



NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

| | | | | | | |
|------------------|-------|--------------|-----------------|-----------|-----------|---|
| Type of Meeting: | Board | Date: | October 8, 2025 | Initials: | Chair |  |
| Approved: | FINAL | Recorded By: | A. DeJong | | Secretary |  |

ORGANIZATIONAL (CLOSED) BOARD MEETING
October 8, 2025, 7:30 p.m.

Board Members Present at Call to Order:

| | | |
|------------------------------|--------------------------------------|---------------------------|
| Andrea Andrews DIRECTOR | Ryan Arbour DIRECTOR | Elliot Fraser DIRECTOR |
| Paul Jackson DIRECTOR | Praveen Kakkan (virtual) DIRECTOR | Adam Koziak DIRECTOR |
| Michael Zalewski DIRECTOR | | |

Administration Present:

| | | |
|----------------------------------|-------------------------------------|--|
| Terry Moghrabi SUPERINTENDENT | Patti Dundas SECRETARY-TREASURER | |
|----------------------------------|-------------------------------------|--|

1. Call to Order

Superintendent Moghrabi called the virtual meeting to order at 7:50 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

| | |
|----------------------|---|
| Motion 2025-10-08-01 | Moved that the agenda for the Board Meeting of October 8, 2025 be adopted as presented. Moved: Director Jackson Seconded: Director Andrews Carried |
|----------------------|---|

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

| | | | | | | |
|-------------------------|-------|---------------------|-----------------|------------------|------------------|---|
| Type of Meeting: | Board | Date: | October 8, 2025 | Initials: | Chair |  |
| Approved: | FINAL | Recorded By: | A. DeJong | | Secretary |  |

4. Disclosure of Conflict of Interest

Based on the agenda, no conflicts are anticipated for this meeting. Additional information regarding conflict of interest can be found in *Policy 101 - Board Code of Conduct*.

5. Board Organization

5.1 Selection of Officers

Superintendent Moghrabi discussed Bylaw requirement 6.1.5.3, which requires the Board Officers and Committee members to be named within one week of the elections. He then provided a brief summary of the duties and responsibilities of each officer position.

Superintendent Moghrabi called for nominations for the appointment of Board Chair.

Nomination received for Director Jackson from Director Koziak. Director Jackson accepted the nomination.

Superintendent Moghrabi called a second time for nominations.

Superintendent Moghrabi called a third time for nominations.

Superintendent Moghrabi closed nominations for the position of Chair.

| | |
|-----------------------------|---|
| <i>Motion 2025-10-08-02</i> | <i>Moved that Director Jackson be appointed by acclamation as Board Chair.</i> <i>Moved: Director Arbour</i> <i>Seconded: Director Koziak</i> <i>Carried</i> |
|-----------------------------|---|



Chair Jackson assumed the position of Chair for the remainder of the meeting.

Chair Jackson called for nominations for the appointment of Vice Chair.

Director Koziak nominated himself for the role.

Chair Jackson called a second time for nominations.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

| | | | | | | |
|-------------------------|-------|---------------------|-----------------|------------------|------------------|---|
| Type of Meeting: | Board | Date: | October 8, 2025 | Initials: | Chair |  |
| Approved: | FINAL | Recorded By: | A. DeJong | | Secretary |  |

Chair Jackson called a third time for nominations.

Chair Jackson closed nominations for the position of Vice Chair.

| | |
|-----------------------------|--|
| <i>Motion 2025-10-08-03</i> | <i>Moved that Director Koziak be appointed by acclamation as Vice Chair.</i> <i>Moved: Director Andrews</i> <i>Seconded: Director Koziak</i> <i>Carried</i> |
|-----------------------------|--|

Chair Jackson called for nominations for the appointment of Secretary.

Nomination received for Director Andrews by Director Koziak. Director Andrews accepted the nomination.

Chair Jackson called a second time for nominations.

Chair Jackson called a third time for nominations.

Chair Jackson closed nominations for the position of Secretary.

| | |
|-----------------------------|---|
| <i>Motion 2025-10-08-04</i> | <i>Moved that Director Andrews be appointed by acclamation as Board Secretary.</i> <i>Moved: Director Zalewski</i> <i>Seconded: Director Arbour</i> <i>Carried</i> |
|-----------------------------|---|

Chair Jackson called for nominations for the appointment of Treasurer.



Nomination received for Director Andrews by Director Koziak. Director Andrews accepted the nomination.

Chair Jackson called a second time for nominations.

Chair Jackson called a third time for nominations.

Chair Jackson closed nominations for the position of Treasurer.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

| | | | | | |
|-------------------------|-------|---------------------|-----------------|------------------|--|
| Type of Meeting: | Board | Date: | October 8, 2025 | Initials: | Chair  |
| Approved: | FINAL | Recorded By: | A. DeJong | | Secretary  |

Motion 2025-10-08-05

Moved that Director Andrews be appointed by acclamation as Board Treasurer.

*Moved: Director Koziak
Seconded: Director Zalewski
Carried*

5.2 Set Regular Meeting Dates

Bylaws state that the Board of Directors must hold nine meetings throughout the year. September and October meeting dates have already been selected, dates for the remainder of the year must be set.

