



YELLOWKNIFE EDUCATION DISTRICT NO. 1

BOARD of TRUSTEES

Regular Meeting

AGENDA

June 13, 2023 – 7:00 PM

Google Meet Link - <https://meet.google.com/qfb-hqri-tuf>

- 1.0 Call to Order
- 2.0 Land Acknowledgement
- 3.0 Chairperson's Opening Remarks
- 4.0 Declaration of Conflict of Interest
- 5.0 Adoption of Agenda
- 6.0 Delegations & Presentations – Mental Health Framework presented by Iona Strachan, Regional Inclusive Schooling Coordinator
- 7.0 Review and Approval of Minutes
 - 7.1 May 9, 2023
 - 7.2 May 23, 2023
- 8.0 Trustee Statements

*Per Bylaws: 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*
- 9.0 Unfinished Business
 - 9.1 Bussing Update
 - 9.2 COVID update
- 10.0 New Business
 - 10.1 District Office Organization Chart
 - 10.2 Sacred Feather Indigenous Student Awards
 - 10.3 Policy 2 – Role of the Board
 - 10.4 Policy 3 – Role of the Trustee
 - 10.5 Policy 8 - Draft Appendix I – USW & Board Advisory Committee TOR
 - 10.6 5-Year Capital Plan
 - 10.7 Trustee Honorarium
- 11.0 Reports
 - 11.1 Chairperson's Report
 - 11.2 Standing Committee Reports
 - 11.2.1 Finance (Chairperson - Trustee Snaggs)
 - 11.2.2 Public Relations (Chairperson - Trustee Bell)
 - 11.2.3 Policy (Chairperson – Trustee Brookes)
 - 11.2.4 Audit Committee (TBD)

- 11.2.5 Committee of the Whole (Chairperson - Trustee Brookes)
- 11.2.6 Facilities Committee (Chairperson – Trustee Drew)
- 11.2.7 NWTTA Teacher-Board Committee (Reps: Trustees Bell & Brookes)
- 11.3 Ad Hoc Committee Reports
 - 11.3.1 Strategic Plan Committee
 - 11.3.2 Negotiations Committee
- 11.4 Trustee Reports
 - 11.4.1 Trustee Brookes – PD
 - 11.4.2 Trustee Peters - PD
- 11.5 Superintendent's Report
 - 11.5.1 Assistant Superintendent - Education Services Report
 - 11.5.2 Assistant Superintendent - HR Report
- 11.6 Secretary Treasurer's Report
 - 11.6.1 Director of Operations' Report
- 11.7 Trustee PAC Meeting Reports
 - 11.7.1 École It'ò
 - 11.7.2 Mildred Hall School
 - 11.7.3 N.J. Macpherson School
 - 11.7.4 Range Lake North School
 - 11.7.5 École Sir John Franklin High School
 - 11.7.6 École William McDonald School
- 12.0 Announcements – events calendar attached
- 13.0 Date and Time of Next Meetings:
 - Tentatively: August 24, 2023 - CoTW Meeting & Organizational Meeting
- 15.0 Chairperson's Closing Remarks
- 16.0 Adjournment



Yellowknife Education District No. 1 (YK1) Regular Board of Trustees Meeting MINUTES

May 9, 2023 @ 7:00PM

District Office Boardroom & Video Conference

Trustees Present: Allan Shortt, David Wasylciw, Jason Snaggs (video conference), Michelle Peters, Terry Brookes and Tina Drew

Absent: none

Regrets: Barbara Bell

Administration Present: Jameel Aziz, Shirley Zouboules, Landon Kowalzik, Tram Do, Jordan Martin, and Pat Thagard

Guests present: David Abernethy

Meeting Chairperson: Chairperson Wasylciw

1. Call to Order

Meeting called to order at 7:13PM. Six Trustees were present, quorum was met.

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 invited Trustee Peters to do a safety talk.

Trustee Peters noted the large number of wildfires currently in Alberta. The NWT has known wildfires. She reminded everyone to have a bugout bag containing essentials such as water and snacks for a few days, medications, important documents. She recommended everyone keep an eye/ear on fire and air quality reports and health advisories.

4. Declaration of Conflict of Interest - none

**5. Approval of Agenda
Motion #: 05-01-22/23**

I move to accept the agenda with friendly amendment to remove item "10.1 Sacred Feather Award" thereby making "2023/2024 Budget Approval" item 10.1.

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

6. Delegations & Presentations - none

**7. Review and Adoption of Minutes
Motion #: 05-02-22/23**

I move that the YK1 Board of Trustees adopt the minutes of April 11, 2023 with amendments suggested by Chairperson Wasylciw.

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

8. Trustee Statements – none

9. Unfinished Business

9.1 Bussing

- Closures remain and YK1 Administration is not confident they will reopen soon
- Providing refunds will be challenging because funds do not all come from the parents
- École Itl'ò has arranged with the YWCA for additional aftercare spots due to Route 5 closure
- Board and Administration agree that refunds should be provided to parents that paid a bussing fee for a service they are not receiving
- Administration reviewed how bus payments work and YK1 involvement
- Administration to attend meeting with Transdev (new owners) on May 19th
- Weekly bussing update posted on website, communique sent to schools to share with parents

9.2 Education Act Amendments

- Public consultation scheduled for May 24th and written submissions due June 9th
- YK1 will present at consultation on May 24th
- Trustees asked to review proposed amendments and provide feedback asap
- High cost of being required to provide bussing for all students (including JK) would significantly increase costs. The current cost of bussing is approximately \$600K and estimates for all students are at a minimum \$2.2M based on 2021 First Transit Proposal
- Concern about splitting families with separate buses for JK
- Bus company is concerned about safety related to providing JK bussing

9.3 Policy 5-Board By-Laws (2nd Reading)

Motion #: 05-03-22/23

I move that the Yellowknife Education District Board of Trustees vote on both 2nd and 3rd readings to approve Policy 5-Board By-Laws during this Board meeting.

Moved by: Trustee Drew Seconded by: Trustee Peters

Carried

Motion #: 05-04-22/23

I move that the Yellowknife Education District No. 1 Board of Trustees approve the second and third readings for the changes made to Policy 5 – Board By-Laws as presented at the April 11, 2023 Board meeting.

Moved by: Trustee Brookes Seconded by: Trustee Drew

Carried

9.4 COVID-19 Update

- Efforts are being made to ensure all funding is used before deadline
- A tender is in place for furniture
- Air filters to be purchased for school ventilation systems
- Attendance at schools is returning to historical norms with many great activities planned
- Students are very happy about return of sporting activities. A lot of good sportspersonship stories have been brought to Administration's attention

10. New Business

10.1 2023-2024 Budget Approval

Motion #: 05-05-22/23

I move that the Yellowknife Education District No. 1 Board of Trustees approve the 2023-2024 Draft Budget as presented by the Finance Committee.

Moved by: Trustee Snaggs Seconded by: Trustee Shortt

Motion #: 05-06-22/23

I move to amend the motion by adding that the Yellowknife Education District No. 1 Board of Trustees create a new surplus line item for the funds from the sale of Nordic Arms.

Moved by: Trustee Snaggs Seconded by: Trustee Peters

- Establishing a Nordic Arms Education Reserve as an internally restricted reserve line item suggested to ensure the use of those funds are separate from normal operations.
- It was noted that ECE turned down a request to have a restricted Nordic Arms Reserve
- An overview was given of the past request made to ECE
- Creating a separate line item is basically an internal intent to recognize the funds separately so that the funds are not used for O&M

- Trustee opposition to making the change now was shared along with a suggestion to only hold a vote to approve the 2023-2024 Budget at this meeting
- Having a separate surplus budget line would allow the Board to clearly see where surplus funds are and formalizes how the different surplus funds are already verbally addressed
- Administration indicated the budget could be approved at this meeting and amended at the June meeting with only the amended budget going to ECE

Motion 05-06-22/23

Carried

Motion 05-05-22/23

Defeated

Motion #: 05-07-22/23

I move to have a 5-minute recess.

Moved by: Trustee Wasylciw Seconded by: Trustee Drew

Carried

11. Reports

11.1 Chairperson Wasylciw’s Report – in agenda package

No questions

11.2 Standing Committee Reports

11.2.1 Finance

Committee Chairperson Snaggs indicated the Committee reviewed and recommended approval of the 2023-2024 Budget. No questions

11.2.2 Public Relations – in agenda package

In Committee Chairperson Bell’s absence Trustee Snaggs shared:

- the Committee is working to amalgamate the current version and suggestions for the communications plan. This will be reviewed at the next meeting in an effort to have a draft plan finalized for approval by the Board
- Trustees were happy to see the Business Luncheon is being brought back.

Administration indicated current staff capacity will impact if/when this event is held

11.2.3 Policy – in agenda package

Committee Chairperson Brookes indicated the Committee is working on updating a number of Board Policies. Chairperson Wasylciw suggested that when the Committee is working on policies fundamental to the operation of the Board the Committee bring their recommendations to a Committee of the Whole meeting for discussion.

No questions.

11.2.4 Audit Committee – no meetings as of yet

11.2.5 Committee of the Whole (CoTW)

Committee Chairperson Brookes indicated the CoTW minutes in the agenda package were approved at the CoTW held earlier in the day

Trustee Drew noted that items discussed in camera during Board Retreat meeting should not be included in meeting minutes.

11.2.6 Facilities

Committee Chairperson Drew indicated the Committee is working to bring the 5-year Plan to the June Meeting.

