

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board	Date: November 26, 2025	Initials: Chair 
Approved: FINAL	Recorded By: A. DeJong	Secretary 

November 26, 2025, 7:00 p.m.

Board Members Present at Call to Order:

Paul Jackson CHAIR	Adam Koziak VICE CHAIR	Andrea Andrews (virtual/in-person) SECRETARY and TREASURER
Ryan Arbour DIRECTOR	Elliot Fraser DIRECTOR	Michael Zalewski DIRECTOR

Board Members Joining During the Meeting:

--	--	--

Board Members Absent:

Praveen Kakkan DIRECTOR		
----------------------------	--	--

Administration Present at Call to Order:

Terry Moghrabi SUPERINTENDENT	Patti Dundas SECRETARY-TREASURER	Lori Vigfusson PRINCIPAL
----------------------------------	-------------------------------------	-----------------------------

1. Call to Order

Chair Jackson called the meeting to order at 6:57 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
MINUTES

Type of Meeting: Board	Date: November 26, 2025	Initials: Chair 
Approved: FINAL	Recorded By: A. DeJong	Secretary 

3. Adoption of Agenda

<i>Motion 2025-11-26-01</i>	<p><i>Moved that the agenda for the Board Meeting of November 26, 2025 be adopted as amended.</i></p> <p><i>Moved: Director Zalewski</i> <i>Seconded: Director Arbour</i> <i>Carried</i></p>
-----------------------------	--

4. Disclosure of Conflict of Interest

No conflicts of interest were cited.

5. Approval of Minutes

5.1 Minutes of October 29, 2025

<i>Motion 2025-11-26-02</i>	<p><i>Moved that the Board Meeting minutes of October 29, 2025 be approved as presented.</i></p> <p><i>Moved: Director Zalewski</i> <i>Seconded: Director Arbour</i> <i>Carried</i></p>
-----------------------------	---

6. Administration Reports

6.1 Principal's Report

Principal Vigfusson provided a summary of her written report, which included report cards, Remembrance Day ceremony and Alberta Education Results Report, as included in the meeting package. Discussion followed.

6.2 Secretary-Treasurer's Report

Secretary-Treasurer Dundas summarized her written report, which included technology, maintenance, and financial audit, as included in the meeting package. Discussion followed.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board	Date: November 26, 2025	Initials: Chair	
Approved: FINAL	Recorded By: A. DeJong	Secretary	

6.3 Superintendent's Report

Superintendent Moghrabi summarized his written report, which included January PATs and diploma exams, TAAPCS AGM, Bill 6, Class Size and Complexity Cabinet Committee, program expansion consultations, and CASS conference, as included in the meeting package. Discussion followed.

Board Treasurer and Secretary Andrews arrived in person during this report.

7. Board Reports

7.1 Board Chair's Report

Chair Jackson thanked Directors for an active and valuable Retreat on November 22, 2025. Chair Jackson has contacted the consultant previously hired to conduct the superintendent evaluation. A date has been set for May 11, 2026 and all directors are asked to attend.

7.2 Committee Reports

7.2.1 Finance and Audit Committee

Board Treasurer and Secretary indicated that the committee met on November 19, 2025 to review the financial audit and to review the fall budget update. There are still spaces available for Society members to join the committee.

7.2.2 Policy Guidelines and Bylaws Committee

The committee has not met since the last board meeting. There are policies that require review and implementation, consensus is to meet prior to winter break to begin that discussion. Discussion followed. Agreement to hold a committee meeting on Monday, December 15 at 2:00 p.m.

7.2.3 Survey Committee

No report.

7.2.4 Public Relations Committee

No report.

7.2.5 Personnel Committee

No report.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board	Date: November 26, 2025	Initials:	Chair	
Approved: FINAL	Recorded By: A. DeJong		Secretary	

7.2.6 High School Ad Hoc Committee

Chair Jackson suggested that the committee meet in mid-January. Consensus is to meet on Tuesday, January 13, 2026 at 6:00 p.m.

7.2.7 Board Activities

No report.

8. New Business

8.1 2024-25 Audited Financial Statement

Secretary-Treasurer Dundas provided an update and overview of the 2024-25 Financial Audit Report, as presented at the Annual General Meeting. Discussion followed.

