

# New Horizons Charter School Society Board Meeting

September 17, 2025





## NEW HORIZONS CHARTER SCHOOL SOCIETY BOARD OF DIRECTORS' MEETING SEPTEMBER 17, 2025 AGENDA

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

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|----|--|--------------|---------|
| 1. | <b>Call to Order</b>   | A. Asquini   | 7:00 pm |
| 2. | <b>Statement of Territorial Acknowledgment</b>   | 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. | <b>Adoption of Agenda</b>  | A. Asquini   | 7:02 pm |
| 4. | <b>Disclosure of Conflict of Interest</b>  | A. Asquini   | 7:03 pm |
| 5. | <b>Approval of Minutes</b>   | A. Asquini   | 7:05 pm |
|    | 5.1 June 18, 2025 - attachment   |              |         |
| 6. | <b>Administration Reports</b>  |              | 7:08 pm |
|    | 6.1 Principal's Report - attachment  | L. Vigfusson |         |
|    | 6.2 Secretary Treasurer's Report - attachment  | P. Dundas    |         |
|    | 6.3 Superintendent's Report - attachment   | T. Moghrabi  |         |
| 7. | <b>Board Reports</b>   |              | 7:30 pm |
|    | 7.1 Board Chair's Report   | A. Asquini   |         |
|    | 7.2 Other Committee Reports  | A. Asquini   |         |
| 8. | <b>New Business</b>  |              | 7:45 pm |
|    | 8.1 Ministerial Order of School Literary Materials<br>- attachment   | T. Moghrabi  |         |
|    | 8.2 Adopt 2025-26 Board Work Plan - motion required<br>- attachment  | T. Moghrabi  |         |

8.3	Schedule October Board Meeting - motion required - attachment	T. Moghrabi	
8.4	Appointment of Auditor - attachment	P. Dundas	
9.	<b>Board Work Plan</b>	A. Asquini	8:00 pm
10.	<b>The Association of Alberta Public Charter Schools</b>	A. Asquini	8:05 pm
11.	<b>Receipt of Reports</b> - motion required	A. Asquini	8:15 pm
12.	<b>Correspondence Sent</b> 12.1 None	A. Asquini	8:18 pm
13.	<b>Correspondence Received</b> 13.1 EDC Minister - End of School Year Letter to Parents	A. Asquini	8:19 pm
14.	<b>In Camera</b>	A. Asquini	8:20 pm
15.	<b>Business Arising from In Camera</b>	A. Asquini	8:30 pm
16.	<b>Adjournment</b>	A. Asquini	8:30 pm

**Special General Meeting – Wednesday, October 8, 2025**  
**Next Board Meeting – TBD**

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

<b>Type of Meeting:</b> Board	<b>Date:</b> June 18, 2025	<b>Initials:</b> Chair	
<b>Approved:</b> DRAFT	<b>Recorded By:</b> A. DeJong	<b>Secretary</b>	

**June 18, 2025, 7:00 p.m.**

**Board Members Present at Call to Order:**

Kristie Derkson VICE CHAIR	Trevor Panas (virtual) TREASURER	Adam Koziak SECRETARY
Paul Jackson DIRECTOR	Praveen Kakkan DIRECTOR	

**Board Members Joining During the Meeting:**

Andrea Andrews (virtual) DIRECTOR		
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**Board Members Absent:**

Adam Asquini 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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Virtual attendees: Julie Jackson

**1. Call to Order**

Chair Asquini called the meeting to order at 7:02 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.*

**3. Adoption of Agenda**

The agenda was adopted as presented.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

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<b>Approved:</b> DRAFT	<b>Recorded By:</b> A. DeJong	<b>Secretary</b>	

*Motion 2025-06-18-01*

*Moved that the agenda for the Board Meeting of April 16, 2025 be adopted as presented.*

*Moved: Director Kakkan  
Seconded: Director Jackson  
Carried*

**4. Disclosure of Conflict of Interest**

Based on the agenda, no conflict is anticipated. No other conflicts of interest were cited.

**5. Approval of Minutes**

**5.1 Minutes of May 21, 2025**

*Motion 2025-06-18-02*

*Moved that the Board Meeting minutes of May 21, 2025 be approved as presented.*

*Moved: Director Jackson  
Seconded: Board Secretary Koziak  
Carried*

**6. School Council Report**

School Council Chair Elizabeth Macve was not able to attend; Principal Vigfusson verbally shared a summary of her report summarizing School Council activities from the 2024-25 school year. The Board acknowledged the efforts of School Council and noted Chair Macve's long service and thanked her for her efforts and contributions.

