

YELLOWKNIFE EDUCATION DISTRICT NO. 1
BOARD of TRUSTEES
Regular Board Meeting
AGENDA

December 9, 2025 – 6:30 PM
(In Camera from 6:30 - 7:00 PM)

Google Meet link:
<https://meet.google.com/apx-ogkd-cku>

1. Call to Order
2. Land Acknowledgement

We respectfully acknowledge that we live, work, and learn on Chief Drygeese Territory in the Akaitcho region, the traditional territory of the Yellowknives Dene First Nation.
3. Chairperson's Opening Remarks
4. Declaration of Conflict of Interest
5. Adoption of Agenda
6. Delegations & Presentations
 - 6.1 North Slave Metis Alliance, Jessica Smart
7. Review and Approval of Minutes
 - 7.1 October 14, 2025 - Regular Board Meeting Minutes
 - 7.2 October 31, 2025 - Special Board Meeting Minutes
 - 7.3 November 12, 2025 - Regular Board Meeting Minutes
8. Business Arising from the Minutes
 - 8.1 Action Items
 - 8.1.1 Letter - Restoring Nursing Supports in Schools for Better Health Outcomes (Trustee Bell)
9. Trustee Statements

Per *Policy 5 - Board By-Laws*: Trustee Statements are individual opinions and are not intended to represent the views of the Board. Trustee statements are not debatable and there will be no opportunity for rebuttal or questions.
10. Unfinished Business
11. New Business
 - 11.1 Public Service Act (Bill 26) - Standing Committee Submission (Trustee Wasylciw)
 - 11.2 NWTSA Meetings Report (Superintendent Zouboules)
 - 11.3 Education Leaders Follow Up (Trustee Bell)
 - 11.4 Consultation on Mail-in Ballots for Yellowknife Education Body Elections

- 12. Reports
 - 12.1. Chairperson’s Report
 - 12.2. Trustee Reports
 - 12.3. Canadian School Board Association Report (Trustee Brookes)
 - 12.4. Superintendent’s Report
 - 12.4.1. Assistant Superintendent of Curriculum & Learning Report
 - 12.4.2. Assistant Superintendent of HR & Learning Report
 - 12.4.3. Secretary Treasurer Report
 - 12.4.4. Director of Operations Report
- 13. Standing Committee Reports
 - 13.1. Audit Committee, Chairperson: Trustee Peters
 - 13.2. Committee of the Whole Committee, Chairperson: Trustee Shortt
 - 13.3. Finance Committee, Chairperson: Trustee Brookes
 - 13.4. Facilities Committee, Chairperson: TBD
 - 13.5. NWTTA Teacher-Board Committee, Chairperson: TBD
 - 13.6. Policy & Governance Committee, Chairperson: Trustee Drew
 - 13.7. Public Engagement & Advocacy Committee, Chairperson: Trustee Wasylciw
 - 13.8. USW Board Advisory Committee, Chairperson: TBD
- 14. Ad Hoc Committee Reports
 - 14.1. Negotiations Committee - NWTTA, Chairperson: Trustee Peters
 - 14.2. Negotiations Committee - USW, Chairperson: Trustee Shortt
- 15. Announcements – events calendar attached
- 16. Date and Time of Next Meetings

January 12, 2026	12:10 PM	Committee of the Whole Meeting
January 13, 2026	6:30 PM	Board - Executive Session (in camera)
January 13, 2026	7:00 PM	Regular Board Meeting
January 20, 2026	6:00 PM	Board Education Information Session

- 17. Chairperson’s Closing Remarks
- 18. Adjournment



North Slave Métis Alliance Perception on Local Education

Presentation to YK1



Who are the North Slave Métis?

The North Slave Métis Alliance (NSMA) is an Indigenous government non-profit organization representing Métis from the Northern region of Great Slave Lake in the Northwest Territories in Canada.

Mandate: North Slave Métis Alliance's mandate includes: The assertion, protection, and implementation of the Aboriginal rights of the North Slave Métis People; and the exercise of Métis responsibility to protect the environment and to promote and enhance Métis education, economic, social, and cultural development.



Our Concerns

1. Land Acknowledgement

"We respectfully acknowledge that we live and work on Chief Drygeese Territory in the Akaitcho region, the traditional territory of the Yellowknives Dene First Nation" does not reflect Métis history in this region.

2. Curriculum Gaps

North Slave Métis history, culture and stories are not currently being caught in your schools.



The Solution



1. Land Acknowledgement

Suggestion: Collaborate with the NSMA on an appropriate, inclusive, and reflective land acknowledgement.

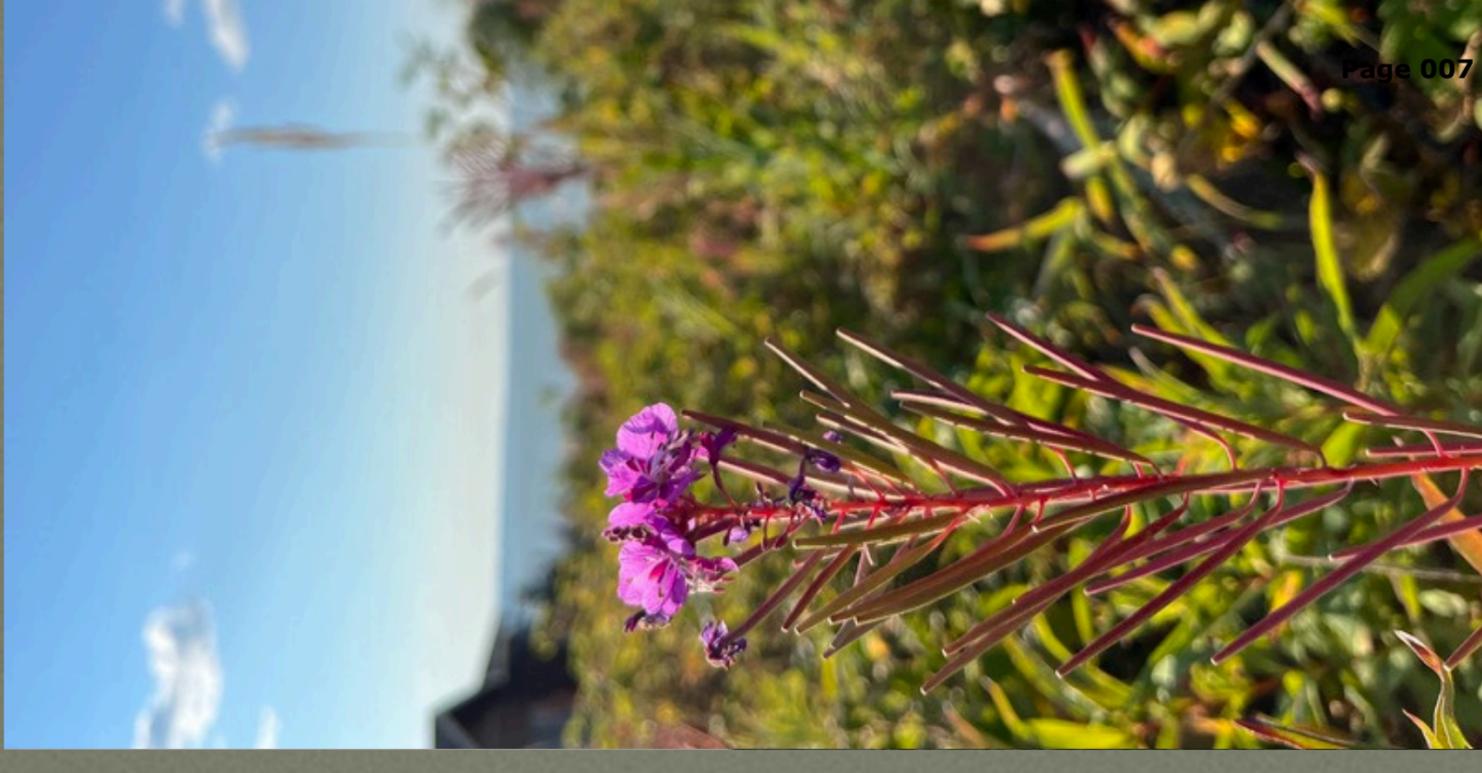
2. Curriculum Updates

Suggestion: Collaborate with the NSMA on building and implementing culturally inclusive lesson plans that reflect NSMA history.



Project Benefits

- Responding to a direct need voiced by community members
- NSMA to provide ready-to-use lesson plans, accurately reflecting Métis youth in your daily teachings
- Inclusion of the Métis context and history in educational spaces fosters a sense of pride and belonging in youth



Questions?





North Slave Métis Alliance

32 Melville Dr, Yellowknife, NT X1A 2P7, PO Box 2301

September 10, 2025

Shirley Zouboules
Superintendent/CEO
Yellowknife Education District No. 1 (YK1)
shirley.zouboules@yk1.nt.ca
867-766-5050

RE: Land Acknowledgement Conducted by YK1

I am writing to you on behalf of the North Slave Métis Alliance. Our mandate is to advocate for the rights of our community members, who are Aboriginal rights-bearing Métis peoples Indigenous to the Great Slave Lake Area.

Several Métis parents of children enrolled in YK1 schools have raised concerns that the land acknowledgements currently being performed do not reflect the presence of Métis ancestry. Based on what is publicly posted on your website, we understand the acknowledgement being used is: *"We respectfully acknowledge that we live and work on Chief Drygeese Territory in the Akaitcho region, the traditional territory of the Yellowknives Dene First Nation."* We have also been informed that parents have vocalized this concern and are met with limited or reluctant responses.

The purpose of a land acknowledgement is to demonstrate that you understand the long-standing history of the land you are on while showing respect to the Indigenous ancestors that came before us. It is an opportunity for learning, and self-reflection. We do not feel a sense of understanding or respect based on your current *land acknowledgement*.

The lack of recognition and respect for our community has been an ongoing issue that extends beyond YK1, and we can appreciate this is a contentious topic. However, this is an issue that directly impacts our youth, who are the next generation of leaders. It is vitally important that all students, including Métis youth, learn the full history, culture, language, and traditions of those that came before them. Your schools are attended daily by North Slave Métis and other Indigenous youth, and they are not being taught about their culture and history, unlike their Dene peers. These actions send a strong message that their identity and history is less valued than their peers. Your educators have a responsibility to ensure there is equal representation, so all Indigenous youth feel a sense of pride in their culture and heritage, as well as an opportunity to learn their history.

We are respectfully requesting that you alter your land acknowledgements across your schools to ensure they are inclusive and reflect all Indigenous Peoples who are traditionally from this land. Our preferred land acknowledgement and the recognition we suggest all visitors use is "*Yellowknife*



North Slave Métis Alliance

32 Melville Dr, Yellowknife, NT X1A 2P7, PO Box 2301

is located on the traditional territories of the Tłı̨chǫ Peoples, the North Slave Métis, and the Yellowknives Dene First Nation. " The North Slave Métis Alliance is willing to support your educators by providing culturally relevant educational resources tailored to various classrooms, subjects, and age groups.

Our Lands & Culture Department staff are happy to continue this conversation on behalf of our collective community and Leadership. We appreciate your time and careful consideration on this important matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Marc Whitford".

Marc Whitford,
North Slave Métis Alliance, President



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

October 14, 2025 – 6:30 PM

In-person and online via Google Meet

(in camera 6:30 - 7:00 PM)

- Trustees Present: Allan Shortt, Barbara Bell, David Wasylciw, Jason Snaggs (online), Michelle Peters, Terry Brookes (online) and Tina Drew
- Regrets: none
- Administration Present: Shirley Zouboules, Lisa Vass, Landon Kowalzik, Graham Arts, and Pat Thagard
- Regrets: Jordan Martin
- Guests present: Adrian Bell, NWT Arts presenter
Adelee Penner, 10 guests in person, 1 guest online
CBC reporter
- Meeting Chairperson: Trustee Bell
- Meeting Minutes by: Pat Thagard

1. Call to Order

The meeting was called to order at 6:32 PM. Seven (7) Trustees were present. Quorum was met.

Motion #: 01/10-14/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees move to in camera at 6:33

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

Motion #: 02/10-14/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees move out of in camera at 6:37 PM.

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

Trustee Drew joined the meeting in progress.

Motion #: 03/10-14/25-26

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

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

Motion #: 04/10-14/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees move out of in camera at 6:52 PM.

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

Superintendent Zouboules was asked to join the Board. The following motion was made as soon as she joined the Board.

Motion #: 05/10-14/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees move into in camera at 6:53

Moved by: Trustee Wasylciw

Seconded by: Trustee Peters

Carried

Motion #: 06/10-14/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees move out of in camera at 7:03 PM.

Moved by: Trustee Shortt

Seconded by: Trustee Drew

Carried

The Board meeting was called back to order at 7:05 PM

2. Land Acknowledgement

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

3. Chairperson's Opening Remarks

Chairperson Bell welcomed everyone to the meeting, including Adrian Bell, Dr. Sara Komarnisky and Bob Overvold from the NWT Arts Centre initiative and all the guests present.

4. Declaration of Conflict of Interest

None declared.

5. Adoption of Agenda

Motion #: 07/10-14/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees adopt the October 14, 2025, Regular Board Meeting agenda, as presented.

Moved by: Trustee Shortt

Seconded by: Trustee Wasylciw

Carried

6. Delegations & Presentations

6.1. Adrian Bell, NWT Arts Centre Initiative with Bob Overvold and Dr. Sara Komarnisky.

The presentation and information booklet are included in the agenda package.

The presenters requested that the Board consider providing a letter of support for their land application.

7. Review and Approval of Minutes

7.1. September 9, 2025 - Regular Board Meeting

Motion #: 08/10-14/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees approve the September 9, 2025, Board Meeting Minutes, as presented.

Moved by: Trustee Wasylciw

Seconded by: Trustee Drew

Carried

7.2. September 26, 2025 - Special Board Meeting

Motion #: 09/10-14/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees approve the September 26, 2025 Special Board Meeting Minutes, as presented.

Moved by: Trustee Wasylciw Seconded by: Trustee Drew

8. Business Arising from the Minutes

- a) Trustees requested that the superintendent look into hosting Education Leaders meetings in schools.

Action: add “discussion about hosting Education meetings at Schools” to the action item list for further discussion at a future Board meeting.

- b) The following motion was made regarding *restoration of the school nurse program*, which was discussed at the September 9, 2025 Board meeting.

Motion#: 10/10-14/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees direct the Chairperson to write to the Ministers of Health and Social Services and Education regarding the restoration of the school nurse program at YK1 that has been absent since 2020.

Moved by: Trustee Wasylciw Seconded by: Trustee Drew

Carried

- c) Trustees noted that information is useful for balancing class size and budgets as well as estimating where pressures might be in the future. Trustees also noted that class composition is more important than class size.

8.1. Action Items

Motion #: 11/10-14/25-26

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

Moved by: Trustee Wasylciw Seconded by: Trustee Peters

Carried

8.1.1. Request for Review and Update of Financial Regulations & Policies for Outside Boards

Correspondence was sent and a response was received.

Action: Add “Request for Review and Update of Financial Regulations & Policies for Outside Boards” to the next Committee of the Whole (COW) agenda for discussion.

8.1.2. Summary of YK1 Music Programs (A/Superintendent Arts)

The board requested further information on the following:

- Components of an ideal music program,
- Information on staffing challenges,
- More information on the main areas of YK1 fine arts.

Action: Administration to formulate what the issues are and provide possible solutions for the Board to consider.

5 minutes recess called by Chairperson Bell at 7:32 PM

Meeting reconvened at 7:37 PM

9. Trustee Statements

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

9.1 None were submitted

10. Unfinished Business

10.1. Correspondence (Trustee Bell)

10.1.1. Urgent Call for Immediate Retrofit of École William McDonald Middle School

Discussion resulted in the following:

- Concern about the lack of commitment from the Minister for a school that was built in 1982 and is well overdue for a retrofit.
- Trustees would like to know why this school's retrofit is now being delayed another three years.

Action: Add this topic to the agenda for the next meeting with the Minister of ECE.

10.1.2. *Academic Year & School Attendance Regulations*

This topic will be added to the next NWT Leaders meeting agenda.

10.1.3. Akaitcho Hall Land

YK1 would be interested in the land; however, we do not have the capacity to build on it.

Given other interests in the land, it is not something to take lightly because the YK1 response to the Minister may impact the future use of the land.

Action: Chairperson Bell to request another extension to respond to the Minister's letter so that the Board can discuss further.

10.2 2024-2025 Annual Report & Audited Financial Statement Documents

A copy of the document approved at the September 9, 2025, Board meeting is included in this agenda package for trustee reference.

11. New Business

11.1. 2025-2026 Budget Reductions Preparations (Trustee Brookes)

Information contained in the agenda package.

Motion #: 12/10-14/25-26

I move that the YK1 Board of Trustees, as a start to cost savings, discontinue serving lunch at Board and Committee Meetings, unless special occasions warrant the providing of meals.

Moved by: Trustee Brookes Seconded by: No seconder

Motion did not proceed

11.2. Education Leaders (Trustee Bell)

Chairperson Bell asked Trustees to provide feedback to her on the items listed.

11.3. Handover Documents (Trustee Bell)

Information is in the agenda package for information purposes.

11.4. Strategic Plan (Trustee Bell)

Chairperson Bell requested approval of the Board's Strategic Priorities, in principle so that next steps can begin at the district & school level.

Motion #: 13/10-14/25-26

I move that the YK1 Board of Trustees approve, in principle, the Board's Strategic Priorities, on pages 218 and 219 of the agenda package, so that indicators and measurables can be developed.

Moved by: Trustee Drew Seconded by: Shortt

Carried

12. Reports

12.1. Chairperson's Report

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

12.2. Trustee Reports

12.2.1. Trustee Drew Report

The report is included in the agenda package.

12.3 Canadian School Board Association Report (Trustee Brookes)

The CSBA meeting occurred last week. Some highlights provided by Trustees Wasyliw and Brookes included:

- The advocacy discussion with Members of Parliament and Senators was productive, covering issues such as Jordan's Principle. Trustees noted the value of hearing perspectives from across the country, and were also updated on planning underway for the CSBA Conference taking place in Whistler, BC, in July 2026.

12.4 Superintendents Report

Report included in the agenda package.

- Superintendent Zouboules shared the little books created by MHS students on Truth and Reconciliation, which will be developed into an E-zine. She also noted ongoing work to clarify the role of wellness mentors, highlighted Dr. Cindy Blackstock's 2023 keynote for YK1 staff, and shared examples of how reconciliation continues to be woven into classroom learning. Bussing is running smoothly, and the City is exploring adding YK1 and YCS elections to the next municipal ballot, with more details expected in the new year. Administration also noted that recent media training was very beneficial.

12.4.1 Assistant Superintendent of Curriculum & Learning Report

13. Standing Committee Reports

Trustees to reach out to Chairperson Bell with their meeting dates.

13.1. Audit Committee

The Committee had nothing to report at this time.

13.2. Committee of the Whole (COW)

The report is included in the agenda package.

The Federal School Food Program item was deferred to the next meeting of the Committee of the Whole.

13.3. Finance & Facilities Committee

Next meeting scheduled for October 28th.

13.4. NWTTA Teacher-Board Committee - these meetings are on hold due to negotiations.

13.5. Policy & Governance Committee

The committee has had its first meeting and will meet on the 4th Wednesday of each month. A committee chairperson has not yet been chosen. The committee withdrew *Policy 6 - Role of the Board Chairperson*, as it was noted that another change is required.

Motion #: 16/10-14/25-26

I move that the YK1 Board of Trustees approve the recommendation from the Policy & Governance Committee that no changes were required to Policy 2 - Role of the Board.

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

Motion #: 17/10-14/25-26

I move that the YK1 Board of Trustees accept the first reading of Policy 3 - Role of the Trustee as presented in the agenda package.

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

Discussion around the format of the revision history included with each Policy resulted in agreement to have a very brief description included with the policy and a more detailed history to be included in a master revision history appendix document.

Motion #: 18/10-14/25-26

I move that the YK1 Board of Trustees extend the Board meeting to 10:30 PM so as to complete the items on the agenda.

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

13.6. Public Engagement & Advocacy Committee

The committee has had some informal discussions. Meeting dates will be determined in the near future.

13.7. USW Board Advisory Committee - has not met.

Per the collective agreement, the USW representative would be the party to reach out to YK1 to initiate the setting up of a meeting.

14. Ad Hoc Committee Reports

14.1. Negotiations Committee - NWTTA

Negotiation meetings will continue tomorrow for the next 3 days.

14.2. Negotiations Committee - USW

Negotiations will start on October 21st and run through to October 24th.

15. Announcements - events calendar attached

16. Date and Time of Next Meeting

October 21, 2025	6:00 PM	Board Education Information Session
November 12, 2025	12:10 PM	Committee of the Whole Meeting
November 12, 2025	6:30 PM	Executive Session (In camera)
November 12, 2025	7:00 PM	Regular Board Meeting
November 25, 2025	6:00 PM	Board Education Information Session

17. Chairperson’s Closing Remarks

Chairperson Bell thanked everyone for attending the meeting.

18. Adjournment

Motion #: 19/10-14/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees adjourn the October 14, 2025, Regular Board Meeting.

Moved by: Trustee Drew Seconded by: Trustee Shortt

Carried

The meeting adjourned at 10:06 PM

Chairperson Bell

Secretary Treasurer Vass



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

October 31, 2025 – 12:10 PM
In-person and online via Google Meet

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

Regrets: Allan Shortt

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

Regrets: Shirley Zouboules

Meeting Chairperson: Barbara Bell

Meeting Recorder: Pat Thagard

1. Call to Order

The meeting was called to order at 12:09 PM. Five (5) trustees were present, and a quorum was met.

2. Land Acknowledgement

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

3. Chairperson's Opening Remarks

Trustee Bell thanked everyone for attending the meeting.

4. Declaration of Conflict

None declared.

5. Adoption of Agenda

Motion #: 01/10-31/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees adopt the October 31, 2025, Special Board Meeting agenda, as amended.

Moved by: Trustee Brookes Seconded by: Trustee Drew

Withdrawn

After some discussion, the above motion was withdrawn and replaced with the following.

Motion #: 02/10-31/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees adopt the October 31, 2025, Special Board Meeting agenda, as presented.

Moved by: Trustee Brookes Seconded by: Trustee Drew

Carried

6. Labour Relations

Trustees thanked the negotiator, Colin Fetter of Brownlee LLP, YK1 Administration and members of the Negotiations Committee for their expeditious work during negotiations.

The primary changes were noted as: the addition of the Wellness Mentor positions and Speech Language Pathologist positions, and aligning the USW Collective Agreement with the NWTTA Collective Agreement.

Motion #: 03/10-31/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees approve the ratified agreement between YK1 and the USW for a three-year collective agreement.