11.2.7 NWTTA Teacher-Board Committee – Trustee Brookes indicated the April meeting was cancelled.

11.3 Ad Hoc Committee Reports

11.3.1 Strategic Plan Committee - information to follow in the future

11.3.2 Negotiations Committee – no updates available until USW members ratify the agreement

11.4 Superintendent’s Report

- Trustees happy to see the Debate Club at SJF is active again
- Students not being identified in District materials is for children’s protection. Trustees indicated it would be nice to somehow recognize students’ achievements
- YK1 will have a booth at the Trade Show. Trustees encouraged to visit the booth
- Trustees gave Administration kudos for student and parent surveys and look forward to seeing results

- Analysis of survey responses will allow Administration to compare YK1 against other jurisdictions

11.4.1 Assistant Superintendent of Curriculum and Learning Report

in agenda package

- Trustees were encouraged to attend Moose Hide Camp at MHS
- Administration provided an overview of Cobblestone Collective and Now play 2
- Days of Pink at museum went very well with a lot of great feedback
- Trustees would like Administration to ensure YK1 is compliant with language requirements on all signage.
- Trustees thanked Ed. Services for the presentation on April 29th

11.4.2 Assistant Superintendent of HR and Curriculum and Learning Report

in agenda package

- Administration expects to fill all staff positions required for next year
- Student enrolment numbers are expected to remain stable with the exception of JK, which will not be known until the start of the school year
- COVID has resulted in a high number of students showing as being enrolled in Grade 10 (this is because if a student has even 1 grade 10 class they are considered a grade 10 student for enrolment purposes)

11.5 Director of Corporate Services Report - in agenda package

- Mill rate legislation along with other legislation impact how mill rate is determined
- Timeline from the City to request an increase in the mill rate is difficult as it is late April while the budget is being developed. It was therefore deferred to next year for consideration and changed planning.
- Ratepayers should be consulted before requesting an increase
- Optics of having a surplus and asking the City for more funds could be negatively received
- Lower than estimated deficit of \$300K is a result of our investments doing well
- Administration gave overview of staff positions still on reserve

11.5.1 Director of Operations Report – in agenda package

- Trustees happy to see no roofs were leaking this spring
- It will be a busy construction season

11.6 Trustee Reports

11.6.1 Trustee Brookes – in agenda package

In addition to his report, Trustee Brookes also indicated he and Trustee Bell attended the Days of Pink at the museum

11.6.2 Trustee Drew

Trustee Drew was honoured to represent the Board of Trustees at the recent Long Term Service Awards (LTS) on behalf of Chairperson Wasylciw and Vice-Chairperson Brookes. She would like to recommend future LTS events occur on a weekday (possibly on a STIP day) so as not to impact staff family time

11.7 Trustee PAC Meeting Reports

11.7.1 École Itl'ò - attended by Trustee Snaggs

- getting parents to attend meetings was recognized as a concern; PAC is working to come up with some incentives to encourage parents to attend

11.7.2 Mildred Hall School – attended by Trustee Drew

- School accessibility was brought up as a concern (Trustee Drew will visit school with Director of Operations and add this item to Facilities Committee meeting agenda)
- City laneway connected to school has poor signage. Administration to follow up with the City
- The school has a very involved PAC group
- It was noted that the school gym is now too small for their music concerts

11.7.3 NJ Macpherson School – attended by Trustee Peters

- A total of 6 people were in attendance
- Concerns about bussing were raised
- The school has a thriving wellness program and they recently hosted an Aurora College practicum
- Many school activities have been held and many more are scheduled to the end of the school year

11.7.4 Range Lake North School

- Chairperson Wasyliw reminded everyone, on behalf of Trustee Bell, about Family Fun Night happening on May 12th and encouraged everyone to attend the caribou video presentation that would be happening at the school over the lunch hour on the 10th to celebrate Elders and students in the video

11.7.5 École Sir John Franklin High School – attended by Trustee Brookes – report attached

11.7.6 École William McDonald Middle School – attended by Trustee Peters on behalf of Trustee Shortt

- The unveiling of the WMS mural project will take place in June
- Students are looking forward to attending the Hay River track meet
- No issues to bring forward

12. Announcements – calendar in agenda package

Trustee Brookes stated he is making a Notice of Motion. At the June Board Meeting he will bring a motion forward requesting that the 2023 increase to the Trustee honorarium be the same as the recently negotiated [USW] labour agreement.

Everyone was reminded about Bear Witness for Jordan’s Principle Day tomorrow (May 10th)

13. Date and Time of Next Meetings:

May 23, 2023	12:00 PM	Board Meeting
June 14, 2023	12:00 PM	CoTW Meeting
June 14, 2023	6:15 PM	Executive Session – in camera
June 14, 2023	7:00 PM	Regular Board Meeting

14. Chairperson’s Closing Remarks

Chairperson Wasyliw wished all mothers a happy Mother’s Day, encouraged everyone to check out theYK1 booth at the Trade Show this weekend, and to go to the ASBA website to see talks, and the learning portal available (all Trustees have a login). He also encouraged everyone to take in at least 1 talk before the next meeting.

15. Motion #: 05-08-22/23

I move that this board meeting of the YK1 Board of Trustees be adjourned

Moved by: Trustee Brookes; Seconded by: Trustee Shortt

Carried

The meeting adjourned at **9:45PM**

Patrizia Thagard, Secretary

Signed after update, as required and approval:

Chairperson Wasyliw

Director of Corporate Services



Yellowknife Education District No. 1 (YK1) Board of Trustees Additional Meeting MINUTES

May 23, 2023 @ 12:00PM

District Office Boardroom & Video Conference

Trustees Present: Allan Shortt, Barbara Bell, David Wasylciw (video conference), Jason Snaggs (video conference), Michelle Peters, Terry Brookes and Tina Drew (joined meeting at 12:18 PM, video conference)

Absent: none

Regrets: none

Administration Present: Jameel Aziz, Landon Kowalzik (video conference), Tram Do, Jordan Martin, Jean-Marie Mariez, and Pat Thagard

Guests present: none

Meeting Chairperson: Chairperson Wasylciw

1. Meeting called to order at 12:10PM. Seven (7) Trustees were present, quorum was met.
2. 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 Wasylciw welcomed everyone to the meeting and indicated he was happy that everyone was able to attend this meeting called to approve the 2023/2024 Budget and the 2022-2025 USW Collective Agreement.

4. Declaration of Conflict of Interest – none

5. Adoption of Agenda

Motion #: 05/23-01-22/23

I move to accept the agenda as presented.

Moved by: Trustee Brookes; Seconded by: Trustee Shortt

Carried

6. Delegations and Presentations – none

7. Review & Approval of Minutes – deferred to June Regular Board Meeting

8. Trustee Statements - none

9. Unfinished Business

9.1. 2023-2024 Budget Approval

Motion #: 05/23-02-22/23

I move the Board of Trustees of Yellowknife Education District No. 1 approve the Budget as presented at the Ratepayer’s meeting on May 2, 2023 with the Revisions as presented.

Moved by: Trustee Snaggs Seconded by: Trustee Brookes

Trustee Snaggs reviewed the changes to the budget. There were no comments or questions.

Carried

Trustee Drew arrived at 12:18 PM

10. New Business

10.1. 2022-2025 USW Agreement Approval

Motion #: 05/23-03-22/23

I move that the Board of Trustees of Yellowknife Education District No. 1 approve the three year July 1, 2022 to June 30, 2025 Collective Agreement between YELLOWKNIFE EDUCATION DISTRICT NO. 1 and UNITED STEEL, PAPER AND FORESTRY, RUBBER, MANUFACTURING, ENERGY, ALLIED INDUSTRIAL AND SERVICE WORKERS INTERNATIONAL UNION (UNITED STEELWORKERS) LOCAL 1-207.

Moved by: Trustee Drew Seconded by: Trustee Shortt

Administration went over the negotiations and thanked the Negotiation Committee members and the USW representatives for making it a positive experience and smooth process. The monetary highlights, including the increase to the maternity leave benefit were also noted.

Trustees thanked the Negotiations Committee for all their work on the Agreement.

Carried

11. Reports – deferred to June meeting

12. Announcements – deferred to June meeting

Any calendar additions to be sent to Pat

13. Date and Time of Next Meeting(s) – as indicated on agenda

14. Chairperson’s Closing Remarks

Chairperson Wasylciw thanked everyone for attending and gave a special thanks to everyone that helped with putting together the 2023-2024 Budget and the 2022-2025 USW Collective Agreement.