Director Andrews joined the meeting during this report.

**7. Administration Reports**

**7.1 Principal's Report**

Principal Vigfusson summarized her written report, which included provincial achievement tests, Indigenous People's month and day, Grade 9 Adventure Trip, staffing update, awards ceremony, report cards, and instructional minute/bell times for 2025-26, as included in the meeting package. Principal Vigfusson further indicated that the school has received the *Love of Reading* grant through Indigo Books and that there will be a Meet the Teacher BBQ on September 10 as a community-building event. Directors are invited to participate. Discussion followed.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
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**7.2 Secretary-Treasurer's Report**

Secretary-Treasurer Dundas summarized her written report, which included budget, Real Property Governance, and modulares, as included in the meeting package. She also indicated that the modular installation began on June 16; meetings have been occurring, a safety plan has been devised and completion of construction is anticipated for August 26, 2025. The Francophone modulares will be removed in January 2026, and appropriate safety fencing will be installed until modular removal and land reclamation are complete. Discussion followed.

**7.3 Superintendent's Report**

Superintendent Moghrabi summarized his written report, which included new curriculum, Real Property Governance, meeting Field Services regarding IPPs, and a school presentation, as included in the meeting package. Discussion followed.

Director Andrews joined the meeting in person during this report.

**8. Board Reports**

**8.1 Board Chair's Report**

Vice-Chair Derkson acknowledged that June is Pride Month and Indigenous Day on June 21. Chair Asquini has shared a draft newsletter with directors.

**8.2 Committee Reports**

**8.2.1 Finance and Audit Committee**

The committee met to review the third quarter financial report. Details to be provided under New Business.

**8.2.2 Policy Guidelines and Bylaws Committee**

The committee met to review potential policy changes. Items are still in draft form and will be presented for approval after finalization and legal vetting where applicable.

**8.2.3 Survey Committee**

No report.

**8.2.4 Public Relations Committee**

No report.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
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### 8.2.5 Personnel Committee

The Personnel Committee recently met to review the revised Classified Handbook. More information will be shared during the in camera portion of the meeting.

### 8.2.6 High School Ad Hoc Committee

No report.

### 8.2.7 Board Activities

No report.

## 9. New Business

### 9.1 Quarterly Financial Report for March to May 2025

Secretary-Treasurer Dundas provided a summary of the quarterly financial report for March to May, 2025. Discussion followed.

### 9.2 Counsellor's Update (deferred from May)

Principal Vigfusson shared a summary of the counsellor's update, as provided by Liam McFarlane from Educational Counselling and Support Services. Principal Vigfusson acknowledged his contributions and thanked him for his support. Discussion followed.

### 9.3 Schedule SGM of NHCS Society

Superintendent Moghrabi spoke to the background of hosting the annual Special General Meeting (SGM) and elections, as included in the meeting package. Discussion followed.

<i>Motion 2025-06-18-03</i>	<i>Moved that the Board select 7:00 p.m. on Wednesday, October 8, 2025 as the date and time for the SGM.</i>  <i>Moved: Board Secretary Koziak</i> <i>Seconded: Director Andrews</i> <i>Carried</i>
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### 9.4 Approval for CASS Summer Conference Attendance

Superintendent Moghrabi provided background information on the CASS summer conference and submitted a request for approval to attend, as included in the meeting package. Discussion followed.

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<i>Motion 2024-06-18-04</i>	<i>Moved that the Board authorize the superintendent to attend the CASS summer conference.</i>  <i>Moved: Director Kakkan</i> <i>Seconded: Director Jackson</i> <i>Carried</i>
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**9.5 Summer Update**

Superintendent Moghrabi indicated that he would share a summer update with Directors and sought feedback on the format. A discussion followed. The consensus is to share the information by email; a meeting will be scheduled if necessary.

**9.6 Review Charter Revisions**

Superintendent Moghrabi indicated that the deadline for Charter revisions is December 1, 2026. It is suggested that this be discussed at the November retreat.

**9.7 30th Anniversary Celebration**

Superintendent Moghrabi provided a brief update and shared the event invite list as it stands. Discussion followed.

**10. Board Work Plan**

The Board reviewed the Work Plan for 2024-25, as included in the meeting package.

