



YELLOWKNIFE EDUCATION DISTRICT NO. 1  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
MINUTES

November 12, 2025 – 6:00 PM  
In-person and online via Google Meet  
(in camera 6:00 - 7:00 PM)

Trustees Present: Barbara Bell, David Wasylciw, Jason Snaggs (online),  
Michelle Peters, Terry Brookes (online) and Tina Drew

Regrets: Allan Shortt

Administration Present: Shirley Zouboules (online), Lisa Vass, Landon Kowalzik, Graham Arts,  
Jordan Martin and Pat Thagard

Regrets: none

Guests present: Skills Canada NWT, Melissa Syer, Executive Director  
Skills Canada NWT, Kyle Wilson, Board President  
Arctic Response, Jessica Morris  
Kamey Fenwick, and Elizabeth Brace

Meeting Chairperson: Barbara Bell

Meeting Minutes by: Pat Thagard

1. Call to Order

The meeting was called to order at 6:35 PM. Six (6) Trustees were present. Quorum was met.

**Motion #: 01/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees move to in camera at 6:40 PM.*

Moved by: Trustee Drew    Seconded by: Trustee Brookes    **Carried**

**Motion #: 02/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees move out of in camera at 6:55 PM.*

Moved by: Trustee Drew    Seconded by: Trustee Peters    **Carried**

The Board meeting was called back to order at 6:58 PM

2. Land Acknowledgement

We respectfully acknowledge that we live, work, and learn on Chief Drygeese Territory in the Akaitcho region, the traditional territory of the Yellowknives Dene First Nation.

3. Chairperson's Opening Remarks

Chairperson Bell welcomed everyone to the meeting.

4. Declaration of Conflict of Interest

None declared.

5. Adoption of Agenda

**Motion #: 03/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees adopt the November 12, 2025, Regular Board Meeting agenda, as presented.*

Moved by: Trustee Brookes    Seconded by: Trustee Wasylciw    (see below)

**Motion #: 04/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees amend the November 12, 2025, Regular Board Meeting agenda.*

Moved by: Trustee Drew    Seconded by: Trustee Wasylciw    **Carried**

[amendments: move item 11.6 to a COW, move item 14.1.1 up to item 11.1. and shift items in new business accordingly and add item 11.7 Education Leaders Meeting (Trustee Drew), under New Business]

**Motion #: 03/11-12/25-26 (amended)**

*I move that the Yellowknife Education District No. 1 Board of Trustees adopt the November 12, 2025, Regular Board Meeting agenda, as amended.*

Moved by: Trustee Brookes    Seconded by: Trustee Wasylciw    **Carried**

6. Delegations & Presentations

6.1. Skills Canada NWT, Melissa Syer

The presentation is included in the agenda package.

Melissa Syer, Executive Director, presented, accompanied by Kyle Wilson, Board President of Skills Canada NWT.

Trustee questions resulted in the following information:

- Skills Canada NWT works closely with all schools in the NWT
- Skills Canada NWT asked to have their events included in school calendars
- Going forward, Skills Canada NWT will collect data about what students do, career-wise, after the competitions for future reports

6.2. Jessica Morris, Arctic Response

The presentation is included in the agenda package.

Discussion and questions resulted in the following information:

- To date, the work included:
  - The creation of forms for the YK1 Occupational Health & Safety (OHS) program
  - Hazards were identified and connected to specific work categories
  - Creation of a fire extinguisher inventory showing what is currently on hand
- Future work will include:

- An OHS-specific training matrix will be created to ensure compliance with legislation
- Terms of reference for the committees will be developed
- Forms will be available electronically and an OHS system is being considered
- The Board will review Board policies to ensure they align with the new procedures
- It was suggested that everyone use the same inspection form to reduce errors
- Per legislation, the YK1 OHS program will be reviewed every three years or is very large changes take place (eg. addition of a new building or addition to a building)

7. Review and Approval of Minutes

7.1. October 14, 2025 - Regular Board Meeting

**Motion #: 05/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees defer approval of the October 14, 2025, Regular Board Meeting Minutes to the December 2025 Board meeting.*

