 - g. directing and monitoring the finances of the School including approving the annual budget and audited financial statements;
 - h. evaluating the levels of satisfaction held by students, parents and staff; and
 - i. establishing Board committees.

2. Board members shall:
 - a. be aware of their legal and fiduciary responsibilities;
 - b. be informed about current issues and participate actively in decision making;
 - c. act in the best interest of the school community;
 - d. abide by and support all decisions of the board;
 - e. declare conflicts of interest and excuse themselves from Board deliberations;
 - f. be aware that communication of Board decisions is the responsibility of the Chair;
 - g. maintain the confidentiality of the business of the Board, and
 - h. act in a respectful and responsible manner when dealing with the school community.

Board Director's Name (please print)

Board Director's Signature

Date

MEMORANDUM

Date: October 9, 2024
To: Board of Directors
From: Terry Moghrabi - Superintendent
Re: Board Committees

Background:

The Board of Directors will need to appoint Directors to serve on the various committees of the Board. The Board of Directors identify the following Standing Committees:

- Audit Committee
- Policies, Guidelines and Bylaws Committee
- Personnel Committee
- Survey Committee
- Public Relations Committee
- High School Ad Hoc Committee

Board Policy #103 Board Committees identifies rules around committee membership and in some cases, who shall chair the committee (e.g. Audit Committee).

The Society Bylaws enable the Board of Directors to establish Ad Hoc Committees and to hold Committee of the Whole Meetings throughout the year.

Attached with this memorandum is a list of committees and their members for the past three years.

Recommendations:

It is recommended that the Board appoint directors to each of the committees.



Terry Moghrabi

Board Officers & Committee Members 2024-25

Officer Position	2022-23	2023-24	2024-25
Chair	Dan Hanson	Adam Asquini	
Vice Chair	Jason Clarke	Kristie Derkson	
Secretary	Vincent Tong	Vincent Tong	
Treasurer	Vincent Tong	Vincent Tong	

Audit Committee	2022-23	2023-24	2024-25
<i>Membership: Board Treasurer (must chair); 2 or more Board members; 2 community members as specified in Policy</i>	Vincent Tong - Chair	Vincent Tong - Chair	
	Shaun Guthrie	Trevor Panas	
	IJ Ukiwe	Patti Dundas	
	Trevor Panas	Adam Asquini	
	Niharika Sreekumar	Terry Moghrabi	

Policies, Guidelines, Bylaws Committee	2022-23	2023-24	2024-25
<i>Membership: Unspecified; Board member must chair</i>	Jason Clarke - Chair	Jason Clarke, Chair	
	Dan Hanson	Dan Hanson	
	Kristie Derkson	Adam Asquini	
	Michelle Smith	Terry Moghrabi	
	Raena Schindel		

Personnel Committee	2022-23	2023-24	2024-25
<i>Membership: Board members only; unspecified number; Board Chair must chair.</i>	Dan Hanson - Chair	Kristie Derkson, Chair	
	Vincent Tong	Vincent Tong	
	Kristie Derkson	Dan Hanson	
		Adam Koziak	
		Patti Dundas	
		Adam Asquini	
		Terry Moghrabi	

Survey Committee	2022-23	2023-24	2024-25
<i>Membership: Board members only; unspecified number.</i>	Shaun Guthrie	Trevor Panas	
		Adam Asquini	
		Terry Moghrabi	

All committees include the Board Chair (or designate, as needed) and the Superintendent as ex-officio members.

2024-25 Board Structure and Committees

Public Relations Committee	2022-23	2023-24	2024-25
<i>Membership: Unspecified; School Council & FANHS to be invited to submit representation; Board member must chair.</i>	Dan Hanson	Adam Asquini, Chair	
	Jason Clarke	Dan Hanson	
	Elizabeth Macve	Jason Clarke	
	Sarah Jane Lovgren	Elizabeth Macve	
	Michelle Smith	Sarah Jane Lovgren	
		Rebecca Koziak	
		Ellen Hanna	
		Terry Moghrabi	

High School Ad Hoc	2022-23	2023-24	2024-25
	Dan Hanson	Adam Asquini	
	Shaun Guthrie	Kristie Derkson	
	Kristie Derkson	Vincent Tong	
	Jason Clarke	Adam Koziak	
	Michelle Smith	Trevor Panas	
		Dan Hanson	
		Jason Clarke	
		Terry Moghrabi	
	Patti Dundas		

TAAPCS	2022-23	2023-24	2024-25
	Michelle Smith	Adam Asquini	
		Terry Moghrabi	

All committees include the Board Chair (or designate, as needed) and the Superintendent as ex-officio members.



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

MEMORANDUM

Date: October 9, 2024
To: Board of Directors
From: Patti Dundas – Secretary Treasurer
Re: Signing Authorities for New Horizons Charter School Society

Background:

It has been the usual practice of the Board of Directors to confirm and/or appoint signing authorities for the New Horizons Charter School Society at the first board meeting in the fall, immediately following Board elections.

For the 2024-25 school year, at this time, in this context, the following recommendations are presented for the consideration of the Board.

Recommendations:

The following recommendations are presented for the consideration of the Board of Directors:

- That the following individuals serve as signing authorities for the New Horizons Charter School Society:
 - 2024-25 (Board Chair)
 - 2024-25 (Board Treasurer)
 - Terry Moghrabi (Superintendent)
 - Patti Dundas (Secretary-Treasurer)
 - Lori Vigfusson (Principal)
- That payments be approved in Plooto or cheques be signed by one Director and one member of Administration.

Patti Dundas
Secretary-Treasurer, NHCSS



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

MEMORANDUM

Date: October 9, 2024
To: Board of Directors
From: Terry Moghrabi - Superintendent
Re: Selection of Date for Society AGM

Background:

The New Horizons Charter School Society holds an Annual General Meeting prior to November 30 of each school year. Bylaws state that the Secretary of the Society delivers a notice of the AGM Meeting to each Member at least 21 days before the AGM. The notice shall include the time and location of the meeting and any business requiring a special resolution.

The AGM agenda shall deal with following matters:

- a. approving minutes of the last General Meeting;
- b. presenting the audited financial statements;
- c. approving the appointment of an auditor; and
- d. considering any other matters specified in the meeting notice

The date of the AGM in 2023 was Wednesday, November 15. It is recommended that the date for this year's AGM be set for Wednesday, November 27, 2024, start time to be determined.

Recommendations:

It is recommended that the Board select November 27, 2024 for the date of the NHS AGM to allow time for board package preparation after Fall Break (November 11-15, 2024). Please note that the audited financial statements must be approved by the Board and are due to Alberta Education by November 30, 2024.

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

Terry Moghrabi