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YELLOWKNIFE EDUCATION DISTRICT NO. 1
BOARD of TRUSTEES
Organizational Meeting
AGENDA
November 10, 2026 – 7:00 PM

(In Camera from 6:30 - 7:00 PM)

Google Meet link:
https://meet.google.com/bcc-hthz-yaw

2.5.1 Call to Order (Superintendent Zouboules)

2.5.2 Land Acknowledgement

2.5.3 Superintendent's Opening Remarks

2.5.4 Declaration of Conflict of Interest

2.5.5 Review and Approval of the Chairperson and Vice-Chairperson Election Process

2.5.6 Election of Chairperson
(After the election of the Board Chair, the Superintendent will turn the meeting over to the new Chair)

2.5.7 Election of Vice-Chairperson

2.5.8 Other Organizational Items (as required)

2.5.9 Adjournment

YELLOWKNIFE EDUCATION DISTRICT NO. 1
BOARD of TRUSTEES
Regular Board Meeting
AGENDA
November 10, 2026 – 7:00 PM

(In Camera from 6:30 - 7:00 PM)

Google Meet link:
https://meet.google.com/bcc-hthz-yaw

1. Call to Order - 6:30 PM (in camera until 7:00 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
4. Declaration of Conflict of Interest
5. Adoption of Agenda
6. Delegations & Presentations
7. Review and Approval of Minutes
   - 7.1. October 13, 2026, Regular Board Meeting Minutes
8. Business Arising from the Minutes
   - 8.1. Fully executed service agreement NDEA (Superintendent)
9. Trustee Statements

   Per Bylaws: *Trustee Statements are individual opinions and are not intended to represent the views of the Board. Statements must be submitted in advance of the meeting so that they can be included in the agenda package.*

   Trustee statements are not debatable and there will be no opportunity for rebuttal or questions
10. Unfinished Business
    - 10.1. Most recently approved Policy 5 - Board By-Laws (Information only)
11. New Business
    - 11.1. Filling of Trustee vacancy (Superintendent Zouboules)
    - 11.2. Committee Information (Superintendent Zouboules)
    - 11.3. Board of Trustee Orientation (Superintendent Zouboules)
    - 11.4. Education Leaders meeting (Superintendent Zouboules)
    - 11.5. Appointment of External Auditor, Fiscal Years Ending June 30, 2027 to 2029 (RFP PM27001) (Secretary Treasurer Vass)
12. Reports
    - 12.1 Chairperson's Report (Chairperson TBD)
    - 12.2 Trustee Reports

12.3 Canadian School Board Association Report (Trustee TBD)

12.4 Superintendent's Report (Superintendent Zouboules)

12.4.1 Assistant Superintendent of Curriculum & Learning Report (Assist. Supt. Arts)

12.4.2 Assistant Superintendent of HR & Learning Report (Assist. Supt. Kowalzik)

12.4.3 Secretary Treasurer Report (Secretary Treasurer Vass)

13. Standing Committee Reports

13.1 Audit Committee, Chairperson: Trustee TBD

13.2 Committee of the Whole (COW), Chairperson: Trustee TBD

13.3 Finance Committee, Chairperson: Trustee TBD

13.4 Facilities Committee, Chairperson: Trustee TBD

13.5 NWTTA Teacher-Board Committee, Chairperson: TBD

13.6 Policy & Governance Committee, Chairperson: Trustee TBD

13.7 Public Engagement & Advocacy Committee, Chairperson: Trustee TBD

13.8 USW Board Advisory Committee, Chairperson: TBD

13.9 Action Items

14. Announcements – events calendar attached

15. Date and Time of Next Meetings

Dec 7, 2026	12:10 PM	Committee of the Whole
Dec 8, 2026	6:30 PM	Executive Session (In-camera)
Dec 8, 2026	7:00 PM	Regular Board Meeting

16. Chairperson's Closing Remarks

17. Adjournment

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

October 13, 2026 – 7:00 PM
In-person and online via Google Meet

Trustees Present:	Allan Shortt, Barbara Bell, David Wasylciw (online), Jason Snaggs, Michelle Peters, Terry Brookes (online) and Tina Drew
Administration Present:	Shirley Zouboules, Lisa Vass, Landon Kowalzik, Graham Arts, Jordan Martin, and Pat Thagard
Guests present:	Nicole Tews
Meeting Chairperson:	Chairperson Bell
Meeting Minutes by:	Pat Thagard

[No in camera session was held in advance of this meeting.]

1. Call to Order

   The meeting was called to order at 7:13 PM.

   Seven (7) Trustees were present at the start of the meeting. Quorum was met.

2. Land Acknowledgement

   Chairperson Bell respectfully acknowledged 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 extended a welcome to all attendees, including Nicole Tews, a candidate for the upcoming election. She expressed that working alongside everyone has been an honour.

4. Declaration of Conflict of Interest

   None declared.

5. Adoption of the Agenda

Motion #: 01/10-13/26-27

I move that the YK1 Board of Trustees adopt the October 13, 2026, Regular Board Meeting agenda, as presented.

Moved by: Trustee Shortt Seconded by: Trustee Snaggs **Carried**

Trustee Wasylciw dropped off

6. Delegations & Presentations (Superintendent Zouboules)

   Superintendent Zouboules, on behalf of the entire YK1 school community, thanked the trustees for all their work. Their unwavering commitment to YK1 students and thoughtful leadership has

ensured that YK1 schools remain safe, inclusive and vibrant places to learn and grow. The Board's hard work and dedication did not go unnoticed. The district gave each trustee a farewell gift in appreciation for their time on the YK1 Board.

Motion #: 02/10-13/26-27

I move that the YK1 Board of Trustees go back to item 5 of the agenda for an addition to the agenda.

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

[Trustee Wasylciw had technical difficulties, which caused him to miss making an addition to the agenda.]

Motion #: 03/10-13/26-27

I move that the YK1 Board of Trustees amend the October 13, 2026, Regular Board Meeting agenda by adding an item 11.4 titled Indigenous Language Instruction Curriculum.

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

7. Review and Approval of Minutes

Following discussion, the Board agreed to consider item **7.2** prior to item **7.1**.

7.2 September 15, 2026 Regular Board Meeting Minutes

Motion #: 04/10-13/26-27

I move that the YK1 Board of Trustees approve the September 15, 2026, Regular Board Meeting minutes, as amended.

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

Amendment: Motion to carry June 17, 2026 minutes to be changed to "Tabled".

[Friendly amendments: MacKay and Kowalzik misspelled, extra 2026 in footer to be removed.]

It was suggested the final copy of the Mandate Review be attached to a future agenda package, for the record.

7.1 June 17, 2026 Special Board Meeting Minutes

Motion #: 05/10-13/26-27

I move that the YK1 Board of Trustees take up from the table the June 17, 2026, Special Board Meeting minutes.

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

Motion #: 06/10-13/26-27

I move that the YK1 Board of Trustees approve the June 17, 2026, Special Board Meeting minutes, as amended.

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

[friendly amendments: spelling errors and the addition of a note indicating that Trustee Peters left the meeting after motion 07/06-17/25-26.]

After some discussion about items that trustees felt should be recorded in the Action Item list the following motion was made.

DRAFT

Motion #: 07/10-13/26-27

I move that the Board of Trustees add the following items from the September Board Meeting to the board's action item list for follow-up as noted in the September board meeting minutes:

- *Reply to the federal Minister on Jordan's Principle, and copy the territorial Minister,*
- *Share the final Superintendent evaluation with trustees,*
- *Report on the federal school food program,*
- *Confirm WSCC coverage for staff on trips,*
- *Track and follow up on the auditor's recommendations,*
- *Keep the Board informed if the Mandate Review response is adversarial, and*
- *Keep the Board informed on RLN enrolment*

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

It was noted that it is important to know when staff are covered by the Workers' Safety & Compensation Commission (WSCC) when travelling on field trips or for professional development (PD).

8. Business Arising from the Minutes

8.1 Trustees asked that a copy of the finalized Superintendent evaluation be shared with them.

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 David Wasylciw sent a statement to Secretary Treasurer Vass for this meeting.

10. Unfinished Business

10.1 City Council - Land Acknowledgement (Chairperson Bell)

This item was discussed at today's Committee of the Whole meeting. There were no further comments.

10.2 Approval of Workplan 2026 - 2030 (Chairperson Bell)

Motion #: 8/10-13/26-27

I move that the YK1 Board of Trustees adopt the 2026-2030 Board Workplan as presented.

Moved by: Trustee Drew Seconded by: Trustee Snaggs **Defeated**

It was noted that the workplan should be developed in an open, public and transparent manner. It was also noted that the workplan may contain tasks that are not part of YK1's purview.

It was recommended that, possibly with the help of a consultant, the new Board decide as a whole if a Board policy needs to be updated and, if so, the Board then commits the policy to the Policy & Governance Committee to review and recommend updates for the Board's consideration.

Motion #: 9/10-13/26-27

I move that the YK1 Board of Trustees table motion # 8/10-13/26-27, the adoption of the 2026-2030 workplan as presented.

Moved by: Trustee Wasylciw Seconded by: Trustee none **Withdrawn**

Trustee Wasylciw withdrew the motion before a seconder was called for.

10.3 Correspondence from Minister Gull-Masty (Chairperson Bell)

There is an action item on this item. A question was raised regarding whether or not the reply letter to the Minister will be copied to MP Rebecca Alty and the seven Yellowknife MLAs, similar to what was done with the first letter to Minister Gull-Masty. The response was, yes.

10.4 Most Recently Approved Policy 5 - Board By-Laws (Trustee Wasylciw)

Information item to include approved v6 of Policy 5 - Board By-Laws.

11. New Business

11.1 Approval of the Year-in-Review (Public Engagement & Advocacy Committee Chair Wasylciw)

Motion #: 10/10-13/26-27

I move that the YK1 Board of Trustees accept the recommendations of the Public Engagement & Advocacy Committee and approve the Year-in-Review 2025-2026 as presented.

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

Motion #: 11/10-13/26-27

I move that, for advocacy and preservation purposes, the Chair or Superintendent send the Year-in-Review document to Yellowknife MLAs and request that it be tabled in the Legislative Assembly.

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

Trustee Wasylciw to draft a cover letter for the Chair's signature.

Motion #: 12/10-13/26-27

I move that YK1 continue to produce the Year-in-Review document as part of the regular yearly workplan and communication priorities.

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

The Public Engagement & Advocacy Committee Chair and the Board Chair thanked everyone involved in the creation of the Year-in-Review document.

11.2 Approval of Visual Identity Guide (Public Engagement & Advocacy Committee Chair Wasylciw)

Motion #: 13/10-13/26-27

I move that the YK1 Board of Trustees accept the recommendation of the Public Engagement and Advocacy Committee and approve the updated Visual Identity Guidelines as presented.

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

Trustee Drew opposed the motion because of the absence of an acknowledgement logo for disability awareness month.

The changes made to the guide were reviewed, and the special acknowledgement logos that were suggested were highlighted.

11.3 Approval of Service Agreement with Ndilǫ District Education Authority (Superintendent Zouboules)

Motion #: 14/10-13/26-27

I move that the YK1 Board of Trustees approve the Ndilǫ District Education Authority Service Agreement as presented.

Moved by: Trustee Bookes Seconded by: Trustee Shortt **Carried**

It was noted that the long-term connection between YK1 and the Ndilǫ DEA is a win-win relationship. The contract timeline was reviewed. Some minor edits were noted, which Administration will correct before the contract is signed. Trustees are to send any edits they have noted to the Superintendent.

Questions were raised around Occupational Health & Safety (OHS) and the Ndilǫ DEA setting up their own OHS. Given that Ndilǫ staff is considered YK1 staff they are covered under YK1 OHS but would have to form their own school OHS Committee.

Motion #: 15/10-13/26-27

I move that the Board of Trustees add an action item to the tracking list that the Superintendent is to include the fully executed Ndilǫ Service Contract in a future board package as an FYI.

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

11.4 Indigenous Language Instruction (Trustee Wasylciw)

Motion #: 16/10-13/26-27 by David 2nd Tina

I move that the YK1 Board of Trustees direct staff to report back at the January 2027 Board meeting on the feasibility of developing a common district curriculum, with outcomes and goals, for Indigenous language instruction, and an outline for what it could look like.

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

This topic was brought forward to discuss feasibility and to highlight the work YK1 is doing on Indigenous Language Education.

Administration noted that the full curriculum for Indigenous Language Education can be found on the Department of Education, Culture and Employment (ECE) website. Administration also noted that the school district does not have the purview to develop curriculum. ECE develops the curriculum, and the district delivers it.

Questions were raised about the age of the Dene Kede and Indigenous Language Education. Administration gave an overview of the most recent curriculum. Trustees noted that this topic is very operational in nature.

12. Reports

12.1 Chairperson's Report (Board Chairperson Bell)

No report in the agenda package.

The Chair noted that a report by the Chair is redundant because most of the items are in the package.

Nothing new to report.

12.2 Trustee Reports

Trustee Drew gave a verbal trustee report about a recent forum on homelessness. She noted that the presentation by St. Pat's was great and wondered if SJF students had been invited. She feels that the many wonderful things SJF does should also be highlighted.

12.3 Canadian School Board Association Report (Trustee Brookes)

The report is in the agenda package.

Activity since the last report was a meeting held on Oct 5 & 6th. The main topic was the CSBA financial situation and the work being done to rectify it. The meeting in Ottawa has been delayed to next spring. The next conference is in July 2027 in Regina, Saskatchewan

12.4 Superintendent Report (Superintendent Zouboules)

The report is included in the package.

The start-up of the 2026-2027 school year has been very busy and also very good. Things students are participating in and things that are being worked on were reviewed. An orientation package for new trustees is being worked on. The election candidate present online was thanked for joining the meeting.

Administration noted that although numbers at some schools have changed, the overall number of students at YK1 is basically the same.

Some of the projects being done at RLN and what students are involved in were reviewed. They are working hard on their school review goals. It was also noted that office referrals have decreased and a concerted effort is being made to bring families into the school.

Trustees noted that a proposed new housing development around Frame Lake may potentially see the building of approximately 300 new homes. It is controversial but has passed 2 readings. If the project goes ahead, it may increase student numbers at RLN.

12.4.1 Assistant Superintendent of Curriculum & Learning Report (Graham Arts)

The report is included in the package.

Highlights:

Leaders in Action students were interviewed by CBC and represented their school very well.

Schools are connecting their goals with the strategic priorities. Administration provides schools with desired states that schools have to select from for their plans. They then identify their specific goals in at least one of the areas. With regard to data analysis, there is going to be identification of the specific points of data, and the schools will be asked to pay attention to trends over time. It has been recommended that schools take on a maximum of 3 goals to avoid dilution.

Middle years lesson studies are also being worked on at William McDonald Middle School. As the lead in this work, Superintendent Zouboules gave an overview of the work being done.

12.4.2 Assistant Superintendent of Human Resources & Learning Report (Landon Kowalzik)

The report is included in the package.

Highlights:

Work is being done to gather information about teacher retention. In 2021, YK1 hired 93 teachers. The overall retention rate for those teachers is 68%. The average length of service during that time is 2.6 years.

It was noted that in Canada 30-45% of new teachers are quitting in their first 5 years of teaching.

Administration hopes to collaborate with YCS to see what their numbers are. Other DEC's numbers are drastically lower than ours for retention rates.

Lack of space available in after care programs at NJM is a factor in the decrease in student numbers there.

Trustees ask if staff give any indication in exit interviews what could be improved to keep staff in the system. Sometimes it's a family-based decision to leave Yellowknife, and for new teachers, it is not fully being prepared for the level of work required. Some people have indicated that the cost of living hasn't been a driving factor; the biggest factor is what the job expectations have become.

12.4.3 Secretary Treasurer Report (Lisa Vass)

The report is included in the package.

Discussion included:

The variance report is done quarterly and will be brought forward at the next Finance Committee meeting, which is planned for later in October.

Trustees noted that it is time to increase bus fees. Administration agrees. Work is ongoing. We are waiting for information from the bus company. Proposed changes will be brought to the Board. The last bus pass increase was 13 years ago. Secretary Treasurer Vass will be recommending that future increases be tied to inflation.

Voting locations were confirmed to be at the same locations as the City election locations.