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

Board Secretary Koziak shared a TAAPCS three-year plan with focus on advocacy and rebranding, including potential costs. There is need to promote accurate information regarding charter schools to inform public school boards, municipalities, government representatives, etc. Discussion followed.

<i>Motion 2025-06-18-05</i>	<i>Moved that the Board approve support for the TAAPCS three-year advocacy and rebranding plan, as proposed, up to \$10,500 over the next three years.</i>  <i>Moved: Board Secretary Koziak</i> <i>Seconded: Director Kakkan</i> <i>Carried</i>
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**12. Receipt of Reports**

<i>Motion 2025-06-18-05</i>	<i>Moved that all reports be received as presented during the meeting.</i>  <i>Moved: Director Jackson</i> <i>Seconded: Director Kakkan</i> <i>Carried</i>
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**13. Correspondence Sent**

- None

**14. Correspondence Received**

- None

**15. In Camera**

**15.1 Motion to Move In Camera**

<i>Motion 2025-06-18-06</i>	<i>Moved that the meeting move in camera at 8:53 p.m.</i>  <i>Moved: Director Andrews</i> <i>Seconded: Director Jackson</i> <i>Carried</i>
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**15.2 Motion to Move Out of Camera:**

<i>Motion 2025-06-18-07</i>	<i>Moved that the meeting move out of camera at 9:45 p.m.</i>  <i>Moved: Director Jackson</i> <i>Seconded: Director Kakkan</i> <i>Carried</i>
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**15.3 Matters Arising from In Camera Meeting**

<i>Motion 2025-06-18-08</i>	<i>Moved that the Classified Handbook be approved as presented.</i>  <i>Moved: Director Andrews</i> <i>Seconded: Director Jackson</i> <i>Carried</i>
<i>Motion 2025-06-18-09</i>	<i>Moved that the support staff retro pay summary be approved as presented.</i>  <i>Moved: Director Jackson</i> <i>Seconded: Director Andrews</i> <i>Carried</i>
<i>Motion 2025-06-18-10</i>	<i>Moved that the Secretary-Treasurer salary grid be approved as presented.</i>  <i>Moved: Director Jackson</i> <i>Seconded: Director Kakkan</i> <i>Carried</i>

Vice Chair Derkson shared acknowledgement and appreciation for staff and the Board of Directors and wished everyone a relaxing summer.

**16. Adjournment**

Vice-Chair Derkson adjourned the meeting at 9:47 p.m.

*Next Board Meeting: Wednesday, September 17, 2025 at 7:00 p.m.*

## MEMORANDUM

Date: September 17, 2025

To: Board of Directors

From: Lori Vigfusson, Principal

Re: Principal's Report-September 2025

### Information and Highlights:

**Welcome Back Meet the Teacher BBQ:** School Council organized a BBQ to correspond with our Meet the Teacher evening. There was an incredible turnout from our school community and we received positive feedback on the event. Free Hot Dogs, Salad and Drinks were provided to families. Information on School Council, FANHS and the Board was provided to families on ways to get involved and engage at NHS. Thanks go to School Council for organizing, FANHS for providing funding and Superintendent Moghrabi for cooking. Thanks as well to all of the volunteers who came out to help with set-up, serving and take-down.

### **National Day of Truth and Reconciliation:**

As the school is closed for National Day of Truth and Reconciliation on September 30, NHS will recognize this on September 29th as Orange Shirt Day. Classes will participate in a number of learning activities around Truth and Reconciliation throughout the year and especially on Orange Shirt Day.

**Alberta Education Early Years Assessments:** Over the summer, Alberta Education changed the way schools report results for the mandatory Literacy and Numeracy Screens for students in Kindergarten and Grades 1-3. They will require schools to use Vretta, the same platform used for the Provincial Achievement Tests.

**Enrollment:** Our enrollment numbers for this year are sitting at 457 with space only available in Grade 9. Alberta Education provides funding based on numbers at the end of September and we don't anticipate much movement at this point.

**Individual Program Plans (IPPs):** We will be piloting a new IPP format beginning in Jr. High. The new version, now called Advanced Learning Plans, will provide students with more opportunity to focus on goals that are important to them. Building on their strengths, these goals will be measured throughout the year with students creating benchmarks for teachers to check-in on progress. Ms. Joly as the Learning Support and Jr. High IPP teacher has created lessons to help students create meaningful goals and set a plan to reach them. Teachers will also focus on creating strengths based goals in K-6 with plans to transition to the new model if the pilot proves successful.