15. Adjournment

Motion #: 05/23-04-22/23

I move that this board meeting of the Yellowknife Education District No.1 Board of Trustees be adjourned

Moved by: Trustee Brookes; Seconded by: Trustee Snaggs

The meeting adjourned at 12:25PM

Patrizia Thagard, Secretary

Signed after update, as required and approval:

Chairperson Wasylciw

Director of Corporate Services



BOARD REPORT

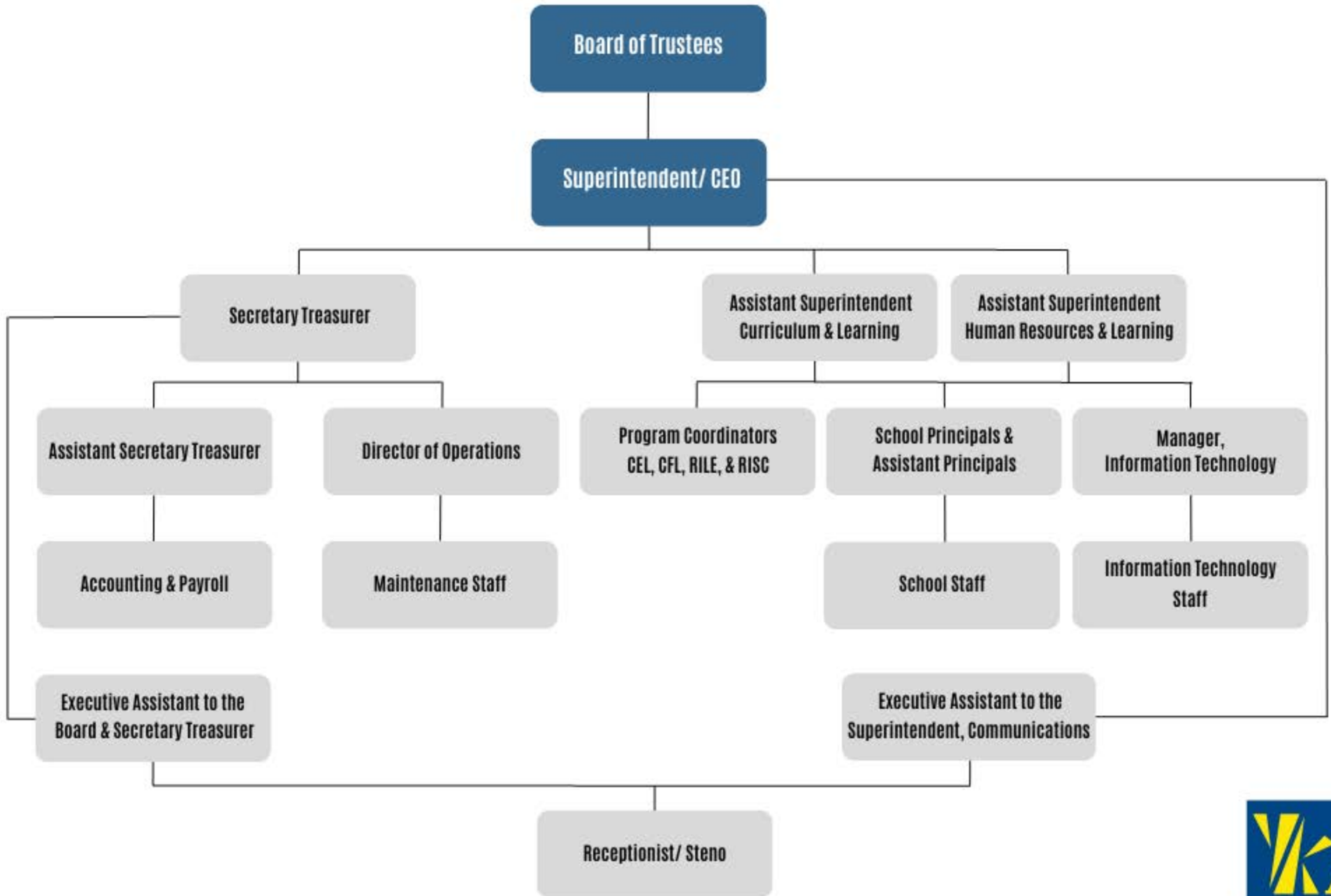
Title:	Transdev Meeting
Contact:	Superintendent Aziz
Date Submitted:	05/19/2023
Mandate:	Work to address the issue of bussing challenges, bus driver recruitment and supporting families with transportation.
Background:	Our contracted transportation provider, First Transit, has been purchased by Transdev and has new ownership in place. We requested a formal meeting with their leadership team and CEO to discuss the challenges of driver recruitment in Yellowknife.
Other Headings as appropriate: <ul style="list-style-type: none"> - Current - Survey Response - Information 	<p>The conversation was candid and detailed as to the current workplace challenges, incentives considered for recruitment and retention and the challenge of housing availability and housing cost.</p> <p>It is important to note that the challenges related to finding bus drivers are being experienced across North America.</p> <p>A recent meeting with all Yellowknife School Districts and Transdev occurred in order to address these items and plan for the Fall of 2023.</p>
Recommendations:	That the Board of YK1 supports the operational and cost adjustments that will be needed to make the bus driving position more attractive to individuals.



BOARD REPORT

Title:	Organizational Chart Change
Contact:	Superintendent Aziz
Date Submitted:	06/13/2023
Mandate:	In working to meet the current organizational needs of YK1 and establish a structure that is more education service centric versus corporate entity centric. The Board has also asked for a consideration of succession, and opportunities for current staff to be put in place.
Background:	As part of my organization review, roles, titles and areas of service were examined. As we move to BC curriculum and structures, aligning our positons to better reflect that education jurisdiction makes sense for YK1.
Other Headings as appropriate: - Current - Survey Response - Information	None
Recommendations:	Based on the instruction of the Board, I request that a Motion come forward to accept the Organizational Chart as presented.

ORGANIZATIONAL CHART





BOARD REPORT

Title:	Policy Committee Draft Policies
Contact:	Terry Brookes – Chair Policy Committee
Date Submitted:	9 th June, 2023
Mandate:	The Policy Committee continues its work in reviewing and updating the Policies of the Board.
Background:	<p>The Policy Committee has draft updates for two policies; Policy 2 and Policy 3. The Committee has also developed a Terms of Reference for the USW-Board Advisory Committee (this was mandated from the last labour negotiated contract).</p> <p>These documents will be tabled so that consultations can begin. As per The Policy Committee’s mandate the draft will be brought to a CoW meeting for discussion if the Board so desires.</p>
Other Headings as appropriate: <ul style="list-style-type: none"> - Current - Survey Response - Information 	
Recommendations	Recommendation to table the draft Policies and Terms of Reference.
Proposed Motion (if applicable)	I move that the Yellowknife Education District No. 1 Board of Trustees table the draft Policies 2 and 3, and the draft Terms of Reference for the USW-Board Advisory Committee.



Policy 2: Role of the Board

Policy 2 – Role of the Board

Purpose:

GNWT legislation defines what School Boards must and may do. As the corporate body elected by the voters that support the Yellowknife District No. 1 Education Authority, the Board is responsible for the development of strategic directions and policies to guide the provision of educational services to students in the District, in keeping with the requirements of government. The Board has the responsibility to adopt budgets to guide and direct how the community's tax dollars are spent, as well as conducting oversight on those budgets. In addition, legislation allows Boards to delegate almost all of these duties. Core governance functions include those listed below.

The Board accepts the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. The Board ensures that each student enrolled in a school in the District and each staff member employed by the Board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity, inclusiveness, equity and fosters a sense of belonging,

Specific Areas of Responsibility

1. Accountability to the GNWT

The Board shall:

- Act in accordance with all statutory requirements to implement territorial educational standards and policies.

2. Accountability to the Community

The Board shall:

- Make informed and transparent data-driven decisions that reflect the interests of the community.
- Provide opportunity for the engagement of parents, students, staff and the community in the Board's plans, the achievement of goals and the management of public resources.
- Report District results to the community at least annually.
- Strives to be visible within the community of Yellowknife.

3. Four-Year Strategic Plan

The Board shall:

- Provide overall guidance for the District by establishing strategic directions.
- Identify Board priorities for each year of the four-year strategic plan.
- Evaluate annually the effectiveness of the District in achieving the established goals and desired results.

4. Policy

The Board shall:

- Establish committees to assist in the governance of the District and to



Policy 2: Role of the Board

assist the Board in achieving its goals.

- Develop and abide by Board policy.
- Regulate how the Board functions.
- Solicit advice from the superintendent on policy development.
- Review all policies within each Board term for currency, relevancy, effectiveness, and impact.
- Delegate authority to the superintendent to develop and implement administrative procedures which adhere to Board policies.

5. Board/Superintendent Relations

The Board shall:

- Select the Superintendent and employ him/her with a negotiated contract.
- Provide the superintendent with clear corporate direction.
- Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in GNWT legislation and regulation.
- Respect the authority of the superintendent to conduct executive action and support the superintendent's actions which are exercised within the delegated discretionary powers of the position.
- Annually evaluate the superintendent using the roles and responsibilities document included in the Superintendent's employment contract.
- Review the compensation of the superintendent.
- Provide for superintendent succession planning as required.

6. Political Advocacy

The Board shall:

- Develop plans for advocacy including focus, key messages and mechanisms, and review annually.
- Meet with other elected officials, neighboring educational authorities, and municipal governments to advance the District's and other areas of mutual interest.
- Endeavour to establish regular meetings with the Minister and local MLAs over the course of the year.

7. Board Development

The Board shall:

- Review the Board's effectiveness through an annual evaluation.
- Encourage its members to participate in professional development opportunities which will enhance their knowledge of Board roles and responsibilities.
- Recognize the importance of group development and participate in group sessions over the term of the Board. Ensure that funds are allocated in the budget for Board development.



Policy 2: Role of the Board

8. Fiscal

The Board shall:

- Approve the budget annually and review programs to ensure efficiency against desired results.
- Receive the audit report and take action on any recommendations.
- Monitor the fiscal management of the District.
- Have representation in collective bargaining sessions and ratify all collective agreements.
- Approve a capital plan that develops and maintains the physical infrastructure of the school district.

Selected Responsibilities

The Board shall retain responsibility for the following:

1. Approval of any international student travel
2. Determining the location of any specialty programs offered within the District.
3. Approving the annual educational calendar.
4. Approve the naming of schools and other Board owned facilities.
5. Approve the acquisition and disposal of land and buildings.

References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 November 2011 March 2017	N/A
4	Changed strategic plan from 3 years to 4 years to reflect longer board term	October 2022	2022-2026 Board
5	Updated clauses of the Purpose Section, and the Areas of Responsibility.		