Accessibility audits are being reviewed and will be brought forward to a future Finance Committee meeting.

13. Standing Committee Reports

13.1 Audit Committee (Chairperson: Trustee Peters)

No further meetings have been held since the 2025-2026 audit was approved.

13.2 Committee of the Whole (COW) (Chairperson: Trustee Shortt)

The minutes for today's meeting will be sent to the board at a later date for review.

13.3 Finance Committee (Chairperson: Trustee Brookes)

The report is in the package.

A meeting is scheduled for October 27th.

Comments & responses to questions: none

13.4 Facilities Committee (Chairperson: Trustee Drew)

The Committee has not met and will likely not meet before the Board's term is done.

Comments & responses to questions: none.

13.5 NWTTA Teach-Board Committee (Chairperson: Trustee Wasylciw)

There was a Committee meeting in September.

A safety concern for Education Assistants (EAs) was brought forward. It was suggested EAs get Safety Management Group (SMG) training to be done at the beginning of the school year.

A recommendation was made that the NWTTA & YK1 jointly develop a terms-of-reference (TOR) for this committee and that minutes be shared with staff.

Comments & responses to questions: none.

13.6 Policy & Governance Committee (Chairperson: Trustee Drew)

The Committee did not meet during the summer. The Committee is planning to hold a final meeting to finalize its work on a number of policies.

Comments & responses to questions: none.

13.7 Public Engagement & Advocacy Committee (Chairperson: Wasylciw)

Report is in the agenda package.

Comments & responses to questions: none.

13.8 USW Board Advisory Committee (Chairperson: Trustee TBD)

The Committee has not met.

Comments & responses to questions: none.

13.9 Action Items

The Action Item lists are included in the agenda package.

Chairperson Bell will send out a final email on the workplan and action items.

Motion #: 17/10-13/26-27

I move that the YK1 Board of Trustees approve the action item list, as amended.

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

14. Announcements - an events calendar included in the agenda package.

No additional information provided.

15. Date and Time of Next Meeting

November 2, 2026 12:10 PM	Swearing-in
November 9, 2026 12:10 PM	Committee of the Whole
November 10, 2026 7:00 PM	Organizational Meeting
November 10, 2026 *	Regular Board Meeting
* Immediately following the Organizational meeting.	

16. Chairperson's Closing Remarks

Thank you to everyone for coming out. It was great working with everyone.

17. Adjournment

Motion #: 18/10-13/26-27

I move that the YK1 Board of Trustees, October 13, 2026, Regular Board meeting be adjourned.

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

The meeting adjourned at 9:33 PM

_____ _____

Meeting Chairperson - Trustee Bell Secretary Treasurer Vass

DRAFT

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BOARD REPORT

Title:	Fully executed service agreement NDEA
Contact:	Shirley Zouboules, Superintendent
Date Submitted:	November 10, 2026
Mandate	• Cultivate a culture of holistic wellness • Honour and celebrate Indigenous Language and Culture for all learners • Ensure inclusive, equitable and authentic learning experiences • Foster critical understanding of local, national and global issues
Background	Per direction in Motion # 15/10-13/26-27 attached is the final, executed copy of the Ndilo Divisional Education Council Service Agreement. YK1 provides superintendency services as well as pay and benefits to the staff of Kalemi Dene School in Ndilo. Through a long standing agreement, the staff are primarily employed by YK1, thus the need to support in that area. Other services provided to the Ndilo District Education Authority include liaising with the District Office for advice and guidance, Superintendent attendance at DEA meetings and support for the DEA Chair. This service agreement will be in place until 2028.
Recommendations	Accept as information.
Attachments	Yes__x__ No_____ (list attachments) NDEA Service Agreement

SERVICE AGREEMENT

THIS AGREEMENT dated the 22 day of September, 2026

BETWEEN:

NDILO DISTRICT EDUCATION AUTHORITY

(hereinafter called "**Ndilo**")

OF THE FIRST PART

AND:

YELLOWKNIFE DISTRICT NO. 1 EDUCATION AUTHORITY

(hereinafter called "**YK1**")

OF THE SECOND PART

(the "**Party**" or collectively the "**Parties**")

WHEREAS:

A) Ndilo wishes to engage YK1 for the provision of educational administrative services (the "**Services**");

B) YK1 wishes to lend support to Ndilo in its efforts to establish and maintain a K-12 school in Ndilo, known as *K'alemi Dene School;*

C) YK1 is willing to provide those Services to Ndilo; and

D) the parties hereto wish to set out the terms and conditions of the relationship agreed to between them.

NOW THEREFORE in consideration of the premises and the covenants herein contained, the Parties covenant and agree each with the other as follows:

ARTICLE 1 - DEFINITIONS

1.1 Definitions

For the purposes of this Agreement, including the recitals hereto, each of the following expressions have the meanings ascribed to them in this Section 1.1, unless the context otherwise requires:

(a) **"Agreement"**, **"hereto"**, **"herein"**, **"hereby"**, **"hereunder"**, **"hereof"** and similar expressions when used in this Agreement refer to the whole of this Agreement which includes the attached Schedules and not to any particular Article or Section or portion thereof and include any and every instrument supplemental hereto;

(b) **"Commencement Date"** means the 22 day of September, 2025;

(c) **"Completion Date"** means the 31 day of July, 2026, or such later date as may be agreed upon in writing by the parties;

(d) **"Confidential Information"** has the meaning ascribed to it in Section 5.1;

(e) **"Services"** means those Services to be provided and performed by the YK1 hereunder, as more particularly described in Schedule "A" hereto, or any future amendments to Schedule "A' as agreed to by the Parties;

(f) "**Service Fees**" means the amount set out in Schedule "B" herein; and

(g) **"Term"** means the period of time commencing on the Commencement Date and ending on the Completion Date, as revised or amended by the parties annually based on the amendment process as articulated in Schedule "C" herein.

ARTICLE 2 - SERVICES

2.1 Services

YK1 shall provide the Services upon the terms and conditions contained herein.

2.2 Commencement and Completion of Services

YK1 shall commence the Services no later than the Commencement Date and complete the Services on or before the Completion Date, subject always to sooner termination as provided for herein.

2.3 Performance of Work

YK1 shall exercise the degree of care, skill and diligence normally used in performing services of a similar nature to those Services to be provided under this Agreement.

2.4 **Compliance with Legislation**

In performing the Services hereunder, YK1 shall comply with the provisions and requirements of the *Education Act* (S.N.W.T 1995) and all associated regulations.

2.5 **Meetings**

The Parties, as represented by their administrative staff, shall meet periodically to discuss and resolve any dispute or issue related to the provision of Services or the outcome of the Services, as they arise. In the event of any conflict respecting the Services or delivery of the Services, YK1 will inform Ndilo as to the nature of the dispute. Ndilo and YK1 shall work collaboratively to resolve any reported dispute.

ARTICLE 3 - PERSONNEL

3.1 **No Substitution**

If specific personnel are designated by this Agreement to perform the Services or any part thereof, YK1 shall not substitute other personnel for those designated without the prior written consent of Ndilo. If any such personnel shall become no longer available for any reason, YK1 shall supply a similarly experienced and skilled individual as soon as practicable.

3.2 **Compliance with Policies**

YK1 shall work collaboratively with Ndilo to ensure that its personnel and agents comply with all security, safety, emergency and access policies, procedures or regulations in effect from time to time on such premises.

3.3 **Safety**

YK1 shall be responsible for the safety of its personnel and any agents, and all property of YK1 or its personnel or agent while on Ndilo premises or working with Ndilo staff.

ARTICLE 4 - PAYMENT

4.1 **Payment**

Ndilo shall pay YK1 in accordance with the provisions of Schedule "B" (Terms of Payment), upon the diligent and timely performance of the Services. No payment by Ndilo shall relieve YK1 from the performance of its obligations hereunder.

4.2 **Payment for Costs, Expenses or Damages**

Ndilo shall be required to make any payment to YK1 under this Agreement for any costs, expenses, losses or damages suffered or incurred in performing any work reasonably incidental to the performance of the Services, in accordance with the provisions of Schedule "B" herein.

4.3 **Records**

YK1 shall keep and maintain, at its principal place of business, or at such other location as may be agreed by Ndilo, adequate and complete records from which any fees, costs, charges, reimbursable expenses or other amounts payable by Ndilo to YK1 may be readily and accurately determined and verified for each calendar month during the Term of this Agreement.

ARTICLE 5 - INFORMATION AND PROPERTY RIGHTS

5.1 **Confidential Information**

Both Parties agree that:

(a) all data, information and material of a confidential nature provided or disclosed related to the provision of the Services contemplated herein;

(b) any and all information or material provided by either Party which is marked "CONFIDENTIAL";

and all copies thereof (hereinafter collectively called the "Confidential Information") are confidential and constitute valuable and proprietary information and shall be kept strictly confidential, both during and after the Term of this Agreement, and shall only be used for the purpose of providing the Services hereunder.

In that regard, such Confidential Information may only be disclosed to those officers, employees or agents who have a need to know such information for the purposes of this Agreement and both Parties shall take appropriate steps, whether by instruction, agreement or otherwise to ensure that such officers, employees and agents keep such information strictly confidential and otherwise comply with the provisions of this Section 5.1. No Confidential Information shall be copied or provided or disclosed to any other party without the prior written consent of the Party who has disclosed the information.

5.2 **Injunctive Relief**

The parties agree that improper disclosure or use of the Confidential Information will cause irreparable harm either Party, which harm may not be adequately compensated by damages. As a result, the parties agree that, in addition to all other remedies either Party may have and not in derogation thereof, the either Party may seek and obtain from any court of competent jurisdiction injunctive relief in respect of any actual or threatened disclosure or use contrary to the provisions of this Agreement.

ARTICLE 6 - TERMINATION

6.1 Termination for Convenience

Either Party may terminate this Agreement at any time, with or without cause, by the providing written notice to the non-terminating party at least thirty (30) days prior to the termination date specified in the notice.

6.2 Payment upon Termination

Ndilo shall, in the event of termination of this Agreement, pay to YK1 all amounts for completed work due to the date of termination to YK1 in accordance with this Agreement.

6.3 Effect of Termination

Upon termination or expiration of this Agreement, YK1 shall forthwith return to Ndilo all Confidential Information in written form within its possession or control, together with all copies thereof or, at Ndilo's written direction, destroy all such Confidential Information and provide Ndilo with a certificate confirming such destruction; and

6.4 Survival of Obligations

Notwithstanding the expiration or termination of this Agreement for any cause, the provisions of this Agreement regarding payment obligations, indemnities, confidentiality obligations and proprietary rights, and those provisions which are expressly or impliedly intended to survive, shall survive any such expiration or termination and shall remain in force.

ARTICLE 7 - INDEMNITY

7.1 Indemnity

Each Party ("Indemnifying Party") shall indemnify, defend, and hold harmless the other party and its officers, directors, employees, agents, affiliates, successors, and permitted assigns (collectively, the "Indemnified Party") from and against any and all claims, losses, liabilities, damages, judgments, settlements, penalties, fines, costs, and expenses (including reasonable legal fees and disbursements on a solicitor and client full indemnity basis) arising out of or relating to:

(a) the performance of the Services; or

(b) any breach, violation or non-performance of any covenant, condition or agreement in this Agreement; or

(c) any breach of confidentiality on the part of either Party; or

(d) any damage to property (including loss of use thereof) or injury to person or persons, including death resulting at any time therefrom, arising out of or in consequence of the performance of the Services;

The Indemnified Party shall give the Indemnifying Party prompt written notice of any claim or demand to which this indemnity may apply, and the Indemnifying Party shall assume control of the defence and settlement of such claim. The Indemnified Party shall co-operate fully with the Indemnifying Party in connection therewith and may, at its own cost, participate in the defence using counsel of its own choosing.

This indemnity shall survive the termination or expiration of this Agreement.

ARTICLE 8 - GENERAL

8.1 Schedules

The following Schedules attached hereto shall form part of this Agreement and are incorporated herein by reference:

Schedule "A" - Services
Schedule "B" - Terms of Payment
Schedule "C" - Special Terms and Conditions

8.2 Notices

Any notices and other communications under this Agreement must be in writing and shall be deemed to have been duly given when delivered by hand (with written confirmation of receipt) or on the date sent by email (with confirmation of transmission), if sent during normal business hours on a business day (and if not, then on the next business day) to the party for whom the same is intended to the address for notice for such party as set out in Schedule "C".

8.3 Assignment

YK1 shall not assign this Agreement or any portion thereof without the prior written consent of Ndilo, which consent may not be arbitrarily withheld.

8.4 Enurement

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors, assigns or approved assigns, as the case may be.

8.5 No Agency

Nothing in this Agreement, nor in any acts of Ndilo and YK1 pursuant to this Agreement, shall be construed, implied or deemed to create an agency, partnership, joint venture

or employer and employee relationship between Ndilo and YK1, and neither party has the authority to bind the other to any obligation of any kind.

8.6 **Whole Agreement**

The provisions of this Agreement constitute the entire agreement between the parties and supersedes any prior agreements, letters of intent or understanding, whether written or oral, between the parties with respect to the matters contemplated herein. No terms, conditions, warranties, promises or undertakings of any nature whatsoever, express or implied, exist between the parties with respect to this Agreement except as herein set forth. This Agreement may be amended, changed or modified only by further written agreement between the parties.

8.7 **Partial Invalidity**

If any term, condition or provision of this Agreement or the application thereof to any person or circumstance shall to any extent be invalid or unenforceable, the remainder of this Agreement or the application of such term, condition or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, condition or provision shall be separately valid and enforceable to the fullest extent permitted by law.

8.8 **Time of Essence**

Time shall be of the essence of this Agreement.

8.9 **Further Assurances**

Each of the parties to this Agreement shall at the request of the other party hereto, execute and deliver any further documents and do all acts and things as that party may reasonably require to carry out the full intent and meaning of this Agreement.

8.10 **Renewal and Amendment**

This Agreement may be amended by mutual agreement between the Parties in accordance with the amendment process as provided for in Schedule "C" herein. Additionally, this Agreement may be renewed by written agreement between the Parties, with either party providing notice of renewal at least sixty (60) days prior to the Completion Date.

8.11 **Governing Law**

This Agreement shall be governed by the laws in force in the Northwest Territories and the courts of Northwest Territories shall have exclusive jurisdiction with respect to any dispute, matter or thing arising herefrom.

IN WITNESS WHEREOF the parties hereto have affixed their corporate seals by the hands of their proper officers.

NDILO DISTRICT EDUCATION AUTHORITY

Per: [redacted]
Name: Sarah Erasmus
Title: Chair

Per: [redacted]
Name: Liz Fraser Erasmus
Title: V. Chair

YELLOWKNIFE DISTRICT NO. 1 EDUCATION AUTHORITY

Per: [redacted]
Name: Barbara Bell
Title: Chair

Per: [redacted]
Name: Shirley Zouboules
Title: Superintendent

SCHEDULE "A" - SERVICES

NDILO SERVICES

As support for the delivery of services by YK1 to Ndilo, Ndilo shall be responsible for normal, ongoing operational expenditures. This is understood to include, but not necessarily be limited to, the following:

- materials and resources relating to the delivery of educational programs; and
- facility maintenance and regular janitorial services, including capital expenditures.

