



NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board	Date: October 29, 2025	Initials: Chair 
Approved: FINAL	Recorded By: A. DeJong	Secretary 

October 29, 2025, 6:30 p.m.

Board Members Present at Call to Order:

Paul Jackson CHAIR	Adam Koziak VICE CHAIR	Michael Zalewski DIRECTOR
Ryan Arbour DIRECTOR	Elliot Fraser DIRECTOR	

Board Members Joining During the Meeting:

Andrea Andrews SECRETARY and TREASURER		
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Board Members Absent:

Praveen Kakkan DIRECTOR		
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Administration Present at Call to Order:

Terry Moghrabi SUPERINTENDENT	Patti Dundas SECRETARY-TREASURER	
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Virtual: Julie Jackson



1. Call to Order

Chair Jackson called the meeting to order at 6:31p.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

There was one addition to the agenda:

- 8.9 - Board Newsletter

<i>Motion 2025-10-29-01</i>	<i>Moved that the agenda for the Board Meeting of October 29, 2025 be adopted as amended.</i> <i>Moved: Director Fraser</i> <i>Seconded: Vice Chair Koziak</i> <i>Carried</i>
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Board Treasurer and Secretary Andrews joined virtually during this agenda item.

4. Disclosure of Conflict of Interest

Director Zalewski has a spouse on staff at the school, other directors have spouses in parent groups within the school; based on the agenda, no conflict is anticipated. No other conflicts of interest were cited.

5. Approval of Minutes

5.1 Minutes of September 17, 2025

5.2 Minutes of October 8, 2025

Two dates in section 5.2 need to be changed from 2025 to 2026.


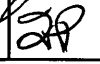
<i>Motion 2025-10-29-02</i>	<i>Moved that the Board Meeting minutes of September 17, 2025 be approved as presented and the minutes of October 8, 2025 be approved as amended.</i> <i>Moved: Vice Chair Koziak</i> <i>Seconded: Director Zalewski</i> <i>Carried</i>
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6. Administration Reports

6.1 Principal's Report

Superintendent Moghrabi provided a summary of Principal Vigfusson's written report, which included Read-In Week, parent-teacher interviews, pre-service teachers, provincial achievement test results, and Indigo Love of Reading Grant, as included in the meeting package. Discussion followed.

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6.2 Secretary-Treasurer's Report

Secretary-Treasurer Dundas summarized her written report which included financial audit, capital project, modulars, IRC Insurance, and TAAPCS membership and fees, as included in the agenda package. Discussion followed.

6.3 Superintendent's Report

Superintendent Moghrabi summarized his written report which included board elections, capital project, CASS Zone 2/3 update, transportation during provincial strike action, engagement with School Council and FANHS, meeting with new Field Services representative, policy committee update, charter school conference planning committee, ministerial and departmental correspondence, and upcoming professional engagements, as included in the meeting package. Discussion followed. The Board expressed appreciation and recognition of the efforts of staff members during the provincial strike action.

Board Treasurer and Secretary Andrews joined in-person during this agenda item.

7. Board Reports

7.1 Board Chair's Report

Chair Jackson expressed appreciation to previous board members for their time and commitment to the Board and welcomed returning and new board members.

7.2 Committee Reports

7.2.1 Finance and Audit Committee

Board Treasurer and Secretary Andrews indicated that the committee will meet in November to review the financial audit. Spaces are available on the committee for community members to join and participate.

7.2.2 Policy Guidelines and Bylaws Committee

Vice Chair Koziak indicated that the committee met in early October and invited board members to participate in the committee.



7.2.3 Survey Committee

No report.

7.2.4 Public Relations Committee

No report.

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7.2.5 Personnel Committee

No report.

7.2.6 High School Ad Hoc Committee

No report.

7.2.7 Board Activities

No report.

8. New Business

8.1 Standing Committee Membership

Superintendent Moghrabi shared the updated committee member list and indicated that to date no additional parents have volunteered to join open committees. There are still spaces available if society members would like to participate in eligible committees. Directors and Society members put their names forward to join committees as follows:

Finance and Audit Committee

- Andrea Andrews, Chair
- Adam Koziak
- Michael Zalewski
- Paul Jackson
- Julie Jackson
- Adam Koziak, Chair
- Paul Jackson
- Andrea Andrews
- Rebecca Koziak

Policy Committee

- Paul Jackson, Chair
- Adam Koziak
- Elliot Fraser
- Paul Jackson (Chair)
- Elliot Fraser
- Praveen Kakkan
- Ryan Arbour
- Andrea Andrews

Survey Committee

- Praveen Kakkan, Chair
- Paul Jackson
- Michael Zalewski
- Paul Jackson
- Adam Koziak
- Andrea Andrews
- Ryan Arbour
- Elliot Fraser
- Praveen Kakkan
- Michael Zalewski

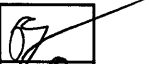

High School Ad Hoc Committee

TAAPCS Representative

- Adam Koziak

Public Relations Committee

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8.2 Enrollment Report for September 30, 2025

Secretary-Treasurer Dundas provided an overview of Alberta Education's per student funding formula. She indicated that as of September 30, 2025, actual enrollment for 2025-26 is 455 students, slightly more than anticipated, as included in the meeting package. Discussion followed.