Policy 3: Role of the Trustee Page 1 of 2

Purpose:

The role of the Trustee is to contribute to the Board as it carries out its mandate and strives to achieve its mission and goals. The oath of office taken, or affirmation made by each trustee when the trustee assumes office, binds that person to work diligently and faithfully in the cause of public education.

Yellowknife Education District No. 1 is a corporation under Section 82 of the Education Act. The decisions of the Board of Trustees, in a properly constituted meeting, are those of the corporation. A Trustee acting individually has only the authority and status of any other individual in the community. A Trustee that is given authority by the Board to act on its behalf may carry out duties individually but only as an agent of the Board. In such cases, the actions of the Trustee are those of the Board, which is then responsible for those actions.

The Trustee is responsible and accountable to Yellowknife Education District No. 1 stakeholder (such as parents, taxpayers and the Minister) for the educational welfare of students.

Specific Responsibilities of individual Trustees

1. Trustees advocate for children, assessing educational policies in terms of what is the best for the whole child.
2. Trustees shall recognize their fiduciary responsibility to the District, and the Public, and act in the best interests of the child understanding that the child's needs are paramount.
3. Trustees shall become familiar with Board policies and procedures, meeting agendas, and reports in order to participate fully in Board business.
4. Trustees shall refer queries, or problems from members of the public not already covered by Board policy or procedures, to the Board for discussion and decision.
5. Trustees shall refer queries, or problems from members of the public of a purely administrative nature, to the superintendent for resolution.
6. Trustees shall become familiar and adhere with Policy 4 (Board Code of Conduct).
7. Trustees shall be prepared, participate in, and contribute to, the decisions of the Board in order to provide the best possible education for the students in its care and to meet the needs of the community.
8. Trustees shall attend all Board and committee meetings unless unable to do so. Notification should be given to the Chair in advance of the meeting where feasible.
9. Trustees shall support the decisions of the Board, regardless of how they might have voted. Trustees shall refrain from making any statements that are contrary to the board decision.

10. Trustees shall participate in Board/Trustee development sessions so that the quality of leadership and service to the District can be enhanced.

11. Trustees shall share the materials and ideas gained from a trustee development activity with fellow trustees at the next available opportunity.

12. Trustees shall stay current with respect to territorial, national, and international educational trends and issues.

13. Trustees shall strive to develop a positive learning and working culture both within the board and the District.

14. Trustees shall or their designate shall attend Parent Advisory Council meetings as scheduled, unless unavoidable circumstances arise, in which case the Trustee is expected to arrange an alternate attendee. A report will be made at the next Regular meeting of the Board of Trustees.

- Each year trustees will be assigned to different school PAC's on a rotational basis over the term of the Board.
- When delegated responsibility, will exercise such authority within the defined terms of reference in a responsible and effective way.
- Attend jurisdiction or school events when possible.
- The Trustee or their designate shall attend Parent Advisory Council meetings as scheduled, unless unavoidable circumstances arise, in which case the Trustee is expected to arrange an alternate attendee.

15. Trustees shall refer all media inquiries on the Board decisions and policies to the Board Chairperson.

16. Trustees shall, as matter of courtesy, advise the superintendent and respective principal of their intentions to visit a school.

References/Related Documents:

- Education Act
- Administrative Procedures

Policy 8 - APPENDIX I

Committee Name: USW – Board Advisory

Committee 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 communications between trustees, USW members and administrators. The matters discussed include but is 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 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 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.

YK1 5-Year Capital Plan Consolidated

Draft "Work in Progress as of June 2, 2023"	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Technical Status Evaluation (TSE) Items Identified & Outstanding:						
Total TSE MHS	-	225,000	285,000	136,000	58,000	840,000
Total TSE ITLO	-	-	-	-	-	-
Total TSE NJM	-	60,000	18,000	50,000	80,000	-
Total TSE RLN	-	108,500	45,000	110,000	50,000	-
Total TSE WMS	-	1,387,000	50,000	-	-	-
Total TSE SJF	30,000	212,000	230,000	60,000	390,000	55,000
Total TSE Maintenance	-	-	-	-	-	-
TSE Maintenance Totals	30,000	1,992,500	628,000	356,000	578,000	895,000
Maintenance Identified Items:						
Total Maintenance MHS	100,000	200,000	140,000	-	-	-
Total Maintenance ITLO	-	-	-	-	-	-
Total Maintenance NJM	50,000	330,000	20,000	27,000	-	-
Total Maintenance RLN	145,000	118,000	310,000	180,000	-	-
Total Maintenance WMS	-	-	70,000	70,000	-	-
Total Maintenance SJF	-	28,000	33,000	-	-	-
Total Maintenance	130,000	35,000	70,000	40,000	-	-
Maintenance Identified Items totals	425,000	711,000	643,000	317,000	-	-
Maintenance Identified for ECE:						
Total Maintenance Identified for ECE MHS	-	200,000	-	-	-	-
Total Maintenance Identified for ECE ITLO	-	-	-	-	-	-
Total Maintenance Identified for ECE NJM	-	150,000	-	-	-	550,000
Total Maintenance Identified for ECE RLN	-	-	-	-	-	-
Total Maintenance Identified for ECE WMS	-	300,000	-	-	-	-
Total Maintenance Identified for SJF	-	-	-	-	-	-
Maintenance Identified for ECE Totals	-	650,000	-	-	-	550,000
Emergent:						
Total Emergent MHS	20,000	-	-	-	-	-
Total Emergent ITLO	-	-	-	-	-	-
Total Emergent NJM	-	50,000	-	-	-	-
Total Emergent RLN	6,000	-	-	-	-	-
Total Emergent WMS	45,000	-	-	-	-	-
Total Emergent SJF	-	-	-	-	-	-
Total Emergent Maint	-	-	-	-	-	-
Emergent Totals	71,000	50,000	-	-	-	-
Consolidated Totals	526,000	3,403,500	1,271,000	673,000	578,000	1,445,000

Total for 2023/2024:

Capital Budget Total approved 2023/ 2024	500,000
MHS & RLN Roof Climbing Deterrent	26,000
Total identified for 2023/2024:	526,000



BOARD REPORT

Title:	Annual Trustee Honorarium Increase for 2023
Contact:	Terry Brookes - Trustee
Date Submitted:	June 7, 2023
Mandate:	<p>Policy 5 (Board By-Laws):</p> <ul style="list-style-type: none"> The By-Law prescribes the method that will be used to calculate the annual increase to the Trustees, Vice Chair and Chair honorariums. (The amounts will be adjusted according to the Yellowknife Consumer Price Index.)
Background:	<ul style="list-style-type: none"> The use of the Yellowknife Consumer Price Index (YKCPI) has previously worked well when inflation was consistently around the 2% value. This method provided an unbiased value. At the end of the 2022 calendar year the YKCPI rose very quickly and abnormally peaked at over 7%. The YKCPI has fallen since that time. The YKCPI at the end of a calendar year is used to calculate the increase to honorariums for the next calendar year. The use of a single “peaked” YKCPI value from the end of 2022 would be taking advantage of the intent of the honorarium increase methodology from the By-Law.
Other Headings as appropriate: <ul style="list-style-type: none"> - Current - Survey Response - Information 	<ul style="list-style-type: none"> The Gov’t of the NWT MLAs had a similar discussion as their salaries were also based on the Consumer Price Index. They too would have received an abnormally high increase, but have targeted a value of approximately 3% for their annual increase. The City of Yellowknife recently settled their labour agreement for a 3% annual increase. During a discussion at the SJFH PAC meeting on this topic, it was strongly stated that the increase for Trustees should be comparable to the increase than is being given to their employees.
Recommendations:	Notwithstanding the method to calculate the annual increase for Trustee Honorarium in the Board By-Laws – I move that the Board of Trustees of Yellowknife Education District #1 receive an annual increase of 3% in their honorariums for the 2023 calendar year.



BOARD REPORT

Title:	Chairperson's Report
Contact:	David Wasylciw, Board Chair
Date Submitted:	June 8, 2023
Background:	<p>In May/June, 2023, as Board Chair I undertook a number of activities:</p> <ul style="list-style-type: none"> • Regular meetings with the Superintendent following up on business since the last board meeting. • Discussing a joint meeting and transportation issues with the Chair of YCS. • Follow-up with Trustees between meetings. • Continued discussions with ASBA as to how they could assist our needs for training, strategic planning, and evaluation services throughout the year • Participated in ASBA's Spring General Meeting business and learning sessions. • Coordinated planning for Board Governance Training for the Board and Senior Staff the weekend of June 17/18. • Participated in an interview as part of the preparations for the Governance Training in June. • Presented to the Standing Committee on Social Programs regarding Bill 81, An Act to Amend the Education Act • Continued to review ASBA Trustee training materials and the Speaker's Corner series. • Attended YK1's Community Hide Camp and BBQ. • Attended Range Lake North School's video launch. <p>With summer coming soon, there are lots of events going on at our schools and it will be great for Trustees to check them out!</p>
Recommendations:	- That the Board receive the report as information.

Finance Committee

Notes

May 17, 2023 @ 12:00 p.m.

Trustees Present: David Wasylciw, Jason Snaggs, Terry Brookes

Administration Present: Jameel Aziz, Tram Do, Tessa Elliott

Meeting start: 12:05 p.m.