Moved by: Trustee Brookes Seconded by: Trustee Drew

Carried

7. Budget Amendment

Secretary Treasurer Vass went over the amendment, including the interim support assistance funding and additional expenses, resulting in additional expenditures of approximately \$739,000.

- Trustees discussed upcoming budget adjustments. The USW-related costs can be added into a future amendment, and the Rick Hansen amount could be deferred to the next fiscal year. Safety-related amounts address gaps in YK1's Occupational Health & Safety program. ECE confirmed the Interim Support Assistance agreement will continue through the 2025–2026 school year, and there is flexibility to shift amounts within the amendments. This may also be an appropriate time to use portions of the surplus, as YK1 has been encouraged to do so.

Motion #: 04/10-31/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees approve the total budget expenditure of \$5,920,614 plus an additional \$58,000 for the USW contract expenses to be funded by a combination of Government of the Northwest Territories, ECE funding and the YK1 operating fund surplus as outlined in the attached schedule.

Moved by: Trustee Drew Seconded by: Trustee Snaggs

Carried

- Concerns were raised about the long-term impact of this year's ECE funding, the lack of

federal outreach regarding its implications, and how a recent ruling indicates Jordan's Principle funding may no longer be available if ECE provides funding. This is connected to the 2020 Charter 36 decision on Indigenous identity and eligibility

Trustee Brookes called a point of order and suggested concerns be put forward as a Trustee Statement at the next meeting. The Chair ruled that the Point of Order was not well taken.

8. Educational Assistants - Interim Support Initiative

Administration provided a review on the funding and noted that YK1 has not received any funding through Jordan's Principle. YK1 is looking to access the one-time, additional funding from the GNWT to support our students. Administration indicated that there is an appeal process for applications that are denied. However, YK1 applications have not been denied; they are currently in limbo. Trustees raised concerns about the ruling noted above.

Motion #: 05/10-31/25-26

I move that the Yellowknife Education District No. 1 Board of Trustees direct administration to hire Education Assistants for the 2025-2026 school year with the Interim Support Assistant Initiative funding.

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

9. Date and Time of Next Meetings

Included in the meeting agenda.

10. Chairperson's Closing Remarks

Chairperson Bell thanked everyone for their time.

11. Adjournment

Motion #: 06/10-31/25-26

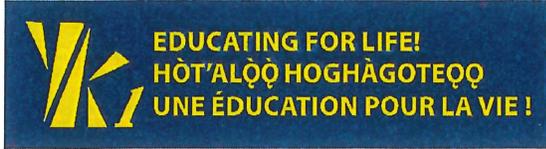
I move that the Yellowknife Education District No. 1 Board of Trustees adjourn the October 31, 2025, Special Board Meeting.

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

Meeting adjourned at 12:57 PM

Trustee Bell, Chairperson

Lisa Vass, Secretary Treasurer



YELLOWKNIFE EDUCATION DISTRICT NO. 1
SPECIAL BOARD MEETING WAIVER

Reason for Meeting:

- 1. Educational Assistants – Interim Support Initiative
- 2. Budget Amendment
- 3. Labour Relations

Special Meetings of the Board may be requested at any time by the Chairperson, or by written agreement of at least four Trustees. Each Trustee must be notified of a Special Meeting in writing by registered mail at least six clear days before the date of the Meeting. The requirement to inform Trustees of Special Meetings by registered mail may be waived if all Trustees have provided a signed and written acknowledgment of the meeting.

Due to emergent nature of the business item, I agree to waive the requirements for six days notice via registered mail of the **Special Board Meeting to be held on:**

October 31, 2025 from 12:05 – 12:55 PM

Barbara Bell, Board Chair - signature: 
Barbara Bell (Oct 23, 2025 13:15:31 MDT)
 Date: Oct 23, 2025

Allan Shortt, Board Vice-Chair - signature: 
 Dated: Oct 23 2025

Jason Snaggs, Trustee - signature: 
Jason Snaggs (Oct 24, 2025 10:35:03 MDT)
 Date: Oct 23, 2025

Michelle Peters, Trustee - signature: 
MHPeters (Oct 24, 2025 19:59:34 MDT)
 Dated: Oct 23, 2025

Terry Brookes, Trustee - signature: 
 Date: October 23, 2025

Tina Drew, Trustee - signature: 
 Date: Oct 23 2025

David Wasylciw, Trustee - signature: 
David Wasylciw (Oct 31, 2025 09:41:13 PDT)
 Dated: Oct 23, 2025

4. Declaration of Conflict of Interest

None declared.

5. Adoption of Agenda

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

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

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

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

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

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

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

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

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

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

6. Delegations & Presentations

6.1. Skills Canada NWT, Melissa Syer

The presentation is included in the agenda package.

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

Trustee questions resulted in the following information:

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

6.2. Jessica Morris, Arctic Response

The presentation is included in the agenda package.

Discussion and questions resulted in the following information:

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

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

7. Review and Approval of Minutes

7.1. October 14, 2025 - Regular Board Meeting

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

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

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

7.2. October 31, 2025 - Special Board Meeting

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

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

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

8. Business Arising from the Minutes

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

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

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

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

8.3. Summary of YK1 Music Programs

Information report included in the agenda package.

Discussion and questions resulted in the following information:

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

- Music appreciation classes were suggested

8.4. School Class Size

The report is included in the agenda package.

Discussion and questions resulted in the following information:

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

9. Trustee Statements

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

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

9.2 Trustee Wasylciw re: Student Support Funding

10. Unfinished Business

None noted.

11. New Business

11.1. NWTTA Collective Agreement (Trustee Peters)

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

Motion: 08/11-12/25-26

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

Moved by: Trustee Peters Seconded by: Trustee Drew

Carried

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

The meeting reconvened at 9:20 PM.

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

This item was brought up by Trustee Shortt; any questions

Motion: 09/11-12/25-26

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

Moved by: Trustee Drew Seconded by: Trustee Wasylciw

(see below)

Discussion and questions resulted in the following information:

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

Motion: 10/11-12/25-26

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

Moved by: Trustee Wasylciw Seconded by: Trustee Drew

Carried

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

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

Moved by: Trustee Drew Seconded by: Trustee Wasylciw

Carried

Discussion and questions resulted in the following information:

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

Motion: 12/11-12/25-26

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

Moved by: Trustee Drew Seconded by: Trustee Peters

Carried

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

Information included in the agenda package.

Motion: 13/11-12/25-26

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

Moved by: Trustee Drew Seconded by: Trustee Brookes

Carried

Discussion and questions resulted in the following information:

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

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

Information included in the agenda package.

Discussion and questions resulted in the following information:

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

Route 51)

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

Motion: 14/11-12/25-26

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

Moved by: Trustee Drew Seconded by: Trustee Brookes

Carried

Action: Administration to provide an update early in 2026.

11.5. Request for International Travel (Superintendent Zouboules)

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

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

Moved by: Trustee Brookes Seconded by: Trustee Wasylciw

Carried

Discussion and questions resulted in the following information:

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

11.6 Workplan (Trustee Bell)

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

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

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

Moved by: Trustee Drew Seconded by: Trustee none

Motion fell to the floor

11.7 Education Leaders Meeting (Trustee Drew)

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

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

Moved by: Trustee Drew Seconded by: Trustee Wasylciw

Carried

12. Reports

12.1. Chairperson's Report

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

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

12.2. Trustee Reports

12.2.1. Trustee none

12.3 Canadian School Board Association Report (Trustee Brookes)

Nothing to report.

12.4 Superintendents Report

Report included in the agenda package.

Discussion and questions resulted in the following information:

- Administration to provide dates for PAC Chairs meetings
- École Sir John Franklin High School will be contacting families regarding the cancellation of the fall Alberta Departmentals
- Administrative Procedures are being updated. Some are more complex than others
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12.4.1 Assistant Superintendent of Curriculum & Learning Report

The report is included in the agenda package.

Discussion and questions resulted in the following information:

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

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

12.4.2 Assistant Superintendent of Human Resources & Learning Report

The report is included in the agenda package.

Discussion and questions resulted in the following information:

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

12.4.3 Secretary Treasurer Report

The report is included in the agenda package.

Discussion and questions resulted in the following information:

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

12.4.4 Director of Operations Report

The report is included in the agenda package.

The following items were discussed:

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

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

13. Standing Committee Reports

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

13.1. Audit Committee

The committee has not met yet.

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

13.2. Committee of the Whole (COW)

The report is included in the agenda package.

There were no questions.

13.3. Finance & Facilities Committee

The report is included in the agenda package.

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

13.4. NWTTA Teacher-Board Committee

No meetings held to date.

13.5. Policy & Governance Committee

The meeting was postponed due to collective agreement negotiations.

13.6. Public Engagement & Advocacy Committee

The committee has had some informal discussions.

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

13.7. USW Board Advisory Committee

This Committee has not met.

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

14. Ad Hoc Committees

14.1. Negotiations Committee - NWTTA

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

14.2. Negotiations Committee - USW

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

15. Announcements - events calendar attached

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

16. Date and Time of Next Meeting

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

17. Chairperson’s Closing Remarks

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

18. Adjournment

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

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

Moved by: Trustee Peters

Seconded by: Trustee Brookes

Carried

The meeting adjourned at 11:11 PM

Chairperson Bell

Secretary Treasurer Vass

4. Declaration of Conflict of Interest

None declared.

5. Adoption of Agenda

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

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

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

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

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

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

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

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

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

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

6. Delegations & Presentations

6.1. Skills Canada NWT, Melissa Syer

The presentation is included in the agenda package.

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

Trustee questions resulted in the following information:

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

6.2. Jessica Morris, Arctic Response

The presentation is included in the agenda package.

Discussion and questions resulted in the following information:

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

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

7. Review and Approval of Minutes

7.1. October 14, 2025 - Regular Board Meeting

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

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

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

7.2. October 31, 2025 - Special Board Meeting

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

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

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

8. Business Arising from the Minutes

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

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

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

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

8.3. Summary of YK1 Music Programs

Information report included in the agenda package.

Discussion and questions resulted in the following information:

- Discussions with parents are ongoing
- Many instruments belonging to the district are in need of repair
- The Board is seeking information in order to advocate for the correct level of funding for fine arts programs
- School O&M budget allocations are determined at the school level
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9.1 Trustee Drew re: National Child Day (November 20th)

9.2 Trustee Wasylciw re: Student Support Funding

10. Unfinished Business

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11. New Business

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Moved by: Trustee Peters Seconded by: Trustee Drew

Carried

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

The meeting reconvened at 9:20 PM.

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This item was brought up by Trustee Shortt; any questions

Motion: 09/11-12/25-26

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

Moved by: Trustee Drew Seconded by: Trustee Wasylciw

(see below)

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

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

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

Discussion and questions resulted in the following information:

- Many factors will have to be looked at when making budget decisions
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Moved by: Trustee Drew Seconded by: Trustee Peters **Carried**

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Information included in the agenda package.

Motion: 13/11-12/25-26

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

Discussion and questions resulted in the following information:

- The Committee should, at a minimum, meet quarterly
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Action: Administration to provide an update early in 2026.

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Carried

Discussion and questions resulted in the following information:

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Moved by: Trustee Drew Seconded by: Trustee none

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Moved by: Trustee Drew Seconded by: Trustee Wasylciw

Carried

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

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Discussion and questions resulted in the following information:

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The following items were discussed:

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15. Announcements - events calendar attached

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

16. Date and Time of Next Meeting

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

17. Chairperson’s Closing Remarks

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

18. Adjournment

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

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

Moved by: Trustee Peters

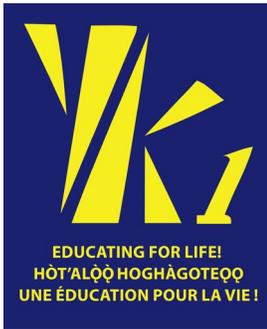
Seconded by: Trustee Brookes

Carried

The meeting adjourned at 11:11 PM

Chairperson Bell

Secretary Treasurer Vass



BOARD REPORT

Title:	Action Items Process – Discussion & Proposed Improvements
Contact:	Trustee Bell
Date:	December Board Meeting
Mandate	To support effective governance by ensuring Board processes are clear, and efficient. Action Items are intended to help the Board track follow-up requests; however, the current approach has resulted in lengthy meetings and an expanding list without clear prioritization.
Background	<p>Trustees are able to request Action Items at any point in a meeting, and items are often created without time to assess priority, workload, or alignment with governance vs. operations.</p> <p>This has resulted in:</p> <ul style="list-style-type: none"> • Significant time spent reviewing Action Items each meeting • An Action Item list that continues to grow faster than items can be completed • In-meeting requests for information that may not belong at the governance table • Lack of a consistent process for determining which requests should be added <p>To support smoother meetings and a manageable Action Item tracker, a clearer process is recommended.</p>
Current	Currently, Action Items are added in real time during meetings. Any trustee may request one, and items are added immediately to the master list. This provides flexibility but creates challenges with pacing, prioritization, and operational workload.

	<p>Benefits:</p> <ul style="list-style-type: none">• Reduces meeting time spent on unplanned discussions• Ensures all trustees are aware of and agree to each Action Item• Supports Administration with realistic workloads• Keeps the tracker meaningful and manageable• Encourages governance-level, not operational, requests
Recommendation	That the Yellowknife Education District No. 1 Board of Trustees adopt a process whereby new Action Items may only be added when a majority of the Board approves them through a formal motion.
Attachment	None

BOARD of TRUSTEES - Action Items - 2025-2026						
No.	Meeting Date	Meeting	Action Item	Assigned to	Due Date (if applic.)	Current Update
4	2024-08-20	Board Meeting	Provide an update on the creation of an asset registry	Administration	January 2026	Due to staff shortages, this is proving more challenging. The demands resulting from the collective agreements, budget preparation and payroll have changed this trajectory. Requesting this get moved to February Board Meeting.
9	2024-10-08	Board Meeting	Chair & Administration to contact Minister of ECE regarding application of Financial Administration Act and FAM regarding decision making authority	Chair and Admin	Fall 2025	Trustee Wasylciw to further discussion.
15	2024-11-12	Board Meeting	Follow up on 1 Year warranty start date on Ecole Itlo list of rolling completion dates	Administration	January 2026	On Target for January 2026.
30	2025-05-13	Board Meeting	Trustees received a one pager regarding School Improvement Goals from Reviews In May, Trustees received a brief update on the School Improvement Goals. Trustees are seeking more information.	Administration	December 2025	The report is in the package.
32	2025-05-20	Board Meeting (Education)	An Education presentation on Inclusive Schooling was provided in Spring 2025. It was suggested that we discuss different funding approaches from the GNWT and what an improved model might look like. consider and recommend alternative approaches to inclusive schooling funding and reporting	Administration/Board	December 2025	Request to move to January 2026. Waiting on information.
34	2025-09-09	Board	Trustees asked if there is still an issue with getting Public Health into schools. Administration indicated Public Health does not have the capacity to visit schools. (Nursing program)	Administration	December 2025	The letter is in the package - Letter will be sent before the next meeting.

BOARD of TRUSTEES - Action Items - 2025-2026						
No.	Meeting Date	Meeting	Action Item	Assigned to	Due Date (if applic.)	Current Update
36	2025-09-26	Board	Provide a report outlining how schools are addressing the lack of student success in numeracy, as noted in the Annual Report. The report should summarize current strategies, interventions, and plans in place (or in development) to improve math outcomes across the district.	Administration	December 2025	Assist. Supt will pull from the School Improvement Plans where learning goals around numeracy were identified and bring to January meeting.
37	2025-10-14	Board	Provide a report comparing current substitute teacher costs to existing salary funding allocations. The report should outline the actual costs of substitutes, identify how these costs have changed over time, and show how they relate to other salary categories within the district.	Administration	January 2026	On target for January 2026.
38	2025-10-14	Board	Administration to review the current Joint Use Agreement that we have with the City of Yellowknife. Admin will determine whether YK1 will continue with the existing agreement or explore alternative options. A recommendation to be brought forward to the Board following the review.	Administration	Winter 2025-2026	On target for Winter 2026.
39	2025-10-14		On June 13, 2025, the board passed a motion that required the outgoing Chair, Vice Chair and Committee Chairs and CSBA Representative complete a Committee Handoff Document prior to the Organizational Meeting, and that all completed documents be stored in the internal Board DRIVE, accessible to trustees and relevant staff. All of the above are to be emails to the Chair and Administration by the December Board Meeting.	Trustees	December 2025	Committees that have submitted their Handoff documents: - Audit Committee - NWTTA Negotiations Committee - PE&A Committee
40	2025-09-26	Board	Administration to look into Schools that have the necessary equipment host Education Session Board Meetings.		December 2025	Complete - All schools have the capacity to host Education Session Board Meetings, with sufficient notice
41	2025-11-12	Board	Reassemble the Facilities Committee	Board	Nov 2025	Complete - The committee has been reassembled and the updated committee assignment spreadsheet was circulated.
42	2025-11-12	Board	Report on work with YCS & Home Base to pursue "Home Base Tier 4 Stabilization Education Partnership"	Administration	Spring 2026	On target for spring 2026.
44	2025-11-12	Board	Provide funding information for Immersive Art	Administration	TBD	Admin propose that this be brought to the February Education Board Meeting.

Recommendation:

Subject: Restoring Nursing Supports in Schools for Better Health Outcomes

Minister of Health and Social Services
Government of the Northwest Territories

Dear Minister Semmler,

On behalf of the Yellowknife Education District No. 1 (YK1) Board of Trustees, I am writing to express our concern about the absence of dedicated nursing services in schools — a gap that is impacting student health, early intervention, and access to critical supports.

Before COVID-19, nurses were an integral part of school life. They provided on-site care, vaccinations, health screenings, and direct referrals to Health and Social Services for students with medical, developmental, and mental health needs. They also played a key role in health education, including reproductive health, prevention of sexually transmitted infections, and other life-skills programming that supported informed decision-making for students.

This presence ensured timely intervention, reduced barriers for families, and strengthened collaboration between health and education.

Today, these services have largely disappeared. Without nurses in schools, students face delays in care, missed screenings, and limited access to preventive health programs. Teachers and educational assistants are doing their best, but they are not trained health professionals. The result is increased risk for students and added strain on school staff.

We believe restoring nursing presence in schools will:

- Improve health outcomes through early detection and intervention.
- Provide direct, efficient referrals to Health and Social Services for medical, mental health, and social needs.
- Support vaccination programs and preventive care within the school setting.
- Reduce pressure on educators by ensuring health issues are managed by qualified professionals.

While Child and Youth Counsellors (CYCs) and other supports remain important, nurses are uniquely positioned to bridge health and education. Their role is critical for addressing complex needs and ensuring students receive holistic care.

We are asking that the Departments of Health and Social Services as well as Education Culture and Employment work together to:

- Re-establish a consistent nursing presence in schools across the territory.
- Integrate nurses into a coordinated model with CYCs and other health professionals.
- Develop clear pathways for referrals and information-sharing between schools and regional health authorities.

YK1 would welcome a meeting to discuss practical steps toward restoring these vital services. Our goal is simple: to put health back into schools, where it belongs, and ensure every child has access to the care they need to succeed.

Students cannot wait. Every decision should prioritize their well-being. We look forward to collaborating with you to make this a reality.

With respect,

Barbara Bell

Chair, Yellowknife Education District No. 1

Technology in Classrooms

David Wasylciw, Trustee

December 9, 2025

Continuing with my pattern of making Trustee Statements at each meeting, today I want to speak about a challenge facing education systems across the country and around the world — the role of technology in our classrooms.

Technology has always been present in education. For example, even for me the landscape has changed dramatically - many years ago, I took typing and early computer programming courses in computer labs, and before that, we gathered around a single school computer to play games like Oregon Trail or Where in the World is Carmen Sandiego? But things have changed since then. Even in the last two decades, we've gone from conversations about basic "office skills" to whether every student should have their own Chromebooks or how to incorporate YouTube into lessons, and now to grappling with the implications of artificial intelligence.

For years, we've been told that schools and governments are constantly trying to "keep up" with students, that young people are light-years ahead of the curriculum. I'm not convinced that's true anymore. Sure, in some areas technology is pervasive and students do lots more, but in other areas of basic skills they don't. What is true is that the pace of technological change has far outstripped our understanding of what is developmentally appropriate and educationally effective.

Today, I want to highlight three areas of concern.

1. Excessive Screen Time

Pediatricians have warned for years about the impacts of too much screen time. The recommendation remains two hours per day of recreational screen use for 5 - 17 year olds, excluding homework. But these guidelines need to be looked at in the era of constant digital access - with smartphones in pockets and tablets readily available at home and at school.

By embedding more and more screens into the school day (combined with outside of school screens), we risk overwhelming students. This digital overload can contribute to challenges with attention, sleep, and physical activity. Technology has benefits, but too much of it - especially without clear limits - can undermine healthy development. Schools aren't a silo in a child's development, they need to be integrated with the rest of their lives.

2. Erosion of the Basics

In our effort to innovate, we may be unintentionally skipping past foundations. Across the country, teachers report declining reading stamina, weaker handwriting, reduced numeracy, and increasing difficulty with focus and retention.

Not every learning task benefits from a device. Foundational skills - sustained reading, writing, problem-solving, team work, and hands-on practice - are developed through repetition, and real-world engagement. Technology can certainly support these skills, but it cannot replace them. We need to ensure that innovation does not come at the expense of the basics.

3. Unfunded Technology Expectations

To add a level of complexity, school districts, certainly ours, and many others across Canada are not funded for technology. There is no dedicated funding stream for purchasing devices, maintaining networks, improving Wi-Fi, providing cybersecurity, management systems and support. Even here at YK1 we fund IT significantly beyond what the territory provides because it's a necessity.

Yet school boards are increasingly expected to provide more devices and more access. For districts like ours, every dollar spent on technology is a dollar not spent on staffing, programming, or student supports. Each new Chromebook cart is a significant expense, reflecting increasing expectations for technology usage. We are investing in technology without either a mandate or the resources to do it properly.

Social Media & AI

Social media & artificial intelligence are reshaping student dynamics and education faster than policies can keep up. Countries are taking action on social media – just this week Australia banned all people under 16 from social media. A well-intentioned ban, that no one is certain of how to enforce.

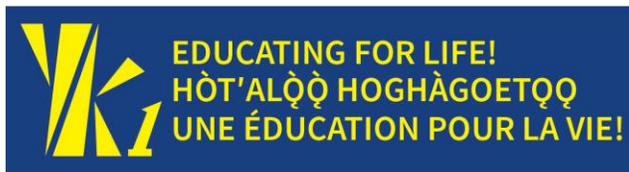
The growth of AI amplifies all three concerns: increasing pressure for more device time, raising new questions about assessment and integrity, and creating expectations that teachers and students adapt at a pace the system cannot sustain. Governments, Trustees and School Staff have been wrestling with the reality of AI since it's become too pervasive. All of these things create pressure and drive discussions for change.