Moved by: Trustee Brookes      Seconded by: Trustee Drew      **Carried**

7.2. October 31, 2025 - Special Board Meeting

**Motion #: 06/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees defer approval of the October 31, 2025 Special Board Meeting Minutes to the December 2025 Board Meeting.*

Moved by: Trustee Drew      Seconded by: Trustee Wasylciw      **Carried**

8. Business Arising from the Minutes

8.1. An update on the School Nurse program was requested. This item is to be addressed in the Action Item list review.

8.2. Action Items

**Motion #: 07/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees approve the updated action item list as discussed.*

Moved by: Trustee Drew      Seconded by: Trustee Brookes      **Carried**

8.3. Summary of YK1 Music Programs

Information report included in the agenda package.

Discussion and questions resulted in the following information:

- Discussions with parents are ongoing
- Many instruments belonging to the district are in need of repair
- The Board is seeking information in order to advocate for the correct level of funding for fine arts programs
- School O&M budget allocations are determined at the school level
- The Board would like to see fine arts regularly included in reports - continued

- Music appreciation classes were suggested

8.4. School Class Size

The report is included in the agenda package.

Discussion and questions resulted in the following information:

- There is variation in class size between schools but it is not as great as expected
- The Board requested that future reports include information on methodology

9. Trustee Statements

*Per By-Laws: Trustee Statements are individual opinions and are not intended to represent the views of the Board. Trustee statements are not debatable and there will be no opportunity for rebuttal or questions.*

9.1 Trustee Drew re: National Child Day (November 20th)

9.2 Trustee Wasylciw re: Student Support Funding

10. Unfinished Business

None noted.

11. New Business

11.1. NWTTA Collective Agreement (Trustee Peters)

The memorandum of agreement (MOA) is included in the agenda package. Administration provided an overview of the changes made to the collective agreement.

**Motion: 08/11-12/25-26**

*I move that the Yellowknife Education District No. 1 (YK1) Board approve the ratified agreement between YK1 and the NWT Teachers Association (NWTTA) for a three-year collective agreement.*

Moved by: Trustee Peters Seconded by: Trustee Drew

**Carried**

Chairperson Bell called a brief recess from 9:15 to 9:20 PM. There were no objections.

The meeting reconvened at 9:20 PM.

11.2. Organizational Chart - YK1 Staffing Structure & Funding Sources (Trustee Bell)

This item was brought up by Trustee Shortt; any questions

**Motion: 09/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees direct the superintendent to bring forward an updated organizational chart, outlining all current positions from the Superintendent to the school level leadership and support staff, including identification of funding sources (GNWT-funded versus other funding sources and YK1 surplus-funded) for each.*

Moved by: Trustee Drew Seconded by: Trustee Wasylciw

(see below)

Discussion and questions resulted in the following information:

- The Board would like the information for budgeting purposes
- Motion 08/11-12/25-26 was amended as follows

**Motion: 10/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees amend motion 08/11-12/25-26 to read: I move that the Yellowknife Education District No. 1 Board of Trustees direct the Superintendent to bring forward updated position counts outlining current YK1 positions and identification of funding sources for each as part of the budget planning process with the Finance & Facilities Committee.*

Moved by: Trustee Wasylciw      Seconded by: Trustee Drew      **Carried**

**Motion: 11/11-12/25-26 (amended)**

*I move that the Yellowknife Education District No. 1 Board of Trustees direct the Superintendent to bring forward updated position counts outlining current YK1 positions and identification of funding sources for each as part of the budget planning process with the Finance & Facilities Committee.*

Moved by: Trustee Drew      Seconded by: Trustee Wasylciw      **Carried**

Discussion and questions resulted in the following information:

- Many factors will have to be looked at when making budget decisions
- The Board is to ensure the strategic priorities are met
- The Board has a fiduciary responsibility to understand where funding is being used
- Moving this request to the Finance & Facilities Committee will allow for a more fulsome discussion to take place so that staff understand what is being requested and for the Committee to provide clear recommendations to the Board

**Motion: 12/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees extend this meeting to complete the items on the agenda.*

Moved by: Trustee Drew      Seconded by: Trustee Peters      **Carried**

- 11.3.      Five- Year Maintenance Plan Progress and Reassembly of the Facilities Committee (Trustee Drew)

Information included in the agenda package.