YK1 SERVICES

YK1 shall provide the following description of Services:

General Services	• Such superintendent services as are set out in Section 78 and other applicable sections of the *Education Act* (S.N.W.T. 1995) and its associated Regulations; • Such other services as are agreed to in writing by the Minister of Education, Culture & Employment ("the Minister"), Ndilo, and YK1; • assist with, review, and make recommendations regarding the K'alemi Dene school educational program, operations and maintenance, budgets, and the school academic year calendar for the school year; and • advise and assist in drafting protocols for dealing with daily issues, emergencies, student records, student and staff discipline issues, teacher substitutes, school closures, billing for services, liability and insurance issues, and operating expenditures.
Annual Financial Services	• budget salary and benefits costing each year for Ndilo staffing budgets; • Manulife benefits administration for staff; • reporting to actuary for leave and termination benefits employee leaves and accruals and usage data, March and June data provide twice per year, reporting to ECE for average salaries; • medical travel assistance to staff and reimbursement; • payroll processing, including but to limited to: • Teachers Mid-Advance, Monthly payroll, Janitor Payroll Ndilo • Data entry for Substitutes payroll and leave forms for teachers. • Monthly Remittance to Revenue Canada for tax deductions • Monthly GNWT Payroll Tax Remittance • Monthly Benefits payments to Manulife • Monthly Pension Payments to NEBS and Salary Changes • Year-end T-4 for staff and submit to Revenue Canada • Leave and termination calculations and removal payments • Maintaining payroll files

	• Deferred Salary leave management • Maternity/parental Leave payment and management • invoices for payroll costs, which include salary and benefits, made in a timely fashion to avoid loss of interest income for YK1; and • contribution of approximately $19,000 additionally for a 0.25 FTE administration officer funding to support a Ndilo Comptroller position.
Superintendent Services	• recruitment, interviewing, and hiring of teachers and educational assistants; • all matters relating to the employment of teachers and educational assistants including, but not limited to, collective agreement issues and disciplinary measures; • superintendent support for K'alemi Dene School; • respond to and provide guidance described in emails, calls, texts, related to issues with staff, students, parents, other; • advise and assist in drafting protocols for dealing with daily issues, emergencies, student records, student and staff discipline issues, teacher substitutes, school closures; • assist in the management of operating expenditures; • provide guidance and share professional development opportunities; • share or gather information that arises from Education, Culture, and Employment ("ECE") committees or NWT Superintendents' Association; • collective bargaining with the NWTTA and subsequent ratification of agreements (establish salary grids and benefits); • share YK1 reporting documents to ease pressure on principals and allow them to adapt to their own context (ie Mandate review); • support with human resource issues which may involve meetings with individuals or unions (disciplinary issues, approval of leaves of absence); • host monthly admin council meetings with all principals, including principals from K'alemi Dene School; • review research proposal; • attend Ndilo meetings; • send all information for Education Leaders to the principals to share with Ndilo; • disseminate emergency response information or resources (such as Covid tests) for K'alemi Dene School; • update all administrative procedures related to YK1 protocols including human resources; • attend school events when invited – visit schools; • seek legal opinion (at Ndilo's sole cost) when necessary; • create the YK1 calendar which then may be modified for K'alemi Dene School;

	• with input from principals, complete and submitted the new capital needs survey required by ECE including for K'alemi Dene School as required; • PST support; • ATIPP support; • write and post job descriptions for vacant positions; • write letters of assignment, contracts, and job offers; • process substitute teacher applications; • perform reference checks for substitute teachers; • create job ads and postings, and collect applications; • provide or assist with interview questions; • new staff orientation; • enroll staff in payroll & benefits plans/onboarding; • relocation of new staff if hired from out of town; • deal with matters regarding long term leaves etc.; • online training (covid, whmis, harassment etc.); • provide support to principals on performance or attendance issues as required; • employee support around benefit & pension & payroll questions; • WSCC claim supports; • terminations/offboarding of departing staff; • supporting with complaints & grievances brought to the attention of the NWTTA; • access to OHS support and included on OHS committee; • support with programming and regularly update websites and social media accounts with staff of K'alemi Dene School; • prepare promotional materials for K'alemi Dene School, including brochures and school information pamphlets (also promoted at YK1's Trade Show booth); • receive and deliver registration forms for K'alemi Dene School; • prepare and distribute cross-district communication materials (press releases/ advocacy letters from YK1, NDEA), especially during emergency situations; • showcase students and staff from K'alemi Dene School during weekly highlights, and staff during YK1's long term service awards; • support for all of Powerschool for both schools; • network administration for KDS; • technical support (IT or ET) as requested; • Google support and administration
Insurance	• WSCC reporting as part of YK1; • YK1 incurs all of the liability and responsibility with regards to safety and claims for their employees; and • General insurance coverage for Ndilo as they are YK1 employees as all three entities are insured under the Government of the Northwest Territories.

SCHEDULE "B" - TERMS OF PAYMENT

Subject to all other terms and conditions of this Agreement, the Ndilo shall pay to YK1 amounts in the following manner:

> September to June of each calendar year = Forty Thousand ($40,000.00) Dollars per year, payable in respect of Services provided during the immediately preceding month
>
> ***This fee shall be for services only.***

Any approved operating expenditures incurred by YK1 shall be submitted to the Ndilo for either reimbursement or invoiced for payment within thirty (30) days. Other costs shall include, but shall not be limited to, staff medical travel; counselling services; advertising; legal fees, teacher salaries and benefits; services provided for inclusionary schooling such as special student assessment and programming consultation and training; as well as specialized support and services requested for specific program implementation and in-service training.

In the event that this contract is terminated prior to July 31, 2028, the fee shall be paid on a prorated basis with the monthly rate payable for each complete month of service.

SCHEDULE "C" - SPECIAL CONDITIONS

SCHEDULE "C" - SPECIAL CONDITIONS

A. REQUIRED INFORMATION

1. Ndilo's address for notice is:

   705 Orah Tili
   Ndilo, NT

   Attention: NDEA Chairperson

2. YK1's address for notice is:

   5402- 50 Ave
   Yellowknife, NT
   X1A 2N6
   Telephone: 867-766-5050
   Fax: 867-873-5051

   Attention: Superintendent

3. The following personnel of YK1 shall perform the Services hereunder:

NAME	TITLE
_____	_____
_____	_____

B. SPECIAL TERMS AND CONDITIONS

1. AMENDMENT PROCESS: These schedules may be amended from time to time, as proposed by either Party in writing. The Party seeking amendment shall provide the amendment to the other Party for confirmation within ten (10) days of receipt of the proposed amendment. Both Parties shall execute the following amending agreement upon confirmation of the proposed changes, which shall be incorporated into this Agreement:

AMENDING AGREEMENT

THIS AGREEMENT *dated the _____ day of _____, 20___*

BETWEEN:

NDILO DISTRICT EDUCATION AUTHORITY

*(hereinafter called "**Ndilo**")*

OF THE FIRST PART

AND:

YELLOWKNIFE DISTRICT NO. 1 EDUCATION AUTHORITY

*(hereinafter called "**YK1**")*

OF THE SECOND PART

*(the "**Party**" or collectively the "**Parties**")*

WHEREAS:

A) *Ndilo and YK1 entered into a service agreement ("Agreement") effective as of the _____ day of _____, 20___;*

B) *The Parties wish to amend the schedules to the Agreement as follows:*

NOW THEREFORE *in consideration of the premises and the covenants herein contained, the Parties covenant and agree each with the other as follows:*

1. *AMENDMENT*

_____
_____
_____
_____
_____
_____

IN WITNESS WHEREOF *the parties hereto have affixed their corporate seals by the hands of their proper officers.*

NDILO DISTRICT EDUCATION AUTHORITY

*Per:*_____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

YELLOWKNIFE DISTRICT NO. 1 EDUCATION AUTHORITY

*Per:*_____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

EDUCATING FOR LIFE!
HÒT'ALǪ̀Ǫ̀ HOGHÀGOETǪǪ
UNE ÉDUCATION POUR LA VIE!

BOARD REPORT

Title:	Most recently approved Policy 5 - Board By-Laws (Information only)
Contact:	Shirley Zouboules, Superintendent
Date Submitted:	November 10, 2026
Mandate	• Cultivate a culture of holistic wellness • Honour and celebrate Indigenous Language and Culture for all learners • Ensure inclusive, equitable and authentic learning experiences • Foster critical understanding of local, national and global issues
Updates	The inclusion of this policy serves to provide the most recent approved version for the Board of Trustees.
Looking ahead	As part of the Policy Committee work, Policy 5 may be brought forward.
Recommendations	Accept as information
Attachments	Yes_x__ No_____ (list attachments) Policy 5 - Board By-Laws

Policy 5: Board By-Laws

Purpose:

These by-laws have been prepared and adopted by the Board in accordance with the *Education Act* and the regulations made pursuant to it. The purpose of these by-laws is to establish procedures that must be followed by the Board in conducting the business of the District.

Elections:

1.1 YK1 District No. 1 was formally established on October 1, 1939 under Section 33 of the *School Ordinance, NWT*.

Trustees are elected into at-large positions per the *Local Authorities Elections Act*. In accordance with the *Education Act*, elections take place every 4 years, and the Trustees hold their position until their term expires at 12 noon, on the first Monday of the month following the election for Trustees.

1.2 Elections shall be conducted pursuant to the LAEA, and as modified by the City of Yellowknife *Elections Bylaw 5043*, in relation to voting in the office of the returning officer, mail-in ballots, and the use of vote counting machines.

Copy of Yellowknife Elections By-law 5043 as Appendix A.

Selection of Chairperson and Vice-Chairperson:

1. The selection of the Chairperson and Vice-Chairperson shall take place at the annual organizational meeting of the Board. In an election year, the organization meeting of the Board will be held immediately prior to the regularly scheduled meeting in November, and in a non-election year will be scheduled in August, within two weeks of the first day of school.
2. The Superintendent shall advise each Trustee of the date, time and place of the organizational meeting.
3. Should the organizational meeting follow the District Education Authority election, the Superintendent shall immediately, after calling the meeting to order:

   3.1. Proceed to read the returns of election to the Board as certified by the returning officer;

   3.2. Certify that all Members meet the eligibility criteria to take office and have signed the oath of office and have received a copy of the Declaration of Elected Office; and

   3.3. Proceed to have the Trustees elect a Chairperson and Vice-Chairperson to serve at the pleasure of the Board. Either can be relieved by a two-thirds majority vote of Trustees.

4. Should the organizational meeting not follow the District Education Authority election, the Superintendent shall call the organizational meeting to order and proceed to have the Trustees elect a Chairperson and Vice-Chairperson to serve at the pleasure of the Board.
5. The Organizational Meeting shall have an agenda established as follows:
    1. Call to Order
    2. Land Acknowledgement
    3. Superintendent's Opening Remarks
    4. Declaration of Conflicts of Interest
    5. Review and Approval of the Chairperson and Vice Chairperson Election Process
    6. Election of Chairperson
    7. Election of Vice Chairperson
    8. Other Organizational Items (as required)
    9. Adjournment
6. The Superintendent shall appoint two scrutineers, who are not Trustees, for the election of both the Chairperson and Vice-Chairperson.
7. The Superintendent shall call for nominations for the office of Chairperson.
8. Any Trustee may nominate themselves or any other Trustee for the office of Chairperson (or Vice Chairperson) and a seconder is not required. Any Trustee may participate in the election of the Chairperson (or Vice Chairperson) in person, electronically, or in writing.
9. A Trustee does not have to be present to be nominated for the office of Chairperson or Vice-Chairperson, providing that they have indicated in writing to the Superintendent their willingness to accept nomination.
10. Nominations shall remain open for one minute following the last nomination.
11. The Superintendent shall then declare nominations closed and ask each nominee in reverse order if they accept nomination.
12. A vote by secret ballot shall be conducted in the election of the Chairperson and the Vice-Chairperson.
13. The scrutineers shall collect, count the ballots, and provide written results to the Superintendent.
14. The Trustee receiving a clear majority, greater than 50% of all the votes cast shall be declared elected.
15. Should no Trustee receive a clear majority of the votes cast, the Superintendent shall announce the name of the Trustee receiving the least number of votes whose name shall then be dropped from the ballot. In the event there is a tie for the least number of votes, the Trustees

shall vote again. In the event that a tie remains for the bottom position, the Trustees will vote in order to determine which Trustee will remain on the ballot.

16. Balloting shall continue until one Trustee receives a clear majority of votes.
17. The Trustee receiving a clear majority of votes shall be declared as Chairperson and shall immediately take over the chair.
18. The Chairperson shall then proceed to have the Trustees elect the Vice-Chairperson following the same procedure that was used to elect the Chairperson.
19. The Chairperson shall call for a motion to destroy all cast ballots following the completion of the elections.
20. If the position of Chairperson or Vice-Chairperson becomes vacant, the Trustees shall elect a replacement using the same voting procedures as outlined above.
21. Other Organizational Items may be determined at the Organizational meeting as required such as: conflict of interest and disclosure forms, a schedule for regular board or other predetermined meetings, standing committee appointments, Trustee Parent Advisory Council appointments, etc.

Rules of Order:

1. The Chairperson shall preside at all Board meetings.
2. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and Vice-Chairperson, the Trustees present shall select a Trustee to serve as chairperson for the meeting, or until such time as either the Chairperson or Vice-Chairperson arrive.
3. If there is no quorum present at the expiration of one-half hour from the announced start time of the meeting, the Board shall stand adjourned, and the Director of Corporate Services shall enter into the record the names of the Trustees present.
4. Motions shall normally be put in writing and seconded before the Chairperson calls for debate and a vote.
5. Before speaking, every Trustee shall address the Chairperson and, when recognized, speak to the question under debate avoiding all discourteous language and reference to personalities.
6. When two or more members speak at once, the Chairperson shall name the Trustee that is to speak first.
7. No Trustee while speaking shall be interrupted by another, except upon a point of order, or for the purpose of explanation. The Trustee who

interrupts shall confine all remarks to the point of order or explanation.

8. If any Trustee violates these rules of order, the Chairperson shall, and any Member can, call them to order. In such a case the Trustee shall immediately be silent, but afterwards be permitted to explain; and the chairperson, if appealed to, shall decide the case, without debate.
9. No Trustee shall speak to any issue more than twice, or for more than three minutes each time speaking without prior permission of the Chairperson. Trustees shall be permitted to clarify something or to reply to a specific question not previously answered. The Chairperson shall not permit any repetitive commentary.
10. A Trustee may request that the motion under discussion be read at any time during the debate, but not to interrupt a Trustee that is speaking.
11. No Trustee shall speak to a motion after the Chairperson has called for the vote.
12. A notice of motion may be given at any meeting. It shall be recorded in the minutes, but shall not be debated or voted on until the motion is properly moved and seconded.
13. When a motion is being debated no other motion is allowed unless it is to:
    - 13.1 Adjourn;
    - 13.2 Table;
    - 13.3 Call the Question;
    - 13.4 Refer;
    - 13.5 Amend;
    - 13.6 Postpone; or
    - 13.7 Recess.
14. Every Trustee present shall vote on every motion except where a Trustee declares a conflict of interest.
15. The Chairperson shall declare the results of all votes as either carried or defeated. A Trustee may request that their vote be recorded into the minutes.
16. In the case of a tie vote, the motion shall be declared defeated.
17. The following motions will be voted on without debate:
    - 17.1. To Adjourn;
    - 17.2. To Table; or
    - 17.3. To Call the Question.
18. If an issue arises that is not addressed by these rules of order, *Robert's Rules of Order will apply.*

Meetings through Electronic Means:

Normally a Trustee, or a staff member required at a meeting, is expected to be present at meetings. However, where circumstances warrant, they may participate at a Board Meeting or Committee Meeting by using electronic means. A member of the public (if requested) may also participate at a Board Meeting or Committee Meeting by using electronic means. In addition, due to circumstances the Chairperson may determine that a meeting be held entirely by electronic means.

In these situations, the following conditions will apply:

- Trustees, or staff members, participating in a meeting held by electronic means are deemed to be present at the meeting. and will be recorded in the meeting minutes as being connected remotely. A member of the public observing the meeting will be recorded in the meeting minutes as being connected remotely.
- Trustees participating electronically can participate in meeting discussions and vote on motions.
- Trustees wishing to participate electronically must provide the Superintendent, prior to the meeting, a telephone number from which contact can be made during the meeting.
- Trustees participating electronically shall inform the Chairperson of their departure from a meeting; temporarily or permanently.
- If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee shall advise the Chairperson, and disconnect from the

  meeting. The Superintendent shall call the Trustee and reconnect the Trustee back into the meeting when the item under discussion has been dealt with.
- The electronic means must enable all the meeting's participants to communicate with each other, and if possible, enable all participants to view each other.
- The electronic means must enable the public to listen to the meeting, and if possible, enable the public to view the meeting and participants.
- Reasonable steps must be taken to notify the public of locations and/or means by which members of the public may attend electronically to observe a meeting.
- Where required the Superintendent or designate will be responsible for the organization of the electronic communications with the meeting participants.
- The Chairperson shall conduct voting on a motion verbally by asking

first for those in favour, and then for those opposed.