Too often, students don't know the why – why they are learning a particular way, that repetition may seem boring, but it's effective. However, to ensure this material is learned, we'll have to return to old systems of evaluation, in class assignments and essays, presentations – things that demonstrate knowledge rather than showing it separately.

Technology will continue to play a significant role in education, and it certainly has its place. But its use must be intentional, developmentally appropriate, and grounded in evidence - not driven by trends or external pressures.

What we need now is societal conversation about technology and youth and schools. We need clear, research-informed guidance for educators and families. Here in the North, we need funding and support from the Government of the Northwest Territories that aligns expectations of the community.

Our students deserve an approach to technology that enhances learning rather than overwhelming them. They deserve clarity, consistency, and a system that puts their development first. It is time to rethink how we integrate technology in classrooms to ensure the decisions we make today truly support learners of tomorrow.

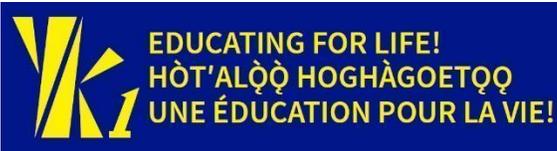


BOARD REPORT

Title	Bill 32, An Act to Amend the Public Service Act, No. 2
Contact	David Wasylciw, Trustee
Date Submitted	December 9, 2025
Mandate	Policy 2 – Role of the Board
Background	<p>The existing <i>Public Service Act</i> establishes the NWT public service defining the labour relations framework and the basic terms of conditions of employment for staff. The <i>Act</i> defines “public service” as:</p> <p><i>"public service" means the several positions in or under any department or other portion of the public service specified in Schedule A and, notwithstanding any other Act and subject to an order made under subsection 1(6), does not include individuals referred to in Schedule B;</i></p> <p>The existing Act includes <i>Schedule A</i>, which lists organizations and staff that are “declared to be portions of the public service”, YK1 is included in <i>Schedule A</i>. Specifically, <i>Schedule A</i>, (d) states:</p> <p><i>(d) Divisional Education Councils as defined in the Education Act, except with respect to individuals employed outside the public service by the Yellowknife District No. 1 Education Authority or the Yellowknife Public Denominational District Education Authority as Superintendents, teachers or school staff, other than teachers, whom the District Education Authority considers necessary for the effective operation of the education program or for individual education plans;</i></p> <p>Separately, <i>Schedule B</i>, lists “<i>individuals declared for greater certainty to not be included in the public service are those individuals who are hired by, retained by or working for or under the direct or indirect control and supervision of the following</i>”. YK1 is also listed in <i>Schedule B</i>. Specifically, <i>Schedule B</i> (d) states:</p> <p><i>(d) the Yellowknife District No. 1 Education Authority and the Yellowknife Public Denominational District Education Authority, if the individuals are employed as Superintendents, teachers or school staff, other than teachers, whom the District Education Authority considers necessary for the effective operation of the education program or for individual education plans;</i></p>



	<p>Other excluded public bodies include various parts of the Tlicho Community Services Agency, the NWT Human Rights Commission, housing authorities, and others.</p> <p>By this, it means that any staff employed by YK1, for the purposes for the operation of the education program, are excluded from the GNWT's public service – which currently includes all of YK1 staff.</p>
<p>Key Amendments</p>	<p>In the last sitting of the Legislature, the GNWT introduced <i>Bill 32, An Act to Amend the Public Service Act, No. 2</i>, that makes a number of significant amendments to the existing <i>Public Service Act</i>.</p> <p>The most relevant change is to the definition of “public service”, which is now to be defined as:</p> <p style="text-align: center;"><i>"public service" means, subject to any other Act and the regulations made under this Act, (a) the positions in the departments of the Government of the Northwest Territories, and (b) the positions in prescribed public bodies;</i></p> <p>This definition is important, because it removes <i>Schedules A & B</i>, and moves the listing of prescribed bodies into regulations.</p> <p>A number of other amendments are included in the bill, however, as historically, YK1 staff have been excluded from the legislation, they are not of material concern.</p>
<p>Analysis</p>	<p>By moving the definition of included and excluded public bodies and staff to regulation it makes the lists more flexible and easier to modify. In the existing legislation, changing the list of included/excluded public bodies takes an act of the legislature, whereas by moving it to a regulation the responsible Minister (currently, the Minister of Finance) can update the list at any time.</p> <p>This type of change, and lack of inclusion in the legislation, could lead to uncertainty. Any change in YK1's status as excluded from the public service could cause serious labour challenges for the district.</p>
<p>Recommendations</p>	<p>That YK1 Board of Trustees direct the Chair to make both written and verbal submissions to Standing Committee at upcoming public hearings on behalf of YK1 requesting that MLAs restore the existing definition of <i>public service</i>, and include the same, or equivalent, <i>Schedules A & B</i> in the new bill.</p>
<p>Attachment?</p>	<p>n/a</p>



BOARD REPORT

Title:	NWT Superintendents Association meetings report
Contact:	Shirley Zouboules, Superintendent
Date Submitted:	December 9, 2025
Mandate	<ul style="list-style-type: none"> • Cultivate a culture of holistic wellness • Honour and celebrate Indigenous Language and Culture for all learners • Ensure inclusive, equitable and authentic learning experiences • Foster critical understanding of local, national and global issues
Background	<p>The NWT Superintendents Association met November 18 and 19th to discuss topics such as:</p> <ul style="list-style-type: none"> • Inclusive schooling review • Funding • Transportation costs • Territorial Library Services • Technical Services Centre • ECE sub-committees: Student Support Sub-committee and Regional Indigenous Language & Education Terms of Reference • Interim Support Assistant Initiative • Inclusive Schooling review • Jordan's Principle
Looking ahead	NWTSA will meet with ECE - December 5th to return to Education Renewal, Accountability Framework and on-boarding and support for NWT Superintendents new to the role
Recommendations	Accept as information
Attachments?	Yes_x____ No ____ (list attachments)

Education, Culture & Employment and NWT Superintendents Association meetings

November 18, 2025 Day 1

Opening Business

- Agenda and Minutes: Review and approval of the November 18-19, 2025 Agenda and October 8, 2025 Minutes.
- Action Items: Updates on action items from October 8, 2025, and June 10, 12, 2025.
- Minutes Format: Consensus that minutes moving forward should be a summary rather than verbatim/transcript to be a better use of time.
- Artificial Intelligence (AI): Discussion on looking for efficiencies with AI, ensuring it is safe, and applying the GNWT AI policy to work and student work. Stressed the need for human oversight and that AI cannot replace human decision-makers.

Deputy Minister Update

- Ed Leaders Meeting Debrief: Discussion on the previous meeting, noting the Minister's interest in meeting with Board Chairs to advance issues, and a desire to seek a different outcome for inclusive education.
- Water Testing in Schools: Testing for JK-12 is actively being conducted and is in compliance with Canada guidelines. Testing will be complete before the start of the 2026 school year, with results posted on a public website.
- Contingency Planning: Discussion on reevaluation and reallocation due to the potential of not having Jordan's Principle funding.
- Inclusive Education Review: Noted that the inclusive education review debrief was unintentionally skipped on the agenda, causing concern and frustration.

Working Together as System Leaders

- Collaboration Issues: A significant discussion was held regarding how the NWTSA and ECE work together
- Advocacy; the group must be its own advocates within the system, following the strategic direction of the elected Minister.
- Action Item: Agreed upon an action item to develop principles for working together or a code of conduct.

Inclusive Schooling

- Funding Strategy: Strategy to make a "one clean ask" for supplemental funding to address critical areas such as SLP, Mental Health, and Interventionists during the review period.
- Review Timeline: The inclusive education review is complete. The results and ECE's management response are on a fast timeline, with public communication expected by January 2026.
- School Plans: Focus on how the group can work together to ensure the system is on the path to meeting the needs of all students.

Technology Service Centre (TSC)

- Cost and Service: Discussion about the cost for the Technology Service Centre (TSC) for GNWT.
- Opt-Out Request: Clear desire to be able to opt out of the service if improvements to service delivery cannot be confirmed. Understanding any funds recovered do not go to Ed. Body

Inclusive Schooling Review (Summary Update)

- The discussion references the earlier, more detailed notes (11:17 AM section) which covered contingency planning for the potential loss of Jordan's Principle funding.
- The strategy is to prepare a "one clean ask" for supplemental funding for key roles: SLP (Speech-Language Pathologist), Mental Health, and Interventionists.
- Public communication of the review results and ECE's management response is on a fast timeline, expected by January 2026.

Cell Phone Policy Guidelines

- The agenda item was for a working session on the draft guidelines document.
- *Note: This session was indicated as "moved to Wednesday." - discussion included interest in sharing samples of other Education Body's policies around cel phones and personal devices*

NWTTA (Northwest Territories Teachers' Association) (item deferred to a future date)

- The discussion was cancelled for now.
- Original topics included Jordan's Principle, member mental health and wellness, and the Territorial conference (Feb 18-20 opportunities).

Library Services

- Focus was on communication and workflow between education bodies and NWT Public Library Services (PLS).
- Noted that public libraries operate in 15 schools.
- Support from the Territorial Librarian's office includes public consultation, meetings, and processing of materials. A handout was provided

November 19, 2025 Day 2

Welcome (Shannon Barnett-Aikman, ADM)

Review of the agenda for Day 2.

Positive feedback on the previous day, noting that RISCs were aware of YCS data work for Jordan's Principle funding and it was a good discussion to have in person

Cell Phone Policy Guidelines - (Shannon Barnett-Aikman, ADM)

- **Legislation/Policy:** The ADM does not have the power to create a directive/policy under the current Act unless grounded in "safe and caring schools," which would require a regulatory change (6-24 months). MO *can* create a policy framework if Ed Leaders agree. *discussion included interest in sharing samples of other Education Body's policies around cel phones and personal devices*
- **Local Authority:** The guidelines would allow districts to create their own specific policies.
- **Scope of Issue:** Issues often happen outside of school; families want the issue addressed beyond school hours.
- **Separation of Issues:** Recommendation to keep cameras, devices, and social media separate for clearer policy.
- **ECE's Role:** ECE should provide the rationale/grounds for why a policy is needed.
- **Monitoring:** Concern over over-bureaucratizing monitoring and evaluation; effectiveness will look different at each school. It was suggested that MDI could monitor Grade 7 students wrt impact of cell phone use/no use in school.

- Safe and Caring Schools Reports: Reports were criticized as not useful, with a strong recommendation to revamp how they are collected and used.

Cybersecurity - Deferred to December 5 (Shannon Barnett-Aikman, ADM)

The Art of the Possible - Deferred to December 5 (Shannon Barnett-Aikman, ADM)

- Generate a list of onboarding and training support for new and returning superintendents

Terms of Reference (TOR) for subcommittees (Shannon Barnett-Aikman, ADM)

- Discussion focused on SSSC (Safe and Caring Schools Committee) and regional Indigenous Language and education TORs.
- SSSC/Subcommittees: Concern that the committee's work (e.g., IEP report card development) was happening without DM's approval and was out of sync with curriculum work.
- Role Clarity: Need to clarify the SSSC's role as a system-moving body with assigned tasks, not a support group for RISCs. Need more oversight.
- Communication: Suggested new protocols for RISCs to reach out, cc'ing superintendents and ECE, without waiting for a meeting.
- regional Indigenous Language and education/RILC/Language Secretariat: Discussion about a new Indigenous Languages Secretariat branch, RILC (community resources), regional Indigenous Language and educations, and the Official Language Board potentially forming a "trifecta" for language development. Concern was raised that this entity is outside the education system, and protocols (e.g., pre-approval of messages, awareness of treaty implications) must be followed.
- **Action Item:** Get a list of subcommittees and who is serving on them.

JK-12 Curriculum Renewal - deferred Dec. 5 (Shannon Barnett-Aikman, ADM & Tom Aikman, Director)

- Discussion on Roles and Responsibilities, Student Records (LDCs), and FSA/GA update.
- Feedback on a public-facing infographic for review before posting (also NWTTA).

Accountability Framework - deferred Dec. 5 (Shannon Barnett-Aikman, ADM)

- Topics: MACA funding (Healthy Foods Initiatives), Alternative high school funding, and DEA & DEC members terms and quorum.

Closing Business (Shannon Barnett-Aikman, ADM)

- Review of Action Items. (not completed)
- Thanks to all.

Lunch (on your own)

NWTSA Meeting - YK1 DBO 1:30-5:00 November 20th

Regional sharing and review of the TOR, role of NWTSA
More work to be done.

Next meetings:

December 5th - NWTSA & ECE
December 16th - NWTSA



BOARD REPORT

Title:	Education Leaders Meeting
Contact:	Barbara Bell
Date:	October 8, 2025 (COW)
Mandate:	To collaborate with NWT education bodies and the Minister on shared priorities, advocacy, and system improvements aligned to YK1's governance role.
Background:	The Education Leaders meeting brought together board chairs, superintendents, ECE, and the Minister to talk through what's working, what's not, and where we need to head next. Beforehand, I checked in with the other chairs so we could line up our priorities and make sure everyone's voices were at the table. The meeting ended up being really open and collaborative, and the summary below highlights the main topics we covered and what comes next.

Info:

Jordan's Principle

Education Leaders discussed the continuing challenges districts face in accessing Jordan's Principle supports. Boards expressed concern about navigating funding uncertainty and emphasized the need for clear federal guidance and stronger territorial advocacy. Districts agreed to revisit the topic once the federal announcement is made, ensuring families and students receive timely support.

Inclusive Schooling Review

Leaders noted the importance of transparent communication, predictable funding, and clarity around how changes will be implemented. A JK–12 budget proposal is expected to move forward in the coming year.

Academic Year & School Attendance Regulations

Education Leaders discussed the draft Academic Year and Attendance Regulations, noting the need for clarity around the role of boards, the Minister's authority, and how expectations will be communicated operationally. ECE noted that responses to feedback is something that is needed.

Interim Support Assistants Initiative

Boards reiterated concerns around the financial impacts of the Interim Support Assistants Initiative, especially the requirement to use district surpluses before accessing territorial funds. Education Leaders expressed appreciation for the quick action to support students but stressed that sustainable long-term funding is essential.

Clarifying User Agreements (GNWT vs District responsibilities)

Concerns were raised about ongoing confusion regarding which responsibilities fall under GNWT versus local district authorities. Education Leaders agreed there is a need for clear, consistent user agreements that outline maintenance, operations, technology, and legal responsibilities.

Education Act

Leaders acknowledged the scope of changes being explored under the Education Act and suggested that each district may benefit from holding its own dedicated meeting to review the Act item-by-item. This would allow boards to gather their feedback internally before contributing to a collective response. Many agreed that clear timelines, meaningful consultation, and transparent communication will be essential as the Act continues to evolve.

Cell Phones

ECE and Superintendents are collaborating on territorial guidelines for cell phone use in schools, drawing on jurisdictional scans and existing northern policies like the Tłıchǫ model. The goal is to establish consistent expectations for students and families, reduce distractions and bullying, and support healthier learning environments. Boards are encouraged to begin reviewing their policies in anticipation of updated territorial guidance being available in early 2026.

Homeschooling

Education Leaders identified the need for a consistent territorial homeschooling policy. Superintendents across districts will work together with ECE to develop a shared framework, standardize processes, and ensure information is accessible to families. Districts were reminded to update their existing homeschooling policies and ensure all documents are posted online so families can easily understand their responsibilities and available supports.

Bussing costs

Districts discussed the rising costs of student transportation and the need for a territorial approach to address escalating expenses. Superintendents will work with ECE to identify parameters, explore collaborative solutions, and determine how costs can be managed equitably across regions. Ensuring all students have safe and reliable access to school was identified as a key priority, regardless of community size or location.

[ECE Audit follow-up](#)

ECE provided a brief update on the ongoing audit follow-up work, directing districts to the public progress tracker for detailed status updates. Education Leaders emphasized the importance of maintaining transparency as audit items move toward completion and ensuring alignment between ECE and districts on areas such as financial controls, governance practices, and reporting requirements. Boards will continue monitoring items that affect local operations.

[DEA - DEC handbook](#) will be discussed and reviewed

A discussion will begin on reviewing the DEA–DEC Handbook, ensuring it reflects current board practices, legislative requirements, and operational realities. Education Leaders agreed that updating the handbook will support consistent governance across districts and provide clearer guidance for trustees, new board members, and administrators. Further consultation sessions will follow as the review progresses.

Recommendation:	I move that the Yellowknife Education District No. 1 Board of Trustees approve the Terms of Reference and the Communication, Collaboration and Information Sharing Agreement, as presented.
Attachment:	<ol style="list-style-type: none"> 1. Terms of Reference 2. Communication, Collaboration and Information Sharing Agreement



TERMS OF REFERENCE

BETWEEN THE

MINISTER OF EDUCATION, CULTURE AND EMPLOYMENT,
GOVERNMENT OF THE NORTHWEST TERRITORIES

AND THE

CHAIR, BEAUFORT-DELTA DIVISIONAL EDUCATION COUNCIL,
CHAIR, DEHCHO DIVISIONAL EDUCATION COUNCIL,
CHAIR, SAHTU DIVISIONAL EDUCATION COUNCIL,
CHAIR, SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL,
CHAIR, TĚJCHQ COMMUNITY SERVICES AGENCY,
PRÉSIDENT, COMMISSION SCOLAIRE FRANCOPHONE, TERRITOIRES DU NORD-OUEST,
CHAIR, YELLOWKNIFE CATHOLIC SCHOOLS DISTRICT EDUCATION AUTHORITY,
CHAIR, YELLOWKNIFE EDUCATION DISTRICT NO. 1 DISTRICT EDUCATION AUTHORITY,
CHAIR, DETTAH DISTRICT EDUCATION AUTHORITY,
AND
CHAIR, NDILQ EDUCATION AUTHORITY

INTENT

The Minister of Education, Culture and Employment (ECE) of the Government of the Northwest Territories and the Chairpersons of the regional Divisional Education Councils, the Tłı̄chǫ Community Services Agency, Yellowknife Catholic Schools, Yellowknife Education District No.1, Ndilo District

Education Authority and Dettah District Education Authority and the President of the Commission scolaire francophone, Territoires du Nord-Ouest, hereafter referred to as Education Leaders, wish to establish a Terms of Reference (TOR) that will re-affirm their role as leaders within the Northwest Territories education system.

This TOR establishes this forum with the objective of working together to provide direction over the education system of the Northwest Territories. As the education leadership in the Northwest Territories, families, communities and stakeholders look to the Minister of ECE and the Education Leaders to provide accessible, quality programming and a safe learning environment for children.

Collectively, these parties have a responsibility to ensure students have the best opportunities in education, and as the territorial government, they have a strong education mandate with specific commitments set by the Members of the Legislative Assembly. As the providers of territorial education programming, these parties hope that by continuing to work together they can create a strong education system that meets the needs of all invested stakeholders.

All parties welcome the opportunity to deepen their understanding of each other's views and commit to developing working relations that are based on respect, recognition and responsibility.

All parties commit to constructive collaboration and open, respectful communications.

The Minister of ECE and the Education Leaders desire that they be recognized and respected by each other.

PROMOTING COOPERATION AND INFORMATION SHARING

This TOR is Intended to advance cooperation between the Minister of ECE and the Education Leaders, to facilitate sharing of information relevant to concerns and mutual interests, and to enhance productive ongoing communications while collectively striving to provide excellence in education for all students in the NWT.

In a spirit of partnership, the Minister of ECE and the Education Leaders will identify opportunities for constructive collaboration and ways in which to advance those opportunities.

Both parties recognize that agreement may not be achievable on all issues. In that case, each party shall respect the position of the other.

MEETINGS OF THE MINISTER OF EDUCATION, CULTURE AND EMPLOYMENT AND EDUCATION LEADERS

- The enhancement of working relationships will be advanced by the elected and appointed leaders.
- The Minister of ECE and the Education Leaders agree to meet in person two or three times per school year.
- All parties may invite senior officials and staff to attend these meetings.
- From time to time, all parties may invite members of outside organizations to attend these meetings, with the agreement of all parties.
- Prior to these meetings, all parties shall reach agreement on an agenda.
- During the meetings, a meeting communique may be developed and mutually agreed upon.
- After these meetings, both parties will strive to reach agreement on a joint summary of meeting outcomes and commitments.

Meeting Preparation and Process

- The Minister of Education, Culture and Employment will issue a call for agenda items to the Chairperson of the Education Leaders at least five (5) weeks prior to the scheduled meeting.
- The Chairperson of the Education Leaders will work with all Education Body Chairpersons to collect and forward agenda items to the Minister of ECE at least three (3) weeks prior to the scheduled meeting.
- The Minister and Education Leaders will provide a short summary and/or context for agenda items brought forward to help ground the discussion on the day of the meeting.
- The Minister of Education, Culture and Employment and the Education Leaders Chairperson will co-develop the agenda in final copy at least two (2) weeks prior to the scheduled meeting.
- The Minister of Education, Culture and Employment will distribute the confirmed agenda to all Education Leaders at least two (2) weeks prior to the scheduled meeting.
- Departmental and education body staff will work to develop applicable supporting meeting materials.
- The Minister of Education, Culture and Employment will distribute supporting meeting materials to all Education Leaders at least one (1) week before the scheduled meeting.
- Communication between the Minister of ECE and Education Leaders will follow the established Communication Guidelines.

MEETINGS OF OFFICIALS (ECE Deputy Minister, Superintendents of Education, Senior Officials)

The enhancement of working relationships will be advanced by officials.

- Officials shall communicate on a regular basis and assist in the scheduling of, and preparation for, meetings of elected and appointed leaders.

- After meetings of elected and appointed leaders, officials will assist in the development of the summary of outcomes and commitments and will, between meetings, coordinate the necessary follow up work.

COMMUNICATIONS

Communications will be enhanced, in order to maintain positive and informed relationships.

- In order to ensure that both the Minister of ECE and the Education Leaders are kept Informed, they will notify each other of upcoming activities, regional visits and/or emergent issues of concern.
- All parties are committed to reaching a common understanding around communications and collaboration.
- Education Leaders and Superintendents will be included on the GNWT communications distribution list.

NO LEGAL OR FINANCIAL OBLIGATION CREATED

This TOR is not intended to create any legal or contractual rights or obligations and is not to be construed as imposing any financial obligation among any of the parties.

REVIEW AND AMENDMENTS

This TOR may be reviewed and amended upon written notice being given to the other parties. At a minimum the parties will jointly review the TOR every four years and revise as necessary.