**Motion: 13/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees reassemble the Facilities Committee to provide dedicated oversight of facility planning, maintenance priorities, and capital projects.*

Moved by: Trustee Drew      Seconded by: Trustee Brookes      **Carried**

Discussion and questions resulted in the following information:

- The Committee should, at a minimum, meet quarterly
- Trustee Drew volunteered to sit on the Committee

- 11.4.      Home Base Tier 4 Stabilization Education Partnership (Superintendent Zouboules)

Information included in the agenda package.

Discussion and questions resulted in the following information:

- This program was developed to support students at a higher risk who cannot be accommodated in our schools or in current alternative programming (eg,

Route 51)

- The program would take place in the Side Door facility
- ECE is being asked to fund the program with no anticipated indirect costs to the school boards involved. Home base and the Foster Family Coalition have pledged to cover indirect costs if they are not large.
- The one teacher will report to YK1 via École Sir John Franklin High School, since the majority of the students will be working at a high school level
- This program is not meant to replace existing programs

**Motion: 14/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees support Administration to work with the Yellowknife Catholic School Board and Home Base to pursue the “Home Base Tier 4 Stabilization Education Partnership”.*

Moved by: Trustee Drew    Seconded by: Trustee Brookes

**Carried**

**Action:** Administration to provide an update early in 2026.

11.5.    Request for International Travel (Superintendent Zouboules)

**Motion #: 15/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees approve the travel by two staff members to the conference in Las Vegas and, for this approval to be forwarded to the Minister of Education, Culture and Employment for final approval.*

Moved by: Trustee Brookes    Seconded by: Trustee Wasylciw

**Carried**

Discussion and questions resulted in the following information:

- The cost of this travel is covered by the staff member's personal professional (PD) development funds, with no cost to YK1
- The Board would like to have future requests include the YK1 PD form
- The Board would welcome presentations by staff travelling for PD

11.6    Workplan (Trustee Bell)

Trustee Bell provided copies of the draft Board Workplan and indicated where the draft can be found on the Google Drive for trustees, committees and administration to provide feedback.

**Motion #: 16/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees take the 2025-2026 workplan to their respective committee meeting to review and make updates where needed and that the updated workplan be brought forward to the December Committee of the Whole meeting for discussion.*

Moved by: Trustee Drew    Seconded by: Trustee none

**Motion fell to the floor**

11.7    Education Leaders Meeting (Trustee Drew)

**Motion #: 17/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees direct the Chair to bring forward and advocate strongly to the Government of the NWT (GNWT) to fund, on a continuing basis, Jordan's Principle and if the GNWT cannot fund it then to advocate to the Federal Government.*

Moved by: Trustee Drew    Seconded by: Trustee Wasylciw

**Carried**

12. Reports

12.1. Chairperson's Report

Chairperson Bell's report is included in the agenda package.

Trustees asked the Chairperson to provide information on the Education Leaders meeting going forward.

12.2. Trustee Reports

12.2.1. Trustee none

12.3 Canadian School Board Association Report (Trustee Brookes)

Nothing to report.

12.4 Superintendents Report

Report included in the agenda package.

Discussion and questions resulted in the following information:

- Administration to provide dates for PAC Chairs meetings
- École Sir John Franklin High School will be contacting families regarding the cancellation of the fall Alberta Departmentals
- Administrative Procedures are being updated. Some are more complex than others
- The Tree of Peace program is very collaborative

12.4.1 Assistant Superintendent of Curriculum & Learning Report

The report is included in the agenda package.

Discussion and questions resulted in the following information:

- Substitute EAs may be hired into full-time positions
- There are currently 75 homeschooled students at YK1, some of whom live on the Ingraham Trail, outside Yellowknife city limits
- Determining funding provided for homeschooled (HS) students has been a challenge because the language of the GNWT directive is not clear. For this year, HS families have been advised that they will be provided with \$4,000, but the amount may change significantly once clarity about funding is reached on this topic.

**Action:** Administration asked to provide funding information for Immersive Art.

12.4.2 Assistant Superintendent of Human Resources & Learning Report

The report is included in the agenda package.

