

NEW HORIZONS CHARTER SCHOOL SOCIETY
MINUTES

Type of Meeting:	Board	Date:	June 17, 2026	Initials:	Chair	
Approved:	FINAL	Recorded By:	A. DeJong		Secretary	

ORGANIZATIONAL (CLOSED) BOARD MEETING
June 17, 2026, 7:00 p.m.

Board Members Present at Call to Order:

Paul Jackson DIRECTOR	Adam Koziak DIRECTOR	Praveen Kakkan DIRECTOR
Ryan Arbour DIRECTOR	Elliot Fraser DIRECTOR	Michael Zalewski DIRECTOR

Administration Present:

Terry Moghrabi SUPERINTENDENT	Patti Dundas SECRETARY-TREASURER	
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1. Call to Order

Superintendent Moghrabi called the meeting to order at 6:53 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

<i>Motion 2026-06-17-01</i>	<i>Moved that the agenda for the Board Meeting of June 17, 2026 be adopted as presented.</i> <i>Moved: Director Kakkan</i> <i>Seconded: Director Jackson</i> <i>Carried</i>
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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 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 Zalewski. 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 2026-06-17-02</i>	<i>Moved that Director Jackson be appointed by acclamation as Board Chair.</i> <i>Moved: Director Kakkan</i> <i>Seconded: Director Arbour</i> <i>Carried</i>
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Chair Jackson assumed the position of Chair for the remainder of the meeting.

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

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

Chair Jackson called a second time for nominations.

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Chair Jackson called a third time for nominations.

Chair Jackson closed nominations for the position of Vice Chair.

<i>Motion 2026-06-17-03</i>	<i>Moved that Director Koziak be appointed by acclamation as Vice Chair.</i> <i>Moved: Director Zalewski</i> <i>Seconded: Director Arbour</i> <i>Carried</i>
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Chair Jackson called for nominations for the appointment of Treasurer.

Nomination received for Director Zalewski by Director Kakkan. Director Zalewski 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.

<i>Motion 2026-06-17-05</i>	<i>Moved that Director Zalewski be appointed by acclamation as Board Treasurer.</i> <i>Moved: Director Fraser</i> <i>Seconded: Director Arbour</i> <i>Carried</i>
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Chair Jackson called for nominations for the appointment of Secretary.

Nomination received for Director Zalewski by Director Kakkan. Director Zalewski accepted the nomination.

Chair Jackson called a second time for nominations.

Nomination received for Director Arbour by Director Zalewski. Director Arbour accepted the nomination.

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Director Zalewski rescinded his acceptance of the nomination for Secretary.

Chair Jackson called a third time for nominations.

Chair Jackson closed nominations for the position of Secretary.

<i>Motion 2026-06-17-04</i>	<i>Moved that Director Arbour be appointed by acclamation as Board Secretary.</i> <i>Moved: Director Zalewski</i> <i>Seconded: Director Fraser</i> <i>Carried</i>
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5.2 Set Regular Meeting Dates

Bylaws state that the Board of Directors must hold nine meetings throughout the year. Dates for the year must be set.

<i>Motion 2026-06-17-06</i>	<i>Moved that the following dates be set as Regular Board Meeting Dates with a 6:30 p.m. start time:</i> ● <i>Wednesday, September 23, 2026</i> ● <i>Thursday, October 22, 2026</i> ● <i>Monday, November 23, 2026</i> ● <i>Wednesday, December 16, 2026</i> ● <i>Wednesday, January 20, 2027</i> ● <i>Wednesday, February 17, 2027</i> ● <i>Thursday, March 18, 2027</i> ● <i>Wednesday, April 21, 2027</i> ● <i>Wednesday, May 19, 2027</i> ● <i>Wednesday, June 9, 2027</i> <i>Moved: Board Treasurer Zalewski</i> <i>Seconded: Director Fraser</i> <i>Carried</i>
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Discussion regarding the meeting format for Board meetings (in-person, hybrid or virtual) ensued.

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Motion 2026-06-17-07

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 Kakkan

Seconded: Board Treasurer Zalewski

Carried

Discussion occurred regarding best date and time for the August Retreat.

Consensus was reached as follows:

- Wednesday, August 26 with dinner, at 5:30 p.m.

Action Item: Administration will update meeting dates and times on the school and Board calendars 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 included in the Board Orientation binders. 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 participation in committee membership will be determined at the Board Retreat on August 26, 2026.

5.5 Signing Authorities

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

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<i>Motion 2026-06-17-09</i>	<i>Moved that the following individuals serve as signing authorities for the New Horizons Charter School Society:</i> • <i>Paul Jackson, Board Chair</i> • <i>Michael Zalewski, Board Treasurer</i> • <i>Terry Moghrabi, Superintendent</i> • <i>Patti Dundas, Secretary-Treasurer</i> • <i>Lori Vigfusson, Principal</i> <i>Moved: Director Fraser</i> <i>Seconded: Board Secretary Arbour</i> <i>Carried</i>
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6. New Business

6.1 Set Date for November 2026 Annual General Meeting

Chair indicated that a date needs to be set for the November 2026 Annual General Meeting. Notice of the AGM will be shared 21 days prior to the meeting date. Discussion followed.

<i>Motion 2026-06-17-10</i>	<i>Moved that the Annual General Meeting be held on Monday, November 23, 2026, subject to availability of financial auditor, at 6:30 p.m.</i> <i>Moved: Director Kakkan</i> <i>Seconded: Board Treasurer Zalewski</i> <i>Carried</i>
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6.2 Board Work Plan

The Board reviewed the Work Plan for 2026-27, as provided at the meeting and made adjustments for the inclusion of a December meeting.

7. Alberta Public Charter Schools (APCS)

Director Koziak provided an overview of APCS and its role. He indicated that the APCS AGM is set for November 7, 2026.

8. Adjournment

Chair adjourned the meeting at 7:50 p.m.

Next Board Meeting: Wednesday, September 23 at 6:30 p.m. at New Horizons School.