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**New Humble Community School Association
Minutes from Regular Board Meeting
Wednesday, November 19, 2025**

Directors in attendance: Kelsey Huber, Amie Meunier, Darelle Duperron – Kristen Kuhn

Board Advisor: Megan Olynyk

Superintendent: Doug Nicholls

Public Attendance

1. Call to Order at 6:32 pm - Kelsey Huber
2. Land Acknowledgment - Kelsey Huber
3. Welcome - Kelsey Huber
4. Review and Approval of Agenda - Kelsey Huber

Motion (017-25/26) to approve the agenda as presented. - Amie Meunier, Second, Darelle Duperron - Carried.

- 5) Review of Approved October 2025 Minutes
- 6) NHCS Student Recognition - NHCSA
 - a) This month's focus is the Critical Thinker Award. Congratulations to the students recognized for being a student who asks meaningful questions, expresses ideas clearly, seeks insightful explanations and demonstrates critical thinking to their peers.
- 7) Staff Recognition - Doug Nicholls
 - a) Congratulations to Lisa Anderson and Lindsay Hollinda. As new staff both Lisa and Lindsay have been exceptional in how they have embraced the charter, outdoor learning and the barnyard. Lisa often spends her time in the barnyard, not only with the classes she supports but also on her breaks. Lindsay's grade

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six class has consecutively spent 40-50 blocks per months outdoors for lessons.

Thank you for your commitment to the students, school and charter vision.

8) 2024/2025 Audited Financial Statements – Presented by Stephen Webber from Metrix Group. NHCSA is in a strong financial position. “the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at August 31, 2025, and the results of its operations, change in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.”

9) Chair Update - Kelsey Huber

a) New Director Request – NHCSA received a request from Kristen Kuhn, previous founder and Board Chair, to return to the NHCSA Board of Directors. Bylaws 5.17 and 5.18 detail vacancies and appointments to the Charter Board.

Motion (018-25/26) to accept the request for Kristen Kuhn to return to the Board of Directors. - Amie Meunier, Second, Darelle Duperron - Carried.

b) 2025-2025 NHCSA Committees –

Finance and Audit - Active, thank you to the volunteers

Fundraising and Sponsorship - Active and will organize the annual Hand in Hand event and potentially an additional fundraiser.

Curriculum Development - Will strike up later in the year to review the agricultural projects.

Facility – is not active this year as NHCSA does not have a capital requests due to our capital requests of a new site, new school being underway. We extend our great appreciation to Alberta Education for the approval of the project.

Recognition Committee - Active throughout the year.

Policy Committee – Will not be active NHCSA Board will address any policy recommendations as they arise.

Board Director Development and Recruitment Committee – To be determined later in the year.

If you have an interest in joining a committee please reach out to Board Chair Kelsey Huber.

10) Administrators Report – Halea Kohel & Doug Nicholls

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- a. Board appreciation week December 1-5.
- b. Upcoming events: ski trip, bookfair, Christmas concert, art club, Ranch Gang Club, basketball, Calmar Christmas Elves.
- c. Student teacher in Grade 2.
- d. Junior High started quarter two options.

11) Agriculture and Environmental Manager's Report - Samantha Besler

- a) Working with teachers and their long-range plans to support charter outcomes.
- b) Worked with multiple grades in the barnyard and other areas as well, the Hunters Education program has started.
- c) The farm fair field-trip was a great success.
- d) Appreciate the addition of livestock handling equipment supported through fundraised revenue
- e) Chore programs during school and after hours are both going well.
- f) Parking lot expansion has been working well, as well as the modular project is moving forward quickly.

12) Curriculum Coordinator Report – Carleigh Duiker

- a) Work continues on the Scope and Sequence.
- b) Current projects include supporting staff to utilize Hand in Hand budgets, partnership with Gwynn Rural Valley Academy, Thank a Farmer video.
- c) Highlights include professional development days, division specific charter initiatives, farm fair field trip, Great North Seed Potato field trip, Thank a Farmer Thank the Earth SEED Day.

13) Parents Society Report - Ileea Auclair

- a) Hot lunch program update.
- b) Fundraiser and event update.
- c) Vacancy on board.
- d) Thank you to all of the volunteers.