<i>Motion 2025-11-26-03</i>	<p><i>Moved that the Board approve the August 31, 2025 audit report prepared by Yaremchuk & Annicchiarico, as presented at the Annual General Meeting.</i></p> <p><i>Moved: Director Zalewski</i> <i>Seconded: Board Treasurer and Secretary Andrews</i> <i>Carried</i></p>
-----------------------------	---

8.2 Appointment of Auditor

<i>Motion 2025-11-26-04</i>	<p><i>Moved that Yaremchuk & Annicchiarico Accountants be appointed as auditors for the 2025-26 fiscal year.</i></p> <p><i>Moved: Vice Chair Koziak</i> <i>Seconded: Board Treasurer and Secretary Andrews</i> <i>Carried</i></p>
-----------------------------	---

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board	Date: November 26, 2025	Initials:	Chair 
Approved: FINAL	Recorded By: A. DeJong		Secretary 

8.3 Fall Budget Update

Secretary-Treasurer Dundas provided an overview of the 2025-26 Fall Budget, highlighting some minor adjustments and changes that have occurred since May. Discussion followed.

<i>Motion 2025-11-26-05</i>	<p><i>Moved that the Board approve the Fall Budget Update as presented.</i></p> <p><i>Moved: Director Zalewski</i> <i>Seconded: Director Arbour</i> <i>Carried</i></p>
-----------------------------	--

8.4 Annual Education Results Report (AERR) 2024-25

Principal Vigfusson provided a summary of the Annual Education Results Report (AERR) that has been prepared for submission. The deadline to share the AERR with Alberta Education and to post on the school website is November 30 of each year. Discussion followed.

<i>Motion 2025-11-26-06</i>	<p><i>Moved that the Board approve the Annual Education Results Report as presented.</i></p> <p><i>Moved: Director Zalewski</i> <i>Seconded: Director Fraser</i> <i>Carried</i></p>
-----------------------------	---

Item 8.7 was discussed out of order from the agenda.

8.7 Counsellor's Report

Principal Vigfusson provided an overview of the counsellor's report, as included in the agenda package. Discussion followed. A request was made to include a more detailed breakdown of the work being done on future counsellor reports.

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board	Date: November 26, 2025	Initials:	Chair 
Approved: FINAL	Recorded By: A. DeJong		Secretary 

8.5 NHS Stakeholder Forum

Superintendent Moghrabi provided background for the upcoming stakeholder forum, as included in the meeting package. Discussion followed.

<i>Motion 2025-11-26-07</i>	<p><i>Moved that the Board select Monday, February 2, 2026 from 6:30 p.m. to 8:30 p.m. for the Stakeholder Forum.</i></p> <p><i>Moved: Board Treasurer and Secretary Andrews</i> <i>Seconded: Director Arbour</i> <i>Carried</i></p>
-----------------------------	--

Action Item: Superintendent Moghrabi will propose discussion topics for the Stakeholder Forum and share with directors prior to the January Board meeting.

8.6 Board Survey and Date for April Board Retreat

Superintendent Moghrabi provided an overview of dates to consider for the Board survey and the April Board Retreat. Discussion followed. Consensus is to select a date for the Board Retreat at the January Board meeting.

9. Board Work Plan

The Board reviewed the Work Plan for 2025-26, as included in the meeting package.

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

Director Koziak indicated that he, along with Superintendent Moghrabi and Secretary-Treasurer Dundas attended the TAAPCS AGM on November 1, 2025 at Thrive Charter School. Discussion highlights include the advocacy plan and new TAAPCS website, frustrations regarding challenges, predominantly in the Calgary area, for building acquisitions. He expressed appreciation to Secretary-Dundas for volunteering to participate in the audit of TAAPCS financials as a cost savings measure for the Society.

11. Receipt of Reports

<i>Motion 2025-11-26-08</i>	<p><i>Moved that all reports be received as presented during the meeting.</i></p> <p><i>Moved: Director Zalewski</i> <i>Seconded: Board Treasurer and Secretary Andrews</i> <i>Carried</i></p>
-----------------------------	--

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting: Board	Date: November 26, 2025	Initials:	Chair	
Approved: FINAL	Recorded By: A. DeJong		Secretary	

- 12. Correspondence Sent**
12.1. Letter to EDC Minister

- 13. Correspondence Received**
13.1. None

- 14. In Camera**
14.1 Motion to Move In Camera

<i>Motion 2025-11-26-09</i>	<i>Moved that the meeting move in camera at 9:11 p.m.</i>
	<i>Moved: Director Arbour</i>
	<i>Seconded: Director Zalewski</i>
	<i>Carried</i>

- 14.2 Motion to Move Out of Camera:**

<i>Motion 2025-11-26-10</i>	<i>Moved that the meeting move out of camera at 9:21 p.m.</i>
	<i>Moved: Director Arbour</i>
	<i>Seconded: Board Treasurer and Secretary Andrews</i>
	<i>Carried</i>

- 14.3 Matters Arising from In Camera Meeting**
None.

- 15. Adjournment**
Chair Jackson adjourned the meeting at 9:22 p.m.

Next Board Meeting: Wednesday, January 21, 2026 at 6:30 p.m.