TERMINATION

This TOR may be terminated by any party to this TOR upon written notice being given to the other parties.

SIGNATORIES

This TOR is signed by the Minister of the Department of Education, Culture and Employment, Government of the Northwest Territories, and the Chairpersons of the regional Divisional Education Councils, the Tłıchq Community Services agency, the Commission scolaire francophone, Territoires du Nord-Ouest, Yellowknife Catholic Schools, Yellowknife Education District #1, Ndilq Education Authority and Dettah Education Authority of the Northwest Territories on this ____ day of _____ 2024.

**For the Department of Education,
Culture and Employment,
Government of the Northwest
Territories**

Honourable Caitlin Cleveland
Minister of Education, Culture and
Employment

**For the Education Leaders of the
Northwest Territories**

Mina McLeod
Chair, Beaufort-Delta Divisional
Education Council

Lisa Moses
Acting Chair, Dehcho Divisional Education
Council

Heather Bourassa
Chair, Sahtu Divisional Education Council

Pennie Pokiak
Chair, South Slave Divisional Education Council

To be Confirmed
Chair, Tłı̄chǫ Community Services Agency

Jean de Dieu Tuyishime
Président, Commission scolaire francophone,
Territoires du Nord-Ouest

Tina Schauerte

Chair, Yellowknife Catholic Schools District
Education Authority

Barbara Bell

Chair, Yellowknife Education District No. 1

Charlene Liske

Chair, Dettah District Education Authority

Sarah Erasmus

Chair, Ndilo District Education
Authority



COMMUNICATION, COLLABORATION AND INFORMATION SHARING AGREEMENT

COMMUNICATION, COLLABORATION AND INFORMATION SHARING AGREEMENT

BETWEEN THE

MINISTER OF EDUCATION, CULTURE AND EMPLOYMENT,
GOVERNMENT OF THE NORTHWEST TERRITORIES

AND THE

CHAIR, BEAUFORT-DELTA DIVISIONAL EDUCATION COUNCIL,
CHAIR, DEHCHO DIVISIONAL EDUCATION COUNCIL,
CHAIR, SAHTU DIVISIONAL EDUCATION COUNCIL,
CHAIR, SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL,
CHAIR, TĚJCHQ COMMUNITY SERVICES AGENCY,

PRÉSIDENT, COMMISSION SCOLAIRE FRANCOPHONE TERRITOIRES DU NORD-OUEST, CHAIR,
YELLOWKNIFE CATHOLIC SCHOOLS DISTRICT EDUCATION AUTHORITY,

CHAIR, YELLOWKNIFE EDUCATION DISTRICT NO. 1 DISTRICT EDUCATION AUTHORITY,

CHAIR, DETTAH DISTRICT EDUCATION AUTHORITY,

AND

CHAIR, NDILQ EDUCATION AUTHORITY

AND

DEPUTY MINISTER OF EDUCATION, CULTURE AND EMPLOYMENT,

GOVERNMENT OF THE NORTHWEST TERRITORIES

AND THE

SUPERINTENDENT, BEAUFORT-DELTA DIVISIONAL EDUCATION COUNCIL,

SUPERINTENDENT, DEHCHO DIVISIONAL EDUCATION COUNCIL,

SUPERINTENDENT, SAHTU DIVISIONAL EDUCATION COUNCIL,

SUPERINTENDENT, SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL,

SUPERINTENDENT, TŁJCHQ COMMUNITY SERVICES AGENCY,

DIRECTRICE GÉNÉRALE, COMMISSION SCOLAIRE FRANCOPHONE TERRITOIRES DU NORD-OUEST,

SUPERINTENDENT, YELLOWKNIFE CATHOLIC SCHOOLS DISTRICT EDUCATION AUTHORITY,

SUPERINTENDENT, YELLOWKNIFE EDUCATION DISTRICT NO. 1 DISTRICT EDUCATION AUTHORITY

INTENT

- A. The Minister of Education, Culture and Employment of the Government of the Northwest Territories and the Chairpersons of the regional Divisional Education Councils, the Tłı̨chǫ Community Services Agency, Yellowknife Catholic Schools, Yellowknife Education District No. 1, Ndiłǫ District Education Authority and Dettah District Education Authority and the Président of the Commission scolaire francophone Territoires du Nord-Ouest, hereafter referred to as Education Leaders, wish to establish a Communication, Collaboration and Information Sharing Agreement (Agreement).

- B. The Deputy Minister of Education, Culture and Employment of the Government of the Northwest Territories and the Superintendents of the regional Divisional Education Councils, the Tłı̨chǫ Community Services Agency, Yellowknife Catholic Schools, Yellowknife Education District No. 1, and the Directrice générale of the Commission scolaire francophone Territoires du Nord-Ouest, hereafter referred to as Officials, wish to establish a Communication, Collaboration and Information Sharing Agreement (Agreement).

This Agreement aligns with the Terms of Reference between the Minister of Education, Culture and Employment and the Education Leaders and provides guidance on how the Minister, Education Leaders and Officials work together to provide a quality education system of the Northwest Territories.

Education Leaders and Officials need to work together to produce the best possible educational outcomes in the Northwest Territories. To achieve this, all parties must collaborate, share information and strive to understand each other's perspectives and points of view.

This Agreement is intended to advance respectful, responsible and confidential communication between the Minister of Education, Culture and Employment, the Education Leaders and Officials.

This Agreement is also intended to create a safe environment in which all parties can work together on opportunities to improve educational outcomes while projects or initiatives are under development, without fear that these discussions will become public before an appropriate, and mutually agreed upon time.

It is anticipated that by following this Agreement the level of trust and positive relationships amongst all parties will continue to strengthen and grow.

COMMITMENTS

All parties acknowledge that everyone is working hard to improve educational outcomes.

All parties are committed to reaching a common understanding around communication, collaboration and information sharing.

All parties welcome the opportunity to deepen their understanding of each other's views and commit to developing working relations based on respect and openness.

All parties commit to maintaining confidentiality, when that confidentiality is mutually agreed upon prior to opening a discussion.

In a spirit of partnership, all parties will identify opportunities for constructive collaboration and information sharing, and ways in which to advance those opportunities. In order to ensure the Minister of Education, Culture and Employment, Education Leaders and Officials are kept informed, all parties commit to notifying each other of emergent issues of concern and activities or events which may be of political or public interest.

In recognition that communication and collaboration does not guarantee consensus, all parties of this agreement retain authority to express opinions or positions regarding the decisions or positions of the Minister of Education, Culture and Employment.

COMMUNICATIONS

All parties recognize that effective communication is necessary in order to maintain positive relationships and advance the work. Effective communications include:

- Mutually determining when and how information will be shared, and with whom;
- Mutually determining when confidentiality should be maintained;
- Respecting confidentiality as agreed upon;
- Enhancing the understanding that all parties are working towards the same objective of improving educational outcomes across the NWT; and
- Acknowledging stakeholders and their contributions towards improving educational outcomes.

COLLABORATION

All parties recognize that collaboration means working together towards shared goals and objectives. Collaboration is similar to communication (sharing knowledge), consultation (seeking input or feedback), and cooperation (each doing a part), but takes working together to a deeper level with parity, active participation, shared decision-making, and joint accountability for better outcomes.

Effective collaboration means willingly sharing responsibility for participation and decision making, including:

- Mutually determining priorities for JK-12 education;
- Co-developing priorities and plans for investments and implementation in the education system; and
- Joint accountability for effective implementation.

This active (instead of reactive) approach to teamwork and common purpose is more strategic, more effective, and in the process builds a sense of community and trust. When recommendations are jointly determined high levels of communication, trust, leadership, and productivity exist.

In recognition that a collaborative setting of priorities and building consensus can be as much, if not more, beneficial than the actual completed and implemented plan, it is understood that working collaboratively:

- provides opportunities for ownership – planning is likely to be more relevant and effective when different perspectives are actively sought, including those of people closest to the students, schools and communities;
- builds and strengthens relationships amongst educational partners, communities and schools;
- focuses all parties on agreement rather than individual interests;
- focuses on the positive by identifying and anticipating needs, and acting proactively rather than reactively;
- Maximizes buy-in, effective implementation and accountability when all parties have the opportunity to voice their opinions and gain a better understanding of one another's perspectives; and
- Provides the opportunity for Educational Leaders and Officials to work together towards producing the best possible educational outcomes in the Northwest Territories.

MEETINGS OF THE MINISTER OF EDUCATION, CULTURE AND EMPLOYMENT AND EDUCATION LEADERS

As per: *Terms of Reference between the Minister of Education, Culture and Employment and the Education Leaders.*

Principles:

- The perspectives and opinions of Education Leaders are an important part of educational decision making.
- The Minister and Education Leaders will discuss topics related to educational programming, opportunities or funding. All parties share the responsibility to actively listen and be responsive to the expressed concerns and priorities identified by the others.
- There are instances when the Minister and Education Leaders will discuss topics which are not yet finalized in order to gain each other's perspectives and opinions.
- There are instances when the topic of discussion must be kept confidential while the initiative or opportunity is under development and/or is not yet finalized, where a breach of confidentiality could make continued joint progress on an initiative more challenging.
- In the case that either the Minister or an Education Leader determines the discussion must be kept confidential, a commitment of confidentiality will be requested from all parties prior to the discussion. The discussion will only occur if all parties agree to confidentiality.

- Confidentiality may include only sharing with other members of the DEA/DEC through a closed, in-camera meeting until the Minister and Education Leaders mutually agree to publicly share the information.
- This will allow for open collaboration amongst Education Leaders in order to develop educational initiatives and opportunities.
- Communications of initiatives will be discussed and, wherever possible, planned collaboratively, including the timing and nature of communications opportunities.

MEETINGS OF OFFICIALS (Education, Culture and Employment Deputy Minister, Superintendents of Education, Senior Officials)

As per: *Terms of Reference between the Minister of Education, Culture and Employment and the Education Leaders.*

Principles:

- The perspectives and opinions of superintendents are an important part of educational decision making (in recognition that those closer to the schools and students are more likely to see and understand the issues, and the consequences of higher level decisions).
- The Deputy Minister and superintendents will discuss topics related to educational programming, opportunities or funding.
- All parties share the responsibility to actively listen and be responsive to the expressed concerns and priorities identified by the others.
- There are instances when the Deputy Minister and superintendents will discuss topics which are not yet finalized in order to gain their perspectives and opinions.
- There are instances when the topic of discussion must be kept confidential while the initiative or opportunity is under development and/or is not yet finalized, where a breach of confidentiality could make continued joint progress on an initiative more challenging.
- In the case that either the Deputy Minister or a superintendent determines the discussion must be kept confidential, a commitment of confidentiality will be requested from all parties prior to the discussion. This will include superintendents' sharing of information with their DEA/DEC only through a closed, in-camera meeting. The discussion will only occur if all parties agree to confidentiality.
- This will allow for open collaboration amongst Officials in order to develop educational initiatives and opportunities.
- Communications of initiatives will be discussed and, wherever possible, planned collaboratively, including the timing and nature of communications opportunities.

NO LEGAL OR FINANCIAL OBLIGATION CREATED

This Agreement is not intended to create any legal or contractual rights or obligations and is not to be construed as imposing any financial obligation on any of the signatories.

REVIEW AND AMENDMENTS

This Agreement may be reviewed and amended upon written notice being given to the other parties. At a minimum the parties will jointly review the Agreement every four years, and revise as necessary.

TERMINATION

This Agreement may be terminated by any party upon written notice being given to the other parties.

SIGNATORIES

This Agreement is signed by the Minister of the Department of Education, Culture and Employment, Government of the Northwest Territories, and the Chairpersons of the regional Divisional Education Councils, the Tłıchq Community Services agency, the Commission scolaire francophone, Yellowknife Catholic Schools, Yellowknife Education District #1, Ndilq Education Authority and Dettah Education Authority of the Northwest Territories on this _____ day of _____ 2024.

**For the Department of Education,
Culture and Employment,
Government of the Northwest
Territories**

Honourable Caitlin Cleveland
Minister of Education, Culture and
Employment

**For the Education Leaders of the
Northwest Territories**

Mina McLeod
Chair, Beaufort-Delta Divisional
Education Council

Lisa Moses

Acting Chair, Dehcho Divisional Education
Council

Heather Bourassa

Chair, Sahtu Divisional Education
Council

Penny Pokiak

Chair, South Slave Divisional Education
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Barbara Bell

Chair, Yellowknife Education District
No. 1

Charlene Liske

Chair, Dettah District Education Authority

Sarah Erasmus Chair, Ndilo
Education Authority

For the Department of Education, Culture and Employment

James Fulford

Deputy Minister of Education, Culture and
Employment

Krista Cudmore

Acting Superintendent, Beaufort-Delta Divisional
Education Council

François Rouleau

Directrice générale, Commission scolaire
francophone Territoires du Nord-Ouest

Wendy Doucette

Acting Superintendent, Dehcho Divisional
Education Council

Lorraine Kuer

Superintendent, Sahtu Divisional Education
Council

Souhail Soujah

Superintendent, South Slave Divisional
Education Council

Linsey Hope

Director of Education, Tłjchq
Community Services Agency

Shirley Zouboules

Superintendent, Yellowknife Education District
No. 1

Adam Murray

Superintendent, Yellowknife Catholic Schools

District Education Authority



December 02, 2025

Barbara Bell
Chairperson
Yellowknife Education District No. 1
BOX 788
YELLOWKNIFE NT X1A 2N6
Barbara.Bell@yk1.ca

Tina Schauerte
Chairperson
Yellowknife Catholic Schools
BOX 1830
YELLOWKNIFE NT X1A 2P4
Tina.Schauerte@yics.nt.ca

Dear Chairperson Bell and Chairperson Schauerte:

Consultation on Mail-in Ballots for Yellowknife Education Body Elections

As part of *Education Act* modernization, the Department of Education, Culture and Employment (ECE) is continuing to take steps to permit mail-in ballots to be used for Yellowknife District Education Authority (DEA) elections.

Yellowknife DEAs expressed interest in using mail-in ballots when the City of Yellowknife switched to mail-in ballots for their 2022 election; however, at that time, the use of mail-in ballots was not permitted by the *Education Act*. As part of Bill 81, the *Education Act* has been amended to allow this option to be granted under regulations. This amendment has not yet been brought into force, as it requires regulations to be amended first.

ECE is seeking to permit the use of mail-in ballots by Yellowknife education bodies in elections where the City of Yellowknife is also using mail-in ballots. Should you be amenable to this proposed change, amendments will be made to both the *Yellowknife Education District No. 1 and Yellowknife District Education Authority Regulations* and the *Yellowknife Education District No. 2 and Yellowknife Public Denominational District Education Authority Regulations*.

We intend to have these amendments in place before the October 2026 City of Yellowknife election. If these amendments are not brought into force and the City of Yellowknife decides to exclusively utilize mail-in ballots, the Yellowknife DEAs will need to organize a separate election.

Please advise me in writing of any comments or questions you have in relation to a proposed amendment that would grant your education body the ability to use mail-in ballots for your elections in cases where the City of Yellowknife is also doing so, by December 16, 2025.

.../2

-2-

Following this initial engagement, a draft copy of the regulations will be shared with you and all Northwest Territories education bodies for formal consultation, per section 151(5) of the *Education Act*.

Sincerely,

A handwritten signature in black ink, appearing to read "Caitlin Cleveland". The signature is fluid and cursive, written in a professional style.

Caitlin Cleveland
Minister
Education, Culture and Employment

c. Jamie Fulford
Deputy Minister
Education, Culture and Employment

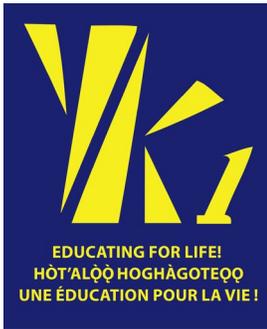
Shirley Zouboules
Superintendent
Yellowknife Education District No. 1

Adam Murray
Superintendent
Yellowknife Catholic Schools



BOARD REPORT

Title:	Chairs report
Contact:	Barbara Bell
Meeting:	December 2025
<ul style="list-style-type: none"> ● Chair and Superintendent weekly meetings <ul style="list-style-type: none"> ○ Regular standing meetings to review ongoing board priorities, upcoming agenda items, operational updates, and any emerging issues requiring alignment between governance and administration. ● Nov 12, 2025 Joint Education Leaders Pre brief with Minister/DM/Superintendent <ul style="list-style-type: none"> ○ A preparatory discussion with the Minister, Deputy Minister, and Superintendents to align on key topics, messaging, and expectations ahead of the formal Education Leaders meeting. ● Nov 13, 2025 Education Leaders Pre Brief with Board Chairs and Superintendents <ul style="list-style-type: none"> ○ A coordination meeting for Board Chairs and Superintendents to review the agenda, clarify roles, and ensure shared understanding before meeting with the Minister and broader Education Leaders group. ● Nov 14, 2025 Empowering Leadership - Political Networking with Equal Voice NWT <ul style="list-style-type: none"> ○ This was an opportunity to engage with Equal Voice NWT on leadership development, political networking, and strengthening women's representation and voices in governance and public decision-making. Trustee Brooks was also in attendance. ● Nov 17, 2025 Education Leaders Meeting <ul style="list-style-type: none"> ○ Report in the package ● Nov 25, 2025 Finance and Facilities Meeting ● Nov 25, 2025 Board Education Information Session ● Nov 26 -29, 2025 Vancouver, BCSTA Conference <ul style="list-style-type: none"> ○ Will provide an overview at the Jan meeting. ● Dec 4, 2025 Education Leaders meeting <ul style="list-style-type: none"> ○ New Chair is Heather Bourassa and Tina Schauerte is Vice Chair. ● Dec 4, 2025, Met with the Superintendent to do a deep dive into the Workplan 	
<p>Grade 7 Zines (MHS)</p> <p>These Zines highlighted student voice, storytelling, and literacy development through handmade mini-books. We have been given permission to share these Zines and will do so, alongside our Superintendent, in the January Newsletter.</p>	



BOARD REPORT

Title:	Trustee Development Report
Contact:	Terry Brookes
Date Submitted:	3 rd December 2025
Mandate	<ul style="list-style-type: none"> • Policy 3 – Role of the Trustee
Background	<ul style="list-style-type: none"> • I attended the BCSTA Conference from November 27th to 29th 2025. The conference was a trustee development academy. • I have attached my report as per Policy.
Recommendations	Accept as Information.
Attachments?	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No If yes, list attachments below <u>BCSTA Conference Report by Trustee Brookes</u>

BCSTA Trustee Academy

November 27th to 29th 2025



Day One – Thursday November 27th

Pre-Conference

Initial Welcome at 12:45 pm

The Importance of Story Telling in Indigenous Culture Presenter - Denise Augustine

In this presentation, Denise reflects on the role and impact of storytelling in her professional and personal life noting connections to her family and community. Storytelling plays a foundational role in many communities, where stories serve as teachers, carriers of memory, guides for ethical living, and expressions of deep relational responsibility.

- The importance through generational exchange, and the resulting family connections.
- It related us with others, and expresses our thoughts about the ways and what is happening (or happened) around us.
- It creates a reason for getting together.
- It gives us an understanding of the ways and responsibly for the land.

- Listening to stories helps us to learn, and provides a way to connect with others that, until then, we did not know.

Haida – Our Plants, Our Medicines
Presenters – Dana Moraes & Jenny Cross

Participants learned about basic information about healing plants and medicines.

- Gives balance in your life.
- There are many types of harvests (i.e. berries, leaves, roots, etc.).
- Some medicines have multiple purposes.
- Some medicines are a combination of several plants.
- Some medicines are taken in their natural state, others must be prepared by cooking, boiling, crushing, etc.
- Medicines are meant for more than illness, some are taken for mental wellness (i.e. cleaning energy).

Musqueam Cedar Weaving
Presenter – Rita Kompst

We learned how cedar bark is strip from trees and used in weaving ‘pottery’ and clothing. Using strips of wet cedar participants weaved a simple place mat for a coffee cup.

Opening Ceremonies at 6:30 pm

BCSTA Chair, Tracy Loffler, gave some opening comments.

- Noted we all have many challenges, but we can work together and reach high standards.
- BCSTA supports Trustees with policy development and guidelines for your Board.
- BCSTA is here to promote on your behalf.

Keynote Speaker – Sustainable Futures and the Power of Youth for Social and Governance Initiatives
Speaker – Farah Mohamed

- Most change comes at the local level by those at the local level.
- Adding value is the core activity of a productive Board of Education.
- We have to be grateful for those that have lead the path before.

President’s Reception

A chance to mingle and talk with Trustees from Districts in BC.

Day Two – Friday November 28th

Opening Remarks from BC Minister of Education and Child Care Minister - Lisa Beare

- New Minister, has lots enthusiasm, and appears to be welcomed by Trustees.
- Usual political dogma, but she knows her topics of discussion.

Trustee Code of Conduct and Freedom of Expression Presenter – Lindsie Thomson

- Trustee conduct issues can easily hit the news.
- Social media brings in a whole new dynamics of expressing views.
- Looked at four cases, three from Ontario and one from Alberta, involving Trustee behavior with regard to conduct and/or expression. All cases ultimately went to court for final decisions.
- From one case, the judge noted freedom of expression is neither absolute or unqualified.
- Trustees need to know the standards of their respective Code of Conduct criteria.
- Get a copy of the Complainant Procedure Process shown in the presentation.

Chairing Through Conflict Presenter – Lisa Zwarn

This presentation dealt with the Role of the Chair, Defining Conflict, Causes of Conflict, Managing Conflict and Preparing to Deal with Conflict.

- What does your Board Meeting look like, a Gladiator Area or a Kitchen Table?
- At a Meeting the Chair's role is a facilitator, not a leader. Task is to manage issues, people and time.
- Conflict is a clash of opposing thoughts, but does not equate to a difference of opinion.
- Causes of conflict; personal threats, practical threats and social threats.
- How do you manage conflict? (Acknowledge, Ask, Accept, Appreciate, Apologize)
- Always be conscious of ways to manage conflict.
- Be prepared to ask "Why" to understand the root issue.
- How do you react to Fight, Flight, Freeze, Fawn and Fester emotions? These can set the tone of the meeting and the meeting participants.
- Remember; diversity is healthy, assume people are reasonable, create a respectful environment.
- Practice building consensus on substantive issues.

- Need to also manage conflict after the decision is made; have a strategy to move in a positive manner.
- Remember you don't have to attend every argument you are invited to!
- See website – Canadian Centre for Applied Conflict Resolution

Finance 101 – Financial Planning and Accountability

Presenter – Ray Velestruk

This presentation covered the spectrum of Effective Financial Management, Policy & Compliance and Budgeting & Strategic Planning.