- A Trustee must ensure the means and location used to participate in the meeting electronically will allow moving in-camera and will meet all requirements of an in-camera session.

Order of Business:

1. Annually the Board at a regular meeting the following shall be appointed:
   1.1. A general solicitor (typically at the June Board meeting), and
   1.2. An auditor (typically at the November Board meeting).
2. The Board shall hold a regular meeting every month of the school year at a date, time to be determined by the Board. Each regular meeting agenda will confirm the date and time of the next regular meeting. Regular meetings will take place at the Yellowknife Education District No. 1 Board room unless otherwise announced.
3. The Chairperson, in consultation with the Superintendent, shall establish the agenda for regular Board meetings.
4. Trustees may place items on the agenda by contacting the Chairperson two weeks prior to the meeting.
5. The agenda, together with supporting materials, will be circulated to Trustees, the Superintendent and school principals at least four calendar days in advance of the meeting.
6. The agenda, together with supporting materials, will be made available to the public at least four days in advance of the meeting.
7. Amendments to the agenda may be made after the meeting is called to order provided there is two thirds majority vote in favour by the Trustees in attendance and are made prior to the adoption of the agenda.
8. The Superintendent shall provide the order of business in the general form of a prepared agenda as follows: (Actual agendas shall list all respective Administration, Board, Committees, Parent Advisory Committee, etc. Reports.)
   1. Call to Order
   2. Land Acknowledgement
   3. Chairperson's Opening Remarks
   4. Declaration of Conflict of Interest
   5. Adoption of Agenda
   6. Delegations & Presentations
   7. Review and Approval of the Minutes
   8. Business Arising from the Minutes

9. Trustees' Statements
10. Unfinished Business
11. New Business
12. Reports
13. Announcements
14. Date and Time of Next Meeting
15. Chairperson's Closing Remarks
16. Adjournment

9. Delegations and/or individuals wishing to make a presentation to the Board shall:

9.1. Provide to the Chairperson or Superintendent a written summary of information to be presented at least five days prior to the meeting at which they wish to appear.

9.2. In special circumstances, and with the consent of the majority of Trustees present, the requirement for five days' notice may be waived.

9.3. Be restricted to providing comments about those matters that are within the jurisdiction and responsibility of the Board.

There will be a maximum of three presentations permitted at a single meeting, each limited to ten minutes. These restrictions can be waived at the discretion of the Chairperson.

The Board, in a public meeting, will not hear personal complaints or comments directed toward any person employed by the District.

No motions relating to any request of the delegation shall be dealt with until the next meeting of the Board.

10. Minutes are the legal record of all action taken at regular and special Board meetings. The meeting minutes and all attachments (and any required translations) are kept on file (electronic and hardcopy) in the District office. In the event that there is a discrepancy later discovered between the English and the translated version, the English version shall be the official version. The minutes shall contain:

10.1. A full description of the meeting including date, location, times of opening and adjournment;

10.2. A list of all Trustees and administration in attendance;

10.3. A complete and accurate record of all motions, specifying the movers and seconders, and whether or not the motion was carried or defeated;

10.4. Names of Trustees who either request their vote be recorded or

declare a conflict of interest;

10.5. Points of order or appeals and their outcomes;

10.6. All appointments to committees; and

10.7. The signature of the Chairperson and the Director of Corporate Services after they have been approved by Board motion.

Meeting approved agendas and minutes will be posted on the District's website as soon as available for public viewing.

The Director of Corporate Services shall ensure that a backup electronic and hardcopy of all minutes is kept in a secure and separate location.

11. Trustees wishing to make a public statement on a matter not included on the agenda may do so as long as the item is political in nature. Trustees are responsible for their personal opinions expressed in these statements. Statements must be in written form and will be included in the minutes of the meeting. The written copy must be filed with the Director of Corporate Services prior to the meeting so that copies may be distributed to other Trustees.

The minutes will reflect that a statement was made, the title and the name of the individual making the statement. The agenda for the Board Meeting will include the following statements under item 9, Trustee statements:

"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."

12. Board Meetings shall end by 10:00 pm unless extended by unanimous consent of the Members present.

Observers:

1.1. Meetings of the Board are open to the public who are welcome to attend and observe from the designated public seating area, or attend and observe via electronic means.

1.2. Observers are not permitted to address the Board unless invited by the Chairperson to provide information with respect to a specific item on the agenda.

1.3. Cameras and recording devices may be restricted at the discretion of the Chairperson.

Special Meetings:

1. Special Meetings of the Board may be requested at any time by the Chairperson, or by written agreement of at least four Trustees.

   Each Trustee must be notified of a Special Meeting in writing by registered mail at least six clear days before the date of the Meeting. The requirement to inform Trustees of Special Meetings by registered mail may be waived if all Trustees have provided a signed and written acknowledgement of the Meeting. Proof of registered mailings or signed acknowledgements of the Meeting will be included in the record of the Special Meeting.

   The notice of Special Meeting shall state the date, time and location of the Special Meeting and the nature of the business to be conducted. No other business shall be dealt with at a Special Meeting other than that stated in the notice.

   A public notice shall be advertised as soon as possible indicating the date, time, location, and relevant details of the Special Meeting.

Meetings Closed to the Public (In-Camera):

Section 95 of the *Education Act* requires that all Board decisions are to be made in open public meetings. However, the Board can hold a meeting, or part of a meeting in private, if two-thirds of the Trustees present decide that it is in the public interest to do so. When a meeting is held in private, the Board cannot make any motions other than to revert to a public meeting.

The Chairperson, or any Trustee, can request that the Board meet in private at any time during a meeting if deemed necessary, and can also determine who may be in attendance, subject to a two-thirds majority.

In-Camera Meetings are held to discuss confidential matters which may include:

1. Individual staff or student issues,
2. Collective bargaining or salary negotiations,
3. Legal issues, or
4. Acquisition/disposal of land

Members in attendance shall not disclose the details of any discussion that occurred at an In-Camera Meeting.

At the next Regular Meeting, the Chairperson shall include in their report an acknowledgement that an In-Camera Meeting has taken place, and the subject matter discussed.

Trustee Compensation:

Each Trustee shall receive an annual honorarium.

Effective January 1st, 2021, the following amounts are the approved annual honorarium:

Trustees	9,808.00 per annum
Vice Chair	11,116.00 per annum
Chair	13,078.00 per annum

These amounts will be adjusted annually according to the Yellowknife Consumer Price Index.

Trustee Resignation

Trustee resignations must be in writing and presented to the Director of Corporate Service or announced at a Regular meeting as a Trustee Statement.

Section 93 of *The Education Act* grants the Board the power to decide whether to replace a vacant Trustee position. If the Board chooses to fill a vacant Trustee position, the following process will be followed:

1. Appointment the individual who had the next greatest number of votes in the most recent District Education Authority election.
2. If that individual refuses to accept the position or is unable to serve, then the position shall be offered to the other candidates in the order of the votes received.

If there are no candidates available to fill the position the Board may either hold an election or appoint an eligible candidate.

Appendix A – City of Yellowknife Elections By-law 5043 – follows

CITY OF YELLOWKNIFE

BY-LAW NO. 5043

BG 76

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife in the Northwest Territories, to allow for election procedures authorized under the *Local Authorities Elections Act*.

PURSUANT TO Section 52.1 and 52.2 of the *Local Authorities Elections Act*, R.S.N.W.T. 1988, c.L-10.

WHEREAS the Council of the Municipal Corporation of the City of Yellowknife wishes to provide for municipal voting alternatives and the use of vote counting machines for Elections, By-elections and Referendums.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE CITY OF YELLOWKNIFE, in regular sessions duly assembled, enacts as follows:

APPLICATION

1. This By-law may be cited as the Elections By-law.

2. The Returning Officer for the City of Yellowknife may allow a voter to vote in their office during a Municipal General Election, By-election or Referendum ("Election") provided that:

    a) The public is notified of the location, dates and times that they are able to vote at the Office of the Returning Officer;
    b) The name of each person that has cast their ballot at the Office of the Returning Officer is recorded;
    c) The Returning Officer notifies each Deputy Returning Officer of the names of all the people who voted at the Office of the Returning Officer;
    d) The ballots cast at the Office of the Returning Officer are secured and remain in the custody of the Returning Officer so as to prevent ballots from being added to or taken from them until the counting of ballots at the close of voting stations on election day;
    e) Only those ballots cast at the Office of the Returning Officer no later than the close of voting stations on election day are counted; and
    f) The Returning Officer shall ensure that voters vote only once in the Election, that they are able to vote secretly, and that their votes are not counted until the count of votes at the close of voting stations on election day.

3. The Returning Officer for the City of Yellowknife may allow a voter to vote by mail-in ballot during an Election provided that:

   a) The public is notified of mail-in balloting options available during the Election and how to request a mail-in ballot if one is not automatically mailed to all eligible voters;
   b) A voter that requests a mail-in ballot must do so in writing and provide proof of identity to the Returning Officer;
   c) The name of each person that has requested and returned a mail-in ballot is recorded as having voted;
   d) The Returning Officer notifies each Deputy Returning Officer of the names of all voters who have requested a mail-in ballot and are recorded as having voted;
   e) The mail-in ballots returned and received by the Returning Officer are secured and remain in the custody of the Returning Officer so as to prevent ballots from being added to or taken from them until the counting of ballots at the close of voting stations on election day;
   f) Only those mail-in ballots received no later than the close of voting stations on election day are counted; and
   g) The Returning Officer shall ensure that voters vote only once in the Election, that they are able to vote secretly, and that their votes are not counted until the count of votes at the close of voting stations on election day.

4. The Returning Officer for the City of Yellowknife may allow for the counting of ballots at a voting station by means of vote counting machines / tabulators in accordance with the procedures outlined in Schedule "A" attached hereto and forming part of this by-law.

REPEALS

5. By-law No. 4705 is hereby repealed.

EFFECT

6. That this by-law shall come into effect upon receiving Third Reading and otherwise meets the requirements of Section 75 of the *Cities, Towns and Villages Act*.

Read a First time this 27 day of SEPTEMBER, A.D. 2021.

Mayor

City Manager

By-law No. 5043 BG 76

Read a Second Time this 27 day of SEPTEMBER, A.D. 2021.

Mayor

City Manager

Read a Third Time and Finally Passed this 4 day of OCTOBER, A.D., 2021.

Mayor

City Manager

I hereby certify that this by-law has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the by-laws of the Municipal Corporation of the City of Yellowknife.

City Manager



SCHEDULE "A"

1. **Storage and Security**

All tabulators, memory cards and election supplies shall be securely stored at the Returning Officer's designated location before and after use at the voting stations during the election.

2. **Pre-election procedures**

Preventative maintenance

(1) The equipment vendor shall conduct full maintenance of all tabulators prior to voting days.

Appearance of ballots

(2) The appearance of ballots shall be in accordance with the *Local Authorities Elections Act*.

Programming of the tabulators

(3) The tabulators shall be programmed so that:

(a) a printed record of the results can be produced indicating the number of votes cast for each candidate and for the answer to any by-law or question.

(b) a ballot is returned to the election officer if the tabulator determines that the ballot:

i. has no votes in the designated voting spaces;
ii. has more votes in the designated voting spaces than a voter is entitled to mark on a ballot; or
iii. is damaged or defective or has been marked in such a way that it cannot be properly processed.

Logic and accuracy testing

(4) Prior to voting days, the Returning Officer shall test each tabulator to ensure it accurately counts the votes cast for all candidates and answers to any by-law or question.

(5) Adequate safeguards shall be taken when testing the tabulators to ensure that the system or any part of it used for tabulating is isolated from all other applications or programs and that no remote devices are capable of gaining access to them.

(6) The test for each tabulator shall be conducted by:

(a) loading the memory card into the tabulator designated for that voting station.

(b) producing a zero tape before the test to confirm that no votes are stored in the memory card.

(c) feeding and tabulating the ballots and comparing against the pre- determined results.

(7) Any errors detected in the testing of the tabulators shall be identified, corrected and the test repeated until the desired test results are achieved.

Completion of testing

(8) At the completion of the testing, the Returning Officer or designate shall:

(a) clear the totals of each tabulator memory card and seal it inside the memory card slot of the tabulator.

(b) securely store the tabulators containing the memory cards until they are deployed to a voting station for use during the voting at the office of the Returning Officer and on election day.

3. Voting station procedure

(1) A tabulator shall be used in every voting station during the voting at the Office of the Returning Officer and on election day.

Candidates and scrutineers

(2) Candidates and scrutineers' roles and responsibilities at the voting station are outlined in the *Local Authorities Elections Act*.

(3) To protect the secrecy of the vote, candidates or scrutineers are prohibited from accompanying and assisting voters while voting.

(4) Candidates and scrutineers are prohibited from examining or objecting to a ballot while it is being fed into the tabulator.

Zero tape

(5) Before the opening of the voting station during the voting at the Office of the Returning Officer and on election day, the election officer shall produce a zero tape of all totals in the memory card of the tabulator.

(6) The zero tape shall only be produced on the first day of the voting at the Office of the Returning Officer.

(7) The zero tape shall remain affixed to the tabulator until the results are printed by the tabulator after the close of the voting station.

(8) Candidates or scrutineers may be present when the election officer produces the zero tape.

(9) If the zero tape total is not zero for all candidates or for answers to any by- laws or questions, the election officer shall immediately notify the Returning Officer or other election officers.

Marking the ballot

(10) An election officer shall issue a ballot to a voter in a secrecy folder.

(11) The voter shall proceed to a voting screen and vote by marking the space to the right of the candidate of their choice or for the answer to any by-law or question.

(a) After marking the ballot, the voter shall place the ballot into the secrecy folder and proceed to the election officer.

(b) The election officer shall feed the ballot into the tabulator while the voter is still in the voting station.

Malfunctioning tabulator

(12) If the tabulator fails to operate during voting, the election officer shall contact the designated call centre for instructions.

(13) The election officer shall insert the ballot from the secrecy folder directly into the auxiliary compartment in full view of the voter.

(14) When the tabulator becomes operational again, the election officer shall insert the ballots from the auxiliary compartment into the tabulator.

(15) If a tabulator is replaced during voting and the original memory card is used, the election officer shall feed the ballots from the auxiliary compartment into the replacement tabulator.

(16) If the memory card must be replaced during voting, the election officer shall feed all ballots, including any from the auxiliary compartment, into the replacement tabulator.

Ballots where the tabulator detects less votes than a voter is entitled to mark

(17) The tabulator shall accept ballots where the tabulator has detected less votes in the designated voting spaces than a voter is entitled to mark on a ballot, providing that a mark has been detected for at least one office.

Ballots where the tabulator detects no votes

(18) The tabulator shall return a ballot if it detects no votes in the designated voting spaces.

(19) The election officer shall:

(a) advise the voter that the tabulator does not recognize any marks made on the ballot and

(b) return the ballot to the voter and instruct the voter how to mark the ballot.

(20) If the voter does not want to re-mark the ballot, the election officer shall re-feed the ballot into the tabulator and press the "Accept" button.

(21) If the voter is not present and the tabulator returns the ballot because it detects no votes in the designated voting spaces, the election officer shall press the "Accept" button so that the ballot is drawn into the tabulator.

Ballots where the tabulator detects more votes than the voter is entitled to mark

(22) The tabulator shall return a ballot if it detects more votes in the designated voting spaces than a voter is entitled to mark on a ballot.

(23) The election officer shall:

(a) return the ballot to the voter and advise that the tabulator reads more votes than the voter is entitled to mark or more than one vote for an answer to a by-law or question.

(b) instruct the voter that on how many candidates they may vote for or for any answer to a by-law or question.

(c) ask the voter if he or she wishes to obtain a new ballot.

(i) If the voter does not wish to obtain a new ballot, re-feed the ballot into the tabulator and press the "Accept" button.

(ii) If the voter wishes to obtain another ballot, the election officer shall fold the original ballot in half, write "cancelled" across the

back of the ballot and place it in the designated envelope. The election officer shall issue a replacement ballot to the voter for marking.

(24) If the voter is not present and the tabulator returns the ballot because it has detected more votes in the designated voting spaces than a voter is entitled to mark, the election officer shall press the "Accept" button so that the ballot is drawn into the tabulator.