1. Budget approval
 - Recommended as a committee the approval of the budget as presented at the next Board meeting
2. Nordic Arms sale surplus
 - Will be a separate motion at a later Board meeting
3. Metro Huculak education scholarship (1k)
 - Metro Huculak Education Scholarship for \$1,000 to come from education fund
 - New line called Awards and Scholarships to be added under the board budget
4. NWT Sports (20k)
 - Proposal for YK1 school board to put forward \$20,000 annually to go towards a student sports coordinator for the NWT
 - Get a letter of committal from the other school boards
 - Would like to get more information about where the funds will go and make sure everyone is on board
 - Add this as an additional line item on the budget with the caveat that Jameel will work with the other NWT Superintendents for more information
5. Trustee group professional development
 - Amount will be \$26,000 for 2023/2024
6. Teacher accommodations
 - No new builds will be completed in the next year. Developers do not want to provide pricing estimates until closer to their completion dates
 - Admin suggestion to rent 4-6 new units and sublet to new teachers and consultants in town.
 - Finance Committee suggestion for a motion to set aside \$100,000 from the Nordic Arms sale surplus to go towards temporary accommodations for new teachers (pending future investigations by administration)
7. Variance report
 - Admin is estimating an operating surplus as June 2024 of \$1.145 million (this is not including the Nordic Arms surplus which would be separated from the general surplus)

Adjourned: 12:38 p.m.



BOARD REPORT

Title:	Finance Committee Meeting
Contact:	Jason Snaggs, Chairperson & Committee members (Michelle Peter, Terry Brookes)
Date Submitted:	June 6, 2023
Mandate:	<ul style="list-style-type: none"> • Teacher Accommodations
Background:	<ul style="list-style-type: none"> - Lack of availability of rental accommodations available in Yellowknife. - YK1 should not be a Landlord due to insurance, liability and potential union issues. - YK1 is not an expert in the business of rental properties. - Finance Committee would like the process to be fair and open for all interested companies that may provide rental tenant services.
Other Headings as appropriate: - Current	<ul style="list-style-type: none"> - Administration will complete a Draft Scope of Work for the “Expression of Interest” of rental tenant services for Finance Committee review. - Administration will research if any real estate business or companies in YK that offer rental tenant services.
Recommendations:	<ul style="list-style-type: none"> - Administration put out a “Expression Interest” for rental tenants services. - Develop a Business Plan based on the “Expression of Interest” responses and if there is a Financial Component, then bring to the Board for approval at the next meeting.



Yellowknife Education District #1

Policy Committee Meeting

Thursday June 1, 2023, at 5:05pm

Attendance: Tina Drew and Terry Brookes

Absent: Michelle Peters

Agenda:

1. Policy 2 – Role of the Board
2. Policy 1 – Board Vision, Mission, Priorities & Values
3. Policy 8 – Terms or Reference for the USW/Boards Advisory Committee

Item 1

The Committee reviewed the draft edits to Policy 2. Many of the draft edit changes were based on research of other Board's Policy Manuals from across Canada. Final edits were made to expand and clarify the Role of the Board.

Task: The Committee plans to table the final draft at the next Board Meeting.

Item 2

The Policy had been sent out to all Board Members for comment. The Committee received no recommendations for changes. The work on updating Policies 2 and 3 may have an impact on Policy 1.

Task: The Committee will wait until Policies 2 and 3 are updated before finalizing any draft changes to Policy 1.

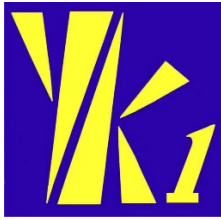
Item 3

There was a commitment to create an USW/Board Advisory Committee made at the last labour contract negotiations, with terms of reference by September 1st, 2023. The Committee drafted a proposed terms of reference which will be tabled at the next Board Meeting, then sent to the USW for comment.

Task: The Committee plans to table the draft terms of reference at the next Board Meeting.

Meeting adjourned at 6:10 pm.

Next Meeting: TBD



**Yellowknife Education District No. 1
Board of Trustees
Committee of the Whole Meeting
MINUTES**

May 9, 2023 @ 12:00PM

District Office Boardroom & Video Conference

Trustees Present: Allan Shortt, Barbara Bell, David Wasylciw, Jason Snaggs (video conference), Michelle Peters, Terry Brookes, Tina Drew

Absent: none

Regrets: none

Administration Present: Jameel Aziz, Shirley Zouboules, Landon Kowalzik, Tram Do, Jordan Martin & Pat Thagard

Guests present: none

Meeting Chairperson: Chairperson Brookes

1. Meeting called to order at 12:08PM. Seven Trustees were present, quorum was met. Chairperson Brookes 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.
2. Everyone was welcomed to the meeting.
3. **Motion #: 05-01-22/23**
I move to accept the agenda as presented.
 Moved by: Trustee Peters; Seconded by: Trustee Shortt **Carried**
4. **Motion #: 05-02-22/23**
I move that the YK1 Board of Trustees accept the minutes of April 11, 12 & 29, 2023 as circulated (or as amended).
Amendment: none
 Moved by: Trustee Snaggs; Seconded by: Trustee Bell **Carried**
5. **2023/2024 Budget Approval**
 No feedback was received from the public or staff. The 2023-2024 Budget is in agenda package for approval tonight;
 The Board raised a concern about \$700K deficit and that the funds from the Nordic Arms sale will be whittled away. A discussion will be held by the Board regarding what could be done with those funds. In the past when the YK1 budget surplus was high the board took a systematic approach to using the money to bring it within an acceptable amount. Administration noted that if the staff contingency funds are not used the deficit will only be approximately \$400K. Staff housing concerns were also discussed during the Apr 29th mini Board retreat. It was suggested that the Finance Committee could discuss this topic to put some suggestions together for the Board to consider and the Board needs to have a big picture discussion about Nordic Arms funds and staff housing as well. These topics will be discussed in camera before board meeting tonight to determine a strategy moving forward.

6. Board Training in June

Some Board development meetings have been held. The Board is looking into hiring a consultant in to assist with Board development and possibly Board and Superintendent evaluation as well.

The meeting dates have been set for June 16 – 18. Details to follow in the next couple of weeks. Consultant that will do Board training may also be asked to help with Superintendent and Board evaluations.

7. Community Survey Update

Administration sent out a survey to all parents and grade 4, 7, 10 & 12 students. The survey is a BC satisfaction survey changed so that the questions are specific to Yellowknife. As of Thursday, May 4th, 300 surveys have been submitted. A synopsis will be shared once survey period closes. Former Communications staff, Mike Gibbins, has been contracted to help with the survey. The responses will give YK1 the opportunity to make improvements, policy changes, etc. The student survey is mandatory and will be completed in classrooms. Moving forward all students will have a PIN number assigned for surveys. PIN numbers allow for a #, as opposed to a name, to be attached to a survey. The survey contains a confidentiality statement. There may be the option to get completion numbers to ensure we get a certain % of surveys completed. Schools have paper copies of the survey for parents that don't have access to tech.

8. Education Services Follow-up

Chairperson Brookes thanked Ed Services for the presentation they gave at mini-retreat and thanked them for all the work that went into preparing the presentation.

Assistant Superintendent Zouboules indicated people can email her with any questions they may have.

9. School Names

A member of the public sent the Board a request to change the name of NJM.

Generally speaking, the Board of Trustees decide a name change is needed, then a committee will be formed. Currently we do not have specific triggers for a name change. Trustees suggested that PACs could have a discussion and bring a request and suggestions for a name change forward to the Board.

The Public Relations committee to look at what threshold(s) would be to initiate a name change. It was also suggested a request for a name change should come from a PAC rather than from individuals and the school principal should be given an opportunity to weigh in as well.

The Policy Committee to review existing policy and give this topic some thought for future consideration.

10. Board PD Policy – deferred to in camera session before Board meeting.**11. Motion #: 05-03-22/23**

I move that this Committee of the Whole meeting of the YK1 Board of Trustees be adjourned

Moved by: Trustee **Wasyliw**; Seconded by: Trustee **Shortt**

Carried

The meeting adjourned at **12:53PM**

Pat Thagard, Secretary

Signed after update, as required and approval:

Committee Chairperson Brookes

Secretary Treasurer Do



Facility Committees Meeting

May 30, 2023 12:00 PM

YK1 Boardroom

Trustees Present: Tina Drew, Allan Shortt, Jason Snaggs

Administration Present: Jameel Aziz, Tram Do, Jordan Martin, Tessa Elliott

Meeting start: 12:10 p.m.

1. 5-year capital plan

- a. Administration reviewed TSE report from 2018, Items previously brought forward by Elvis but not completed, Items from the Jordan and the Maintenance team, items brought forward from the schools to create the new 5-year plan.

2. Emergent item

Children are climbing on school roofs. Need roof deterrents at RLN and MHS. Total cost \$26,000, to be brought before board at the next board meeting.

Follow up meeting on June 2 at 10 am to give the facility committee time to review data brought forward by administration.

Adjourned: 12:46 p.m.



Facility Committees Meeting

June 2, 2023 @ 10:30 AM

YK1 Boardroom

Trustees Present: Tina Drew, Allan Shortt

Administration Present: Tram Do, Jordan Martin, Tessa Elliott

Meeting start: 10:30 AM

1. Admin to investigate the repair of main water line to RLN school.
2. Admin to prepare a motion for the next Board meeting to add on the new emergent items for MHS and RLN (roof deterrents) \$26,000
3. Secretary Treasurer Do received an email stating ECE does not have any capital projects approved for YK1 for 2023-24 or 2024-25
4. Admin to look into other sources of funding, especially from the Federal Government around human rights issues such as gender-neutral projects, accessibility funding, indigenizing our schools etc.
5. Admin to look into finding more outdoor storage spaces.