Discussion and questions resulted in the following information:

- The recent part-time Assistant Principal recruitment is to cover a short-term staff leave
- The salary for Junior Kindergarten is determined by whether they are the lead or assistant in the classroom. JK teachers do not receive a teacher salary if they hold a Bachelor of Education degree.
- A lot of applications have been received for the Education Assistant positions posted as a result of the Interim Assistance Program.
- Trustees requested an update on the progress of the enrolment strategy developed for Range Lake North School

#### 12.4.3 Secretary Treasurer Report

The report is included in the agenda package.

Discussion and questions resulted in the following information:

- Work on providing information on busing is still waiting on figures for last year from the bussing company
- Phase 1 of the work on a YK1 Occupational Health & Safety (OHS) program by Arctic Response will cost approximately \$14,000. Phase 2 will cost approximately \$14,000. Figures for Phase 3 are not available yet. This project will ensure YK1 complies with legislation
- Information on sole source contracts is not available at this time; the Finance team has been focusing on setting up all the background information required in the new reporting software
- The bussing contract goes to the end of this school year. A tender will be developed and posted early in the new year

#### 12.4.4 Director of Operations Report

The report is included in the agenda package.

The following items were discussed:

- Summer projects did not progress as expected due to lead remediation work and other emergent issues. Regular updates on the 2025 summer project status are to be provided to the Board
- Temporary barriers will be installed at RLN with plans to install a permanent solution in the spring
- The GNWT has allocated funding for planning studies and condition assessments. Information on funding amounts is expected in the coming weeks

**Action:** Administration to provide a report on the approach for the condition-based assessments, what will be done, timing, how it will be done and by whom, as well as on the minor capital for SJF and RLN projects to ensure they are done before the end of the fiscal year, noting the SJF boiler project is a multi-year project.

### 13. Standing Committee Reports

Committee chairpersons asked to advise Board Chairperson Bell of their meeting dates.

13.1. Audit Committee

The committee has not met yet.

A Request For Proposals (RFP) is being worked on, and a meeting will be scheduled after the RFP closes.

13.2. Committee of the Whole (COW)

The report is included in the agenda package.

There were no questions.

13.3. Finance & Facilities Committee

The report is included in the agenda package.

Trustee Brookes was selected as the Committee chair. A meeting was held on Nov 4th. Meeting minutes to follow. The next meeting is scheduled for November 25, 2025. The Committee will review the workplan to ensure it aligns with the finance schedule presented.

13.4. NWTTA Teacher-Board Committee

No meetings held to date.

13.5. Policy & Governance Committee

The meeting was postponed due to collective agreement negotiations.

13.6. Public Engagement & Advocacy Committee

The committee has had some informal discussions.

The first Committee meeting is scheduled for November 17, 2025.

13.7. USW Board Advisory Committee

This Committee has not met.

Per the collective agreement, the USW representative would reach out to YK1 about setting up a meeting.

14. Ad Hoc Committees

14.1. Negotiations Committee - NWTTA

Work on the NWTTA Collective Agreement concluded on October 16th, and the Agreement was approved earlier this evening.

14.2. Negotiations Committee - USW

Work on the USW Collective Agreement is concluded and the Collective Agreement was ratified on October 31st.

15. Announcements - events calendar attached

Administration to add the Skills Canada Competition to the April 2026 calendar.

16. Date and Time of Next Meeting

November 25, 2025	6:00 PM	Board Education Information Session
December 8, 2025	12:10 PM	Committee of the Whole Meeting
December 9, 2025	6:30 PM	Executive Session (In camera)
December 9, 2025	7:00 PM	Regular Board Meeting

17. Chairperson's Closing Remarks

Chairperson Bell thanked everyone for attending the meeting and noted, for future reference, that a motion to extend a meeting must be approved unanimously.

18. Adjournment

**Motion #: 18/11-12/25-26**

*I move that the Yellowknife Education District No. 1 Board of Trustees adjourn the November 12, 2025, Regular Board Meeting.*

Moved by: Trustee Peters

Seconded by: Trustee Brookes

**Carried**

The meeting adjourned at 11:11 PM

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Chairperson Bell

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Secretary Treasurer Vass