(25) If, at any point the voter does not wish to obtain a replacement ballot, the election officer shall press the "Accept" button so that the ballot is drawn into the tabulator.

Damaged or Defective Ballots

(26) If the tabulator does not accept a ballot because it is damaged or defective, the election officer shall:

(a) remove the ballot and advise the voter that the tabulator did not accept ballot.

(b) re-insert the ballot, trying different orientations (face-down/head- first/last).

(c) if rejected again, return the ballot to the voter and direct them to obtain a new ballot.

(d) the election officer shall fold the original ballot in half, write "cancelled" across the back of the ballot.

(e) place the "cancelled" ballot in the designated envelope.

(f) issue a replacement ballot to the voter for marking.

(27) If the voter refuses to accept a replacement ballot and the tabulator still does not accept the ballot, the election officer shall fold the ballot in half and shall write "declined" on the ballot and place it in the designated envelope.

(28) If the voter is not present and the tabulator returns the ballot because it is damaged, defective or has been marked in such a way that the tabulator does not accept it, the election officer shall:

(a) fold the original ballot in half and write "cancelled – replaced" across the original ballot.

(b) prepare a replacement ballot in full view of any candidates or scrutineers present by marking the replacement ballot with the same mark(s) contained in the designated voting space(s) as the original ballot.

(c) feed the replacement ballot into the tabulator.

4. Closing of the voting station during the voting at the Office of the Returning Officer

(1) Each night of the voting at the Office of the Returning Officer, after the close of voting, the election officer shall:

(a) feed any ballots from the auxiliary compartment into the tabulator.

(b) ensure that the election results are not generated.

(c) unplug the tabulator and place it in the appropriate carrying cases.

(d) ensure the tabulator is securely stored.

5. Closing of the voting station on election day

(1) After the close of voting on election day, the election officer shall:

(a) feed any ballots from the auxiliary compartment into the tabulator.

(b) turn the tabulator key to the "Open/Close Poll" position and press the button under "Close Polls" to produce the results tape.

(c) deliver the tabulator and other election supplies to the Returning Officer's designated location.

Malfunctioning tabulator at the close of election day

(2) If the tabulator fails to operate at the voting station at the close of the voting period, the election officer shall contact the designated call centre for instructions.

(3) The election officer shall:

(a) remove the ballots from the tabulator stand and place them into a designated ballot box along with the envelope containing the cancelled and declined ballots.

(b) remove any ballots from the auxiliary compartment, place them into a separate box, write on the box "Auxiliary compartment ballots" and seal it.

(c) advise all candidates and scrutineers present of the Returning Officer's designated location where a backup tabulator is located and their right to be present at that location.

(d) deliver all the election supplies from the voting station to the Returning Officer's designated location.

(4) At the Returning Officer's designated location, in the presence of all candidates or scrutineers present, the election officer shall:

(a) remove the memory card from the malfunctioning tabulator and insert it into the backup tabulator.

(b) feed any the ballots from the "Auxiliary compartment ballots" box into the backup tabulator.

(c) turn the tabulator key to the "Open/Close Poll" position and press the button under "Close Polls" to produce the results tape.

(d) the tabulator shall print two copies of the results tape and shall transmit the results to the City's results system.

(e) deliver the tabulator and other election supplies to the Returning Officer's designated location, if required.

(f) If the tabulator memory card has malfunctioned at the close of voting, the election officer shall:

(a) obtain a replacement tabulator memory card and insert it into the original or replacement tabulator.

(b) produce a zero tape of all totals in the memory card.

(c) feed all ballots, including those from the auxiliary compartment, into the tabulator.

6. Production of election results from the Office of the Returning Officer

(1) At the Returning Officer's designated location, a election officer shall generate the vote results for the Office of the Returning Officer by:

(a) inserting the memory card into a tabulator.

(b) turning the tabulator key to the "Open/Close Poll" position and pressing the button under "Close Polls" to produce the results tape.

(c) the tabulator shall print two copies of the results tape.

7. Election Results

(1) Election results will be generated by the tabulator by producing a results tape.

8. **Post-election testing**

(1) A post-election test shall be conducted by loading blank memory cards into the tabulators and tabulating a pre-determined group of ballots.

(2) The tabulated results shall be compared against the pre-determined results.

(2) Any errors detected in the testing of the tabulators shall be identified, corrected and the test repeated until the desired results are achieved.

9. **Retention of election documents**

(1) The Returning Officer shall retain and have access to the memory cards, ballots, results tapes and other materials that were produced during the pre- and post-election tests.

(2) The Returning Officer shall not alter these materials and shall retain them in the same manner as is provided for in the Local Authorities Elections Act for the keeping of election records.

References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	**Revision Description**	**Approved Date**	**Review Date**
1-2	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included.	June 2021	N/A
3	In section 'Selection of Chairperson and Vice Chairperson' the following was update: Added Organizational meeting agenda; any trustee may nominate themselves for Chairperson and Vice Chairperson.	October 2022	2022-2026 Board
4	Removed requirement for the board to appoint a general solicitor.	February 2023	2022-2026 Board
5	Moved Board organizational meeting to August in non-election years.	May 2023	2022-2026 Board
6	Added section regarding elections below "Purpose" on page 1.	June 2026	June 2026

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BOARD REPORT

Title:	Trustee Vacancy
Contact:	Shirley Zouboules, Superintendent
Date Submitted:	November 3, 2026
Mandate	• Cultivate a culture of holistic wellness • Honour and celebrate Indigenous Language and Culture for all learners • Ensure inclusive, equitable and authentic learning experiences • Foster critical understanding of local, national and global issues
Background	The Board of Trustee election was held October 19, 2026. A full slate of Trustees was elected. Seven Trustees constitutes a full slate. On October 30, 2026, one Trustee Candidate withdrew their name. Three options exist for filling a vacancy: 1. Hold a by-election. 2. Appoint the candidate with the next highest number of votes. 3. Leave the position vacant. In the interest of having a full Board of Trustees, option 2 is best.
Recommendations	The Board of Trustees make a motion to direct Administration to offer the vacant position to the eligible candidate with the next highest number of votes. Should that vote-getter decline the position, proceed to the next highest vote-getter until the vacancy is filled.
Attachments	Yes__x__ No_____ (list attachments) Official election results

CITY OF YELLOWKNIFE - OFFICIAL RESULTS OF ELECTION
October 19, 2026

I certify that the results of the election for YK1 Trustee held on October 19, 2026 in the City of Yellowknife in the Northwest Territories, were as follows:

OFFICE **TRUSTEE**

CANDIDATE	ELECTED / NOT ELECTED	NUMBER OF VOTES COUNTED	RANK
TRACY, Spencer	Elected	**1,323**	**1**
BELL, Barbara	Elected	**1,180**	**2**
RIDGELY, Stacy	Elected	**1,014**	**3**
BANCROFT, Jillian	Elected	**939**	**4**
SHORTT, Allan	Elected	**805**	**5**
SPICER, Brianna	Elected	**801**	**6**
SMITH, Billie-Jean	Elected	**796**	**7**
TEWS, Nicole	Not Elected	**717**	**8**
GENTLES, Melanie	Not Elected	**706**	**9**
KASS, Jacob	Not Elected	**439**	**10**

DATED at the City of Yellowknife, in the Northwest Territories, this 19th day of October 2026

Evelyn Erasmus

Evelyn Erasmus
Returning Officer

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BOARD REPORT

Title:	Committee Assignments - information
Contact:	Shirley Zouboules, Superintendent
Date Submitted:	November 3, 2026
Mandate	• Cultivate a culture of holistic wellness • Honour and celebrate Indigenous Language and Culture for all learners • Ensure inclusive, equitable and authentic learning experiences • Foster critical understanding of local, national and global issues
Background	Trustees serve on standing and ad hoc committees throughout their tenure on the Board. Trustees may express interest in specific committees, keeping in mind that they will serve on multiple committees and that all Trustees are members of the Finance Committee and the Committee of the Whole. The Chair will assign committee roles following the November 10 Board meeting. Committees are also supported by District Office administration.
Looking ahead	Once committees are staffed, they will meet to select a Chair and set meeting dates. Please choose a day for your committee meeting that falls within the last two weeks of the month, at noon.
Recommendations	Accept as information.
Attachments	Yes__x__ No_____ (list attachments) Policy 8

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Policy 8 - Committees of the Board

Purpose:

The Board establishes committees to assist in the governance of the District and to assist the Board in achieving its goals.

Responsibilities:

- To conduct a comprehensive discussion of, and to advise, investigate, and prepare recommendations to the Board on items identified within its mandate and any matters referred to it by the Board;
- All committees of the Board are under the control of the Board, serve at the pleasure of the Board, and may be disbanded at any time by a decision of the Board;
- All committees have no powers other than those granted to them by the Board;
- All committees report to the Board;
- All committee appointments will carry a term of one year. Types of committees:

1. **Standing Committees -** are those that the Board has identified as being necessary to assist in the proper governance of the District or on which the Board is requested to provide or requires representation. These committees may be initially formed by the Board or external organizations.

2. **Ad Hoc Committees** - Committees established by the Board to complete a specific task for the Board. As soon as that task has been completed, the Ad Hoc Committee shall be disbanded. The terms of reference for the Ad Hoc Committee will be set by the Board when formed.

Except where noted in the Committee's Terms of Reference, each Committee shall:

1. Consist of Board representation as appointed by the Chairperson with no more than three Trustees appointed and in addition:
    - **Standing Committees** - If the committee was formed by an external organization, the Board will adhere to the membership requirements as per that organization's request/policies.
    - **Ad Hoc Committees** - Committee members and/or other support committee members may be appointed as required by the committee's terms of reference.
2. Have access to the Superintendent or designate(s) as resource person(s).
3. Each Committee Chairperson shall:
    - Be selected by the members of the Committee;
    - Take leadership in the activities of the Committee;
    - Call meetings and provide notification of the place, date, time, and advise the Board of the schedule;
    - Act as the contact person for the Committee;
    - Ensure that all matters referred to the Committee are pursued;

- Ensure that all deadlines are met;

- Ensure that written highlights from committees are submitted for the agenda packages. If additional information, such as background information or minutes are required for Trustees to make decisions during a board meeting, the Committee Chairperson will make this information available before the Board meeting to the Trustees.

The following is the standard list of Standing Committees:

- Audit Committee
- Committee of the Whole
- Facilities Committee
- Finance Committee
- Policy & Governance Committee
- Public Engagement & Advocacy Committee
- Teacher-Board Advisory Committee
- USW-Board Advisory Committee

The following is the Ad Hoc Committee:
- Negotiations Committee

Support Services:

The Superintendent will identify District staff to provide support and expertise as required for the respective Committees. The Committees will identify needs for consultant services and seek approvals for costs, if those services are required. Support staff are mandatory for all Committee meetings.

References/Related Documents:
- *Education Act*
- YK1 Administrative Procedures
- Terms of Reference for Standing and Ad Hoc Committees (attached as Appendix)

Policy 8 - Committees of the Board

Revision History			
Revision	**Revision Description**	**Approved Date**	**Review Date**
1-2	Adopted and revised before the revision table was included. Going forward, a summary of the changes will be included	May 2008 November 2021	N/A
3	• Committee chair now required to submit written reports; • Changes to Terms of Reference (TOR) of Policy Committee, Public Relations Committee, Audit Committee, Negotiations Committee, and Teachers-Board Advisory Committee. • Policy updated to reflect wording in collective agreement; Facilities Committee has been added to this policy.	October 2022	2022-2026 Board
4	Addition of APPENDIX I for the USW-Board Advisory Committee Terms of Reference. Change "Director of Corporate Services" to the new title of "Secretary Treasurer" (no hyphen)		June – October 2023
5	Renaming of: Policy Committee to Policy & Governance Committee, Public Relations Committee to Public Engagement & Advocacy, and combined Finance & Facilities Committee.	January 2024	
6	Approved as presented April 14, 2026	April 2026	

Policy 8 - APPENDIX A

Committee Name: Audit Committee

Purpose:

To assist the Board of Trustees and the Superintendent in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP compliance), and monitoring the District's compliance with laws and regulations pertaining to District financial operations.

Composition:

The Audit Committee will consist of the following members:

- Up to two Trustees from the Board (excluding the Chairperson and members of the Finance Committee), one of whom shall act as chair of the Audit Committee; and,
- At least three members of the general public (one must be a Certified Accountant, CGA, CMA, or CA), who are independent of the District and have no relationship to the audit firm.

Term of General Public Members:

The term for members from the general public will be two years, which is renewable.

Compensation:

The Audit Committee members from the general public shall be compensated based on a GNWT per diem rate.

Resources:

- The Secretary-Treasurer will provide assistance to the committee, as required.
- The Audit Committee may have access to other third-party expertise as deemed necessary.

Meetings:

The Audit Committee will meet at least twice a year. All Audit Committee members are expected to attend each meeting. The Audit Committee will invite members of management, auditors, or others to attend meetings and provide pertinent information, as necessary. Private meetings may be held with auditors and executive officers. Minutes of the meetings will be prepared. Audit Committee reports shall be provided at a meeting of the Board of Trustees.

Authority:

The Audit Committee has the authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- With the consent of the Board of Trustees, retain outside counsel, accountants, or others to advise the committee or assist in the conduct of an investigation;

- Seek any information it requires from employees – all of whom are directed to cooperate with the committee's requests – or external parties; and
- Meet with the Superintendent or designate, external auditors, or outside counsel, as necessary.

Responsibility:

The Audit Committee is responsible for carrying out the following:

Financial Statements:

- Review significant accounting and reporting issues, including complex or unusual transactions;
- Review the results of the audit, including any difficulties encountered;
- Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and,
- Review all matters required to be communicated to the Board of Trustees.

Internal Control:

- Consider the effectiveness of the District's internal controls over annual reporting, including information technology security and control; and
- Understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

Audit:

- Review the auditor's proposed audit scope and approach
- Review the performance of the auditors, and provide a recommendation to the Board regarding the final approval on the appointment or discharge of the auditors;
- Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the District, including non- audit services, and discussing the relationship with the auditors; and,
- On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

Compliance:

- Review the findings of any examinations by regulatory agencies, and any audit observations; and
- Obtain regular updates from management and company legal counsel regarding compliance matters.

Policy 8 - APPENDIX B

Committee Name: Committee of the Whole

Purpose

The purpose of Committee of the Whole is to provide:

a) An informal forum to engage in generative discussions;
b) Sessions related to planning on topics such as finance, facilities, special projects, and strategic initiatives;
c) Sessions for governance professional development; and
d) Sessions for evaluation of Board and Superintendent performance.

Note: During a regular Board Meeting, the Trustees can motion to refer and convene a Committee of the Whole meeting to allow Trustees to explore matters to much greater depth than can be accomplished within a regular Board Meeting.

Composition:

Committee of the Whole is a committee composed of all Trustees. A quorum of the Board numbers is required and meetings are public unless the topic for discussion meets the In-Camera criteria noted in Policy #5: Board By-Laws.

Procedures

Meetings of the Committee of the Whole are at the request of the Board Chairperson, or at the request of a majority of the Trustees. The agendas for the Committee of the Whole meetings are organized by the Board Chairperson. They shall request if there are any additional agenda items that Trustees would like to discuss.

The Chairperson of the Committee of the Whole is the Vice Chairperson of the Board. However, the Chairperson can pass their chair duties to another trustee if the topic up for discussion is from their committee.

Policy 8 - APPENDIX C

Committee Name: Facilities Committee

Purpose

The Facilities Committee's mandate is to act as an overseer in an advisory capacity with respect to planning, maintenance and operation of the District's assets~~,~~ as defined by the following activities:

- Act as an overseer and in an advisory capacity with respect to the capital planning, maintenance, and operation of all land, buildings, facilities, and equipment owned by the District;
- To submit to the Board annually (by February of each year) a five-year capital improvement plan;
- To advise the Board on building-related issues, ongoing maintenance, and planning for long-term improvements;
- Prepare a plan, schedule, and proposal for maintenance and replacement of buildings and grounds;
- Review plans for new construction, major renovations, or major improvements of school buildings and grounds;
- Amend the five-year plan as required to support the needs of school programs
- Provide ongoing project status to the Board;
- Identify other areas for future actions related to facilities.

Policy 8 - APPENDIX D

Committee Name: Finance Committee

Purpose

The Finance Committee's mandate is to act as an overseer in an advisory capacity with respect to all financial matters of the Board, as defined by the following activities:

- Work with the Superintendent and Secretary-Treasurer, as required to evaluate, approve, and present–operating and capital draft budgets, both operating and capital, to the Board for consideration and approval;
- Oversee the District's budget over the fiscal year;
- Consider and make recommendations regarding any expenditure outside of the approved budget for consideration by the Board;
- Analyze and review funding and expenditures for funds received from the GNWT and the City of Yellowknife, and make recommendations as required;
- Actively research other sources of funding, such as, but not limited to, federal programs and grants;

The Chair of the Finance Committee works with the Secretary-Treasurer and Superintendent to prepare and present at public engagements (e.g. Annual Ratepayers Meeting).

Policy 8 - APPENDIX E

Committee Name: Negotiations Committee

Purpose

The Negotiations Committee be formed by the will of the Board. is formed prior to the commencement of negotiations of each collective agreement in order to provide Board representation at bargaining sessions. The Negotiation Committee will be disbanded when that specific collective agreement has been ratified.

The Committee conducts the following activities:

- Hold a preparatory meeting of the Trustees, the Superintendent, and the Negotiation team so that they can review the collective agreement together
- Work with the Superintendent and/or designate to prepare the Board's proposals.
- Retain and consult with a professional negotiator for bargaining sessions.
- Review the proposals from the Union and decide on the direction the negotiating team will take.
- Perform at-table negotiations with the professional negotiator.
- Recommend approval of the tentative Collective Agreement to the Board.
- Post negotiations, the negotiating team meets and discusses the lessons learned from this round of negotiations and creates a report as a record for future negotiating teams.

Composition:

The Negotiations Committee will consist of:

- Up to three Trustees from the Board with the Superintendent, Secretary-Treasurer, and designates as Superintendent deems required.

Reporting:

Please note that discussions during negotiations take place in-camera and therefore reporting to the board may be limited to meeting schedules or expected completion date etc.

Policy 8 - APPENDIX F

Committee Name: Policy & Governance Committee

Purpose

The Policy & Governance Committee has a mandate to review, revise and develop all existing policies, once per board term. The Committee will conduct the following activities for recommendation to the Board for approval:

- Review and make suggestions to the Board for revision or deletion of existing policies;
- Develop and draft new policies for the Board to address governance issues, as required;
- Review and make recommendations to the Board regarding new policies that are submitted by Administration or other committees of the Board;
- Review any concern and make recommendations on issues that are related to legislative matters;
- Develop and maintain a review schedule of all policies
- Make recommendations to the Board for approval in the following manner:
    - Draft policies are tabled at a regular Board Meeting.
    - A review at a Committee of the Whole is convened (if requested) where Trustees and administration can provide comments and ask the Policy Committee the reasons for the policy's intent, content, and/or changes.
    - The draft policy is forwarded to all stakeholders (as deemed appropriate), and added to the District's website, requesting comment by a set date.
    - The Policy Committee reconvenes, reviews the comments received from the trustees and stakeholders, and develops a final draft policy.
    - A final review is carried out at a Committee of the Whole (if requested).
    - The final draft policy is submitted as an agenda item at a regular Board Meeting under a motion recommending approval of the policy

Note: There will be a minimum of one month from the date of Tabling of a draft policy to submission of the final draft at a Board Meeting for approval.

Note: Instances where a policy proposal may impact upon any of the collective agreements under negotiations, any actions on such proposals will be deferred until completion of the negotiations.

Policy 8 - APPENDIX G

Committee Name: Public Engagement & Advocacy Committee

Purpose

The Public Engagement & Advocacy Committee has a mandate to coordinate strategic advocacy efforts and community engagement activities to ensure effective communication between the Board and the public. The Committee will focus on conducting the following activity processes:

- Develop an annual Board Advocacy and Engagement Plan for approval by the Board and provide regular updates. This plan will include key advocacy points for a variety of activities, including Education Leaders Meeting, regular MLA meetings, letters to the Minister, etc.
- Oversee the implementation of the Board Advocacy and Engagement Plan and report progress to the Board.
- Monitor the effectiveness of the Board Advocacy and Engagement Plan and make recommendations for revision to the Board
- Coordinate and monitor engagement activities including those based on the Education Act and focus on key stakeholder groups including students, families, staff, and the general community.
- Provide input into overall communication efforts by the District.
- Coordinate updates to the District's Visual Identity Guidelines with the Superintendent and Communications Officer
- Meet at least quarterly with the Communications Officer to review the progress of communications initiatives
- Develop Trustee PAC speaking points after each board meeting.
- Review and provide feedback on the Trustee Orientation Handbook.

Policy 8 - APPENDIX H

Committee Name: Teacher-Board Advisory Committee

Purpose

The creation of the Teacher-Board Advisory Committee is referenced in the NWTTA Collective Agreement. If this section of the Collective Agreement changes then this policy will be changed to reflect the changes. The Board and the NWTTA recognize the mutual benefits of effective communication between trustees, teachers, and administrators. The matters discussed include concerns relating to school affairs, proposed educational policy changes, changes in conditions of professional services, and communication views of the respective parties.

As outlined in the Collective Agreement, this committee will not deal with interpretation/grievance matters, or discuss modification of the collective agreement or any other matter properly left to the normal collective bargaining process. No agreement, decision, or action of the committee will be construed as an interpretation or modification of the Collective Agreement.

Composition:

The committee will consist of up to three trustees, with a member of senior management and three members of the NWTTA, of which two shall be employees of the Board. This Committee is to meet at a minimum of three times per year, meeting initially within the first two months of the school year.

Policy 8 - APPENDIX I

Committee Name: USW – Board Advisory

Purpose

The creation of the USW- Board Advisory Committee is referenced in the USW Collective Agreement. If this section of the Collective Agreement changes, then this policy will be changed to reflect the changes. The Board and the USW recognize the mutual benefits of effective communication between trustees, USW members, and administrators. The matters discussed include, but are not limited to, concerns relating to school affairs, proposed administrative changes, technology changes, etc.

As outlined in the Collective Agreement, this committee will not deal with interpretation/grievance matters or discuss modification of the collective agreement or any other matter properly left to the normal collective bargaining process. No agreement, decision, or action of the committee will be construed as an interpretation or modification of the Collective Agreement.

Composition:

The Committee will consist of two trustees with a member of senior management and two members of the USW, of which one shall be an employee of the Board.

This Committee is to meet at a minimum of two times per year, meeting initially within the first two months of the school year.

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BOARD OF TRUSTEES COMMITTEE SIGN-UP

STANDING COMMITTEES

Committee of the Whole (COW)
All Trustees

Finance Committee
All Trustees

Audit Committee	Facilities Committee

Policy & Governance Committee	Public Engagement & Advocacy Committee

NWTTA Teacher/Board Advisory Committee (TBAC)	USW/Board Advisory Committee (USBAC)

AD HOC COMMITTEES

NWTTA Negotiations Committee	USW Negotiations Committee

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BOARD REPORT

Title:	Board of Trustee Orientation
Contact:	Shirley Zouboules, Superintendent
Date Submitted:	November 3, 2026
Mandate	• Cultivate a culture of holistic wellness • Honour and celebrate Indigenous Language and Culture for all learners • Ensure inclusive, equitable and authentic learning experiences • Foster critical understanding of local, national and global issues
Background	To prepare Trustees for their role, a two day orientation session is planned in both the fall and spring. These orientation sessions are often facilitated by an expert in the field. Dr. Cindi Vaselenak and Dr. Angela James will facilitate the two days.
Recommendations	Accept as information
Attachments	Yes__x__ No_____ (list attachments) Agenda for November 21 and 22nd.

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Two-Day Trustee Orientation Agenda

DAY 1 – Grounding in Place, Culture, and Governance Foundations

Saturday, November 21, 2026 | Tugáh Northern Experience Cabin & Campsite
185 Curry Dr, Yellowknife, NT X1A 0G4

Focus: Relationships of respect, the concept of "A Capable Person", board roles, and healthy board culture

Time	Session	Facilitator	Session Focus & Activities
8:30-9:00 am	Arrival & Morning Refreshment	Tugáh Hosts	Settle into the cabin space; morning coffee, tea, fruit, and muffins.
9:00-9:15 am	Opening Prayer & Land Acknowledgement	Dr. Angela James	Facilitated opening grounded in respectful protocol, place, Dene Kede, and Inuuqatigit.
9:15-9:45 am	Welcome & Community Introduction	Dr. Angela James	Welcome to Tugáh, trustee introductions, and orientation overview.
9:45-10:30 am	Setting Context: Ceremony & Medicine Pouches	Dr. Angela James	Ceremonial activity connecting teachings to Dene Nahjo, identity, gratitude, and land.
10:30-10:45 am	Morning Break	-	Refreshment break
10:45–11:45 am	"A Capable Person" & Strategic Governance	Dr. Angela James	Experiential session aligning identity, relational responsibility, and YKI strategic priorities.
11:45 am–12:00 pm	Morning Synthesis & Framing	Dr. Angela James	Reflection bridging the morning cultural teachings to governance and leadership.
12:00–1:00 pm	Lunch Break	Tugáh Hosts	Lunch (traditional fish soup)
1:00–2:15 pm	Good Governance: Role of the Board	Dr. Cindi Vaselena	Education Act, Board Policy, and role clarity (Board, individual Trustee, Chair, Superintendent).
2:15–2:30 pm	Afternoon Break	-	Refreshments
2:30–4:10 pm	Board Culture & Qualities of Good Governance	Dr. Cindi Vaselena	Interactive session on cultivating a healthy board culture and standard governance practices.
4:10–4:30 pm	Closing Circle & Day 1 Reflection	Dr. Angela James	Shared insights, questions, and daily wrap-up in preparation for day 2.

Two-Day Trustee Orientation Agenda

DAY 2 – Applied Governance, Risk Management, and Relational Leadership

Sunday, November 22, 2026 | Tugáh Northern Experience Cabin & Campsite
185 Curry Dr, Yellowknife, NT X1A 0G4

Focus: Case studies, risk management, the NWT JK-12 Handbook, hands-on cultural connection, and commitments

Time	Session	Facilitator	Session Focus & Activities
8:30-9:00 am	Arrival & Morning Refreshment	Tugáh Hosts	Informal gathering, coffee, tea, fruit, and baked goods.
9:00-9:15 am	Welcome Back & Reflections	Dr. Angela James	Reviewing key themes, insights, and outstanding questions from Day 1.
9:15-10:30 am	Legal Case Studies: Board Governance	Dr. Cindi Vaselena	Examining effective vs. ineffective governance through two school board case studies (BC and AB).
10:30-10:45 am	Morning Break	-	Refreshments and leg-stretching.
10:45 am–12:00 pm	Risk Management & Fiduciary Duty	Dr. Cindi Vaselena	Fiduciary, strategic, and generative thinking applied to board oversight and accountability.
12:00–1:00 pm	Lunch Break	Tugáh Hosts	Catered meal featuring Dene tacos.
1:00–1:45 pm	NWT JK-12 Indigenous Languages & Education	Dr. Angela James	Small group dialogue on the Our People, Our Land, Our Ways, Our Languages Handbook and trustee roles.
1:45 -2:30pm	Relationship Building: Bead Patterning	Dr. Angela James	Hands-on activity emphasizing patience, relational connection, and experiential learning.
2:30-2:45pm	Afternoon Break	-	Light refreshments
2:45-3:30 pm	Dene Daisy Lanyard Workshop	Dr. Angela James	Cultural workshop connecting craft, cultural continuity, community learning, and identity.
3:30-4:00pm	From Head to Heart: Commitments & Closing	Dr. Angela James	Roundtable of individual and collective trustee commitments, followed by the closing ceremony.

Yellowknife Education District No. 1
Commission scolaire publique nº1 de Yellowknife

Phone/Tél (867) 766-5050
Fax/Télec (867) 873-5051
Email/Courriel info@yk1.nt.ca

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Memorandum

To: Board of Trustees
From: Lisa Vass, CPA, CGA, Secretary Treasurer/CFO
Date: November 10, 2026
File: 2026-11-10 MEMO Appointment External Auditor 2026-2029
Re: Appointment of External Auditor, Fiscal Years ending June 30, 2027 to 2029 (RFP PM27001)

Recommendation:

Administration recommends that the Board appoint Crowe MacKay LLP as external auditor of YK1 for the three fiscal years ending June 30, 2027, 2028 and 2029, at a proposed total fee of $217,140.55 (excluding taxes), subject to successful contract negotiations and execution of a contract substantially in accordance with the RFP.

Crowe MacKay LLP, YK1's current auditor, received the highest total score of the four compliant proposals. Pricing was evaluated under the fee criterion in the RFP, and the proposed fee is within the approved audit budget. The term is three years with no extension options, which keeps the contract value below the $300,000 threshold for competitive procurement under GNWT procurement guidelines.

Process followed

The RFP was posted on the GNWT Business Incentive Policy (BIP) site and the YK1 website on October 16, 2026 and closed on October 30, 2026. Four proposals were received. All four met the mandatory requirements: received on time, total fees and expenses clearly stated, prices in Canadian dollars, and licensed (or will be licensed) to practice public accounting in the NWT.

Three YK1 staff evaluators scored the proposals independently and agreed consensus scores on November 3, 2026. Each signed a confidentiality and conflict of interest agreement. No Board member took part in the evaluation. Fees were scored by the formula in the RFP (lowest fee divided by the fee evaluated, times the maximum points).

Evaluation followed the stages and weights published in the RFP:

Stage	Criterion	Weight (of 1,000)
2. Rated requirements	Team	150
2. Rated requirements	Methodology / approach	150
2. Rated requirements	Past relevant experience	200
2. Rated requirements	Project schedule	150
3. Fees and expenses	Fixed fee for the three-year term	150
4. Business Incentive Policy	NWT content	150
4. Business Incentive Policy	Local (Yellowknife) content	50

Results

Crowe MacKay LLP ranked first overall and scored highest on all four rated criteria: team, methodology and approach, past relevant experience, and project schedule. Evaluators noted extensive school board audit experience at a senior level, a Yellowknife-based team with time and backup coverage committed, a clear understanding of YK1 and a thorough risk approach, and direct Sylogist and Workiva experience. As the current auditor, the firm requires no transition.

The proposed three-year total of $217,140.55 is subject to successful contract negotiations. Detailed proposal pricing, evaluation comments, and comparative information are being maintained as confidential procurement records. Following contract award, proponents may receive debriefing information in accordance with the RFP.

Proposed motion and next steps

Motion:

> THAT the Board of Trustees appoint Crowe MacKay LLP as external auditor of the Yellowknife District No. 1 Education Authority for the fiscal years ending June 30, 2027, 2028 and 2029, at a proposed total fee of $217,140.55, excluding taxes, subject to successful contract negotiations, and authorize the Secretary Treasurer to finalize the contract in accordance with the RFP and proposal.

If the Board approves, administration will take these steps:

1. Send a Letter of Intent to Crowe MacKay LLP after Board approval. It confers no right to start work until a contract is signed.
2. Negotiate minor contract details only. Anything agreed will be written into the contract, and the scope and terms of the RFP will not change.
3. Sign the contract, which will replace the current annual engagement letter.

4. If negotiations with Crowe MacKay LLP are unsuccessful, Administration may discontinue negotiations and proceed with the next-ranked proponent in accordance with the RFP. Any alternative appointment would be brought to the Board for approval.
5. Send Letters of Regret to the other three proponents and offer each a debriefing meeting.

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BOARD REPORT

Title:	Superintendent Board Report
Contact:	Shirley Zouboules, Superintendent
Date Submitted:	November 10, 2026
Mandate	• Cultivate a culture of holistic wellness • Honour and celebrate Indigenous Language and Culture for all learners • Ensure inclusive, equitable and authentic learning experiences • Foster critical understanding of local, national and global issues
Updates	Ministerial Guidelines Personal Mobile Device use in Schools The STEP program is well attended, with 12 students attending regularly. District and school staff have been working diligently on ensuring enrolment verification is completed
Looking ahead	• NWT Superintendents Association & ECE meetings • Education Leaders, NWTSA and ECE meetings • Challenge Cup
Recommendations	Accept as information
Attachments	Yes_x__ No_____ (list attachments) Superintendent Monthly Board Report Guidelines for Personal Mobile Device use in school - correspondence.