**New Classrooms:** We are excited to be able to begin using the new classrooms towards the end of September. One of the classrooms will be designated as a French classroom and the other will be used as a multipurpose room. The space will be used for Daily Physical Activity, STEAM and CTF courses.

**Extracurricular Activities:** Volleyball has started up with the Nighthawks having 3 teams competing in the EIAA League. We will have Jr. Boys, Sr. Boys and Sr. Girls teams representing us this year. The competition began last week with tournaments for the Senior teams. Junior teams will be competing in their tournament this weekend.

School Reach will be starting up at the end of September with practices happening weekly until our tournaments in the winter and spring of 2026.

Jumping Knights Chess will be joining us again this year to offer chess lessons to students in grades 1-6.

Music Clubs will be beginning soon with Ms. Lovlin planning to continue choirs and ukulele club.

Lori Vigfusson  
Principal



Patti Dundas  
Secretary-Treasurer  
Phone: 780-416-2353  
Email:  
[pdundas@newhorizons.ca](mailto:pdundas@newhorizons.ca)

## MEMORANDUM

September 17, 2025

To: Board of Directors

From: Patti Dundas – Secretary-Treasurer

Subject: Monthly Report

### Facilities

Our modulars were delivered on July 28. The projected completion time is September 20. There were some delays with the weather and sub-contractor availability.

### Technology – from Keith Silva

Deactivation of student accounts  
Replaced UPS battery in server room  
Repairs of spare Chromebooks in inventory  
Installation of our CrowdStrike security stack on the iMacs  
Met with TELSCO representatives onsite to assist with upgrade of security system  
Repaired Bitlocker encryption on affected computers  
Applied fix for future PATs on Chromebook accounts  
Renewed Apple certificates  
Repaired issue with aggregation on network switches to improve network and wifi speed  
Replaced failed wifi access point in staff room  
Started deployment of some new iPads  
Started Windows 11 inplace upgrades  
Replaced projector bulb in 4A

The week of August 25 I was onsite each day to assist with classroom setup, new account issues and other items that teachers brought to my attention. As well most Windows 11 upgrades were completed.

### Audit

Our interim audit was completed on Aug.26, 2025. The full audit will begin Monday, Sept. 22, 2025.

### Enrolment

In 2024-25 we projected 451 students - we actually had 443. We received a deficit adjustment of \$35,282 from Alberta Education which was subtracted in the 2024-25 school year budget.

Our projected enrolment for the 2025-26 school year is 448. This number was used to calculate funding for the 2025-26 school year. As of this date, we have 455 students. Any funding that we have received over our actual enrollment will be adjusted in our 2025-26 funding later this school year.



### Contracts

The following contracts have been renewed for 2025-26: snow removal, caretaking and grounds.

We have entered into a new agreement with Laurie Borden – Manager of Facilities.

### Budget 2025-26

We have received a letter of approval from the Minister of Education for the 2025-26 budget. We received a bit more revenue as promised (approx. \$11,000).

### Capital Projects

We are waiting for an additional confirmation letter from Alberta Education regarding our renovation/addition. Superintendent Moghrabi and I met on September 9 with Alberta Infrastructure and Alberta Education to discuss how to advance the project and set goals to put us in the best position to move forward.

#### Planning Stage

We are in the planning stage, which includes pre-schematic design services from an architectural firm. Alberta Infrastructure will create and publish an RFP to hire an architectural firm to begin pre-schematic design services. This stage also includes a site investigation completed by the government to determine if our “plan” fits the site. A bi-weekly meeting will be held with Alberta Infrastructure/Education once the architect has been hired.

#### Design Stage (hopefully within the next 4-6 months)

We will work with the same architect to design the school inside and out with Alberta Education/Infrastructure input.

#### Construction Stage

At this point, we will be site and shovel-ready.

Our next meeting will be after the next milestone, which is the hiring of an architectural firm.

### **Recommendations:**

It is recommended that the Board accept this as information.