- Board has the role and responsibility related to financial management. This is implemented by effective decisions at the Board Table.
- The Board concentrates on broader, long-term goals and policies, ensuring operations align with the overall strategic directions set by the Board.
- The Board needs to set its level of observation; not in the weeds and not in the clouds.
- Understanding fiduciary responsibility refers to legal responsibility and to act in good faith.
- Financial reporting provides the transparency and accountability for the expenditure of public funding.
- The harmonization of the Board strategy, budget and economic landscape is a critical facet of effective governance.
- Key steps in budget development:
 1. Assessing previous year's financial performance.
 2. Set budget objectives and guiding principles.
 3. Set strategic plan and school operation plans.
 4. Communications and engagement.
 5. Identify budget assumptions and risks.
 6. Align budget with strategic objectives.
 7. Finalize and adopt budget.
 8. Implementation plan.
 9. Managing and monitoring.
 10. Accumulated surplus management.
- Questions at any step is good.
- Boards need to maintain 'strategic altitude' throughout the process.
- Multi-year financial planning is important to ensure consistency and future projections.
- Audit Committee provides the final oversight and transparency for any budget.

Working with People: Governing in the Public Interest

Presenters – Suzanne Hoffman and Carolyn Broady

The presenters took the participants on an exclusive journey into ‘Governing in the Public Interest,’ an advanced preview of one of the standout offerings from BCSTA’s Trustee Learning Program. In an era where maintaining public trust is more crucial than ever, this interactive session intends to equip you with the essential insights and tools to tackle the complex challenges of school district governance. Our presenters will dive deep into what it truly means to lead as an elected official in your community, and you’ll discover how to remain transparent, responsive, and accountable while making a meaningful impact.

- School Boards should:
 1. Understand their responsibilities.
 2. Implement the values of the Board.
 3. Ensure that all voices are heard.
 4. Explore and understand communications and engagement strategies.
- Understanding your community makes you a better Trustee.
- When thinking about your community’s unique features, and engaging with your community, Boards should be:
 1. Trust worthy and transparent.
 2. Engaged and actively listening.
 3. Responsive and accountable.
- Get a copy of the BCSTA ‘Communications, Engagement & Community Relations’ Guidelines.
- Public Participation Chart has a spectrum from; Inform to Consult to Involve to Collaborate to Empower.
- Equity seeking reaches out to all members of the community.
- Engage members of underrepresented groups, collaborate with diverse community organizations, and understand the terminology of ADIE.
- For case examples the Tables worked on chooses between conflicting issues, and you as the decision-maker not having all the information.

Day Three – Saturday November 29th

BCSTA Branch Meetings

Through some networking of some BC Trustees I was asked to attend the Metropolitan Branch Meeting. Although this Branch contains all the big Lower Mainland School Districts, I found “big or small” we all have the same issues.

Putting the Trust in Trustees: Navigating the Ethical Landscape of Elected Officials

Presenter – Lisa Southern

Digging into her tool kit from years of supporting school districts, and her unique background being an Integrity Commissioner for elected officials, Lisa canvased the current law where the ethics of trustees are questioned. She delved into complicated scenarios that challenge trustees - including navigating conflicts of interest and provide foundational guidance on engaging in respectful conversations on controversial subjects, where divergent views can emerge while legal obligations are met.

- We live in a time of heightened cultural awareness.
- Senior levels of leadership have a higher level of accountability than everyone else.
- School Boards have been mandated to develop Codes of Conduct.
- Main components of Codes of Conduct:
 1. Duty to act ethically and professionally in their Trustee duties and responsibilities.
 2. Duty in act in the best interest of all District students.
 3. Duty of confidentiality, and avoid conflict of interest.
 4. Obligations to ensure a safe and respectful workplace.
 5. Provisions for breaches of conduct.
- Trustees must know the definition and implications of conflict of interest.
- Trustees need to engage in respectful conversations on controversial topics.
- Trustees were tested (table discussions) in their knowledge with some case studies.

BC Ministry of Infrastructure Update

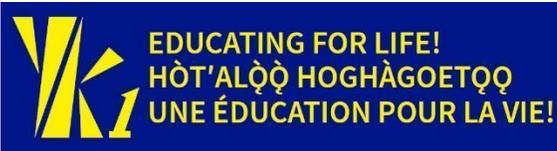
Presenter – Bowinn Ma

The BC Ministry of Infrastructure was established as a purpose-built ministry in November 2024 to support capital planning, procurement and delivery of K-12 Education, Health, and Post-Secondary Education projects. A key purpose of the Ministry is to improve coordination and identify efficiencies for the construction of schools, health care facilities, and post-secondary education institutions, ensuring projects are delivered effectively and sustainably. Participants gained insight into the K-12 Education capital planning process, priorities and initiatives.

- Reviewed the priorities, process and procedures of capital project development and implementation (it is actually very similar to the GNWT, but on a much larger scale).

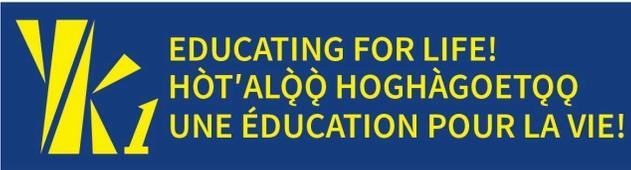
Closing Ceremonies

Big thanks to all the presenters, conference organizers and the many volunteers.



BOARD REPORT

Title:	Superintendent Board Report
Contact:	Shirley Zouboules, Superintendent
Date Submitted:	December 9, 2025
Mandate	<ul style="list-style-type: none"> • Cultivate a culture of holistic wellness • Honour and celebrate Indigenous Language and Culture for all learners • Ensure inclusive, equitable and authentic learning experiences • Foster critical understanding of local, national and global issues
Background	<ul style="list-style-type: none"> • Challenge Cup 2025 • Parent/Teacher/Student conferences • Education Leaders meeting • NWT Superintendents Association meetings • BC School Trustee Academy
Looking ahead	<ul style="list-style-type: none"> • 2026-2027 Calendar development and engagement • Winter Shows • Winter Break • Capital Project planning for 2026-2027 and beyond
Recommendations	Accept as information
Attachments?	Yes__x__ No____ (list attachments) Superintendent Board Report BCSTA Summary



December 9, 2025

Superintendent Board Report

This report highlights the work being done in educational leadership, fiscal responsibility, human resources, policy & procedures, superintendent & board relationship, strategic priorities & reporting, organizational management, communications and community relations, and leadership practices. Through the lens of our strategic priorities, here are some of the activities reflective of our work in the past month:

Wellness:

Wellness remains a cornerstone of our district's mission. The month of December brings us shorter days and many exciting activities in schools and in the community. Students and staff recently celebrated their first term or semester and are setting their goals for this month and into the new year. With the change in weather and increased demands on peoples' time and energy, reminders include getting outside when possible, getting involved in an activity and pursuing personal interests.

Highlights include:

- Challenge Cup 2025
- Mitt making - cultural responsiveness training
- Winter celebrations and activities such as staff - student challenges

Indigenous Language & Education:

We are committed to Indigenous education, guided by principles of reconciliation, respect, and understanding. This month there were learning opportunities that got everyone outside despite the weather. We were really excited to have Ty Hamilton present during our Education meeting at the end of November. The authentic assessments he highlighted demonstrate the shift in how staff and students co-construct what deep learning looks like and what the next steps are for the learner.

Recent efforts include:

- Rabbit snaring with SJF students
- Whole School Language learning - training for staff
- Schools preparing for winter and use of outdoor classrooms - splitting wood and clearing the snow
- Cultural awareness workshops December 1st

Learning:

Academic excellence remains a key focus as we strive to provide high-quality learning experiences for all students. Grade 4 and 7 Foundation Skills Assessments were concluded between mid October to mid November. This is the second year for the Grade 4s and first for Grade 7s to write.

Grade 12 Diploma Exams:

The recent decision by the Government of Alberta that directly affects Grade 12 students in the Northwest Territories who were scheduled to write Alberta diploma examinations in January 2026. Due to instructional time lost during the recent teachers' strike in Alberta, the Alberta government has cancelled the January 2026 diploma examination session. The NWT will follow Alberta's decision to ensure consistency and support for our students.

What this means for NWT students:

- Automatic exemption: Students are exempt from writing January 2026 diploma exams. ECE will enter exemptions - no action is required from schools.
- Optional future exam dates: Students *may* choose to write the diploma exam in April or June 2026.
- Final marks: Students who choose not to write at a later date will receive their school-awarded mark as their final official course mark.
- Transcript notation: For those who do not write at a later date, a note will be added to transcripts indicating that no diploma exam was written. *This will not affect graduation or post-secondary eligibility.*

Notable achievements this month include:

- Carole Fullerton working with JK-8 staff
- Faye Brownlie working with JK-8 staff
- CASLT virtual PD for core French, intensive French, post intensive French and French Immersion staff

Community:

Strong community partnerships are essential for the success of our district, fostering a sense of belonging and collective responsibility. Yellowknife is a bustling community that offers so many opportunities for people to get involved.

Recent endeavours include:

- Staff being part of the Parcel of Rouges productions
- The many winter shows and concerts put on by both schools and community organizations
- Food Drives at schools
- Shoe Boxes for the Women's Shelter were filled by DBO staff (personal hygiene products & small gifts)
- Santa Parade

Key Takeaways from the Conference

I was wonderful to start the conference with the hands-on activities. That was familiar and insightful.

- **Hands-on Traditional Weaving:** Rita Point Kompst The Musqueam Cedar Weaving session provided a practical experience in reclaiming traditional weaving, resulting in a hands-on creation of a cedar coaster that smelled divine!
- **Seasonal Approach to Indigenous Ceremony:** Dana Moraes, Jenny Cross The Haida session on "Our plants, our medicines" employed a notable structure, offering three distinct versions of the ceremony based on the season. This session reminds us that the first peoples knew and know the bounty of the land and want to preserve it.
- **Impactful Storytelling Presentation:** Denise Augustine The "Importance of Story telling" session, was a compelling presentation that wove the past, history with teachings for the present and future. This is something non-indigenous educators are beginning to understand: story telling as pedagogy.
- **Youth and Governance Focus in Keynote:** Senator Farah Mohamed's keynote on "Sustainable Futures and The Power of Youth" primarily centered on her work related to the King's Trust and her advocacy for public education.
- **BC-Specific Education Updates:** Lisa Baere The Minister of Education and Child Care update was a BC-specific panel discussion, with a key note taken on the topic of child care on school grounds.
- **More than a Bystander** Jamie Taras As part of the BC Lions (football team) mission to give back to the community, the club has started a number of initiatives to stop gender based violence, mostly against women. As a heavily masculine based sport, these athletes are demonstrating ways to stop subtle and not so subtle acts of violence against women and vulnerable populations.
- **Finance 101:** Ray Velestuk BC takes a very hands on approach to preparing Trustees for their role. This would be a great training for new Trustees within their first month of being elected.
- **Putting the Trust in Trustees: Navigating the Ethical Landscape:** Lisa Southern and Deanna Brummitt (former Integrity Commissioner for elected officials). This session generated a lot of good discussion and reminded Trustees of the delineation between operations and governance - conflict of interest and fiduciary responsibilities.:
 - A legal review of ethical questions faced by trustees.
 - Discussions on complicated scenarios that challenge trustees, specifically covering conflict of interest.
 - Guidance for engaging in respectful conversations on controversial subjects where divergent views exist but legal obligations must still be met.
 - A case study to test trustee knowledge and understanding of the ethical landscape.



BOARD REPORT

Title:	Monthly Report – Assistant Superintendent – Curriculum & Learning
Contact:	Graham Arts, Assistant Superintendent
Date Submitted:	December 5, 2025
Mandate	<ul style="list-style-type: none"> ● Cultivate a culture of holistic wellness ● Honour and celebrate Indigenous Language and Culture for all learners ● Ensure inclusive, equitable and authentic learning experiences ● Foster critical understanding of local, national and global issues
Background	<ul style="list-style-type: none"> ● This report summarizes the monthly activities for the Education Services department, and discusses various additional projects and initiatives with the intention to keep Trustees informed and up-to-date.
Information	<ul style="list-style-type: none"> ● Phone Project – Work has resumed on the installation of the new phone system for the district office, with work scheduled to finish the week of December 8th to 12th, with work scheduled to begin at William McDonald the first week back in January, 2026. ● School Improvement plans for all schools are attached to this report. <ul style="list-style-type: none"> ○ Schools continue to refine the data that they are using to inform their progress on each goal and establish next steps. ○ Each school will review their progress on the plan with reference to their data in late April to early May, 2026. The intention is to begin the development of their plans for 2026-2027 at that time. ● Additional information was sent to Homeschool families on November 28th in an effort to provide the details they request regarding the calculation of the amount of the mandatory funding they receive under the 1996 Home School Directive. Families continue to express their concern about the lack of information regarding funding details, and we continue to work with ECE to seek the precision we need to provide them with the best possible answers. The attached email provides context for discussion during the December meeting of the Board of Trustees.

	<ul style="list-style-type: none">• A summary of the historical access to on-site health services for students at Sir John Franklin is attached to this report.
Recommendations	Accept for information
Attachments?	<input checked="" type="checkbox"/> Yes Monthly Education Services Report School Improvement Plans for all YK1 Schools Copy of email to Homeschool Families Dated November 28 th , 2025 (redacted) Historical summary of on-site health services for students at Sir John Franklin

Assistant Superintendent for Curriculum and Learning Report				
	Wellness	Indigenous Language & Education	Learning	Community
	<p>Cultivate a culture of holistic wellness</p> <p>1.1 Recognize the importance of relationships in learning</p> <p>1.2 Foster and promote personal wellness</p> <p>1.3 Create healthy, safe and caring learning environments</p>	<p>Honour and celebrate Indigenous Language and Culture for all learners</p> <p>2.1 Create a welcoming environment for all learners</p> <p>2.2 Integrate an Indigenous approach to education</p> <p>2.3 Strengthen Indigenous Language Instruction</p>	<p>Ensure inclusive, equitable and authentic learning</p> <p>Experiences</p> <p>3.1 Engage learners through meaningful and innovative teaching and learning practices</p> <p>3.2 Strive for excellence</p> <p>3.3 Celebrate diversity of all learners</p>	<p>Foster critical understanding of local, national and global issues</p> <p>4.1 Inspire critical thinking through innovation and pursue sustainable practices</p> <p>4.2 Embrace diversity and encourage empathy to promote global citizenship</p> <p>4.3 Model and encourage ethical leadership and engage in opportunities for service learning</p>
Education Services Updates	<p>Nov. 3rd EA PD offered personal wellness sessions for EAs including beadwork, Vagus Nerve Reset, and Breathwork for Regulation</p>	<p>-2 staff from EI and 2 staff from NJM met with Dr. Shelley Stagg Peterson to prepare their “Now Play” presentations. 4 YK1 staff have been selected by Amanda Paterson (Director of Education- Sioux Lookout) to present their projects at the Kekeenamawkayo Conference 2026 in Winnipeg in February.</p> <p>-Cailey Mercredi worked in the ?Ori program at NJM teaching students how to prepare harvested rabbits</p> <p>-EI, NJM and RLN all hosted drummers to acknowledge and celebrate “Rock your Mocs”</p>	<p>November 21st - 4 Core French educators from different schools in the district participated in a virtual PD from the Canada Association of Second Languages Teachers Conference.</p> <p>End of Oct/Beginning of Nov - Students in grades 6-8 French Immersion completed the District Reading Assessment in French</p> <p>Teacher evaluations - ongoing</p> <p>WMS French immersion students participated in a Mesopotamian cultural cooking day on Nov 17, with help from a</p>	<p>EdTalent job fair in Toronto November 14: YK1 attended seeking to fill upcoming maternity leaves in French immersion. One strong teacher was hired and will begin at École Itlo on January 5.</p> <p>Meeting with the teacher certification department of ECQF on November 20 to discuss NWT certification eligibility for internationally educated teachers.</p> <p>Meeting with ECE French coordinator to discuss 2026-2027 French program contribution agreement</p>

Santa Claus parade - SJF staff and students prepared the YK1 float and spread some holiday cheer

local community member to bring to life some of the world cultures they have been learning about in class.

Nov 3 EA PD- All EAs participated in a full day training including the following sessions: Supporting all Learners: Approaches for Purposeful Support in the Numeracy Classroom-Kim Lee; Supporting Regulation through Sensory Strategies in the Classroom-Kerri Eagan; Understanding and Supporting Behaviour & Small Group Q&A on Regulation Strategies-Robyn Combre; Trauma Informed Practice and Somatic Practices-Monique Thomas

November 3-7- Robyn Combre (Behaviour Specialist) visited all schools and made recommendations.

Nov 4 & 5-Wellness Mentor Training with ECE. Sessions included: Meeting Students Where They Are: OARS Skills; Advancing Trauma-Informed Practice; Trauma-Informed Care; Goal Planning.

November 14- KTEA Assessment Training with Merrill Dean-Practicing administration of the assessments & analysis.

-students in the language class at SJF attended BDene Adventures where they learned how to set snares, prepare harvested rabbits, make a fire and cook bannock on a stick.

-Cailey Mercredi worked with students in the Goh program at EI to prepare harvested birds!

-Cailey Mercredi worked with students in the ?Ori program to experience traditional cooking by making moose stew and bannock

-Staff at RLN participated in ILE PD with ECE titles "Whole School approach to language and culture"

-Donovan Boucher worked in the ?ORI program at NJM to prepare a harvested lynx with students.

-Darrel Chocolate worked with students at RLN (6 classes) to paint beautiful landscapes over the course of 1 day.

			<p>November 13- JK/K Cohort Learning Group: Reviewed best practices within schools, further use of EDI data and reviewed other school readiness assessments.</p> <p>RISCs met with individual schools to support students and staff, including reviewing processes and procedures.</p> <p>RISCs met with Wellness Mentors to review processes and procedures.</p>	
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School Improvement Plan – William McDonald School

Improvement Area	Strat. Priority.	Goals	Strategies	Data/Evidence
<p>Inclusive, equitable and authentic teaching, learning and assessment practice</p>	<p>Learning</p>	<ol style="list-style-type: none"> 1. Literacy in the Middle Years - Cross disciplinary, literacy focus for struggling readers 2. Curriculum, Assessment & Feedback - In house expertise and learning supported through Collaborative STIP, PLCs and Staff Meeting learning sessions 	<p>Analysis of assessments to guide instruction</p> <p>Using district assessment data for school wide initiatives/planning/goals</p> <p>Creating common PLC goals/common growth goals</p> <p>Targeted reading strategies for struggling readers</p> <p>Develop literacy plan with support of literacy consultant</p> <p>Continue school focus on competency based assessment practices through afterschool learning sessions facilitated by SBST</p>	<p>District Assessments (DWW, PBRA, Northern Lights Assessments, FSAs)</p> <p>Staff growth plans that show areas of need/growth for the year</p>
<p>Building community and strengthening educator practice and planning in Indigenous ways of being, knowing, doing, understanding, becoming</p>	<p>Indigenous Language and Education</p>	<p>1. School Wide Inquiry - Caribou</p>	<p>Whole school professional learning supported by ECE</p> <p>Planning using Being, Knowing, Doing, Understanding, Becoming template to base lessons in ILE and Dene Kede</p> <p>Building community and welcoming environment for all learners (staff, students, WMS community) by collaboration rooted in Caribou</p> <p>PLC Group focus for meaningful planning of ILE</p> <p>Language learning re: school wide inquiry</p>	<p>School reflection (ILE Handbook)</p> <p>Staff & student engagement</p> <p>Student learning (curriculum & language)</p>
<p>Create a culture of holistic wellness</p>	<p>Wellness</p>	<p>1. Create healthy, safe and caring learning environments in supporting</p>	<p>Class-wide restorative circles/sharing circles with support of PST/Wellness</p>	<p>MDI analysis overtime to see trends and areas of</p>

		learners with relationships (creating, problem solving, communication) 2. Foster and promote personal wellness	Mentor, when required Continue to offer a multitude of opportunities for physical literacy and movement for adolescents Class lesson focus on mindfulness with Wellness Mentor Small group facilitation of targeted skill-building with Wellness Mentor	focus for the school community Tracking of data for behaviour referrals and determine next steps based on data Data from Wellness Mentor on student wellbeing and feedback
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School Improvement Plan – Range Lake North

Improvement Area	Strat. Priority.	Goals	Strategies	Data/Evidence
<p>Guided by Consistency, Connection, and Compassion, our Wellness Committee works to create a school community where everyone feels safe, supported, and seen.</p>	<p>Wellness</p>	<p>1.1 Consistency: have clear expectations to build trust</p> <p>1.2 Connectoin: build strong relationships to increase sense of belonging</p> <p>1.3 Compassion: ensure compassion and empathy are the foundation of our caring school culture</p>	<ul style="list-style-type: none"> - All classes have daily schedule - Some students have personal daily schedules - Same morning routine to ensure consistency - Staff having open and caring communication with students - Wellness cart on Fridays - Weekly wellness winner - Personal notes to boost staff morale - Walking group - Staff games during Christmas 	<ul style="list-style-type: none"> - Staff survey
<p>We believe in creating meaningful, engaging, and inclusive experiences that prepare students to become capable, confident, and compassionate students.</p>	<p>Learning</p>	<p>2.1 To increase student success and achievement in reading</p> <p>2.2 Engage learners through meaningful and innovative teaching and learning practices</p> <p>2.3 Celebrate the diversity of all learning</p>	<ul style="list-style-type: none"> - Literacy night, January 22, 2026 - Lesson Study Book Share; shared lesson study each term - Focus on student work being showcased - Conferencing with students - Use of tracking sheets - Current IEPs and SSPs 	<ul style="list-style-type: none"> - MDI and EDI - DWW - F&P - NLA
<p>Create the environment and opportunities to indigenous education and strengthen language for students to strive in being and becoming a capable person through building stronger connections between family, culture, languages, and land</p>	<p>Indigenous</p>	<p>3.1 Create a welcoming environment for all learners</p> <p>3.2 Integrate an Indigenous approach to education</p> <p>3.3 Strengthen Indigenous Language instruction</p>	<ul style="list-style-type: none"> - Tufting club - Language class - Beading club - Rock Your Mocs - On the land learning - Language Blitz in New Year - Language BINGO - Morning Check-in in Wiilideh - Work with Elder Madeline and focus student work on Dene Laws 	<ul style="list-style-type: none"> - Student participation rates and feedback
<p>To promote healthy and positive relationships in our school. To ensure students and staff and families feel excited and proud to be Rangers.</p>	<p>Community</p>	<p>4.1 Students will learn to demonstrate respect and cooperation with peers and staff</p> <p>4.2 Students will participate in activities to strengthen relationships and support school-wide wellbeing</p>	<ul style="list-style-type: none"> - Big Buddies - Halloween Dance - Pep Rally - Holiday Feast - Rangers stickers and tattoos - Sporting events - PAC and PAC events - Family Fun Night - Ranger of the Week - Ranger Round-up 	<p>Page 100 of 173</p> <ul style="list-style-type: none"> - Student participation rates and feedback