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November 10, 2026

Superintendent Board Report

This report highlights the work being done in educational leadership, fiscal responsibility, human resources, policy & procedures, superintendent & board relationship, strategic priorities & reporting, organizational management, communications and community relations, and leadership practices. As we move into the winter with less light, more demands on staff and colder temperatures coming, it is important to provide support to our schools as much as possible. While the work of the District is ongoing, we have consistently made ourselves visible and available to the school administration. Whether that be for finances, curriculum renewal or student support, we are connecting daily. YK1's senior leadership meets weekly to ensure we further the District's priorities.

Through the lens of our strategic priorities, here are some of the activities reflective of our work in the past month:

Wellness:

Wellness remains a cornerstone of our district's mission. This month, there is much to celebrate. Students are fully engaging in sports, different clubs and many school activities. These are all important ways to rebuild our communities and strengthen connections between students and with the adults in the building.

Highlights include:

- Open Parachute: this online platform for teachers and students shares lessons for self-regulation, working with big emotions and navigating well being
- We met with Strongest Families Institute - We will be connecting students, families and staff with the coaches
- Educational Assistant staff took part in two days of terrific learning opportunities. On the District-wide day, EAs took part in the 6th Annual Education Assistants of British Columbia Society (EABCS) Conference: Building Safety Through Connection. On another day, EAs had options to participate in supporting readers, executive functioning and nervous system regulation
- Many exciting activities and events took place over the last month - getting students and staff outside

Indigenous Language & Education:

We are committed to Indigenous education, guided by principles of reconciliation, respect, and understanding. Students and staff have been enjoying various hands on learning experiences.

Recent efforts include:

- ILIEP (Indigenous Language Instructor Employment Plan) student and staff mentorship continues
- Students were working with fish and beavers
- Language classes for students continue
- Monthly District ILE meeting - already planning for February's language month

Learning:

Academic excellence remains a key focus as we strive to provide high-quality learning experiences for all students. This month saw the Grade 4 and 7 literacy and numeracy Foundational Skills Assessments completed.

Notable achievements this month include:

- Foundational Skills Assessments Grade 4 & 7, Literacy and Numeracy
- Competency Assessment focus for District-wide PD
- French Guest Author Valérie Fontaine visits École Įtł'ǫ̀
- Reviewing student programming - student success plans, individual educational programs

Community:

Strong community partnerships are essential for the success of our district, fostering a sense of belonging and collective responsibility.

Recent endeavours include:

- Attending the N'dilo District Education Authority monthly meeting and meeting regularly with the Chair
- Attending the Dettah District Education Authority monthly meeting
- Halloween dances
- Laurie Hobart tournament, Spike It tournaments
- Remembrance Day Ceremonies and City Ceremony on November 11th

Government of
Northwest Territories

October 15, 2026

CHAIRPERSON, COMMISSION SCOLAIRE FRANCOPHONETERRITOIRES DU NORD-OUEST
ACTING CHAIRPERSON, TŁĮCHǪ COMMUNITY SERVICES AGENCY
CHAIRPERSONS, DIVISIONAL EDUCATION COUNCILS
CHAIRPERSONS, YELLOWKNIFE DISTRICT EDUCATION AUTHORITIES
CHAIRPERSON, NDILǪ DISTRICT EDUCATION AUTHORITY
CHAIRPERSON, DETTAH DISTRICT EDUCATION AUTHORITY

Guidelines for Personal Mobile Device Use in School Policies

I am pleased to share with you the approved Guidelines for Personal Mobile Device Use in School Policies (Guidelines), which were developed collaboratively with education bodies and informed by a review of research on personal mobile device use in schools, as well as a scan of approaches being adopted across Canada.

As valued partners in the development of the Guidelines, I wanted to ensure that all education bodies are aware of the Guidelines and the resources available as you develop local policies.

The Guidelines are intended to help education bodies strike an appropriate balance by promoting learning-focused school environments while supporting responsible and safe technology use. They include recommendations on permitted use, prohibited use, exceptions, responsibilities and consequences.

To support education bodies in the creation and implementation of clear, enforceable and locally appropriate personal mobile device policies for their schools, the Guidelines include a policy template and sample policy that education bodies can adapt to their local circumstances.

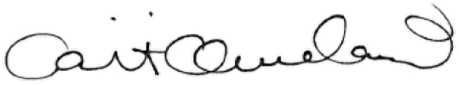
Please find the approved Guidelines attached. They will also be available on the GNWT website. Feel free to distribute the Guidelines or the link to the website within your organization and school communities.

Thank you for your continued partnership and leadership in supporting student success. The Guidelines represent a shared commitment to ensuring that schools remain learning-focused environments that support student achievement, well-being, and responsible digital citizenship.

…/2

I look forward to the positive contributions this work will make in schools across the Northwest Territories.

Sincerely,



Caitlin Cleveland
Minister
Education, Culture and Employment

Attachment

c. Distribution List

Distribution List:

Shannon Barnett-Aikman
Deputy Minister
Education, Culture and Employment

Matthew Milovanovic
A/Assistant Deputy Minister
Education and Early Childhood
Education, Culture and Employment

Tom Aikman
Director, JK-12 Education System Services
Education, Culture and Employment

Judy Whitford
Director, JK-12 Education System Services
Education, Culture and Employment

Devin Roberts
Superintendent
Beaufort-Delta Divisional Education Council

Krista Cudmore
Superintendent
Beaufort-Delta Divisional Education Council

Kevin Armstrong
Chief Executive Officer
Tłı̨chǫ Community Services Agency

Linsey Hope
Director of Education
Tłı̨chǫ Community Services Agency

Francois Rouleau
Direction Générale
Commission scolaire Francophone
Territoires du Nord-Ouest

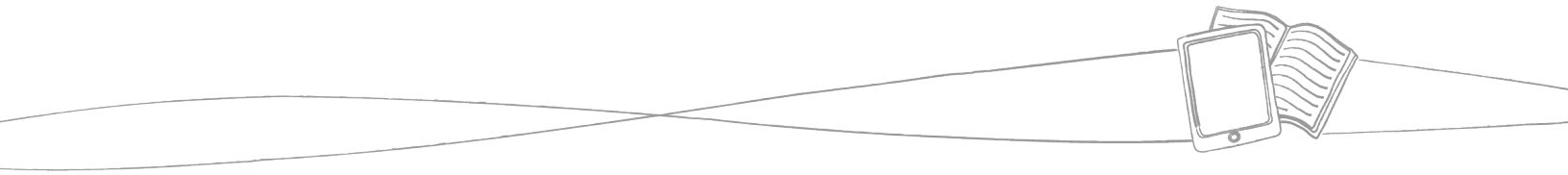
Laura Ganyo
Superintendent
Dehcho Divisional Education Council

Peter Fultz
Superintendent
Sahtu Divisional Education Council

Dr. Renee Closs
Superintendent
South Slave Divisional Education Council

Shirley Zouboules
Superintendent
Yellowknife Education District

Adam Murray
Superintendent
Yellowknife Catholic School



Guidelines for Establishing Personal Mobile Device Policies in Schools

Guidelines for Policy Development

April | 2026

Government of
Northwest Territories

K'áhshó got'ı̨ne xədə k'é hederı ʔedı̨htl'é yerınıwę nı dé dúle.
Dene Kədə́

ʔerıhtł'ís Dëne Sų̨łıné yatı t'a huts'elkër xa beyáyatı theʔą ʔat'e, nuwe ts'ën yółtı.
Dëne Sų̨łıné

Edı gondı dehgáh got'ı̨e zhatıé k'ę́é edatł'éh enahddhę nıde naxets'é edahłí.
Dene Zhatıé

Jii gwandak izhii ginjìk vat'atr'ijąhch'uu zhit yinohthan jì', diits'àt ginohkhìi.
Dinjii Zhu' Ginjik

Uvanittuaq ilitchurisukupku Inuvialuktun, ququaqluta.
Inuvialuktun

ᑖᒃᑯᐊ ᑎᑎᖅᑲᐃᑦ ᐱᔪᒪᒍᕕᒋᑦ ᐃᓄᒃᑎᑐᓕᖅᓯᒪᓗᑎᒃ, ᐅᕙᑦᑎᓐᓄᑦ ᐅᖃᓚᔪᓐᓇᖅᑐᑎᑦ.
Inuktitut

Hapkua titiqqat pijumagupkit Inuinnaqtun, uvaptinnut hivajarlutit.
Inuinnaqtun

kīspin ki nitawihtīn ē nīhīyawihk ōma ācimōwin, tipwāsinān.
nēhiyawēwin

Tłı̨chǫ yatı k'ę̀è. Dı wegodı newǫ dè, gots'o gonede.
Tłı̨chǫ

Indigenous Languages
request_Indigenous_languages@gov.nt.ca

Une version française de ce document est disponible.

Guidelines for Establishing Personal Mobile Device Policies in Schools

The Department of Education, Culture and Employment (ECE) has developed these guidelines to assist District Education Authorities (DEAs) and District Education Councils (DECs) in creating Personal Mobile Device (PMD) policies that align with the Territorial School Code of Conduct and positively impact student engagement and mental health.

When drafting a PMD policy, DEAs and DECs should consider the following:

- *Ensure the policy is enforceable, inclusive and equitable*
- *Keep the policy general enough to apply to a wide range of situations*
- *Align the policy with digital citizenship and safety, educational goals, and responsible and ethical use of technology.*
- *Clearly define the roles and responsibilities of students, educators, administrators and parents in implementing the policy.*
- All policies must be approved by the DEAs and DECs.

A template that may be used to draft a PMD policy is included in appendix A. An example of a PMD policy which addresses all the key features of these guidelines is included in appendix B.

Rationale for creating the guidelines

While PMDs can offer educational benefits, their widespread use in classrooms has raised concerns about student distraction, reduced engagement and increasing negative impacts on the mental health of both students and educational staff.

In response, a growing number of Canadian jurisdictions have introduced policies to restrict or ban PMD use during instructional time. These measures aim to foster more focused and effective learning environments, promote digital well-being and citizenship, and address issues such as cyberbullying and social isolation.

Under the NWT *Education Act*, the Minister of Education Culture and Employment does not have the authority to establish territory-wide policies regarding the use of PMDs in the classroom. The responsibility for creating policies lies with the territory's DEAs and DECs.

What to include in a Personal Mobile Device Policy?

1. Administrative Information

Administrative information should be addressed in the policy, including but not limited to:

- Effective date
- Date of latest revision
- Approval Authority. For example, education body, DEA, school.

2. Policy Purpose

Indicate the rationale for the policy, including any possible connections to the Territorial School Code of Conduct or School Code of Conduct or similar documents.

3. Definitions

Define any terms used in the policy that have a specialized meaning. This should include at a minimum what is defined as a Personal Mobile Device. Other definitions may include apps and social media, instructional time, and specific techniques used such as "off and away" or "cell phone hotels". These will be dependent on your context and policy.

4. Policy Statement

Scope/applicability of the policy

Provide a brief statement of the DEA's or DEC's intent regarding the use of personal mobile devices in the classroom and an indication of how broadly the policy applies (scope/applicability of the policy). This may include:

- grade-level specific policies (for example elementary grades vs. high school),
- limitations around instructional hours, and/or
- To whom does this policy apply (students and staff or students alone).

Permitted use

Indicate when and where PMDs can be used and occasions when PMDs will be permitted (for example field trips, to teach about digital citizenship, digital literacy and respectful online behaviour).

Include in the policy:

- Times and locations where PMDs can be used (if applicable).
- Occasions when PMDs will be permitted.

Prohibited use

- Indicate when and where PMDs cannot be used and occasions when PMDs will not be

permitted. Clearly identify prohibited uses of PMDs that may:

- interfere or threaten to disrupt school operation (for example use of PMDs during emergency situations),
- interfere of threaten to interfere with public or private rights of others (for example recording audio and/or video without consent), and
- lead to unethical academic behaviour (for example use of PMDs during assessments).

Exceptions

- Cleary identify exceptions that may address medical needs and/or accessibility accommodations.
- Describe how exceptions may be granted (if applicable).

5. Consequences for non-compliance

Outline what actions will occur (progressive consequences) if a student and/or staff member does not follow the policy. Include, if any, connections to the School Code of Conduct.

6. Roles and Responsibilities

Clarify the roles and responsibilities of students, educators, administrators and parents/guardians alike. A clear breakdown of roles and responsibilities will help the implementation phase of the policy. Add a disclaimer regarding the liability of the school towards PMDs. Further information is detailed below.

Students

- Clarify the roles and responsibilities of students (for example respect privacy and safety of peers and staff). Include proper practices and storage of devices (for example PMDs are to be placed in airplane mode during instructional hours and kept in the student's locker).

Educators

- Clarify the roles and responsibilities of educators (for example modeling appropriate PMD use and enforcing the policy consistently)

Administrators

- Clarify the roles and responsibilities of administrators (for example modeling appropriate PMD use, communicating the policy to staff and families, handling escalated violations to the policy).

Parents/Guardians

- Clarify the expectations of parents/guardians (for example supporting the school's policy, discussing appropriate PMD use with their child, ensuring devices are used

responsibly, and how to reach their child during the day if needed.

Disclaimer

- Add a disclaimer regarding the liability of the school towards PMDs. For example: The school and its staff are not liable for loss, damage or theft of any personal mobile device brought to school.

7. Monitoring and Review

In your policy, identify the review date and the way this policy will be monitored, reviewed, and updated to reflect emerging evidence, evolving educational practice, and legislative or policy changes.

Guideline review

ECE will review these Guidelines on a regular cyclical basis and update them, as required, to reflect emerging evidence, evolving educational practice, legislative or policy changes, and feedback from education bodies.

Appendix A: Policy Template

[Policy #] [Policy Name]

Approving Authority:	
Original Approval Date:	
Effective Date:	
Date of Last Review:	
Next Review Date:	

Policy Purpose

[Indicate the rationale for the policy, including any possible connections to the Territorial School Code of Conduct or School Code of Conduct or similar documents.]

Definitions

- *[Define any terms used in the policy that have a specialized meaning. This should include at a minimum what is defined as a Personal Mobile Device. Other definitions may include apps and social media, instructional time, and specific techniques used such as "off and away" or "cell phone hotels". These will be dependent on your context and policy.]*

Policy Statement

[Provide a brief statement of the District Education Authority's intent regarding the use of personal mobile devices in the classroom and an indication of how broadly the policy applies (scope/applicability of the policy). This may include grade-level specific policies or limitations around instructional hours.]

Permitted Use

- *[Indicate when and where PMDs can be used and occasions when PMDs will be permitted (for example field trips, to teach about digital citizenship, digital literacy and respectful online behaviour).]*

Prohibited Use

- *[Indicate when and where PMDs cannot be used and occasions when PMDs will not be permitted (for example use in private settings like change rooms and bathrooms, for recording audio and/or video without consent, and use that may lead to unethical academic behaviour).]*

Exceptions

- *[Identify exceptions that may address medical needs and/or accessibility accommodations.]*

Consequences

- *[Outline what actions will take place (progressive consequences) if a student does not follow the policy. Include, if any, connections to the School Code of Conduct.]*

Roles and Responsibilities

Students

- *[Clarify the roles and responsibilities of students (for example respect privacy and safety of peers and staff). Include proper practices and storage of devices (for example PMDs are to be placed in airplane mode during instructional hours and kept in the student's locker).]*

Educators

- *[Clarify the roles and responsibilities of educators (for example modeling appropriate PMD use and enforcing the policy consistently.]*

Administrators

- *[Clarify the roles and responsibilities of administrators (for example modeling appropriate PMD use, communicating the policy to staff and families, hand handling escalated violations to the policy).]*

Parents/Guardians

- *[Clarify the expectations of parents/guardians (for example supporting the school's policy, discussing appropriate PMD use with their child, ensuring devices are used responsibly, and how to reach their child during the day if needed.]*

Disclaimer

- *[Add a disclaimer regarding the liability of the school towards PMDs. For example: The school and its staff are not liable for loss, damage or theft of any personal mobile device brought to school.]*

Monitoring and Review

[Specify who is responsible for monitoring (for example schools administrators), how feedback on the policy can be submitted for review, and when is the next scheduled review date of the policy.]