*PDundas*

Patti Dundas – Secretary-Treasurer

## MEMORANDUM

Date: September 17, 2025

From: Terry Moghrabi - Superintendent

Re: Superintendent Report

### Information and Highlights:

**Project Approval:** Congratulations to the board and system for achieving a milestone announcement this summer regarding the renovation and expansion of New Horizons Charter School. We were extremely delighted to hear that our capital submission was approved. We attended our first orientation meeting with the Alberta Infrastructure and Alberta Education teams on September 9th. The planning objectives of the province include further site investigations and the pre-schematic design of the project. The next step from the province is to create an RFP and post it for tender to secure an architecture firm. The new accelerator pilot allows funding requests for the next stage of planning and design funding upon completion of the preschematic design. In the meantime, we will schedule future visits to similar K-12 projects that have been recently completed. We may have an opportunity to amend our submission to accommodate higher future enrolment.

**30th Year Celebration:** Planning and preparations have been ongoing throughout the summer. We have held several meetings since June to discuss details. Parent attendees' confirmation is underway, and we hope to see a great representation from our parent community. Media sources were invited to join the celebration. We are excited to have representatives from the Alberta Government, Alberta Education, Sherwood Park Municipality, and, specifically, the founder of our Charter School, Mrs. Colleen Taylor. Students will be treated to a free pizza lunch, and classroom activities will be planned for the morning. A special acknowledgement to recognize the work and efforts of the 30-year Celebration Committee: Andrea Andrews, Adam Koziak, Andrea Watson, Carol Slukynski, Lori Vigfusson, Rebecca Koziak, Terry Moghrabi, with Angela DeJong.

**Meet the Teacher:** We hosted the first combined BBQ and Meet the Teacher event on Wednesday. It was an excellent opportunity to connect with our families and also share some great information on the School Council, FANHS and Board tables with our school community while parents were meeting the classroom teachers. Special thanks to the School Council team for organizing such a well-attended and successful event. Thanks to Board Secretary Koziak, who managed the hotdog distribution and connected with all participants.

**Technology Meeting:** We hold regular meetings with our technician to review progress and inventory as we continue to add more devices to the network. The board may request another opportunity to have Netsmart join a future meeting. With the announcement of a new project, we may want to consider consulting them for advice on future technology trends.

**Special General Meeting:** The SGM will be held on October 8th at 7:00 PM. The Notice of SGM (in correspondence) was shared in the board package and distributed to all members. Nominations for

director positions will be accepted until October 3rd at 4:00 PM. Forms were updated with new QR codes for quicker access. Additional information was shared at the Meet the Teacher BBQ.

**CASS PD:** I attended the CASS Professional Learning Conference in August to continue earning SLQS credits. Currently, I have two out of five courses that all Superintendents must complete. Thank you to the board for approving the summer conference. I can continue to earn credits through future conferences and other professional development opportunities.

**Field Services Representative:** Welcome Bill Turnham, as our new Field Services Representative from Alberta Education. Bill is a 20-plus-year educator and leader. Before joining Alberta Education and Childcare, he worked across my former school division in multiple capacities as a high school teacher, division off-campus coordinator, dual credit coordinator and CTS specialist. He was also the division's Occupational Health and Safety lead, supporting school safety. He sat on the local teacher welfare committee and was the NSC chair, independent of the classroom and division. I am happy to begin the year with Bill as he brings a high school background, which will be a valuable asset to our future planning.

**Ministerial Order Update:** On September 8th, the Minister released information and a new ministerial order on the *Standards of selection, availability and access to school library materials*. This was a follow-up step from the previous ministerial order. The implementation deadline is January 5th, 2026, and the required policies must be implemented. A list of titles of graphic novels and magazines that have sexually explicit visuals needs to be removed and reported to the ministry by October 31st. An information session was held to ensure teachers do not feel they have to box up and remove their classroom collections. Changes have been made to provide school authorities with the flexibility to determine how to share the contents of a classroom collection with the parents of children or students in that class. This can include posting the collection on a digital platform used by the classroom teacher (e.g. Google Classroom, SchoolZone, etc.), via email to classroom parents, or allowing parents to view the collection during classroom events, so long as parents are informed. The goal is to make sure students are not exposed to visually graphic sexual material.

**Teacher strike or Lock-out implications:** On October 6th, the majority of teachers in Alberta will be taking job action and walking off the job unless negotiations dictate otherwise. We know that this strike will not impact our regular school operations; however, our partnership with a transportation agreement will be a concern for us. We are waiting on possible transportation solutions from EIPS and will share with parents as soon as possible.