14) School Council Report – Amie Meunier on behalf of Miriam Ouellette

- a) Halloween Dance a great success.
- b) Literacy event selection.
- c) School mascot consultation.

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15) Committees Report

a) Finance and Audit Committee - Amie Meunier

- i) Committee has met on multiple occasions and have reviewed the draft Audited Financial Statements.
- ii) Recommendation #001 that the NHCSA Board of Directors accept the New Humble Community School Association Audited Financial Statements and Auditors Management Letter for the year ending August 31, 2025 for submission to Alberta Education by November 30, 2025.

Motion (019-25/26) to accept the New Humble Community School Association Audited Financial Statements and Auditors Management Letter for the year ending August 31, 2025 for submission to Alberta Education by November 30, 2025. Darelle Duperron, Second, Kristen Kuhn - Carried.

- iii) Recommendation #002 that the Audit Committee proceed with initiating a Request for Proposal (RFP) process for external audit services. The Committee should review and assess all proposals received, conduct due diligence on qualified firms, and subsequently provide a recommendation to the Board of Directors for the appointment of external auditors.

Motion (020-25/26) that the Audit Committee proceed with initiating a Request for Proposal (RFP) process for external audit services. The Committee should review and assess all proposals received, conduct due diligence on qualified firms, and subsequently provide a recommendation to the Board of Directors for the appointment of external auditors. Kristen Kuhn, Second, Darelle Duperron. - Carried.

16) Treasurer's Report - Presented by Megan Olynyk

- a) The October operating balance shows a deficit of -\$110,129, primarily due to Modular Classroom construction revenue not being received in advance of expenses, barnyard expenses that will be offset with deferred revenue and annual insurance and membership fees that were processed in full during the month. The board remains in a strong financial position, poised to draw down the surplus as budgeted.

Motion (021-25/26) to approve the treasurer's report as presented - Amie Meunier, Second, Kristen Kuhn - Carried.

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- b) Exemption Request – NHCSA requires a request to carry forward an operating reserve. As a one-school authority division out reserve limit is lower than those of larger divisions, and we anticipate needing to submit additional exemption requests in future years.

Motion (022-25/26) to approve the Exemption Request as presented. – Darelle Duperron, Second, Kristen Kuhn – Carried.

17) Unfinished Business

- a) Modular Classroom Project - Megan Olynyk
 - i) On target to move in over the holiday break in December.
- b) School Construction Accelerator Pilot (SCAP) Update - Megan Olynyk
 - i) Consultation with Leduc County, the land owner and Alberta Infrastructure continues.
- c) Highway Speed Pilot Project - Amie Meunier
 - i) No new updates.
- d) TAAPCS
 - i) AGM was held this month, thank you to Doug and Sara for representing NHCSA.
 - ii) The Communication Strategic plan was well supported by TAAPCS members. Megan Olynyk will be sitting on the committee as representation from both small and rural charters.

18) New Business - Kelsey Huber

- a) Annual Education Results Report in progress and will be provided to the board directors for review and approval prior to the November deadline.
- b) Board Director Resignation – Darelle Duperron. Thank you to Darelle for her support and contributions to the board, students and staff during her one year tenure as a director. Specifically, but not limited to the support of the barnyard representative, board breakfast coordination and Hand in Hand event support.

Motion 023-25/26 – Motion that NHCSA accepts the resignation of Board Darelle Duperron effective today. Amie Meunier, Second Kristen Kuhn – Carried.

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Ratification of Electronic Motions Passed

- c) Motion (015-25/26): I would like to make the motion to review and approve the NHCSA meeting minutes from October. October 17, 2025
 - d) Motion (016-25/26): I would like to make the motion to approve a \$35,000 budget supported by Fundraising and Sponsorship revenue for Mrs. Kohel and Mrs, Besler to purchase equipment and supplies for the NHCS barnyard at their discretion. October 21, 2025
- 19) Questions - Open Floor
- 20) Closing Remarks - Kelsey Huber
- 21) Adjourned at 8:02 pm

The next meeting is December 17, 2025.

A handwritten signature in black ink that reads "Kelsey Huber." The signature is written in a cursive, flowing style.

Signature: