



**YELLOWKNIFE EDUCATION DISTRICT NO. 1**  
**BOARD of TRUSTEES**  
**BOARD MEETING**  
**MINUTES**

**November 12, 2024 – 7:00 PM**  
**In-person and online via Google Meet**

Trustees Present: Allan Shortt, Barbara Bell, David Wasylciw, Jason Snaggs  
(online),

Michelle Peters, Terry Brookes, Tina Drew

Regrets:

Administration Present: Shirley Zouboules, Lisa Vass, Landon Kowalzik,  
Graham Arts, Jordan Martin, Pat Thagard, and Bronwyn  
McPhail

Meeting Chairperson: David Wasylciw

Meeting Recorder: Pat Thagard

1. Call to Order

The meeting was called to order at 7:03 PM

2. Land Acknowledgement

Chairperson Wasylciw 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 Wasylciw welcomed everyone to the meeting and noted that flu & COVID immunization clinics have started and encouraged those so inclined to get their immunizations early. He also noted that YK1 had great representation at the Remembrance Day ceremony.

4. Declaration of Conflict of Interest

None

5. Adoption of Agenda

**Motion #: 01/11-12/24-25**

*I move that Yellowknife Education District No. 1 Board of Trustees adopt the November 12, 2024, Regular Board Meeting agenda as presented.*

Moved by: Trustee Brookes      Seconded by: Trustee Bell

**Carried**

6. Delegations & Presentations

6.1. Presentation by Andrew Gilmour, Executive Director of the NWT School Sports Association

Letter of introduction included in the agenda package.

Mr. Gilmour went over the creation of the NWT School Sports Association. The Association is creating relationships with a variety of sports organizations locally, within the NWT and nationally. This includes providing support to a three-day training opportunity being delivered this week in Yellowknife by the Fédération Internationale de Football Association (FIFA).

The NWT School Sports Association is part of a national organization. In addition to coordinating sporting events the Association can also put together professional development (PD) for coaches from schools. Concussion awareness is the first training the Association is offering. Randy Caines is the YK1 representative on the Association Board. Andrew is currently working on the business side of the Association, including the development of their website.

7. Review and Approval of Minutes

7.1. Minutes of October 8, 2024, Regular Board Meeting

**Motion #: 02/11-12/24-25**

*I move that Yellowknife Education District No. 1 Board of Trustees approve the October 8, 2024, Regular Board Meeting minutes as amended.*

Moved by: Trustee Wasyliw    Seconded by: Trustee Brookes

**Carried**

Minutes amended to reflect a move of the sentence about the trustee not being able to attend the École It̓' ǝ PAC on Trustee Peter's behalf from 12.6.6. to item 12.6.1.

8. Business Arising from the Minutes

None

8.1. Action Items List

Trustees requested the addition of a column to number items. Assigned item numbers will remain connected to the item when they are moved into the completed or committee lists.

**Motion #: 03/11-12/24-25**

*I move that the Yellowknife Education District No. 1 Board of Trustees approve the updates, as discussed, to the Board's Action Item List.*

Moved by: Trustee Peters    Seconded by: Trustee Shortt

**Carried**

9. Trustee Statements

None submitted

10. Unfinished Business

None

11. New Business

11.1. International Professional Development (PD)

Two applications for international PD have been submitted for Board approval.

**Motion #: 04/11-12/24-25**

*I move that the Yellowknife Education District No. 1 Board of Trustees approve the international professional development for the two staff members as requested and presented.*

Moved by: Trustee Brookes      Seconded by: Trustee Snaggs

**Carried**

11.2. Appointment of Auditor

**Motion #: 05/11-12/24-25**

*I move that Yellowknife Education District No. 1 Board of Trustees appoint Crowe MacKay as Auditor for the fiscal year ending June 30, 2025*

Moved by: Trustee Snaggs      Seconded by: Trustee Peters

**Carried**

Secretary Treasurer Vass noted that the cost of hiring an auditor will continue to rise as auditing requirements change and increase.

11.3. Safe School Plans

Presentation slides are included in the agenda package.

Assistant Superintendent Arts gave a presentation about Safe School Plans. Next year schools will start using another platform to create their Safe School Plan. YK1 also oversees the Kalemi Dene School and Kaw Te Whee School Plans.

Any situations are dealt with at the school level and, the district office is made aware and takes action as needed. It was noted that the "Bullying Prevention Policy" referred to in the plans is a term used by ECE. Schools account for differences in the plans due to the age of their students in their own buildings and the age of their students in their Safe Schools Plans. The RCMP also reviews Safe School Plans with schools every couple of years.

12. Reports

12.1. Chairperson's Report

The Chairperson's report and updated Committee Assignment list are included in the agenda package.

There were no questions.

## 12.2. Standing Committee Reports

### 12.2.1. Finance & Facilities Committee

Two reports are included in the agenda package. The next meeting is tentatively scheduled for November 29, 2024.

### **Motion #: 06/11-12/24-25**

*I move that the Yellowknife Education District No. 1 Board of Trustees approve the budget amendments as presented.*

Moved by: Trustee Snaggs      Seconded by: Trustee Shortt

**Carried**

Secretary Treasurer Vass indicated that going forward budget amendments will be renamed for clarity.

### 12.2.2. Policy & Governance Committee

Information is included in the agenda package.

Work is underway according to the Committee work plan. At the Committee of the Whole (COW) meeting earlier today trustees were asked to provide feedback by November 20, 2024, on the proposed changes to *Policy 5 - By-Laws*, and a preliminary draft of an Information Technology/Information Management (IT/IM) policy. The Committee work plan will be updated in accordance with discussions at the trustee retreat which took place in late October. The Committee will also prioritize the development of a risk policy.

### 12.2.3. Public Engagement & Advocacy Committee

Information is included in the agenda package.

Committee Chairperson Brookes reviewed what the committee is currently working on.

### 12.2.4. Audit Committee

The Audit Committee has not met since last meeting on Sept. 19, 2024.

### 12.2.5. Committee of the Whole (COW)

The meeting agenda and minutes are included in the agenda package.

### 12.2.6. NWTTA Teacher-Board Committee

A meeting is planned for tomorrow (November 13, 2024).

#### 12.2.7. USW-Board Advisory Committee

Administration will be talking to the USW representative tomorrow.  
Scheduling a meeting of this Committee will be discussed during the meeting.

#### 12.3 Ad Hoc Committee Reports

A Negotiations Committee has been formed for upcoming negotiations. Trustees Bell, Drew and Peters are the Board that will sit on this committee.

#### 12.4 Superintendent's Report

The Superintendent's report is included in the agenda package.

In addition to the information in the report Adelee Penner met with schools last week. Ms. Penner also presented to school leadership which was well received by all in attendance.

Planning for the grade 10 graduation assessment has started.

Trustees asked what has happened in discussions with ECE regarding food funding. Administration indicated the first year of the 3-year plan will be very basic with the plan being more fulsome once an agreement has been signed.

#### **Motion #: 07/11-12/24-25**

*I move that Yellowknife Education District No. 1 Board of Trustees move to a brief in camera session at 8:23 PM.*

Moved by: Trustee Bell

Seconded by: Trustee Drew

**Carried**

#### **Motion #: 08/11-12/24-25**

*I move that Yellowknife Education District No. 1 Board of Trustees move out of in camera at 8:37 PM and take a 5 minute recess.*

Moved by: Trustee Bell

Seconded by: Trustee Drew

**Carried**

Trustees asked if Administration was able to attend the recent meeting with Citation Canada (formerly HR Downloads). Administration indicated the Superintendent and district office staff involved with Occupational Health & Safety (OHS) attended the meeting. Citation Canada has a very comprehensive platform for the delivery of OHS training to staff.

Trustees expressed interest in the Board contributing to a seasonal celebration in appreciation for all the hard work done by district office staff.

An artificial intelligence (AI) report is included in the agenda package. It was noted that YK1 has a digital literacy suite of curriculum which is available to teachers. Trustees are very happy to see what is being done in this area. Work is ongoing to close any gaps or modify practices as the technology changes. Trustees indicated the survey was very insightful. It was felt that YK1 can be at the forefront for the North and maybe nationally. Administration will create a presentation for a future meeting about how teachers use AI in the classroom.

**Action:** Administration to prepare a presentation on teacher use of AI and how it looks in

the classroom during a COW in the first quarter of 2025.

#### 12.4.1. Assistant Superintendent of Curriculum & Learning Report

The Assistant Superintendent's report is included in the agenda package.

A couple of highlights: distribution of report cards and learning conferences are taking place this month; planning has begun for Grade 10 Graduation Assessment, which is new this year; and Grade 4 Foundational Skill Assessments (FSA) are completed and will be assessed by a team of educators across the NWT.

Trustees note a recent book release by Cathy Modeste-Short, a former YK1 staff member. The book also includes a workbook.

#### 12.4.1 Assistant Superintendent of Human Resources & Learning Report

The Assistant Superintendent's report is included in the agenda package.

A recruitment video is being worked on with a completion date of the end of November. A QR code will be shared when the video is complete.

Trustees asked what the ideal % capacity of schools is. Administration indicated there are a lot of variables from school to school that the formula does not take into account therefore, one % would not fit all schools.

The capacity formula provided does not consider all of the operational needs and realities of a school.

Trustees suggested some school population projection calculations be done so that decisions can be made well in advance. These numbers would help with governance decisions. Administration indicated that this is currently done for staffing purposes and can be provided to the Board as well.

#### 12.4.3. Secretary Treasurer Report

The Secretary Treasurer's report is included in the agenda package.

##### 12.4.3.i Director of Operations Report

The report is included in the agenda package.

The Bobcat is back and clearing snow. Three deficiencies remain outstanding at École İtİ' ò. The final turnover has not been completed. Trustees suggested Administration ask ECE if 1 year warranty starts when deficiencies are corrected, request a list of remaining deficiencies and a date of final completion for each of them, and the Director of Operations should be involved in the final inspection.

#### 12.5 Trustee Reports

Reports from Trustees Brookes and Peters are included in the agenda package.

#### 12.6 Trustee PAC Reports

##### 12.6.1. École İtİ' ò

Trustee Peters was not able to attend. The next meeting will be on November 21st.

12.6.2. Mildred Hall School

Trustee Bell indicated a PAC meeting has not yet been held and suggested removing MHS PAC dates in calendars until set.

12.6.3. N.J. Macpherson School

The October PAC was held on the same date as the last board meeting.

12.6.4. Range Lake North School

The RLN PAC last met on October 16th.

12.6.5. École Sir John Franklin High School

Trustee Shortt attended the October PAC. The next meeting is tomorrow evening. Administration noted that the Assistant Deputy Minister is trying to get more information on the status of renovations to bathrooms at SJF.

12.6.6. École William McDonald Middle School

Trustee Drew attended the meeting which was a good meeting.

13. Announcements - events calendar attached

14. Date and Time of Next Meetings

Committee of the Whole (COW)	December 9, 2024	at 12:10 PM
Board In-Camera Session	December 10, 2024	at 6:30 PM
Regular Board Meeting	December 10, 2024	at 7:00 PM

15. Chairperson's Closing Remarks

Thanks to all for attending this meeting.

16. Adjournment

**Motion #: 09/11-12/24-25**

*I move that the Yellowknife Education District No. 1 Board of Trustees adjourn the November 12, 2024 Regular Board Meeting.*

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

The meeting adjourned at 9:26 PM

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Chairperson Wasylciw

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Secretary Treasurer Vass