Adjourned: 11:43 AM



BOARD REPORT

Title:	Facility Committee
Contact:	Tina Drew, Chairperson
Date Submitted:	June 7, 2023
Mandate:	<ul style="list-style-type: none"> • 5- Year Capital Plan • Health and Safety of Staff and Students
Background:	<p>Administration completed a comprehensive Capital Plan based on:</p> <ul style="list-style-type: none"> ▪ Technical Status Evaluation Reports for all our Schools from Taylor Architects in February 2018. ▪ Maintenance Department recommendations ▪ Administration to communicate to ECE the RLN emergent water line issue.
Other Headings as appropriate: <ul style="list-style-type: none"> - Current - TSE Information 	<ul style="list-style-type: none"> - Technical Status Evaluation Reports for all schools from 2018 - Observations – Students are climbing on some of our school roofs
Recommendations:	<ul style="list-style-type: none"> - Board Motion: I move the Board of Trustees of Yellowknife Education District No. 1 accept the 5-year Capital plan as presented. - Board Motion: I move the YK1 Board of Trustees approve the addition of \$26,000 to the Maintenance Capital Budget for the purchase of Roof Climbing Deterrents for MHS and RLN.



ASBA – The Learning Resource Centre
May 22, 2023
Course – Financial Literacy
by Trustee Brookes

(This is an on-line course taken through the ASBA website)

Among the most important responsibilities a Board has is adopting budgets to guide and direct how the community's tax dollars are spent, as well as conducting oversight on those budgets.

Keynote Take-Aways:

- When considering the importance of effective financial oversight, recall the meaning of the word "trustee". Trustees are stewards of the assets of the stakeholders in the community, ensuring their best use for the greatest benefit of the community. Families pay thousands of dollars in taxes that go towards the education system.
- Your fiduciary duties encompass all of your responsibilities as a trustee. Another way of viewing them is as three separate responsibilities: duty of care, duty of loyalty, and duty of obedience.
- Fiduciary duty requires all trustees to act in the best interests of the corporate board as a whole, as opposed to in one's own personal interest or the interest of another entity.
- Pecuniary interests of a trustee as "an interest in a matter that could monetarily affect the person" and those individuals and/or corporations for whom the trustee has a deemed pecuniary interest.
- The process of recording financial transactions is called *bookkeeping*.
- The rules behind *how* these transactions are recorded, as well as analyzing and interpreting them, is called *accounting*.
- There is much information to process in both an income statement and balance sheet. They are also very limited in the amount of information one can get across. This is where the narrative report comes in - to help explain the numbers. The narrative report acts as a bridge between the financial statements and the broader information needs of trustees.
- The narrative can explain all the whys in the spreadsheets and can add context about future projections or concerns.

- Trustees are not looking for specific numbers in the income statement and balance sheet - their job is to focus on trends and deviations from the budget.
- It is important to keep track of the liquid assets of the District. A third financial statement you may see is a cash flow statement - the cash category in the balance sheet will serve the same purpose.
- Part of monitoring the financial health of a division is ensuring that receivables are in order and being followed up.
- As stewards of the public's trust, it is imperative for Boards to follow contractual obligations as well as expect that those doing business with the District do the same, in addition to following all fiduciary requirements.
- There is no "right" number to have in the accumulated surplus. Having too little puts a District at risk in an emergency situation, but having too much may mean less money is going towards instruction.
- There should be a year-to-date column with expenditures from the start of the fiscal year to the end of the reporting period, the Board approved budget, and a prorated budget to the end of the reporting period.
- The role of trustees has shifted from being more of a management body in the early days, to the policy and advocacy duties that define the role today.
- Budgets are documents that mandate how resources are allocated throughout the District. A budget is a financial plan that covers a specific period of time.
- The budget is broad direction given to the Administration from the Board. The two overarching purposes of the Board of trustees is to protect and direct the division. The budget falls squarely in the direct category and is one of the clearest forms of direction the Board provides. This document breaks down where money is expected to come from, and where it is spent.
- Budgets are directed by longer-term goals. The Board operates at the strategic level of the District when making decisions, emphasizing the big picture within the context of budgeting.
- Take time and effort to ensure the voices of all stakeholders are heard and reflected, as much as possible, in the budget is essential.
- It is the Board's job to ensure that the budget is being enacted. If there have been deviations from the budget in terms of revenues or expenditures, it is the Board's role to understand *why* this is happening.

Superintendent Board Report – June 2023

As the school year of 2022/2023 comes to a close, there are many accomplishments to feel positive around and many new initiatives in front of us that continue to need our attention.

I would like to thank all of the staff of YK1, the Board of Trustees and the community for the welcome, connections and support.

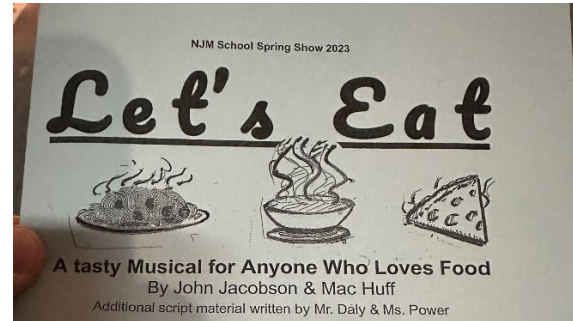
As in all new things, I have spent the past year trying to observe, learn and engage in the culture of YK1, the City of Yellowknife and the NWT as a whole. It has been a very positive experience for me. I am impressed with the many programs, activities, and authentic learning going on in our classrooms.

As we move into the 2023-2024 school year, we have items in front of us that require continued learning and engagement. The most predominant of these is the Year 1 implementation of BC Curriculum for Grades, 4,5,6 and 9. Our current Grade 8's will be the NWT's first group of graduates to complete their education with the BC Curriculum as the lens and structure for their education path. Having come from BC, where I spent almost 30 years in public education, I can assure you that change will be a positive one for students and should lead to greater choice and pathways for students as they transition from Grade 12 to the menu of choices that life will have to offer them. We are working hard with our teachers and staff to ensure that everyone is supported and ready but I have to share that the transition is not a major shift from the good work already being done in YK1. It is more of a refinement process and many changes will not be noticed immediately.

That being said, the support, training and collaboration time for our staff is an important component and we will work with our partners to create the best structures we can to support all of our staff in these transitions.



June brings many year-end activities, field trips, class celebrations and ceremonies and I look forward to taking in as many as I am able to. This first year of not having the lens of COVID over us, has been a refreshing change and we look forward to much more person to person engagement. Some activities are still not fully in place due to other factors. For example, there will be no NWT Track and Field Meet this year, due to the fires and evacuation of Hay River and K'atl'odeeche First Nation.



Education is more important now than ever in improving and change the life opportunities our students have in front of them, our system is being asked to do more and we know that some people and families are struggling. Both financially, mentally and physically, the school system is looked upon to address so many of the challenges society faces so our role and the work we do is more important than ever. We will strive to continue to be up to the task of facing the challenges in front of us.




I wish continued success to our graduates, those transitioning to the next grade with us and those who are leaving our community for other reasons. August will be upon us quickly.

I wish everyone a relaxing, and health filled summer break and look forward to seeing new and familiar faces in August when we ramp up again for a successful school year in 2023-2024.





Board Report
June 13, 2023

Assistant Superintendent Report			
Wellness	Indigenous Language & Education	Learning	Community
<p>Cultivate a culture of holistic wellness</p> <p><i>1.1 Recognize the importance of relationships in learning</i></p> <p><i>1.2 Foster and promote personal wellness</i></p> <p><i>1.3 Create healthy, safe and caring learning environments</i></p>	<p>Honour and celebrate Indigenous Language and Culture for all learners</p> <p><i>2.1 Create a welcoming environment for all learners</i></p> <p><i>2.2 Integrate an Indigenous approach to education</i></p> <p><i>2.3 Strengthen Indigenous Language instruction</i></p>	<p>Ensure inclusive, equitable and authentic learning Experiences</p> <p><i>3.1 Engage learners through meaningful and innovative teaching and learning practices</i></p> <p><i>3.2 Strive for excellence</i></p> <p><i>3.3 Celebrate diversity of all learners</i></p>	<p>Foster critical understanding of local, national and global issues</p> <p><i>4.1 Inspire critical thinking through innovation and pursue sustainable practices</i></p> <p><i>4.2 Embrace diversity and encourage empathy to promote global citizenship</i></p> <p><i>4.3 Model and encourage ethical leadership and engage in opportunities for service learning</i></p>
<p>Safe & Caring Schools meetings with ECE, Northern Mosaic Network and representative from CLEVR</p> <p>Student Support & Wellness meetings</p> <p>Mental Health and Wellness Framework has begun with a consultant gathering data to inform the creation of a document and next steps</p> <p>Rainbow Club meeting - starting to plan for next year</p> <p>Attended year end concerts at SJF, Jt'ò and NJM</p>	<p>Indigenous Honour Ceremony - June 10th - reveal of the new ceremony banner by Melaw Nakeh'ko and 4 SJF students who helped to co-construct.</p>  <p>Sacred Feather award presented at Honour Ceremony for Sir John Franklin Highschool recipients</p> <p>Messy Book week at MHS</p>	<p>Curriculum & Assessment Sub committee meeting - updates on progress toward adaptation of curricula for trialing grades and training opportunities for staff</p> <p>Assessment Working Group meetings</p> <p>Carole Fullerton residencies - including a session specifically for school leaders & aligning our work with the move to BC curriculum</p> <p>NOW Play II conference - 5 YK1 attendees. In 2023-2024 we will have staff involved in action research with UofT.</p>	<p>NWT Literacy Council, College Nordique - Hide Camp</p> <p>Ecology North- Rivers to Oceans for grades 1 and 5 on June 9.</p> <p>School & District office beautification - it's planting season</p> <p>Jack Pine Tours supporting Grade 5 tree/medicine walk</p> <p>Grade 8 students received canoe safety training in the pool from Jackpine paddle</p> <p>Promoting YK1 schools at the Trade Show</p>

Live It Earth celebration of Caribou Video at RLN

Donovan Boucher worked with Wildlife students at SJF to prepare a fox

RILE continued meetings with Live it Earth to plan out further collaborations

Grade 8 students completed day trips to Cinnamon Island in Voyageur canoes with NArwhal

Successful Hide Camp & BBQ
The camp was opened and closed with Dene Drummers. Ticho language class participants joined the fun during a scheduled class.