**Fairness and Safety in Sport Act (the Act) and Fairness and (the Regulation).** [Fact Sheet](#)  
Every athlete that registers to play in a female-only league, class or division of a relevant sport, or their parent or guardian if the athlete is a minor under 18 years of age will be required to confirm in writing at the time of registration that they understand and that the athlete meets all the eligibility requirements to compete set out in the Fairness and Safety in Sport Act and Fairness and Safety in Sport Regulation. Boards of in-scope entities should have this requirement built into their registration process. [Fairness and Safety in-Sport Model Policy](#)



Terry Moghrabi

From: **EDC Deputy Minister** <[EducationDeputyMinister@gov.ab.ca](mailto:EducationDeputyMinister@gov.ab.ca)>

Date: Mon, Sep 8, 2025 at 4:01 PM

Subject: Updated Ministerial Order on the Selection, Availability, and Access of School Literary Materials / Arrêté ministériel modifié concernant les normes relatives à la sélection, l'accès et la disponibilité des ouvrages littéraires dans les écoles

To: EDC Deputy Minister <[EducationDeputyMinister@gov.ab.ca](mailto:EducationDeputyMinister@gov.ab.ca)>

**To:**  
**Board Chairs of Public, Separate, Francophone and Charter School Authorities**  
**Superintendents of Public, Separate, Francophone and Charter School Authorities**  
**Independent (Private) School Authorities**  
**Presidents of Stakeholder Associations**

ACSTA (Alberta Catholic School Trustees' Association)  
 AISCA (Association of Independent Schools and Colleges in Alberta)  
 ASBA (Alberta School Boards Association)  
 ASCA (Alberta School Councils' Association)  
 ATA (Alberta Teachers' Association)  
 CASS (College of Alberta School Superintendents)  
 CCSSA (Council of Catholic School Superintendents of Alberta)  
 FPFA (Fédération des parents francophones de l'Alberta)  
 FCSFA (Fédération des conseils scolaires francophones de l'Alberta)  
 PSBAA (Public School Boards' Association of Alberta)  
 TAAPCS (The Association of Alberta Public Charter Schools)

*Please see the following message on behalf of the Honourable Demetrios Nicolaides, Minister of Education and Childcare./Veuillez lire le message suivant envoyé au nom de l'honorable Demetrios Nicolaides, ministre de l'Éducation et de la Garde d'enfants.*

*Le texte français suit le texte anglais./French text follows English text.*

**Subject: Updated Ministerial Order on the Selection, Availability, and Access of School Literary Materials**

Dear colleagues,

On September 2, 2025, I asked that education partners pause all implementation efforts related to the Ministerial Order on Standards for the Selection, Availability, and Access of School Library Materials.

Today, I [released](#) updated standards to provide greater clarity and focus on the intent of the standards – which remains to protect young students from exposure to materials with explicit sexual content.

The changes to the ministerial order include:

- recognizing the importance of school libraries, including access to classic literary works;
- updating definitions to clarify that the focus of the standards is on limiting student access to graphic visual images;
- ensuring *all* materials (including books, magazines, comics, or graphic novels) with visual depictions of sexual acts are not accessible to students;
- ensuring access to materials with images of acts or activities that are not distinctly sexual in nature (puberty, menstruation, breastfeeding) so educational materials remain in school libraries;
- reducing reporting on classroom collections and providing greater flexibility in how school authorities inform parents of materials in their children's classrooms to address concerns around the time intensiveness of cataloguing materials for teachers;

- removing references to specific grade levels to ensure educators and parents are making decisions on what materials are appropriate; and
- adding a requirement for school authorities to provide a listing to the Minister by October 31, 2025, of any literary materials that the school authority intends to remove, prior to implementation of the remaining standards.

The standards also include an updated implementation deadline of January 5, 2026, by which school boards must remove materials with visual depictions of sexual acts and have all required policies and procedures in place.

To ensure teachers do not feel as though they have to box up and remove their classroom collections, changes have been made to provide school authorities flexibility to determine how to share the contents of a classroom collection with the parents of children or students in that class. This can include posting the collection on a digital platform used by the classroom teacher (e.g. Google Classroom, SchoolZone, etc.), via email to classroom parents, or allowing parents to view the collection during classroom events, so long as parents are informed.

My goal has always been to make sure students are not exposed to visually graphic sexual material. I am confident we can meet that goal while making the process as simple and straightforward as possible for school boards, schools, and teachers.

My department will provide additional information in the coming weeks to support implementing these standards. In the interim, department staff are available to work with your administrations as they review the ministerial order. Staff are also available to discuss select materials on a case-by-case basis as you develop your school literary material listings. I invite you to contact [edc.policybranch@gov.ab.ca](mailto:edc.policybranch@gov.ab.ca) with additional questions.