8.3 Letter to Minister re: Capacity Cap

Chair Jackson provided an overview of the request to modify the Capital Plan and adjusting the capacity cap. A letter that has been prepared for Education Minister Nicolaides.

<i>Motion 2025-10-29-03</i>	<p><i>Moved that the proposed letter to Education Minister regarding modifying the Capital Plan and adjusting the capacity cap be approved as presented.</i></p> <p><i>Moved: Board Treasurer and Secretary Andrews</i> <i>Seconded: Director Zalewski</i> <i>Carried</i></p>
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8.4 Alberta Education Assurance Measures (AEAMS) Report

The Alberta Education Assurance Measures (AEAMS) report is not yet available. The discussion will be deferred to a future meeting. Discussion followed.

Action Item: Superintendent Moghrabi will share results and details of the AEAMS Report in the shared Board drive once available.

8.5 November Board Retreat Date

Superintendent Moghrabi provided an overview of the upcoming Board Retreat and asked Directors to choose a date to hold the November Retreat. Discussion followed. Consensus is to hold the retreat on Saturday, November 22, 2025, beginning at 9:00 a.m.



Action Item: Superintendent Moghrabi will oversee the creation of a shared Board calendar.

8.6 Charter Renewal Review

Superintendent Moghrabi indicated that the administration is currently participating in a review of the Charter as part of the Charter Renewal. A copy of the Charter is included in the meeting package. A more detailed discussion will be included at the November Retreat.

8.7 CASS Conference Attendance

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Superintendent Moghrabi indicated that attendance at CASS activities is necessary as part of his required learning credits. He is seeking approval from the Board to attend the upcoming CASS conference on November 5-7, 2025.

<i>Motion 2025-10-29-04</i>	<p><i>Moved that the Board approved Superintendent Moghrabi's participation in the upcoming CASS conference on November 5-7, 2025.</i></p> <p><i>Moved: Board Treasurer and Secretary Andrews</i> <i>Seconded: Director Fraser</i> <i>Carried</i></p>
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8.8 Policy Approvals

Vice Chair Koziak provided an overview of the revisions to *Policy 105 - Student Appeals to the Board* and the new *Policy 411 - Gender Identity and Inclusion* and *Policy 412 - Selection and Access to School Library Materials*.

8.8.1 - Policy 105 - Student Appeals to the Board

Superintendent Moghrabi indicated that the policy has been vetted by the legal team. Discussion followed.



<i>Motion 2025-10-29-05</i>	<p><i>Moved that Policy 105 - Student Appeals to the Board be approved as presented.</i></p> <p><i>Moved: Vice Chair Koziak</i> <i>Seconded: Board Treasurer and Secretary Andrews</i> <i>Carried</i></p>
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8.8.2 - Policy 411 - Gender Identity and Inclusion

Superintendent Moghrabi indicated that the legal team has vetted the policy. A discussion followed. The consensus is to take the policy back to the policy committee for further discussion and review.

Action Item: Superintendent Moghrabi will seek similar policies from other school boards to use as a comparison and share with the Policy Committee.

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8.8.3 - Policy 412 - Selection and Access to School Library Materials

Superintendent Moghrabi indicated that the policy is required within the Ministerial Order regarding access to library materials. Discussion followed.

<i>Motion 2025-10-29-06</i>	<i>Moved that Policy 412 - Selection and Access to School Library Materials be approved as presented.</i> <i>Moved: Vice Chair Koziak</i> <i>Seconded: Board Secretary and Treasurer Andrews</i> <i>Carried</i>
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8.9 Board Newsletter

Chair Jackson indicated that the previous board intended to create a newsletter to share with parents, highlighting how parental feedback was being used and integrated into discussion and decision-making.

Action Item: Chair Jackson will update the newsletter version and share with Superintendent Moghrabi for distribution to parents.

9. Board Work Plan

The Board reviewed the Work Plan for 2025-26, as included in the meeting package. The AEAMS report was deferred to November and will be placed as a November item on future work plans.

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

Vice Chair Koziak indicated that there is no report at this time; the AGM is scheduled for November 1, 2025 in Edmonton.



11. Receipt of Reports

<i>Motion 2025-10-29-07</i>	<i>Moved that all reports be received as presented during the meeting.</i> <i>Moved: Director Zalewski</i> <i>Seconded: Director Fraser</i> <i>Carried</i>
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12. Correspondence Sent

12.1 30th Anniversary Thank You Letters

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13. Correspondence Received

13.1 Premier Mandate Letter

14. In Camera

14.1 Motion to Move In Camera

<i>Motion 2025-10-29-08</i>	<i>Moved that the meeting move in camera at 9:02 p.m.</i>
	<i>Moved: Board Secretary and Treasurer Andrews</i>
	<i>Seconded: Director Zalewski</i>
	<i>Carried</i>

14.2 Motion to Move Out of Camera:

<i>Motion 2025-10-29-10</i>	<i>Moved that the meeting move out of camera at 10:06 p.m.</i>
	<i>Moved: Director Arbour</i>
	<i>Seconded: Director Zalewski</i>
	<i>Carried</i>

14.3 Matters Arising from In Camera Meeting

None.

15. Adjournment

Chair Jackson adjourned the meeting at 10:06 p.m.

Next Board Meeting: Wednesday, November 26, immediately following the AGM.