Mural unveiling June 7th at William McDonald School who welcomed Dene Drummers and families for a BBQ

Student trip to Quebec: 14 Gr 8 students from WMS attended. Costs subsidized by YK1 French programs, CPF, fundraising and Heritage Canada



Planning and Q & A sessions with Dr. Shelley Moore and SJF

Working with ECE to review how assessment and reporting will align with changes to the curriculum

ECE Core French WG: June 9, June 12-14 (Norman Wells), June 22

PIF OPI interviews done by David Macfarlane at RLN, WMS, SJF (Gr 7-12)

PIF staff worked with David Macfarlane to update existing PIF units (Gr 9-12)

Meetings with CPF to organize French for the Future conference (for students) in Yellowknife in fall 2023 and dates for the *Concours d'art oratoire* in spring 2024

Supporting efforts for the Hay River evacuees - brought blankets and pillows

On-going Interviews and staff hiring for 2023-2024 school year

Narwhal completed in class canoe safety sessions with WMS, MHS and RLN prior to attending day trips.

After a three year absence due to the pandemic, Ecole Sir John Franklin High Schooling hosted their fifth annual Falcons Athletics Golf Fundraiser and Athletic Hall of Fame ceremony June 4 and 5.

Started connecting with post education institutions for student teacher placements - Werklund School of Education U of C - we have one student teacher placed for 2 of their field experiences



Grade 5 tree/medicine walks at Ranney Hill

Donovan Boucher prepared a beaver with kindergarten students at Ecole Itlo

Dene Drummers took the stage at École Itł'ò Spring Concert. Lucy lafferty also opened with a prayer.

John Sabourin completed carving workshops at École Itł'ò and Mildred Hall

RILE attended 1:1 regional meetings with ECE to continue planning for next year.

JK/K students at RLN and MHS created fish print t-shirts with Aurora College students

Fr immersion district reading assessments completed at WMS (Gr 6-8)

Fr immersion Math PD with Renée Michaud (Grades 1-8)

Final filming for Neurolinguistic Approach capsule project completed. We hope to have three more capsules completed (narration and editing to be done) by the end of June

Planned attendance at SJF and KDS graduation celebrations

IEP writing with schools in preparation for transition to new school/grade

All YK1 ILI's attended a PD workshop with ECE on "physical Literacy", and learned new ideas to get students moving during language classes!



The Tlicho Yati class wrapped up with a potluck and plenty of laughs



Highlights:

- Gearing up for 2023-24 professional learning and opportunities
- Staffing - ongoing, but getting closer to completion
- Year-end celebrations

Assistant Superintendent Kowalzik's Report June 13, 2023

Evaluations

The pilot program for the new Teacher Growth and Evaluation model is now complete. On June 2, I met with one of the coordinators of the program (from ECE) to provide feedback from my experience with the pilot program and provided suggestions for improvement to the process. The new Teacher Growth and Evaluation model will be trialled on a wider scale for the 2023/24 school year, and it is my intention to participate in it again next year.

Recruitment and Hiring

As of June 6 we have posted 57 teaching positions and have filled 51 of them. Interviews for the remaining positions have either already taken place or will take place over the next two weeks. Also as of June 6, we have posted 47.5 Education Assistant positions. As many of these were only posted recently the vast majority have not been filled yet. The hiring process for these remaining positions will continue over the next two to three weeks.

New Vice Principal Cohort

To finish off the year, I will be hosting one-on-one year end interviews with each of the new Assistant Principals. The intention is to get feedback from each member on the mentorship cohort, whether they would like to continue on with the program next year and on how their first year as an administrator went. We will also be having one final group meeting to celebrate the school year.

**Yellowknife Education District No. 1
Enrolment Report as of: May 31, 2023**

School	JK	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals		
															May-23	May-22	Change
Mildred Hall	36	31	25	35	26	32	40	21	26	23					295	302	-7
Ecole Itlo (French)	32	51	39	43	55	31	38								289	302	-13
William McDonald (All)								98	77	83					258	169	89
N.J. Macpherson	58	52	43	64	67	40	34								358	355	3
Range Lake North (All)	25	22	31	20	21	35	19	28	30	31					262	261	1
Ecole Sir John Franklin											147	245	142	162	696	752	-56
Totals															2158	2141	17

**Yellowknife Education District No. 1
Monthly Enrolment Tracking**

School	FTE Totals									
	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Mildred Hall	294.00	299	283	285	288	293	283	290	295	
Ecole J.H. Sissons	285.00	287	289	288	289	289	289	289	289	
William McDonald	259.00	260	261	261	258	260	259	258	258	
N.J. Macpherson	356.00	355	357	358	357	356	356	358	358	
Range Lake North	267.00	261	261	262	262	262	264	261	262	
Ecole Sir John Franklin	702.00	692	697	705	705	703	698	696	696	
Totals	2163.00	2154	2148	2159	2159	2163	2149	2152	2158	



BOARD REPORT

Title:	Secretary/ Treasurer Report
Contact:	Tram Do, Secretary Treasurer
Date Submitted:	June 7, 2023
Mandate:	<ul style="list-style-type: none"> • Monthly updates
Background:	Updates
Other Headings as appropriate: <ul style="list-style-type: none"> - Current - Survey Response - Information 	<ul style="list-style-type: none"> - Updates on meetings and work progress for May 2023
Recommendations:	<ul style="list-style-type: none"> - Accept the reports for information



Yellowknife Education District No. 1

Secretary/Treasurer Report

Board Meeting – June 13, 2023

Finance

As of May 31, 2023 the estimated accumulated surplus for year-end June 30, 2023 is estimated to be within the range of 8 to 10 % of overall revenues around \$ 3.4 to 4.3 Million.

Variances for the year to date are:

- Revenues: Interest Income, Jordan Principle income higher than Budget
- Expenses: Election Costs saving due to no election, Maintenance Costs higher than budget by over \$300k due to snow removal, water leaks, rising cost of materials & supplies, Utilities Costs higher than budget due to higher heating oil prices, USW collective Agreement sign on one-time costs

There are some variable costs for year- end that will not be known until after June 30, 2023. The year-end Leave and Termination benefits accrual estimate is complete by the Actuary for Department of Finance after June 30, 2023.

COVID Budgets

The COVID budgets are fully spent for the year. Schools have been notified and any sick leave for the remainder of the year will be charged to School sick leave budgets.

Budget Financial Reports to ECE

The Budget was approved on May 23, 2023. We have to complete the ECE Budget information templates required to be submit to ECE with the Operating Plan template.

Bussing

We met with the new owners of the bussing company, Transdev, on May 19. We expressed to them the challenges our students and families are facing due to lack of bussing services due to lack of bus drivers. They understand the challenges of the current labour market and have a plan that requires collaboration from the school boards to implement. The Yellowknife School Board met with Transdev on June 6, 2023 to discuss Transdev's plan for bus driver recruitment and retention.

Joint Use Agreement

We met with School Administrators regarding the Joint Use Agreement with the City of Yellowknife. We also had a meeting with the City of Yellowknife and YCS to discuss the Joint Use agreement. School Administrator concerns were communicated to the City of Yellowknife. We will be reviewing the Joint Use Agreement over the next few months and hopeful to have a new revised agreement for September.

Capital Plan

We have been working with our Director of Operations, Jordan Martin to create a comprehensive Capital Plan that captures the needs identified by the Technical Status Evaluation from Taylor Architects in 2018 and Maintenance items identified by the Director of Operations. Superintendent, Jameel Aziz brought to our attention the safety issue of roof climbers on Mildred Hall and Range Lake North roof. This is a health and safety problem and our Director of Operations has sourced the roof climbing deterrent to prevent the public from climbing up on our school roofs.

Audit

Staff at District Office and Schools have been working to wrap up spending for the fiscal year end June 30, 2023.

The Auditors will be arriving to audit the financial records on July 10-14. We will be scheduling an Audit Committee at the end of August to review the Audited Financial Statements.