Motion 2025-10-08-06

Moved that the following dates be set as Regular Board Meeting Dates:

- October 29, 2025 (approved at 2025-09-17 Board meeting)
- November 26, 2025
- January 21, 2026
- February 18, 2026
- March 18, 2026
- April 22, 2026
- May 20, 2026
- June 17, 2026
- September 16, 2026 (2026-27 school year)

*Moved: Director Fraser
Seconded: Director Andrews
Carried*



Discussion regarding the meeting format for Board meetings (in-person, hybrid or virtual) ensued.

Motion 2025-10-08-07

Moved that the Board enables a hybrid meeting format when required provided that Directors make the best effort to attend in person and to actively participate while keeping cameras on. In-camera meetings will not include virtual participants.

*Moved: Director Andrews
Seconded: Director Zalewski
Carried*

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

| | | | | | | |
|-------------------------|-------|---------------------|-----------------|------------------|------------------|---|
| Type of Meeting: | Board | Date: | October 8, 2025 | Initials: | Chair |  |
| Approved: | FINAL | Recorded By: | A. DeJong | | Secretary |  |

| | |
|-----------------------------|---|
| <i>Motion 2025-10-08-08</i> | <p><i>Moved that the Regular Board Meeting Dates begin with a 6:30 p.m. start time:</i></p> <p><i>Moved: Director Andrews</i> <i>Seconded: Director Kakkan</i> <i>Carried</i></p> |
|-----------------------------|---|

Action Item: Administration will update meeting dates and times on the school calendar and will advise the membership of the election of Officers.

5.3 Code of Conduct

Superintendent Moghrabi spoke to *Policy #101 Board Member Code of Conduct*, which the Board of Directors is required to abide by. A copy of the Code of Conduct is included in the meeting package and copies were distributed at the meeting. Board members are asked to review the document, sign and return it immediately following the meeting.

5.4 Board Committees

Chair Jackson referenced the bylaw requirement for committees and summarized the five different Board committees. Members can be added throughout the year.



Director and Society member participation in committee membership will be finalized at the October 29, 2025 Board meeting.

Action Item: Superintendent Moghrabi will review committee guidelines and draft an email to Society members asking for members to join the Audit, Public Relations, and Policies, Guidelines and Bylaws committees.

5.5 Signing Authorities

Secretary-Treasurer Dundas spoke to signing authorities for the Society, as included in the meeting package.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

| | | | | | | |
|-------------------------|-------|---------------------|-----------------|------------------|------------------|---|
| Type of Meeting: | Board | Date: | October 8, 2025 | Initials: | Chair |  |
| Approved: | FINAL | Recorded By: | A. DeJong | | Secretary |  |

| | |
|-----------------------------|--|
| <i>Motion 2025-10-29-09</i> | <p><i>Moved that the following individuals serve as signing authorities for the New Horizons Charter School Society:</i></p> <ul style="list-style-type: none"> • <i>Paul Jackson, Board Chair</i> • <i>Andrea Andrews, Board Treasurer</i> • <i>Terry Moghrabi, Superintendent</i> • <i>Patti Dundas, Secretary-Treasurer</i> • <i>Lori Vigfusson, Principal</i> <p><i>Moved: Director Kakkan</i> <i>Seconded: Director Andrews</i> <i>Carried</i></p> |
|-----------------------------|--|

6. New Business

6.1 Set Date for November 2025 Annual General Meeting

Chair Jackson indicated that a date needs to be set for the November 2025 Annual General Meeting. Notice of the AGM will be shared 21 days prior to the meeting date. Discussion followed.

| | |
|-----------------------------|--|
| <i>Motion 2025-10-08-10</i> | <p><i>Moved that the Annual General Meeting be held on November 26, 2025, subject to availability of financial auditor, at 6:30 p.m.</i></p> <p><i>Moved: Director Andrews</i> <i>Seconded: Director Zalewski</i> <i>Carried</i></p> |
|-----------------------------|--|

6.2 Vulnerable Sector Check for Board Directors

Chair Jackson indicated that all staff, employees, and volunteers within the school are required to provide a Vulnerable Sector Check. The previous Board agreed that the practice should also apply to all Directors of the Board. Consensus of this Board is to continue the practice.

Action Item: Superintendent Moghrabi will direct staff to compile vulnerable sector checks for Directors already on file at the school and will advise Directors individually if one is required.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

| | | | | | | |
|------------------|-------|--------------|-----------------|-----------|-----------|-----------|
| Type of Meeting: | Board | Date: | October 8, 2025 | Initials: | Chair | <i>JS</i> |
| Approved: | FINAL | Recorded By: | A. DeJong | | Secretary | <i>JS</i> |

7. Board Work Plan

The Board reviewed the Work Plan for 2025-26, as provided at the meeting.

Action Item: Superintendent Moghrabi will work to contact and arrange a guest speaker for the November Retreat to present a Board Orientation session.

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

Director Koziak provided an overview of TAAPCS and its role. He indicated that TAAPCS will be hosting its Annual General Meeting on Saturday, November 1 at Thrive Charter School in Edmonton. He will attend on behalf of NHCSS.

9. Adjournment

Chair Jackson adjourned the meeting at 8:46 p.m.

Next Board Meeting: October 29, 2025 at 6:30 p.m. at New Horizons School.