School Improvement Plan – École [tř'q

Improvement Area	Strat. Priority.	Goals	Strategies	Data/Evidence
Literacy	Learning	Teachers will employ updated reading pedagogy with their students that reflect an evidenced-based approach to literacy instruction.	<p>Revisit and extend 2024 professional learning on oral language development, providing ongoing, evidence-based PD for all staff (including staff- and consultant-led sessions such as with Kim Lockhart).</p> <ul style="list-style-type: none"> - Implement a school-wide MTSS framework that uses Acadience (K–5, Year 1) and other assessment data to monitor progress and guide instruction. - Engage families in supporting literacy development at home by sharing practical, easy-to-use strategies. 	<p>Quantitative Data from a variety of sources: screening assessment (e.g. Acadience assessments), diagnostic assessments (e.g. CORE Phonics Survey RRST, ECLAIR, CBM) , and progress monitoring tools (e.g. Acadience, CBM)</p> <p>Qualitative Teacher and student interviews, student self-assessments, anecdotal teacher observations, PLC collaboration notes</p>
	Wellness	<p>Teachers will actively teach pro social and self-regulation strategies to their students.</p> <p>Teachers will employ a variety of strategies to build relationships with students that will strengthen the learning in the classroom.</p>	<p>PST support provided in classrooms to build peer relationships.</p> <p>Tiered behaviour approach (Levels 1–3) with clear guidelines for when teachers refer students to the office.</p> <p>School-wide PBIS system aligned with monthly Dene Laws.</p> <p>Explicit instruction of the three PBIS pillars— Respect, Responsibility, and Safety—using provided lesson plans.</p> <p>Active PBIS committee including PST, administration, and teachers.</p> <p>Professional development on de-escalation strategies (Dec. 1).</p> <p>Ongoing training for staff in trauma-informed and restorative practices, SEL, co-regulation, and de-escalation.</p>	<p>Quantitative Behaviour tracking tools (e.g. classroom/home communication logs, behaviour tracking Google Form), student and staff rating scales, checklists</p> <p>Qualitative Teacher and student interviews, staff surveys</p>

School Improvement Plan – Sir John Franklin

Improvement Area	Strat. Priority.	Goals	Strategies	Data/Evidence
Reporting and Assessment Practices	Strategic Goal: Learning: Competencies Reporting	<ul style="list-style-type: none"> - Improve the quality of our daily feedback to students, - our reporting on report cards - using the competence and proficiency scale language when providing this feedback 	Professional development, department meetings to review comments, as well as shared marking/collaborative grading and working with consultants from BC	Report Card review four times a year, students understanding proficiencies and competencies
Whole Language - School Wide Approach - Wiilideh Yahti	Strategic Goal: ILE: Use of Wiilideh language throughout the school community	To make Indigenous students and community members feel welcome and that Indigenous languages and cultures are valued at Sir John. We need to focus on Wiilideh Yatii since it is the local Indigenous Language and we have the capacity to promote it. To give teachers a handful of basic phrases they can use at school that will be familiar to all staff and students (keep teachers can always learn more). To remind and encourage our Wiilideh Yatii students to promote the language outside of our language classroom. To provide leadership opportunities for our language students	<p>Create resources to support teachers in using selected vocabulary.</p> <p>This will probably take the form of posters and signs with QR codes.</p> <p>Plan mini-lessons for staff PD sessions (possibly short reviews at staff meetings)</p>	<p>Land acknowledgement and message to start of all assemblies, school gatherings, etc. Teacher use / Support of language in classroom and hallways.</p> <p>Language component of staff gatherings/PD to keep in in the forefront</p> <p>Announcement routine: students on announcements</p>

School Improvement Plan – N.J. Macpherson

Improvement Area	Strat. Priority.	Goals	Strategies	Data/Evidence
Cultivate a culture of holistic wellness	Wellness	Encouraging staff and students to consistently consider their own health and wellness by creating more opportunities for connection and relationship building.	<ul style="list-style-type: none"> - Focus on a mix of reading, writing, and speaking activities like daily read-alouds, using magnetic letters, playing word games, and creating a reading routine. - Educating students how and why we take care of ourselves and each other. - Teacher buddy check-ins. - Big buddy-little buddy time - Gymnastics program each class attends approximately 2 times a year - School clubs - Rainbow, Beading, Sewing, Harry Potter Club, Cheer Squad, Drama, Art, various sports, including soccer and golf, golf. - Walking and dance club during indoor recess lunch times throughout the winter. 	<ul style="list-style-type: none"> - Rainbow club meetings to welcome and accept differences. - PAC sponsored social events like dances (Halloween dance had approximately 400 people - EDI indicates improvement in overall wellness
Increase the number of students reading at grade level by 10%	Learning	<p>Increase the number of students reading at grade level by 10% - Engage learners through meaningful and innovative teaching and learning practices</p> <p>Celebrate the diversity of all learners</p>	<ul style="list-style-type: none"> - Intensive mini-group reading/comprehension interventions by classroom teachers on a weekly basis. - Implementation of the NWT revised curriculum, inquiry-based education - Offer teachers more ownership over their own PLT times. PLT can look different between teams - Incorporate research-based, innovative classroom activities to diversify learning. - Increase support for diversity and celebrate diversity 	<ul style="list-style-type: none"> - Improvements in FSA data (this will be a better indicator after 3 years of results. DWW and school writing data, Fountas and Pinnell reading and comprehension tracking, and school and district math assessments. Growth plans co-created with PSTs during professional learning time. - School wide Inquiry learning WONDER WALL staff put up any time they choose at any time (at least 3 per year) - Professional development opportunities provided by the district, individual PD and NWTTA Education Conference.
Indigenous Language and Education.	Honour and celebrate Indigenous	Create a welcoming environment for all learners, Integrate an Indigenous	-To reach out and build relationships within our NJ community (and beyond) in order to foster more opportunities for authentic learning experiences for all	<ul style="list-style-type: none"> - Data collected from assessments indicates strong growth for our students - Effective classroom evaluation tools developed by ECE and used during walkthroughs and evaluations - Relevant in-service opportunities provided to the staff. - Parents and community members in our classes sharing traditional skills throughout the year.

	Language and Culture for all learners	approach to education, Strengthen Indigenous Language instruction	<p>throughout the entire school year. Example: using parents, community members to share stories, knowledge, experiences, and resources with our NJ family</p> <ul style="list-style-type: none"> -Integrating, celebrating and promoting Indigenous language into our daily routines within our school and individual classrooms; holding everyone accountable -Creating connections with community knowledge keepers -Supporting, integrating and creating indigenous language learning - Dene Language class twice per week plus Dene Language support in classes throughout the week. 	<ul style="list-style-type: none"> -Celebrating and promoting Dene authors and local authors. -Staff take part in traditional activities during a SIP day, archery, fire building, museum edukits, traditional cooking, beading and making dream catchers. -Monthly Dene law focus and celebrations -Traditional skills sessions and demonstrations at NJM and a community showcase during the evenings of the camp. - Time blocked in schedules for classroom language learning - Inviting Elders, community knowledge holders - Staff-run learning sessions like beading District-run staff sessions like painting and mitten making
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School Improvement Plan – Mildred Hall

Improvement Area	Strat. Priority.	Goals	Strategies	Data/Evidence
Student safety	Learning	Ensure a safe learning environment for all students and staff	Review safe and caring schools plan with school team, encourage school team members to report and document safety concerns quickly and proactively	Changes to supervision schedule deployment to ensure further student safety as fences erected, reduction in WSCC claims
Educator confidence	Learning and Wellness	Ensure that educators feel successful and confident in their work	Promote the philosophy that teachers are required to plan for and supervise all learners in their classrooms, ensure that teachers have access to context-specific professional learning related to topics such as Self-Determination Theory, Culturally Responsive pedagogy,	Increase in strengths-based thinking around student learning and capability, increase in collaborative learning experiences that do not rely on work sheets, videos, or non-aligned tech programs, but rather align with inquiry-based, spiraled learning experiences. Changes to procedures related to how students are "put" on any kind of learning plan, and a decrease in the number of students on learning plans, as wider use of UDL strategies occur.
School reputation	Community and Indigenous	Increase community awareness of school programming and repair the stigma that MHS is considered an "inner city", primarily "at risk" school.	Increase use of social media platforms to promote the positive things happening at Mildred Hall School, promote culturally responsive pedagogical practices, increase the meaningful and intentional use of Dene Kede and Indigenous language	Revival of MHS Instagram page, increased engagement on school Facebook page, increased cultural learning experiences for students, new jerseys and school logoed tent for sports events, continued collaboration with community stakeholders for community events and the school garden
Use of instructional minutes	Learning and Community	Ensure adherence to the expected per-subject instructional minute requirements per subject and instructional alignment with the NWT Adapted Curricula	Remove practices such as "soft start", DPA for middle school, viewing of movies and tv shows during the school day, and work with professional teaching staff to assist them in understanding the purpose of instructional time and the importance of aligning this time with curricula	Student attendance increase to start the day. Intentional schedule planning to ensure that instructional minutes are met and also that teachers have ample planning time with colleagues and program support teachers.



Graham Arts <graham.arts@yk1.nt.ca>

Further Information - School Budgets and Homeschool Funding

Graham Arts <graham.arts@yk1.nt.ca>

Fri, Nov 28, 2025 at 3:04 PM



Dear Homeschooling Families,

After my last email to you earlier this month, we received a few additional questions regarding the homeschool funding, along with more generalized funding transferred to the school district by the GNWT and the City of Yellowknife.

I expect that many families are already aware of the wording of the 1996 Home Schooling Directive. A copy of the wording for the directive is included on the YK1 Website. However, for the sake of completeness, I am including a link to where you can download a .pdf scan of the original document. It is located at: https://www.ece.gov.nt.ca/sites/ece/files/resources/ministerial_home_schooling.pdf.

A number of families have asked for details regarding the budget amounts used by YK1 to calculate the mandated funding amount for homeschooling. I am also attaching copies of the district's Budget for 2025/2026 and our Audited Financial Statements for 2024/2025. My hope is that providing this information will provide you with any precision you are seeking about the district's finances, and how homeschooling is supported through them.

I have also received questions regarding the calculation or formula used to determine the amount of the mandated funding available to families. For the 2024/2025, the amount budgeted by the school district was \$100,000. My understanding is that this amount was established at some point in the past, and it has been used annually to plan for homeschool expenditures. The total amount of the payouts for claims related to the mandated funding for 2024/2025 was \$253,038.92 (a growth of over \$120,000 from the payouts for 2023/2024). The amount initially budgeted for 2025/2026 in the district's plan was \$100,000. At a special meeting held at the end of October of this year, trustees passed a motion allocating an additional \$200,000 to ensure that we could commit to a homeschool funding amount of \$4,000 per child for the 2025/2026 school year.

There are two additional considerations that factor into the budget and any funding allocations resulting from it. First, the school district receives its funding based on the previous year's enrollment. Therefore, the funding for 2025/2026 is based on the September 30, 2024 official enrollment count. Funding always lags one year behind the actual enrollment we have within the school district, including the number of homeschoolers. Second, the district is required to pass its budget in the June of the previous school year. In this year's case, the budget was passed in June, 2025 (at the end of last school year). Homeschoolers have up to September 30th to register, posing an added challenge to projecting how much funding needs to be set aside to provide the funding mandated in the Directive.

We continue to work with ECE in order to gain clarity into the per-pupil funding details for YK1, and to understand the regional variations in per pupil amounts. Our goal is to get the precision we need in the information we receive from ECE so that we verify the Directive's funding requirements for 2026/2027. This will be part of our overall effort to ensure that we are in compliance with all aspects of the Directive. This examination is being undertaken in the context of YK1's anticipated funding challenges for 2026/2027.

I hope this helps in understanding the current context of the funding for homeschool, but also the district as a whole.

Graham

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Graham Arts

Assistant Superintendent | Surintendant adjoint

Yellowknife Education District No. 1 | Administration scolaire de district n°1 de Yellowknife

Tel: (867) 766-5050 | Fax: (867) 873-5051

Website: www.yk1.nt.ca

District Office | Bureau central

5402 50 Avenue | PO Box 788

Yellowknife, NT

X1A 2N6

I respectfully acknowledge that I live and work on Chief Drygeese Territory in the Akaitcho region, the traditional territory of the Yellowknives Dene First Nation. / Avec respect, nous reconnaissons que notre école se trouve sur le territoire du chef Drygeese, dans la région d' Akaitcho, le territoire traditionnel de la Première Nation des Dénés Yellowknives.

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please delete it immediately and notify us by telephone. Thank you.

2 attachments

 **11.2.ii 2025-2026 Operating Budget.pdf**
713K

 **2025 Audited Financial Statements Final Signature Redacted.pdf**
6688K

Report for YK1 Board of Trustees

Summary of Health Services Formerly Available at Sir John Franklin

December 5, 2025

Prepared by: Graham Arts, Assistant Superintendent for Curriculum and Learning

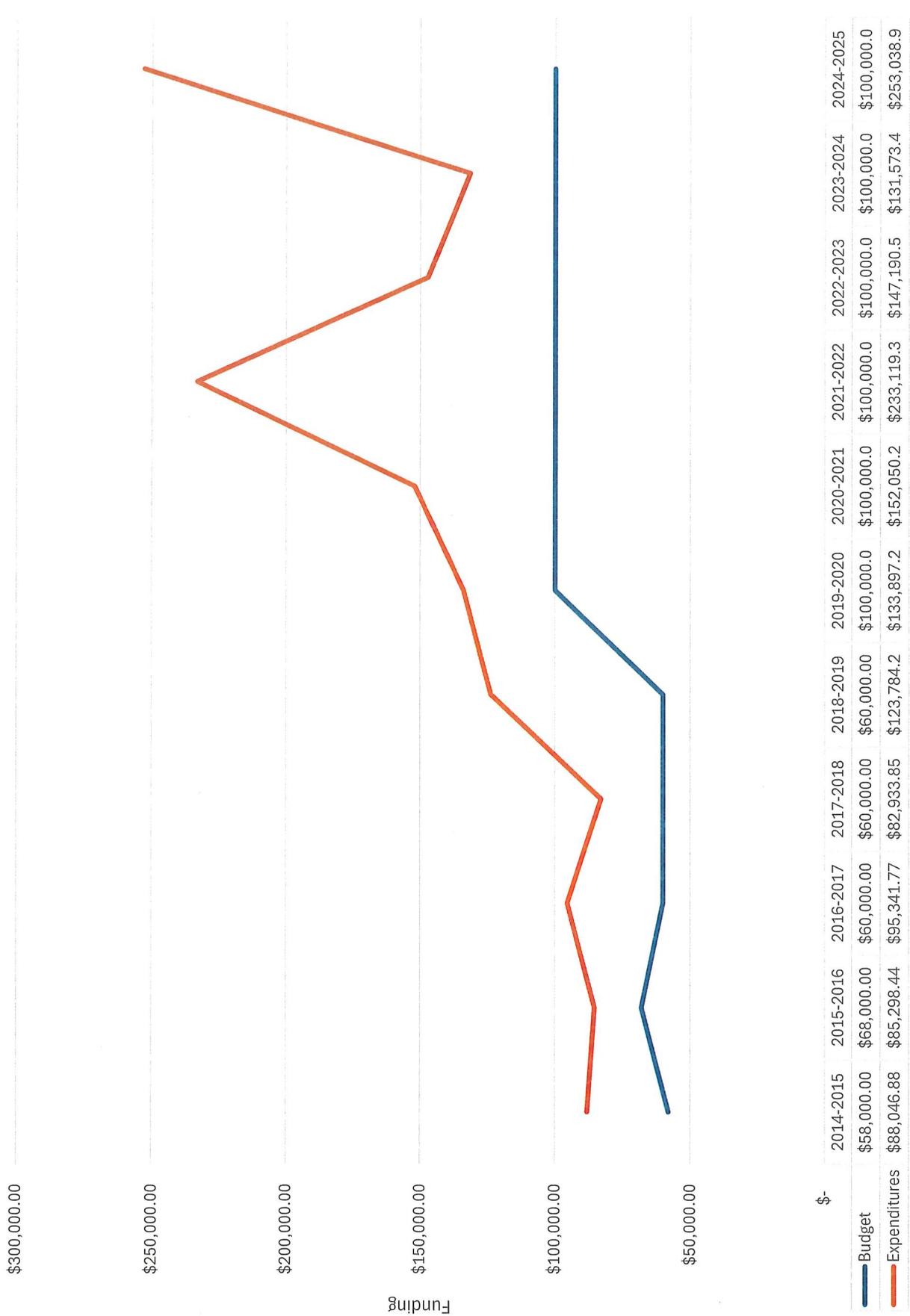
Background

The YK1 Board of Trustees has asked for a summary of the health services that were formerly available to the students at Sir John Franklin. The information below summarizes the history of these services as explained by the administration of the school.

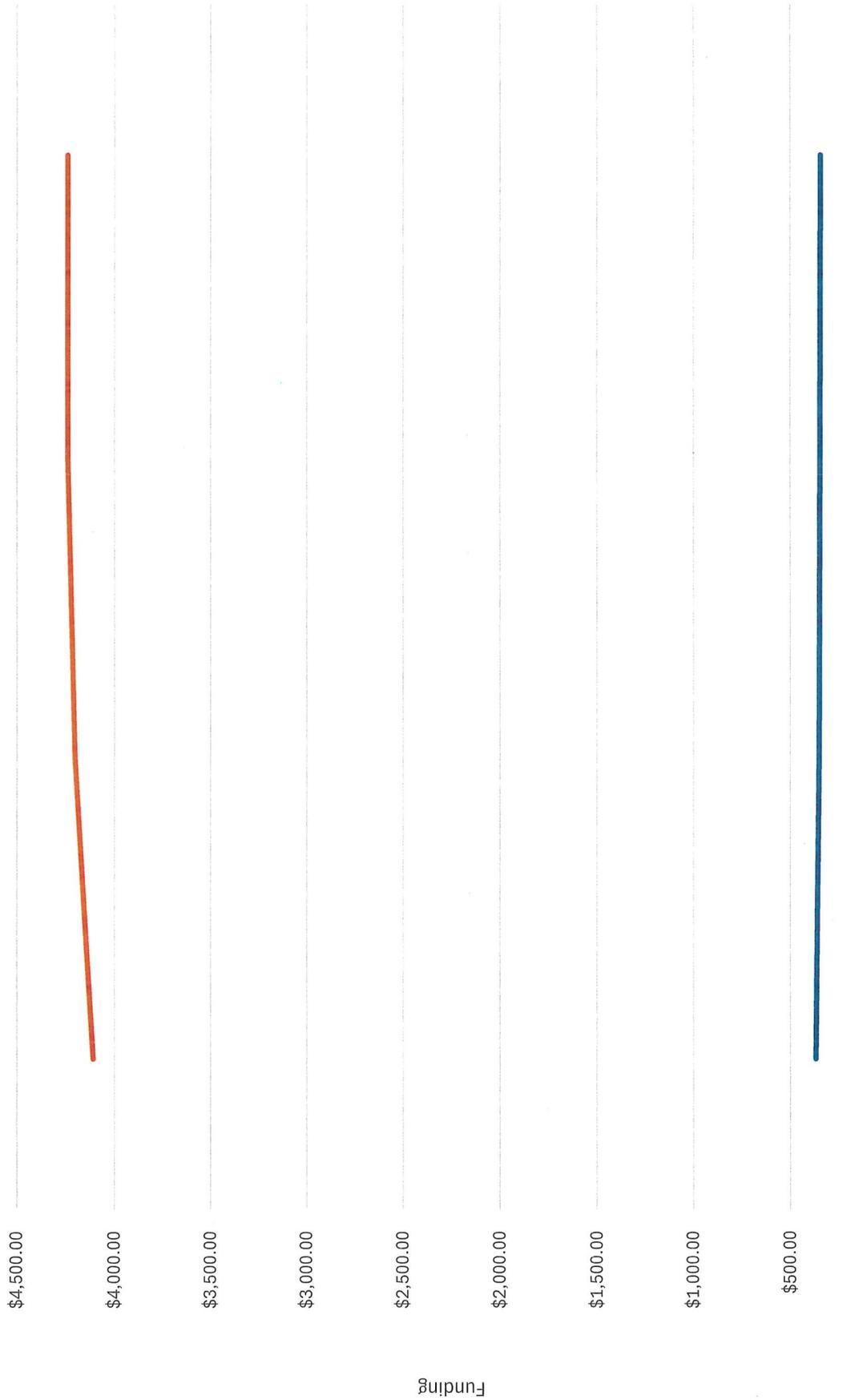
Points of Note

- At the start of the 2024-2025 School Year, the school's administration was informed by Public Health that regularly-scheduled on-site health services for students would no longer be possible due to staffing shortfalls within the department.
- Since then, the only services provided by Public Health on-site are occasional vaccination clinics that are normally organized for graduating students to access prior to finishing school. The intention behind these clinics is to allow students to catch up on vaccinations while it is still reasonably easy for them to access the service. Mature minors provide their own consent. In cases where students aren't mature minors, parental permission is sought.
- Prior to the 2024-2025 School Year, Public Health offered the following for students:
 - On-site office hours provided by a Public Health nurse for ½ day per week.
 - Access to the nursing services was usually on a drop-in basis, and the service was well-used by students.
 - Outside of those times, materials were available to students on a variety of public and personal health matters in the same area where the nurse's office was located.
- Some of the posters and pamphlets with information for students remain available to them currently.
- At the start of the 2024-2025 School Year on-site CYC services were ended. Students could continue to access CYCs at the off-site offices, and some students continue to do so.
- CYCs are permitted to meet students at the school, however the school's administration reports that this accommodation is used rarely, if ever.
- The school's administration reports their belief that the move to CYCs off-site has placed additional barriers to students accessing Mental Health services.
- School Counsellors and School-Based Mental Health and Wellness workers have capacity to refer students to CYCs, and will do so as appropriate.
- The school and YK1 stand ready to work with Public Health and NTHSSA to increase student access to health services generally.