Best,

Demetrios Nicolaides ECA PhD  
Minister of Education and Childcare

Attachment: [Revised Ministerial Order #034/2025](#)

cc:  
Executive Directors of Stakeholder Associations  
Secretary-Treasurers of Public, Separate, Francophone and Charter School Authorities  
Communications Contacts at School Divisions



## Board of Directors – Work Plan for 2025-26

### September

- ☐ Adopt Board Work Plan for 2025-26
- ☐ Set date for October Board meeting
- ☐ Receive report on provincial achievement test results (closed meeting)
- ☐ Technology Update

### October

- ☐ Complete Board Organizational Actions
  - Conduct Special General Meeting; hold Board elections
  - Elect Board executive officers (must be within one week of SGM)
  - Set dates and times for Board meetings (motion required)
  - Set dates and times for Board Retreats (motion required)
  - Set date for review of Charter Revisions
  - Notify Service Alberta of change in executive officers
  - Identify Board signing authorities
  - Sign Board Member Code of Conduct – Policy #101
- ☐ Receive Alberta Education Assurance Measures (AEAMS) Report
- ☐ Attend TAAPCS Annual General Meeting
- ☐ Receive enrolment report for September 30, 2025
- ☐ Conduct initial orientation session for new Board members
- ☐ Set date for NHCS Society Annual General Meeting

### November

- ☐ Conduct AGM of NHCS Society
- ☐ Approve revised budget for 2025-26
- ☐ Approve Annual Education Results Report 2024-25
- ☐ Approve audited financial statement year ending Aug 31, 2025
- ☐ Receive Report #1 from School Council
- ☐ Determine priorities, possible date for Stakeholder Forum
- ☐ Host Board Retreat
  - Select members for Board standing committees

### December

- ☐ Set date for March Board Planning Retreat
- ☐ Receive Counsellor's Report #1
- ☐ Review Draft Stakeholder Forum Agenda
- ☐ Review Charter Revisions

### January

- ☐ Receive Quarterly Financial Report for Sep - Nov 2025
- ☐ Review Policy 210 and associated Student Code of Conduct
- ☐ Approve school calendar for 2026-27 in principle
- ☐ ~~Host Stakeholder Forum~~ - moved to February
- ☐ Staff Appreciation Meal (formerly breakfast)

<b>February</b>	<input type="checkbox"/> Provide final approval of school calendar for 2026-27 <input type="checkbox"/> Receive mid-year progress report on Three-Year Education Plan 2026-29 <input type="checkbox"/> Host Stakeholder Forum, gather input on possible Education Plan priorities <input type="checkbox"/> Technology Update
<b>March</b>	<input type="checkbox"/> Administer Board-developed Stakeholder Survey <input type="checkbox"/> Approve Three-Year Capital Plan for 2027-28 to 2029-30 <input type="checkbox"/> Host Board Retreat - moved to April
<b>April</b>	<input type="checkbox"/> Receive Quarterly Financial Report for Dec 2025 – Feb 2026 <input type="checkbox"/> Review school fees for 2026-27 <input type="checkbox"/> Superintendent Evaluation <input type="checkbox"/> Host Board Retreat – Identify priorities for upcoming Education Plan
<b>May</b>	<input type="checkbox"/> Provide approval to Education Plan 2025-26 to 2026-27 <input type="checkbox"/> Attend TAAPCS Spring General Meeting <input type="checkbox"/> Approve budget for 2026-27, May 31 submission deadline <input type="checkbox"/> Approve school fees for 2026-27 <input type="checkbox"/> Receive Board-developed stakeholder survey results <input type="checkbox"/> Consider salary adjustment for support staff, senior administration <input type="checkbox"/> Receive report from FANHS <input type="checkbox"/> Receive Counsellor's Report #2 <input type="checkbox"/> Superintendent Evaluation Approval <input type="checkbox"/> Confirm Policy Alignment with Administrative Procedures (from superintendent)
<b>June</b>	<input type="checkbox"/> Assess Board Work Plan progress for 2025-26 <input type="checkbox"/> Receive Quarterly Financial Report for March – May 2026 <input type="checkbox"/> Schedule SGM of NHCS Society (requires 21 days' notice; must be on or before Oct 10) <input type="checkbox"/> Schedule September 2025 Board meeting <input type="checkbox"/> Receive Report #2 from School Council <input type="checkbox"/> Set date for summer Board Retreat - moved to October
<b>Ongoing</b>	<input type="checkbox"/> Consider proposals for new or amended Board policies <input type="checkbox"/> Receive recommendations from Board committees
<b>Annually</b>	<input type="checkbox"/> Negotiate collective agreement with ATA (as needed)
<b>As Needed</b>	<input type="checkbox"/> Meet with: <ul style="list-style-type: none"> <li>- County Council</li> <li>- MLAs</li> </ul>