Sole Source Vendors:

Vendor Name	Items purchased	Date	Amount	Reason for Sole Source
NORTHERN INTEGRATION LTD.			19,935	CCTV SYSTEM UPGRADE
OLLERHEAD & ASSOCIATES LTD.			12,456	ITLO Lot Merger
Total			\$32,391.57	



Yellowknife Education District No. 1

Director of Operations

Board Meeting – June 13, 2023

Meetings:

-meeting with ECE, Infrastructure and Wilfrid Laurier University (WLU) at the old IT portable and site for WLU to inspect the building and ask questions

-facilities committee to present new format five year capital plan

-meet with Siemens controls at Mildred Hall to discuss completion of Optical migration, cpu sent to Siemens for formatting, should be done by end of

June/early July

Points of note:

-Boiler systems in all schools have been shut down almost all month due to the warm temperatures

-Our Grounds Keeper Antonio is back for the summer, outdoor clean-up is underway

Range Lake North

-Return air fan in air handling unit 1(AHU1) has a broken fan shaft and is out of service, the part has been removed and we are sourcing a new one

-pellet boiler shut down and clean out, ready to go for fall startup

William Macdonald

-trying to find sand for the long jump pit on the sports field, the GNWT has stopped allowing sand harvesting in the Yellowknife area, sand is currently not available for purchase, Spider Jones from Athletics NWT has approached Capital Transit Mix to help and they have agreed to provide some sand

Sir John Franklin

- The gates to the sports field were damaged and fell off their posts, maintenance straightened the bent frame, replaced the broken hardware and re-stretched the chain link

-my daughter made grade 11 honor roll

Itlo School

-DDC controller contractor has updated the software to help transition the school into cooling mode for the summer

-the fence gates at the back of the school yard had been removed and driven over by construction crews during the building of the school, maintenance straightened, repaired and rehung the gate

MHS School & Education Portable:

-there has been an increase in people trying to access the roof of Mildred Hall and the maintenance shop, we have found a reasonable deterrent they should be able to help and have a general quote of \$26,000 that will be brought forward to the board for approval

NJM School:

-Fence repair by fuel tank for portable, maintenance working on fence gate for bike racks by portable



Mildred Hall PAC Report May 2023

- Two Soccer tournaments both went very well with participation from Grade 4 to Grade 8.
- Partnership with Ecology North fundraised 1000 dollars from the Bake Sale,
- started the community garden seedlings in each classroom partnership with Ecology North and NUP residents.
- BBQ was a success.
- District Hide camp was very well attended.
- Fred Fox, Terry Fox's brother attended an assembly with the kids from Grade 1-8. Big success
- Have to split the concert to two nights due to high turn out from school community. May 31st and June 1st.
- Grade 8 Graduation will be on June 22nd.
- Looking at changing the name of PAC, too formal want a more welcoming title, hoping that will increase attendance.
- Breakfast program with increasing costs, looking for more funding for same. Have applied to Jordan's Principal, Walmart Canada, Breakfast club of Canada, United Way.
- Next meeting is June 12. It is a social event.



BOARD MEMBER PAC REPORT & Trustee PD

by Michelle Peters

École NJ McPherson Elementary School

Meeting date: 10 May 2023

Parents Discussion, Comments and Concerns

PR committee speaking points were shared, re. Sacred Feather Nominations, Provided update on Budget vote at meeting on 9 May, Update on Bussing

Mr. Caines (principal) provided a report containing educational programming updates and list of upcoming events and noted that there would be impacts on staffing if the budget is not approved.

The PAC Treasurer provided a report on financial standing and members discussed fundraising opportunities and opportunities to honor and celebrate retiring staff members.

RANGE LAKE NORTH- FAMILY NIGHT

Attended the Range Lake North Family Night as a Parent Attendee and can commend the PAC and School Staff of Range Lake North for a well-organized and fun family event.

LEARNING

Accessed via the ASBA Webinar and Professional Development resources:

Strategic Thinking and Learning - Dr.Pieter de Vos on ASBA

Mapping out users of “strategy”, How do we make our strategy visible?
Articulating our theory of change and the “why” behind your decisions in strategy, Grapple with complexity, - acknowledge Bias-healthy and energizing processes to disrupt biases and Invest in a learning culture where we can challenge what is working what is not working, raise interesting questions as we learn and grow together.



BOARD MEMBER PAC REPORT – SJF High School Thursday May 18th, 2023

Parents Discussion, Comments and Concerns

- Dean MacInnis (principal) was out of town, Angela Martin (assistant principal) attended the PAC Meeting. It is a very busy time of the school year at SJFH as year-end preparations begin for all sorts of activities. There was a very successful Parent Grad Meeting on May 4th and Grade 8 Parent Meeting on May 9th. No Track Meet in Hay River this year due to the forest fire situation. Student Awards night is June 8th. The Exam schedule should be posted by the end of May.
- The soccer players from SJFH were very successful at the Super Soccer Tournament. They brought four championship banners back to the school. The Music Department is holding the Spring Concert on May 25th.
- The PAC appreciates the struggles with the bussing situation, and the efforts to-date by the administration. To sum up they said, “keep looking outside the box”.
- I noted that the District is finalizing the draft budget process, and the budget is up for approval at a Board Meeting next week. In future years the PAC would like to see, if possible, a Rate Payers type meeting that just focusses at the school level. So that they can understand the budget development and how the end results happen. This was more for a de-mystifying of the process.
- There was a long discussion on the ways that students can impact how a school operates, getting feedback and responds to requests. This was a very broad topic, and touched on the ways to develop leadership skills in students (individually and collectively), how to effectively communicate with staff (such as the counselling programs), sports and school club involvement.
- There was discussion on recent survey put out by the District. Parents felt there were too many questions, and wondered the overall purpose of the survey. They expressed some confusion with some of the questions. They also wondered if the results will be available to the public and when.

I have a copy of the full minutes of the PAC Meeting, if trustees are interested.
Next Meeting: Thursday September 21st, 2023, at 7:00 pm.

Submitted by: Terry Brookes

EWMMS PAC Meeting
April 19/2023

Present: Anne Mobach, Jeff Seabrook, Taylor Major, Janet Murray, Al Short

1. Welcome

2. Adoption of minutes- from previous month

Motion: Janet Murray

Seconded: Taylor Major

3. Principals Report: Jeff Seabrook

See below:

Staffing

11 Homeroom teachers
3 Specialty Teachers
2 Program Support Teachers
3 Educational Assistants
2 JP Educational Assistants
0.5 Librarian
1 Assistant Principal(.5 Admin, .5 teaching) 1
Principal
1 Admin Assistant
2 Custodians

Highlights

ILE
Mural Project /w Carla Taylor(Gilday)- Jen Walden
completion Language Classes continue
Monthly Dene Laws
Canoe Training for Grade 8 ILE Day in June
Grade 8 Canoe 5 Day Trip planning

Wellness

Super Soccer - two banners, Sportsmanship on
display Comic Club-afterschool art programming with
CYCC Track and Field group determined for Hay
River?

Academics

Quebec Trip

Last Author Writing Workshop- Amber Henry
AAT's- Part A FLA and ELA
French Author Visit Author Visit

Community

Anti Bullying Team /w RCMP Const. Adams - **new tshirt design contest was shown**
ROAR BLITZ - Celebration Assembly

Maintenance Update

Bathrooms-RFP Jordan Martin, New superintendent of Maintenance is working with Stantec on a design/build project. **-Bathroom project taken off the table, but will be compiled and taken to ECE (mildred hall, range lake, nj) to look at changes to all schools.**

Backboard for court has been replaced and courts are actively being used

New cushions and couches in library

School Operations

Staffing mostly complete - **still waiting on EA and JP positions**

Professional Development:

April 21- Admin with Faye Brownlee / BC curriculum
April 28- STIP - ECE/School Based
May 3 - Tech PD /w Martin and Google
May 5- Sarah Florence Davidson
May 11-12 Carole Fullerton
Mentorship Days

Upcoming Dates:

May

17 Terry Fox Presentation
15-19 Gr. 6 Moose Hide Camps - Days TBD
23-25 David McFarlane here to assess 7PIF and 8PIF
30 School Concert during the day (10:15-11:30)
31-June 2 Track and Field Hay River- Maybe?

June

5 Report Card writing day
7 Mural Unveiling/BBQ
11-15 Grade 8 Canoe Trip (16 students only)
12-16 AAT's Part B and Math
20 Grade 8 Farewell
23 Last Day of Classes

27 Last Day for Staff

4. Board Report:

- Negotiating committee has met- hoping to get ratified next week to pass it
- Budget should be passed in the next weeks
- Facilities committee looking at bathrooms
- Midlife renovations need to be considered before we make plans for bathrooms
- Busy at the end of the year: getting wrapped up

5. AOB

Will there be any other places that could do a track and field meet?

- No, logistically it doesn't work somewhere else
-

6. Next meeting

There will be no June meeting as June is busy.

Next PAC meeting will be September 2023

7. Motion to Adjourn

Motion: Anne Mobach

Seconded: Janet Murray



Upcoming Events: June & July 2023

June is:

National Indigenous History Month, Pride Month and Parks & Recreation Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	31	31	1	2	3
					Last Day Track Meet	Ìt'ò Plant Sale SJF 5 th Annual Golf Classic
4	5	6	7	8	9	10
	No School/PD JK -9	Bussing Mtg WMS Voyageur Canoe Trip	WMS Mural Unveiling	WMS Voyageur Canoe Trip		Indigenous Honor Ceremony 1PM Bike Auction (YK1 Parking Lot)
11	12	13	14	15	16	17
WMS Hidden Lake Canoe Trip>>	SJF Exams Begin	CoTW Board Mtg		WMS Hidden Lake Canoe Trip end	RLNS Family BBQ	
18	19	20	21	22	23	24
Father's Day	RLN K Grad	Indigenous Sports Day Ìt'ò WMS Gr. 8 Farewell & Dance	Indigenous People's Day No School		Last day of school JK-8	
25	26	27	28	29	30	1
	Last Day of Classes for SJF SJF 2023 Grad Formal 7PM	SJF 2023 Grad Academic Ceremony				



Upcoming Events: June & July 2023

July						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
						Canada Day
2	3	4	5	6	7	8
	Audit>>		National Injury Prevention Day			
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29
	24 th is International Self Care Day					