Appendix B: Actual Example of a PMD Policy

TITLE	Personal Mobile Devices in School
PROCEDURE NUMBER	
NEXT REVIEW DATE	
DATE OF APPROVAL	
ISSUING AUTHORITY	
ACCREDITATION STANDARD	

POLICY AND GUIDING PRINCIPLES:

The ***[education body]*** is committed to providing a safe and effective learning environment for all staff and students. The ***[education body]*** believes that students and staff should be focused on educational, cultural, social-emotional, and other educational learning while in school The ***[education body]*** is also concerned that research has indicated that excess cell phone usage is linked with negative effects on mental and physical health. As a result, personal mobile devices will be restricted in all ***[education body]*** schools to prevent distraction, support peer relationships, and maximize learning time.

[education body] students will have the opportunity to use ***[education body]*** provided devices for the purpose of learning.

PURPOSE/RATIONALE:

[Education body] schools have a commitment to safety and recognize that each student's behaviour is influenced by their mental health and wellness. For all students to gain from the learning experiences, social and cultural environments, and build upon their peer and adult relationships, the ***[education body]*** is providing clear expectations that personal mobile devices are not permitted during school time and guidelines for consequences for failing to adhere to this expectation.
These restrictions are not intended to impact the need for students to have access to technology required for their learning (provided by the ***[education body]***), or assistive technology for students with those needs.

DEFINITIONS:

Off and Away – Off refers to all notifications silenced including ringers and vibration settings. The device is not playing media or sending signals to the user. Away refers to the device not being accessed at any point and kept fully out of sight. Keeping a device in a pocket is not away, nor is listening to music considered off.

Personal Mobile Device (PMD) - A personal mobile device is any personal electronic device that can be used to communicate or access the internet, such as a cell phone or tablet. This term is intended to include smart watches, headphones, earbuds and other accessories.

SCOPE/APPLICABILITY:

This standard operating procedure will apply to all staff and students registered at and attending ***[education body]*** schools, including alternative programming.

PROCEDURE:

1. Students in grades JK-12 will not be permitted to carry or use a PMD at any time while at school. This includes class time, extra-curricular practices, cultural activities, and break times (see #2 for limited exceptions). Parents/guardians of grade JK-12 students are encouraged not to send a PMDs with their child to school.
2. PMDs are not permitted to be used in classrooms or during cultural activities; PMD must be "off and away" during these times. Parents, guardians, and students in grade 9-12 are expected to use technology responsibly therefore, a school policy may allow Grade 9-12 students restricted PMD privileges and usage during break times.
3. There are no exceptions to the procedures outlined in #1 and #2. Staff are not permitted to give approval to use PMDs in any classroom or during school activities.
4. School rules may permit the use of PMDs on buses, on field trips, and extra-curricular trips, but are governed by the overarching ***[education body]*** Personal Mobile Device standard operating procedures.
5. Schools must notify students and parents of the rules and processes for confiscating PMDs. The schools are not responsible for lost or stolen devices and recommend all students leave their devices at home.
6. No PMD may be connected to the ***[education body]*** networks and/or Wi-Fi. This applies to both staff and student PMDs. There will be special events where a guest network may be created for a limited period (ex: youth gathering or career fair).
7. Consequences may include but are not limited to: confiscation of the device for a period of the principal's discretion (typically progressive 1 day, 2 days, 5 days, etc.), contact with parents to collect the device, restorative consequences, loss of privileges, and in-school suspensions.
8. At any time, unauthorized use of a mobile device (including but not limited to: harassment, bullying, or unauthorized photography or video recording) will result in consequences based on the school discipline policies, including suspension.
9. Parents/guardians who wish to contact their students during the school day may leave a message at the front desk. Students who need to contact home during the school day will be encouraged to do so at breaks, unless they are unwell.

PERFORMANCE MEASURES:

CROSS-REFERENCES:

ATTACHMENTS:

REFERENCES:

APPROVAL:

Reviewed and Approved By:

(Signed, Position, and Dated)

Reviewed and Approved By:

(Signed, Position, and Dated)

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BOARD REPORT

Title:	Monthly Report to the Board
Contact:	Graham Arts – Assistant Superintendent
Date Submitted:	November 5, 2026
Mandate	• Cultivate a culture of holistic wellness • Honour and celebrate Indigenous Language and Culture for all learners • Ensure inclusive, equitable and authentic learning experiences • Foster critical understanding of local, national and global issues
Highlights	• The monthly Education Services report is attached for Trustees' information. • Work continues with schools on their annual Improvement Plans. Schools have met individually with Assistant Superintendent Arts to discuss the current drafts of their plan. The plans are currently being put into their final drafts and will be shared with Trustees at the December Board meeting.
Recommendation	Accept for information
Proposed Motion (if applicable)	None
Attachments?	Monthly Educational Services Report

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Board Report
November 4, 2026

Assistant Superintendent for Curriculum and Learning Report - Educational Services Report

	Wellness Cultivate a culture of holistic wellness *1.1 Recognize the importance of relationships in learning* *1.2 Foster and promote personal wellness* *1.3 Create healthy, safe and caring learning environments*	**Indigenous Language & Education** Honour and celebrate Indigenous Language and Culture for all learners *2.1 Create a welcoming environment for all learners* *2.2 Integrate an Indigenous approach to education* *2.3 Strengthen Indigenous Language Instruction*	**Learning** Ensure inclusive, equitable and authentic learning Experiences *3.1 Engage learners through meaningful and innovative teaching and learning practices* *3.2 Strive for excellence* *3.3 Celebrate diversity of all learners*	**Community** Foster critical understanding of local, national and global issues *4.1 Inspire critical thinking through innovation and pursue sustainable practices* *4.2 Embrace diversity and encourage empathy to promote global citizenship* *4.3 Model and encourage ethical leadership and engage in opportunities for service learning*
Education Services Updates	October 7: ECE—SBMHW New Provider (Wellness Mentor) Check-In October 13: The district SBMHW team and RISC attended ECE's Community of Practice, focusing on promoting positive mental health and resilience, building students' skills to manage stressful situations, and identifying concerns early to connect students with timely support. Ascend Pediatrics' visits also supported planning for students' sensory, regulation and communication needs to promote well-being and participation at school. October 23: The SBMHW team	Charlie Sangris worked with students in the language classes at SJF to prepare a moose head, over the course of 2 days Deneze Nahkehk'o spoke to all YK1 staff as a keynote to begin our district pd day together. Mary Jane Drygeese Worked with students in the language class at SJF Beatrice Sangris and Archie Liske worked with students in the language class at MHS to prepare harvested fish!	RILE provided time for 2 language instructors to meet and participate in collaborative planning together for 1 instructional day. Language instructors received PD from ECE. YK1 welcomed instructors from YCS, KTW and KDS for a day of collaborative learning. Several classes at RLN had the opportunity to attend Laughing Lichen, thanks to S-CAP funding. October 5–9: RISC arranged for Ascend Pediatrics' occupational therapist and speech-language pathologist visited all six schools	RLN and Itlo each hosted a family Halloween dance that were well attended.

	continued training on self-injury and suicide, including understanding the differences, recognizing warning signs, responding to students and clarifying the mentor's role. Training also focused on supporting the development of person-centred, inclusive safety plans. RISC, Superintendent and the Learning Coordinator met with Open Parachute to discuss next steps in supporting students' social-emotional learning and promoting mental health. Ongoing: Mental health and wellness contractor Monique Thomas continued to support SJF with programming and processes for students with complex mental health needs.		and worked with PSTs to provide recommendations for individualized student programming. October 16: RISC coordinated Safety Management Group (SMG) crisis intervention training for an RLN classroom team (teacher, EA and PST) to support safe, coordinated responses to students in distress. RISC arranged ASD consultation with Children's Autism Services in Edmonton to support individualized programming and safety planning for a student at ITLO. RISC arranged and ASD consultation with Robyn Combre to support programming and safety planning for a student with complex needs at RLN. RISC collaborated with Beyond Words Speech-Language Pathology to develop a service schedule and agreement for MHS, ITLO, RLN and NJ. Services began October 19 and will continue throughout the school year, with the SLP providing 2.5 hours of support at each school weekly. **Oct.23 PD Day** **Growing Together in Practice** -Deneze Nahkehk'o shared insights on preserving and honouring Dene traditions and oral histories to start off the day.	

			-In the afternoon, staff engaged in collaborative professional learning, with sessions dedicated to competency-based assessment, fostering relationships, and promoting school-wide wellness. Neurolinguistic Approach Training (part 2) took place on October 14 and 15 with consultant David McFarlane. Four French language teachers participated and are now fully trained in the NLA Literacy PD at Ecole Itlo with Katherine Mueller. On October 26 and 27, all JK - grade 2 teachers at Ecole Itlo had the opportunity to learn about oral language development RISC met with teams at all six schools to support individualized safety planning and programming for students with complex needs. Stanton's Child Development Team (CDT), RISC and the MHS SBST participated in rounds to coordinate support for three students, followed by CDT. The team discussed recommendations and next steps to strengthen coordinated, wraparound support for students with complex needs. Valerie Fontaine, French children's author, visited Grade 5 classes at Ecole Itlo on November 5 (all day)	

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BOARD REPORT

Title:	Assistant Superintendent of HR and Learning Report
Contact:	Landon Kowalzik, Assistant Superintendent
Date Submitted:	October 7, 2026
Mandate	• HR: To recruit, support and retain staff in order to provide students with the best possible opportunities and educating for life. • Learning: Providing students with the best possible opportunities and educating for life.
Background	• For the 2025/26 school year, we had a total of 210 active substitute teachers. As of November 6, 2026 we have 133 active substitutes, an increase of 20 substitutes since October 7, 2026. • Update on enrollment for the 2026/27 school year complete. See attachment. • As of November 6, 2026 we are looking to fill 1 teaching positions for the 2026/2027 school year. • As of November 6, 2026 we are not looking to fill any education assistant positions for the 2026/2027 school year.
Looking forward:	• The YK1 attendance and staff wellness committee to meet the week of November 9, 2026. • Assistant Superintendent Kowalzik will be attending the Professional Semester III education career fair at the University of Lethbridge December 4, 2026.
Recommendations	Accept as information
Attachments?	__X__Yes or ___No Student Enrolment 26/27 report November 6, 2026

Yellowknife Education District No. 1

Enrolment Report as of: November 6, 2026

School	JK	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals Nov-26	Totals Nov-25	Totals Change
Mildred Hall	32	33	23	25	33	27	23	29	35	24					284	283	1
Ecole Itlo (French)	52	72	45	67	45	52	45								378	366	12
William McDonald (All)								123	131	101					355	328	27
N.J. Macpherson	27	40	38	41	44	45	43								278	332	-54
Range Lake North (All)	24	18	17	17	27	19	27	18	15	13					195	209	-14
Ecole Sir John Franklin											159	235	123	130	647	691	-44
Totals	**135**	**163**	**123**	**150**	**149**	**143**	**138**	**170**	**181**	**138**	**159**	**235**	**123**	**130**	**2137**	**2209**	**-72**

Yellowknife Education District No. 1

Monthly Enrolment Tracking

School	FTE Totals Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27
Mildred Hall	289.00	287	284							
Ecole Itlo	382.00	378	378							
William McDonald	359.00	353	355							
N.J. Macpherson	289.00	281	278							
Range Lake North	201.00	192	195							
Ecole Sir John Franklin	662.00	643	647							
Totals	**2182.00**	**2134.0**	**2137**							

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BOARD REPORT

Title:	November 10, 2026, Secretary Treasurer Report
Contact:	Lisa Vass, Secretary Treasurer
Date Submitted:	November 4, 2026
Mandate	• Cultivate a culture of holistic wellness • Honour and celebrate Indigenous Language and Culture for all learners • Ensure inclusive, equitable and authentic learning experiences • Foster critical understanding of local, national and global issues

Background	• Occupational Health & Safety Update:
	  • The Phase I sewer vault confined space assessments are completed. A report will be provided to the administration in early January. Phase 2 is scheduled for July 2027.
	  • Training:
	  ▪ Confined space: waiting for Arctic Response to schedule dates
	  ▪ Skid steer: November 17-18
	  ▪ Fall protection: waiting for Arctic Response to schedule dates
	• Maintenance & Operations updates:
	  • Several capital maintenance and accessibility projects are complete or nearing completion. These initiatives include the following:
	  ▪ MHS Multi-purpose Roof: The initial tender process was completed and the costs were well over the

	budget available, so it was decided re-tender the project in two phases. Phase 1 will be for the design structural assessment of the roof (mid-winter) and Phase 2 (late winter) will be the replacement of the roof. If the structural assessment is positive, the multipurpose room will be re-open for use. Construction will be undertaken during the summer of 2027. ▪ The gym door replacement was scheduled for October but we are now waiting to confirm an installation date. ▪ The installation of safety fencing is complete at N.J. MacPherson school is complete and access gate installed. Fencing at RLN is supposed to commence following the installation of the NJM fence but with winter approaching, this may not occur until spring. ▪ The GNWT awarded the design contract for the accessible washroom project at SJF to Guy Architects. Construction is tentatively scheduled to begin in March 2027 with completion by May. Updates will be provided as the design phase progresses. ▪ The accessibility audits are complete and are being reviewed. A final report will be brought forward in December by the Director of Operations. ▪ Quotes have been requested to properly route the sump pumps away from the sewer system at MHS, NJM and SJF tied into the storm water systems. ● Upcoming Finance Committee meetings: • Tuesday, November 24, 2026
Recommendations	Received as information.
Attachments	___Yes or __No If yes, list attachments below

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Upcoming Events:

as at November 4, 2026

PE & A = Public Engagement & Advocacy

November 2026 — Movember

Hindu & Lebanese Heritage Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	**2**	**3**	**4**	**5**	**6**	**7**
	New Board Swearing-in 12:10 PM					
8	**9**	**10**	**11**	**12**	**13**	**14**
Indigenous Veterans Day 	Rock your mocs week begins Diwali	**Organizational Meeting & Regular Board Meeting 7:00 PM**	**Remembrance Day** 			**MHS** Craft Sale
	SJF Parent/Teacher/Student Conferences					
15	**16**	**17**	**18**	**19**	**20**	**21**
MHS Craft Sale National Addictions Awareness Week begins		**Education Leaders Meeting** 8:30 AM	**SJF** Challenge Cup Hockey 2 – 3 PM	**SJF** Drama presents: The Little Mermaid Nov 19 & 20 @ 7 PM	National Child Day	City's Santa Clause Parade
22	**23**	**24**	**25**	**26**	**27**	**28**
		Finance Committee Meeting 12:10 PM			No School	
		Grades **JK-8** Parent/Teacher/Student Conferences				
29	**30**	**1**	**2**	**3**	**4**	**5**
Advent begins						

School Remembrance Day ceremonies: Itlo - Nov 9th @ 10:30 AM; **NJM** – Nov 10th @10 AM; **SJF -** Nov 10th at 10:45 AM; **WMS** - Nov 10th at 10:05 AM; **RLN** - Nov 10th at 10:30 AM; **MHS** - Nov 10th at 9:30 AM

Upcoming Events:
as at November 4, 2026

December 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
			Board Meeting Reports Due at 3 PM **SJF Music Concert 7 PM**	International Day of Persons with Disabilities	Hanukkah begins	International Volunteer Day **RLN Winter Market**
6	7	8	9	10	11	12
Nat'l. Day of Remembrance and Action on Violence Against Women	**COW 12:10 PM**	**Board Meeting 6:30 PM** **MHS JK-4 Winter Show 6:30 PM**	**MHS Grades 5-8 Winter Show 6:30**	Human Rights Day **Itlo Winter Concert 6 PM** **NJM Winter Show 6:30 PM** **RLN Winter Show 6 PM**		Gingerbread House Day Hanukkah ends
13	14	15	16	17	18	19
	MHS Feast			National Maple Syrup Day	**SJF Christmas Lunch**	
20	21	22	23	24	25	26
	Winter Solstice				Christmas	Kwanza begins
			District Office Closed for Winter Break >>			
27	28	29	30	31	1	2
					Happy New Year!  Kwanza ends	

District Office will re-open on January 4th