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

## MEMORANDUM

Date: September 17, 2025  
To: Board of Directors  
From: Terry Moghrabi- Superintendent  
Re: October 2025 Board Meeting

### **Background:**

The October Board Meeting is typically held on the evening of the NHCSS Special General Meeting. The SGM is scheduled for October 8, 2025. Traditionally, the NHCSS Annual General Meeting is scheduled for late November (*e.g. 2024 AGM was held November 27*). This results in seven weeks between the October and November Board Meetings.

As such, administration is recommending the following:

1. Schedule a Board Meeting to appoint officers immediately following the Special General Meeting on October 8, 2025. ***As specified in the bylaws, the appointment of Officers must be completed within one week of the election of directors.***
2. Schedule the monthly October Board Meeting for October 29, 2025. The rationale for this is to reduce the time gap between regularly scheduled meetings.
3. Anticipated official notice of the AGM to be sent to members no later than November 5, 2025.
4. Anticipated Annual General Meeting on November 26, 2025.
5. Alternatively, if the Board prefers to hold the regular October Board Meeting on October 22nd, administration will proceed accordingly. It should be noted that this evening is also a Parent/Teacher meeting.

Sincerely,

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

Terry Moghrabi



Patti Dundas  
Secretary-Treasurer  
Phone: 780-416-2353  
Email:  
[pdundas@newhorizons.ca](mailto:pdundas@newhorizons.ca)

## MEMORANDUM

September 17, 2025

To: Board of Directors

From: Patti Dundas – Secretary-Treasurer

Subject: Auditor

### Background:

At the Fall 2020-2024 AGMs we appointed Rob Rizzo from Yaremchuk & Annicchiarico as our auditors for the upcoming school year.

We will ask to appoint them again for the 2025-26 school year at the Fall 2025 AGM.

### Recommendation:

The following recommendation:

- That the Board of Directors accept this as information.

Patti Dundas – Secretary-Treasurer



ALBERTA  
EDUCATION AND CHILDCARE

*Office of the Minister  
MLA, Calgary - Bow*

Dear parents,

Congratulations on reaching the end of another successful school year! As a father of five, I know how exciting this time of year can be. Before we say goodbye for the summer, I want to take a moment to offer a sincere “thank you” to the parents, guardians, and loved ones who have supported students over the past year. From volunteering with your local school board, to helping your children study for a big test, to packing an endless number of school lunches, we couldn’t have done it without you! It is because of your tireless work as parents that your children are set up for success at school.

The 2024/25 school year marked many successes and advancements in Alberta’s Kindergarten to Grade 12 education system:

- Alberta’s government made a generational investment of \$8.6 billion over seven years to build 100 new schools and create more than 200,000 new student spaces. This spring, 41 new school projects were announced in Budget 2025.
- We introduced literacy and numeracy screeners for students in Kindergarten to Grade 3. These screeners help identify students who need help building early reading or math skills, so they can get additional support.
- Our junior and senior high students made Alberta proud when the final 2022 Programme for International Student Assessment (PISA) scores were released in early 2025. Alberta students ranked first in Canada in science, reading, creative thinking and financial literacy, and second in math. Globally, Alberta ranked first in financial literacy, and second in science, creative thinking, and reading. These scores reflect the hard work of our students and teachers and demonstrate the world-class education students receive in Alberta. Congratulations to all our students and teachers!
- We took smart watches off desks and cellphones out of classrooms when we limited the use of personal mobile devices in schools. School boards report students have been more focused and engaged in class with their devices out of reach. Thank you, parents, for supporting this change and helping your children set good boundaries for cellphone use at school.

Nothing is more important than our children and working alongside you to support their educational journey continues to be a great honour. I am proud to serve Albertans as Minister of Education and Childcare, and I look forward to accomplishing even more together next school year.

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Thank you again, and I wish you all the best over the summer break!

Sincerely,

Demetrios Nicolaides  
Minister of Education and Childcare