Homeschool Budget vs Expenditures over Time



YK1 - Historical Homeschool Allocations vs School O&M (per pupil)



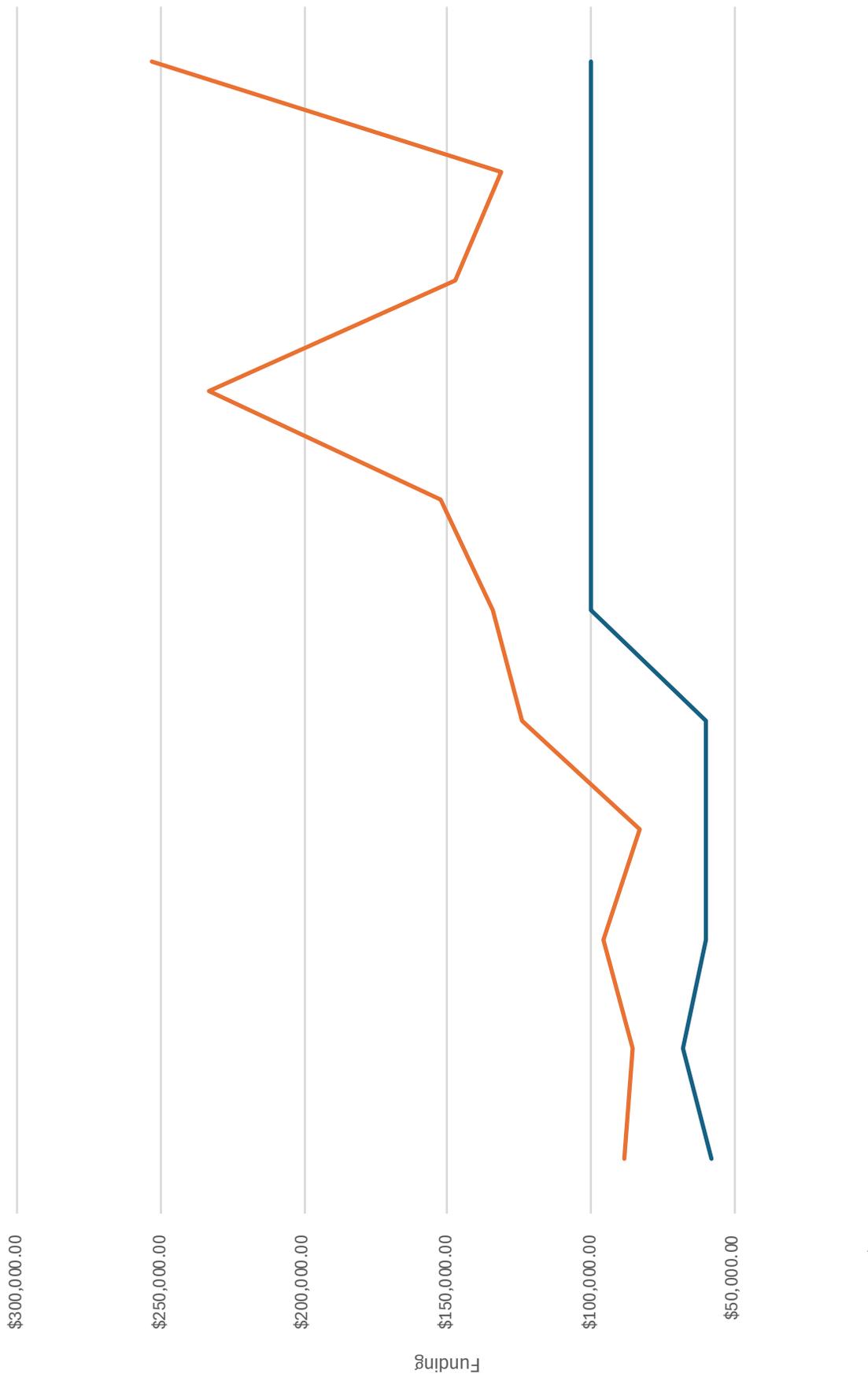
Fiscal Year	OM for In Person	H/S Allocation
SY21-22	\$368.18	\$4,109.00
SY22-23	\$350.97	\$4,201.00
SY23-24	\$345.73	\$4,240.00
SY24-25	\$342.92	\$4,240.00

Funding

Registration and Funding

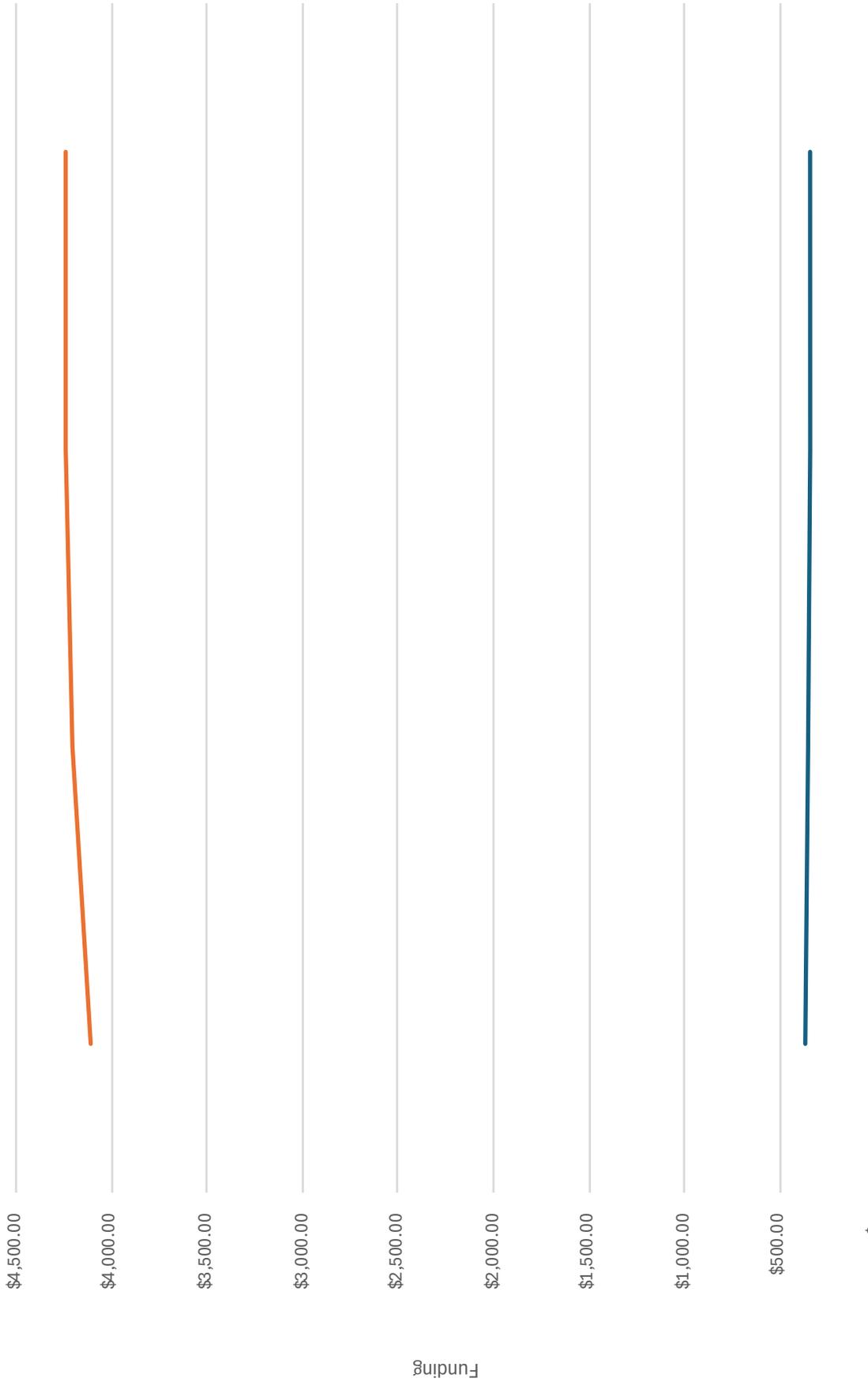
As noted in the regulations, home schooled students are to be registered with a school in the district in which they are living. These students should be noted as home schooled students on a central school register, and attendance should not be kept for them. (Please note attendance for part time students identified below.) Principals, District Education Authorities, and Divisional Education Councils should include all home schooled students, identified as such, on all attendance information submitted to the Department. A home schooled student will be counted as .5 (50%) of a full time equivalent student (FTE) for the purposes of funding. One half of this amount (25% of an FTE) should be reserved to reimburse the parent's program costs.

Homeschool Budget vs Expenditures over Time



	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budget	\$58,000.00	\$68,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$100,000.0	\$100,000.0	\$100,000.0	\$100,000.0	\$100,000.0	\$100,000.0
Expenditures	\$88,046.88	\$85,298.44	\$95,341.77	\$82,933.85	\$123,784.2	\$133,897.2	\$152,050.2	\$233,119.3	\$147,190.5	\$131,573.4	\$253,038.9

YK1 - Historical Homeschool Allocations vs School O&M (per pupil)



\$

	SY21-22	SY22-23	SY23-24	SY24-25
OM for In Person	\$368.18	\$350.97	\$345.73	\$342.92
H/S Allocation	\$4,109.00	\$4,201.00	\$4,240.00	\$4,240.00



BOARD REPORT

Title:	Assistant Superintendent of HR and Learning Report
Contact:	Landon Kowalzik, Assistant Superintendent
Date Submitted:	December 2, 2025
Mandate	<ul style="list-style-type: none"> ● HR: To recruit, support and retain staff in order to provide students with the best possible opportunities and educating for life. ● Learning: Providing students with the best possible opportunities and educating for life.
Background	<ul style="list-style-type: none"> ● As of December 2, 2025, we have 137 active substitute teachers and new subs continue to be added on a weekly basis. This is down slightly from November as we have hired several subs as Education Assistants. ● Update on enrollment, as of December 2, 2025 complete. See attachment. ● Over the past month we have filled 2 teaching positions and an assistant principal position for YK1. ● We are still trying to fill one teaching position for KDS. ● As of December 2, 2025, we have hired 10 Education Assistants with more expected in the days and weeks ahead. ● The Assistant Superintendent of Human Resources and Learning attended the University of Lethbridge's PSIII Launch day on December 5, 2025.
Looking forward:	<ul style="list-style-type: none"> ● The YK1 annual recruitment trip is set with stops at four universities scheduled for January and early February where we will have the opportunity to engage with soon to be teachers from 9 different universities.

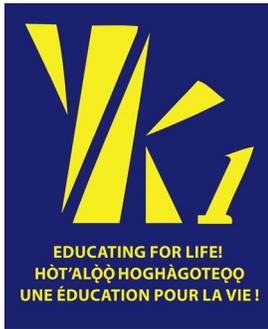
Recommendations	Accept as information
Attachments?	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No Enrolment report December 2, 2025

Yellowknife Education District No. 1
Enrolment Report as of: December 2, 2025

School	JK	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals		
															Dec.25	Dec.24	Change
Mildred Hall	27	20	25	33	23	25	30	32	26	37					284	272	12
Ecole Itlo (French)	70	46	65	44	57	45	40								367	339	28
William McDonald (All)								130	96	102					328	324	4
N.J. Macpherson	45	41	47	47	48	42	63								333	361	-28
Range Lake North (All)	19	23	18	31	22	30	23	13	18	11					208	220	-12
Ecole Sir John Franklin											154	191	187	147	679	661	18
Totals	161	130	155	155	150	142	156	175	140	150	154	191	187	147	2199	2177	22

Yellowknife Education District No. 1
Monthly Enrolment Tracking

School	FTE Totals											
	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26		
Mildred Hall	301.00	286	283	284								
Ecole Itlo	366.00	368	366	367								
William McDonald	329.00	327	328	328								
N.J. Macpherson	334.00	331	332	333								
Range Lake North	206.00	209	209	208								
Ecole Sir John Franklin	679.00	686	691	679								
Totals	2215.00	2207.00	2209	2199								



BOARD REPORT

Title:	December 9, 2025, Secretary Treasurer Report
Contact:	Lisa Vass, Secretary Treasurer
Date Submitted:	December 3, 2025
Mandate	<ul style="list-style-type: none"> ● Cultivate a culture of holistic wellness ● Honour and celebrate Indigenous Language and Culture for all learners ● Ensure inclusive, equitable and authentic learning experiences ● Foster critical understanding of local, national and global issues
Background	<ul style="list-style-type: none"> ● The payroll officer position is now vacant, so recruiting has begun with interviews scheduled for early January. With two new employees in payroll, finance will once again be training a new employee which will cause a shift in work and priorities. ● School Site Visits: <ul style="list-style-type: none"> ● Finance visited four schools over the last week including: NJM, SJF, ITL'O and WMS. Finance reviewed their SUB, operating and maintenance and grant budgets for the year. The remaining two schools will be scheduled for visits mid-January. ● Occupational Health & Safety Update: <ul style="list-style-type: none"> ● Arctic Response will undertake the Confined Space Assessments during the first three weeks of January 2026. ● Supervisor Training – Arctic Response will deliver two sessions scheduled for January 5-6 and 7-8, 2026 for all school administration staff. This should bring most of the

	<p>school leadership into compliance with the WSCC requirements.</p> <ul style="list-style-type: none"> • Board of Trustees Honourarium – The Board’s bi-annual honourariums were paid on November 28, 2025. The Board annual honorarium rates are adjusted annually per Board Policy 5: Board By-Laws. The increase is based on the Yellowknife Price Index for the period of September 1, 2024 – September 1, 2025 with the rate being 1.9%. The summary is attached. • Bussing: I met with the Transdev staff at the end of November to discuss operations and financial issues. I am still waiting for final credit information for the 2024-25 fiscal year. They are supposed to have it to me by December 5. I will review the information when I return in early January.
<p>Updates:</p>	
<p>Recommendations</p>	<p>Received as information.</p>
<p>Attachments?</p>	<p><input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No If yes, list attachments below</p> <ul style="list-style-type: none"> • Board of Trustees’ Honourarium 2025-26

Trustee Honorariums

November 19, 2025

Please note that the board annual honorarium rates have been increased as per Board Policy 5: Board By-Laws. The change as per the Yellowknife Price Index (CPI) for September 1, 2024 to September 1, 2025 is 1.9% which resulted in the following changes:

	<u>September 2024</u>	<u>September 2025</u>
Chairperson	\$ 15,041.48	\$ 15,327.27
Vice-Chairperson	\$ 12,785.25	\$ 13,028.17
Trustee	\$ 11,281.11	\$ 11,495.45

The 2025 Trustee Honorariums are in effect from September 1, 2025 to August 31, 2026. They will be adjusted to the change in Yellowknife Consumer Price Index in September 2026.

Honorariums are paid twice per year, June 30 and December 31 (December 2025 payment to be made on November 28, 2025).



Policy 5: Board By-Laws

Purpose:

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

Selection of Chairperson and Vice-Chairperson

1. The selection of the Chairperson and Vice-Chairperson shall take place at the annual organizational meeting of the Board. In an election year, the organization meeting of the Board will be held immediately prior to the regularly scheduled meeting in November, and in a non-election year will be scheduled in August, within two weeks of the first day of school.
2. The Superintendent shall advise each Trustee of the date, time and place of the organizational meeting.
3. Should the organizational meeting follow the District Education Authority election, the Superintendent shall immediately, after calling the meeting to order:
 - 3.1. Proceed to read the returns of election to the Board as certified by the returning officer;
 - 3.2. Certify that all Members meet the eligibility criteria to take office and have signed the oath of office and have received a copy of the Declaration of Elected Office; and
 - 3.3. Proceed to have the Trustees elect a Chairperson and Vice-Chairperson to serve at the pleasure of the Board. Either can be relieved by a two-thirds majority vote of Trustees.
4. Should the organizational meeting not follow the District Education Authority election, the Superintendent shall call the organizational meeting to order and proceed to have the Trustees elect a Chairperson and Vice-Chairperson to serve at the pleasure of the Board.
5. The Organizational Meeting shall have an agenda established as follows:
 1. Call to Order
 2. Land Acknowledgement
 3. Superintendent's Opening Remarks
 4. Declaration of Conflicts of Interest
 5. Review and Approval of the Chairperson and Vice Chairperson Election Process
 6. Election of Chairperson
 7. Election of Vice Chairperson
 8. Other Organizational Items (as required)
 9. Adjournment
6. The Superintendent shall appoint two scrutineers, who are not Trustees, for the election of both the Chairperson and Vice-Chairperson.
7. The Superintendent shall call for nominations for the office of Chairperson.



Policy 5: Board By-Laws

8. Any Trustee may nominate themselves or any other Trustee for the office of Chairperson (or Vice Chairperson) and a seconder is not required. Any Trustee may participate in the election of the Chairperson (or Vice Chairperson) in person, electronically, or in writing.
9. A Trustee does not have to be present to be nominated for the office of Chairperson or Vice-Chairperson, providing that they have indicated in writing to the Superintendent their willingness to accept nomination.
10. Nominations shall remain open for one minute following the last nomination.
11. The Superintendent shall then declare nominations closed and ask each nominee in reverse order if they accept nomination.
12. A vote by secret ballot shall be conducted in the election of the Chairperson and the Vice-Chairperson.
13. The scrutineers shall collect, count the ballots, and provide written results to the Superintendent.
14. The Trustee receiving a clear majority, greater than 50% of all the votes cast shall be declared elected.
15. Should no Trustee receive a clear majority of the votes cast, the Superintendent shall announce the name of the Trustee receiving the least number of votes whose name shall then be dropped from the ballot. In the event there is a tie for the least number of votes, the Trustees shall vote again. In the event that a tie remains for the bottom position, the Trustees will vote in order to determine which Trustee will remain on the ballot.
16. Balloting shall continue until one Trustee receives a clear majority of votes.
17. The Trustee receiving a clear majority of votes shall be declared as Chairperson and shall immediately take over the chair.
18. The Chairperson shall then proceed to have the Trustees elect the Vice-Chairperson following the same procedure that was used to elect the Chairperson.
19. The Chairperson shall call for a motion to destroy all cast ballots following the completion of the elections.
20. If the position of Chairperson or Vice-Chairperson becomes vacant, the Trustees shall elect a replacement using the same voting procedures as outlined above.
21. Other Organizational Items may be determined at the Organizational meeting as required such as: conflict of interest and disclosure forms, a schedule for regular board or other predetermined meetings, standing committee appointments, Trustee Parent Advisory Council appointments, etc.

Rules of Order



Policy 5: Board By-Laws

1. The Chairperson shall preside at all Board meetings.
2. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and Vice-Chairperson, the Trustees present shall select a Trustee to serve as chairperson for the meeting, or until such time as either the Chairperson or Vice-Chairperson arrive.
3. If there is no quorum present at the expiration of one-half hour from the announced start time of the meeting, the Board shall stand adjourned, and the Director of Corporate Services shall enter into the record the names of the Trustees present.
4. Motions shall normally be put in writing and seconded before the Chairperson calls for debate and a vote.
5. Before speaking, every Trustee shall address the Chairperson and, when recognized, speak to the question under debate avoiding all discourteous language and reference to personalities.
6. When two or more members speak at once, the Chairperson shall name the Trustee that is to speak first.
7. No Trustee while speaking shall be interrupted by another, except upon a point of order, or for the purpose of explanation. The Trustee who interrupts shall confine all remarks to the point of order or explanation.
8. If any Trustee violates these rules of order, the Chairperson shall, and any Member can, call them to order. In such a case the Trustee shall immediately be silent, but afterwards be permitted to explain; and the chairperson, if appealed to, shall decide the case, without debate.
9. No Trustee shall speak to any issue more than twice, or for more than three minutes each time speaking without prior permission of the Chairperson. Trustees shall be permitted to clarify something or to reply to a specific question not previously answered. The Chairperson shall not permit any repetitive commentary.
10. A Trustee may request that the motion under discussion be read at any time during the debate, but not to interrupt a Trustee that is speaking.
11. No Trustee shall speak to a motion after the Chairperson has called for the vote.
12. A notice of motion may be given at any meeting. It shall be recorded in the minutes, but shall not be debated or voted on until the motion is properly moved and seconded.
13. When a motion is being debated no other motion is allowed unless it is to:
 - 13.1 Adjourn;
 - 13.2 Table;



Policy 5: Board By-Laws

13.3 Call the Question;

13.4 Refer;

13.5 Amend;

13.6 Postpone; or

13.7 Recess.

14. Every Trustee present shall vote on every motion except where a Trustee declares a conflict of interest.

15. The Chairperson shall declare the results of all votes as either carried or defeated. A Trustee may request that their vote be recorded into the minutes.

16. In the case of a tie vote, the motion shall be declared defeated.

17. The following motions will be voted on without debate:

17.1. To Adjourn;

17.2. To Table; or

17.3. To Call the Question.

18. If an issue arises that is not addressed by these rules of order, *Robert's Rules of Order will apply.*

Meetings Through Electronic Means

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

In these situations, the following conditions will apply:

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



Policy 5: Board By-Laws

meeting. The Superintendent shall call the Trustee and reconnect the Trustee back into the meeting when the item under discussion has been dealt with.

- The electronic means must enable all the meeting's participants to communicate with each other, and if possible, enable all participants to view each other.
- The electronic means must enable the public to listen to the meeting, and if possible, enable the public to view the meeting and participants.
- Reasonable steps must be taken to notify the public of locations and/or means by which members of the public may attend electronically to observe a meeting.
- Where required the Superintendent or designate will be responsible for the organization of the electronic communications with the meeting participants.
- The Chairperson shall conduct voting on a motion verbally by asking first for those in favour, and then for those opposed.
- A Trustee must ensure the means and location used to participate in the meeting electronically will allow moving in-camera and will meet all requirements of an in-camera session.

Order of Business

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



Policy 5: Board By-Laws

- 2. Land Acknowledgement
- 3. Chairperson's Opening Remarks
- 4. Declaration of Conflict of Interest
- 5. Adoption of Agenda
- 6. Delegations & Presentations
- 7. Review and Approval of the Minutes
- 8. Business Arising from the Minutes
- 9. Trustees' Statements
- 10. Unfinished Business
- 11. New Business
- 12. Reports
- 13. Announcements
- 14. Date and Time of Next Meeting
- 15. Chairperson's Closing Remarks
- 16. Adjournment

- 9. Delegations and/or individuals wishing to make a presentation to the Board shall:
 - 9.1. Provide to the Chairperson or Superintendent a written summary of information to be presented at least five days prior to the meeting at which they wish to appear.
 - 9.2. In special circumstances, and with the consent of the majority of Trustees present, the requirement for five days' notice may be waived.
 - 9.3. Be restricted to providing comments about those matters that are within the jurisdiction and responsibility of the Board.

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

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

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

- 10. Minutes are the legal record of all action taken at regular and special Board meetings. The meeting minutes and all attachments (and any required translations) are kept on file (electronic and hardcopy) in the District office. In the event that there is a discrepancy later discovered between the English and the translated version, the English version shall be the official version. The minutes shall contain:
 - 10.1. A full description of the meeting including date, location, times of opening and adjournment;
 - 10.2. A list of all Trustees and administration in attendance;
 - 10.3. A complete and accurate record of all motions, specifying the movers and seconders, and whether or not the motion was carried or defeated;



Policy 5: Board By-Laws

- 10.4. Names of Trustees who either request their vote be recorded or declare a conflict of interest;
- 10.5. Points of order or appeals and their outcomes;
- 10.6. All appointments to committees; and
- 10.7. The signature of the Chairperson and the Director of Corporate Services after they have been approved by Board motion.

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

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

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

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

“Trustee statements are individual opinions and are not intended to represent the views of the Board.

Trustee statements are not debatable and there will be no opportunity for rebuttal or questions.”

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

- 1. Observers

- 1.1. Meetings of the Board are open to the public who are welcome to attend and observe from the designated public seating area, or attend and observe via electronic means.
- 1.2. Observers are not permitted to address the Board unless invited by the Chairperson to provide information with respect to a specific item on the agenda.
- 1.3. Cameras and recording devices may be restricted at the discretion of the Chairperson.

Special Meetings

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



Policy 5: Board By-Laws

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

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

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

Meetings Closed to the Public (In-Camera)

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

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

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

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

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

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

Trustee Compensation

Each Trustee shall receive an annual honorarium.

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

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



Policy 5: Board By-Laws

Chair 13,078.00 per annum

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

Trustee Resignation

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

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

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

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

References/Related Documents:

- Education Act
• Administrative Procedures

Table with 4 columns: Revision, Revision Description, Approved Date, Review Date. It contains 5 rows of revision history data.



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Consumer Price Index

September 2025

Information released today by Statistics Canada indicates the Yellowknife All-Items Consumer Price Index in September rose by 1.9% compared to one year ago. By comparison, annual prices increased by 2.4% for Canada, 1.7% for Edmonton, 2.9% for Whitehorse, and 0.7% for Iqaluit.

Table 1: All-Items Consumer Price Index (2002 = 100)

				% Change from		12-Month Average		
	25-Sep	25-Aug	24-Sep	25-Aug	24-Sep	24-Oct 25-Sep	23-Oct 24-Sep	% Change
Yellowknife	162.4	163.1	159.4	-0.4	1.9	162.5	159.1	2.1
Canada	164.9	164.8	161.1	0.1	2.4	163.3	160.1	2.0
Edmonton	170.6	170.9	167.8	-0.2	1.7	169.8	166.2	2.2
Whitehorse	164.4	165.2	159.7	-0.5	2.9	162.3	157.8	2.9
Iqaluit	145.2	145.6	144.2	-0.3	0.7	144.8	143.6	0.8

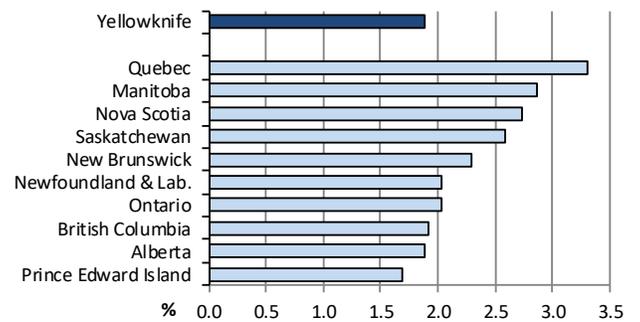
Consumer prices increased for all provinces in September 2025 compared to a year ago. Prince Edward Island had the lowest increase (1.7%) while Quebec had the highest (3.3%).

In Yellowknife, consumer prices rose in six of the eight major components compared to one year ago including food (3.3%), shelter (3.6%), and health & personal care (3.8%).

Prices for many grocery items rose year-over-year between September 2024 and September 2025. Almost all categories of food saw price increases to varying degrees, except for vegetables. Meat prices increased by 12.8%, while fish and seafood rose by 8.5%. In contrast, vegetable prices fell by 1.4%.

Looking at energy and its components, both gasoline and fuel oil & other fuels decreased by 10.3% and 8.1%, respectively. In contrast, electricity increased by 3.5% over the last 12 months.

**Percentage Change in Prices - All Items
September 2024 to September 2025**



**Percentage Change in Food by Subcomponent
Yellowknife, September 2024 to September 2025**

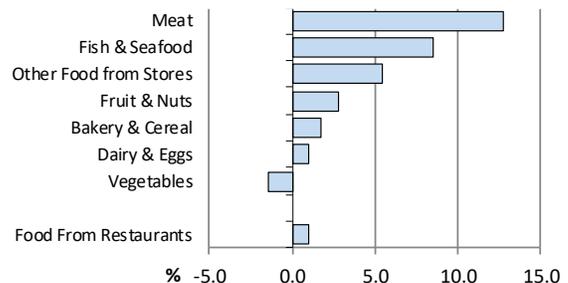


TABLE 2: CONSUMER PRICE INDEX, SEPTEMBER 2025
SELECTED INDEXES, YELLOWKNIFE (2002 = 100)

	25-Sep	25-Aug	24-Sep	% Change from	
				25-Aug	24-Sep
All Items	162.4	163.1	159.4	-0.4	1.9
Food	188.4	187.1	182.3	0.7	3.3
Food from Stores	188.3	186.6	180.6	0.9	4.3
Food from Restaurants	187.9	187.9	186.0	-	1.0
Shelter	198.9	198.5	192.0	0.2	3.6
Water, Fuel & Electricity	256.0	256.1	259.8	-	-1.5
Household Operations & Furnishings	109.5	109.2	106.8	0.3	2.5
Household Operations	103.1	103.3	101.7	-0.2	1.4
Household Furnishings	118.4	117.0	112.6	1.2	5.2
Clothing & Footwear	108.4	111.9	113.9	-3.1	-4.8
Clothing	95.8	98.8	101.4	-3.0	-5.5
Footwear	97.4	101.9	94.4	-4.4	3.2
Clothing Accessories & Jewellery	174.0	178.8	195.7	-2.7	-11.1
Clothing Material, Notions & Services	209.4	209.4	211.9	-	-1.2
Transportation	160.5	165.9	163.8	-3.3	-2.0
Private Transportation	164.2	164.0	164.1	0.1	0.1
Public Transportation	150.6	171.9	163.4	-12.4	-7.8
Health & Personal Care	144.3	142.4	139.0	1.3	3.8
Health Care	143.4	140.7	137.8	1.9	4.1
Personal Care	144.8	143.9	139.6	0.6	3.7
Recreation, Education & Reading	118.9	120.0	118.6	-0.9	0.3
Recreation	113.4	115.3	113.5	-1.6	-0.1
Education & Reading	151.5	147.5	149.1	2.7	1.6
Alcoholic Beverages & Tobacco Products	206.9	206.4	202.7	0.2	2.1
Alcoholic Beverages	160.9	160.9	157.1	-	2.4
Tobacco Products & Smokers' Supplies	333.6	331.8	326.4	0.5	2.2
ENERGY AND ITS COMPONENTS:					
Energy	229.3	229.3	242.7	-	-5.5
Electricity	236.7	236.7	228.6	-	3.5
Fuel Oil and Other Fuels	309.6	309.6	336.8	-	-8.1
Natural Gas
Gasoline	167.1	166.7	186.2	0.2	-10.3
Fuel, Parts and Supplies for Rect'l Vehicles

Notes:

1. Source: Statistics Canada, Table 18-10-0004-01 Consumer Price Index, monthly, not seasonally adjusted.
2. CPI values for Yellowknife and Whitehorse include estimates of price changes for owned accommodation based on the price of rental accommodation. As a result, the all-items indexes published for these centres are not strictly comparable to those for Canada and Edmonton.

Next release of CPI: November 17, 2025.



BOARD REPORT

Title:	Director of Operations Board Report
Contact:	Jordan Martin
Date Submitted:	December 8, 2025
Mandate:	<ul style="list-style-type: none"> • Ensure fitness, health and cleanliness of district facilities • Provide a safe learning environment for students and safe workplace for teaching staff
Updates:	<ul style="list-style-type: none"> • Lead remediation in WMS and NJ • New snow removal equipment • Mildred Hall water testing
Looking forward	<ul style="list-style-type: none"> • Staff training on new equipment
Recommendations:	Accept report for information



Maintenance has been dealing with a lot of clogged toilet calls. For some reason it has become fashionable to dispose of large items like apples, clothing and fruit cups down the toilet. This has been an issue at several schools. Hopefully, the excitement of this practice ends soon.

The new snow removal equipment is 98% assembled, and we should have it before the end of January. Hopefully, if the temperature warms up we will be ready for some more snowfall.

Mildred Hall School:

The GNWT performed water testing for lead at the end of November. Tests came back positive for elevated lead levels at several locations tested. Upon finding out the results we immediately switched over to bottled water as a potable drinking source. We will be identifying the fixtures/fountains that need to be retrofitted with filters and new fixtures. We hope to do follow-up testing by the end of January.

Mildred Hall has had a string of break-ins where food has been the main target. We believe the people entering the school have a key. We are currently looking into the cost of replacing the exterior door locks. In the meantime, we have turned off the fob system and have disabled the back door lock, the primary location used to access the school.

École William McDonald Middle School:

All potable water sources were tested at the end of November as requested by the Department of Health and outlined in our standard operating procedures. One water fountain returned elevated results slightly above the maximum allowable concentration for lead. The water fountain filters will be changed and retested. This regular testing is meant to maintain and track the effectiveness of the filters. Follow-up testing will be performed in three months.

NJ Macpherson School:

Filters have been ordered for the classroom sinks and water fountains. Hopefully they will arrive before school is out for the winter break so that we have the opportunity to have them installed before school starts back up in the new year.

Range Lake North School:

Barriers have been installed across the entrance to the school yard. This will act as a temporary solution until the spring when a fence can be installed.

École Sir John Franklin High School:

Over the winter break we will be proactively identifying all potable water sources and what would be required to add filters to them.

We have had several sewer back-ups in the front of the school over the last month. A camera was sent down to inspect the line, which revealed a dip in the line. It is in the crawlspace, underground, 18 feet from the cleanout and under the foundation wall of the gym. We are investigating options for repair.



YELLOWKNIFE EDUCATION DISTRICT NO. 1

BOARD of TRUSTEES

COMMITTEE OF THE WHOLE

MEETING AGENDA

December 8, 2025 – 12:10 PM

Meeting Link: <https://meet.google.com/muz-rzvb-aiu>

1. Call to Order

2. Land Acknowledgement

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

3. Adoption of Agenda

4. Approval of Minutes

4.1 November 12, 2025

5. ~~Public Access to Committee Meetings (Trustee Bell)~~ removed

6. Yellowknives Dene First Nation Council Meeting Follow-up (Trustee Bell)

7. Board Workplan (Trustee Bell)

8. Budget Planning (Trustee Brookes)

9. Date and Time of Next Committee of the Whole Meeting

January 12, 2026 12:10 PM	Committee of the Whole Meeting
---------------------------	--------------------------------

10. Adjournment



**YELLOWKNIFE EDUCATION DISTRICT NO. 1
BOARD of TRUSTEES
COMMITTEE OF THE WHOLE (COW)
MINUTES**

**November 12 – 12:10 PM
In-person and online via Google Meet**

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

Regrets: Allan Shortt

Administration

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

Meeting Chairperson: Trustee Brookes

Meeting Recorder: Pat Thagard

1. Call to Order

The meeting was called to order at 12:12 PM

2. Land Acknowledgement

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.

3. Adoption of Agenda

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

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

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

4. Approval of Minutes

This item was deferred to the December Committee of the Whole meeting.

5. Financial Administration Act and FAM regarding decision-making authority
(Trustee Wasylciw)

Trustees discussed sending a response to the Minister and as well as asking legal counsel to provide clarification on how YK1 is defined as an organization. Trustees will continue discussions.

6. Federal School Program (Assistant Superintendent Kowalzik)

National School Food Funding has made hot lunches now available at all YK1 schools. Five schools have hired part-time staff to assist with their food program. Some of the funding will be used to update kitchen facilities. Due to the delay in receiving funding for years 1 and 2, we were encouraged to spend the funds on capital projects related to the food program. Year three funding may be limited to food purchases only.

7. Report Cards (Trustee Wasylciw)

Can report card content be streamlined? Administration noted that there is interest in report cards being more flexible and that discussions are ongoing on ways to improve reporting.

8. PowerSchool Breach (Trustee Wasylciw)

What has occurred after the PowerSchool privacy breach? Administration took part in meetings early in the new year. Roles and responsibilities are being discussed and defined.

A request to have this topic, including a request for an extension once the initial 2-year fraud prevention ends, will be added to a future Education Leaders meeting agenda.

9. Date and Time of Next COW Meeting

December 8, 2025, at 12:10 PM

10. Adjournment

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

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

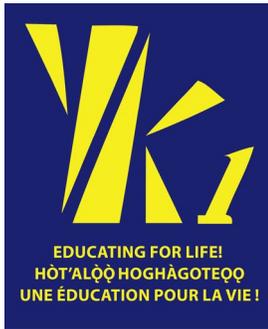
Moved by: Trustee Drew

Seconded by: Trustee Wasylciw **Carried**

Meeting adjourned at 12:56 PM

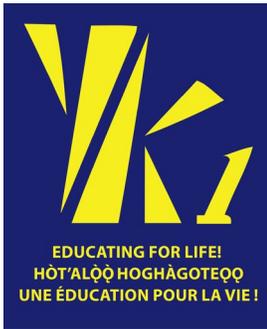
Chairperson Brookes

Lisa Vass, Secretary Treasurer



BOARD REPORT

Title:	Public Access to Committee Meetings
Contact:	Barbara Bell
Date Submitted:	November Board Meeting
Mandate:	YK1 Board Committees are established under Policy 8 – Committees of the Board to support effective governance and ensure open, transparent, and accountable decision-making. Committees report to the Board of Trustees.
General Information:	<p>All Committee meetings are open to the public unless the matter being discussed is confidential and requires an In-Camera session.</p> <p>Meeting notices and agendas shall be posted to the YK1 website in advance of each meeting to support transparency and public engagement. Members of the public are welcome to attend in person or join online through a virtual meeting link, in accordance with the Board By-Laws (Meetings Through Electronic Means).</p> <p>Each Committee reports directly to the Board through minutes which will be included in the next regular Board meeting package and may be called upon to speak on behalf of the Committee when required.</p> <p>The Chairperson of each Committee is responsible for ensuring that meeting dates, agendas, and outcomes are shared publicly and that all proceedings comply with Board policy and by-law requirements.</p>
Recommendations:	That the Yellowknife Education District No. 1 Board of Trustees direct the Superintendent - or designate - and Committee Chairs to work together, to ensure that agendas for all Committee meetings are finalized and ready no later than three days (where possible) prior to the Committee meeting, and that agendas be shared with the Board and posted publicly on the YK1 website once received, to support transparency and public access.
December Update:	This item is on the agenda because it was deferred at the November meeting. I no longer wish to bring a discussion forward on this item. No further action is needed at this time.



BOARD REPORT

Title:	YKDFN Council Meeting Follow up
Contact:	Barbara Bell
Date:	December
Background	<p>YKDFN Council Meeting (November 4, 2025)</p> <p>Info from the November meeting as well as the approved motion.</p> <ul style="list-style-type: none"> ○ I had the honour of being invited to attend the November 4, 2025 YKDFN Council meeting to begin an open and collaborative conversation about how YK1 can better reflect and support YKDFN values, culture, and priorities in our schools. The discussion was warm and constructive, the council shared ideas around bringing more Elders and knowledge keepers into schools, to the board table, creating opportunities for sharing circles with families, and ensuring ongoing communication between YK1 and YKDFN leadership. ○ I move that the Yellowknife Education District No. 1 Board of Trustees direct the Superintendent to work with the CEO of the Yellowknives Dene First Nation (YKDFN) to explore the establishment of an ad hoc committee where YK1 and YKDFN leadership can meet to discuss ways to strengthen connection, collaboration, and advocacy for our shared schools, students, and community.
Information	<p>1. Ad Hoc Committee with YKDFN</p> <p>YKDFN expressed interest in creating an Ad Hoc Committee between YK1 and YKDFN leadership. The committee would be a place where we can talk openly, share concerns, bring forward advocacy issues, share and review documents (strategic plan) and work together on solutions.</p> <p>2. Elders at the Board Table</p> <p>YKDFN strongly encouraged YK1 to include Elders more formally in our work. Suggestions included having Elders attend meetings when possible, opening meetings with guidance, and involving Elders in discussions that directly impact culture, land, language, and student</p>

	<p>supports. This would help us root our decisions in local knowledge and deepen the relationship overall.</p> <p>3. Sharing Circles in Schools</p> <p>A meaningful idea brought forward was to begin connecting with families through sharing circles. This would allow parents and caregivers to come together in a safe space to talk about what's going well, what needs attention, and how schools can better support students. Our Superintendent has already started connecting with YCS to learn from their approach so we can prepare something appropriate for our schools.</p>
Note:	<p>Our Superintendent will be reaching out to YKDFN's CEO to begin discussions on working together.</p>



BOARD REPORT

Title:	Board Workplan
Contact:	Barbara Bell
Date:	December 2025
Mandate	The Workplan serves as the guiding framework to ensure that recurring items are brought forward to the Board in a timely and transparent manner.
Background	<p>The Board Workplan is reviewed annually and updated as needed to reflect changes to the governance calendar, legislative requirements, and committee reporting cycles.</p> <p>This updated version includes a Status column to track whether items have been presented, deferred, or completed.</p>
Current Update	Mid-year check-in on the Workplan to identify which items have been completed and which remain outstanding.
Attachments	2025-2026 draft Workplan

August 2025

	Board Activity	Meeting	Presented By	Frequency	Status - Comments
1.1	Hold Regular Board meetings	Board		Monthly	Complete
1.11	Review planning/progress on 4 Year Strategic Plan	Board	Admin	Quarterly	Complete
1.2	Receive Superintendent's Monthly Report	Board	Admin	Monthly	Complete
1.3	Receive Superintendent's Quarterly Education Report - Student Engagement, Attendance, and Completion Report	Board	Admin	Quarterly	TBD
1.6	Student/Staff Wellness: Within the Superintendent's Education Quarterly Report, review initiatives & planning to ensure Policy 28 Safe, Caring, & Respectful Working & Learning Environments, is being achieved.	Board	Admin	Quarterly	As part of monthly report
2.1	Determine Board PAC Representatives	COW	Chair	Annually, first COW after the Org. Meeting	NA
2.10	Welcome Back Event	Board		Annually	NA
2.5	Review results from annual district community (students, families, staff) survey	Board	Admin	Annually	Has not been done in recent years TBD
4.3	Review draft District Annual Report (Operating Plan Report)	Board	Admin	Annually	Complete
5.5	Review of Quarterly Financial Statements	Board	Finance/ Facilities	Quarterly	Complete
7.4	Outline Policy 6 Role of Chair; Policy 7 Role of Vice-Chair (prior to Org. Meeting)	Org Mtg.		Annually	Complete
8.1	Hold Organizational meeting (in August except after Election)	Org Mtg.		Annually	Complete
8.4	Outline Policy 8 Committees of the Board (after Org. Meeting)	Org Mtg.		Annually	Complete

September

	Board Activity	Meeting	Presented By	Frequency	Status - Comments
1.1	Hold Regular Board meetings	Board		Monthly	Complete
1.2	Receive Superintendent's Monthly Report	Board	Admin	Monthly	Complete
1.19	Hold and attend board committee meetings	Committees		Monthly	Complete
2.11	Attend School Open Houses	Events		Annually	Complete
2.4	Communications Department Report	Board	Admin	Annually	NA
2.8	Nominate individual teachers/administrators for awards as appropriate	Board	PE&A	Annually	
3.1	Welcome Back (messages, events, etc.)	Events		Annually	Complete
3.2	Review key partner survey results and discuss areas for possible collaboration	COW	Admin	Annually	TBD
4.4	Approve and submit District Annual Report	Board	Admin	Annually	Complete
5.14	Receive Enrolment Report	Board	Admin	Monthly	Complete
5.4	Approve Audited Financial Statements	Board	Finance/ Facilities	Annually	Complete
5.6	Review Fall budget amendments (if any required)	Board	Finance/ Facilities	Annually	Complete
9.1	Develop plan for Board Advocacy including focus, key messages, and mechanisms	COW	PE&A	Annually	

October

	Board Activity	Meeting	Presented By	Frequency	Status - Comments
1.1	Hold Regular Board meetings	Board		Monthly	Complete
1.2	Receive Superintendent's Monthly Report	Board	Admin	Monthly	Complete
1.19	Hold and attend board committee meetings	Committees		Monthly	Complete
5.14	Receive Enrolment Report	Board	Admin	Monthly	Complete
1.15	IT Department Report	Board	Admin	Annually	Move to February
1.7	Hold Board Education meetings (presentations from schools/programs). To be held on opposite weeks from regular board meetings, scheduled throughout the year.	Board		Monthly	Deferred (Completed in November)
5.15	Maintenance Department Report (Inc. review status of buildings and grounds)	Board	Admin	Annually	TBD *refer to facilities committee
5.7	Approve Fall budget amendments (if any required)	Board	Finance/ Facilities	Annually	Complete
9.12	Review ASBA resolutions, policies for Fall AGM	COW	Board	Annually	NA
9.6	Meet with Yellowknife MLAs as appropriate (at least twice per year)	Board	Board	Planned basis	Complete
9.9	Review agenda and materials for Chair's Education Leaders meeting	COW	Chair	Bi-annually	Complete

November

	Board Activity	Meeting	Presented By	Frequency	Status - Comments
1.1	Hold Regular Board meetings	Board		Monthly	Complete
1.2	Receive Superintendent's Monthly Report	Board	Admin	Monthly	Complete
1.11	Review planning/progress on 4 Year Strategic Plan	Board	Admin	Quarterly	Complete
1.3	Receive Superintendent's Quarterly Education Report - Student Engagement, Attendance, and Completion Report	Board	Admin	Quarterly	TBD
1.6	Student/Staff Wellness: Within the Superintendent's Education Quarterly Report, review initiatives & planning to ensure Policy 28 Safe, Caring, & Respectful Working & Learning Environments, is being achieved.	Board	Admin	Quarterly	As part of monthly report
2.1	Determine Board PAC Representatives	COW	Chair	Annually, first COW after the Org. Meeting	NA
5.5	Review of Quarterly Financial Statements	Board	Finance/ Facilities	Quarterly	
1.19	Hold and attend board committee meetings	Committees		Monthly	Complete
5.14	Receive Enrolment Report	Board	Admin	Monthly	Complete
1.7	Hold Board Education meetings (presentations from schools/programs). To be held on opposite weeks from regular board meetings, scheduled throughout the year.	Board		Monthly	Complete - Assessment in YK1

3.4	Review risk management practices	Board	Audit	Annually	TBD
5.3	Appointment of Auditors	Board	Finance/ Facilities	Annually	In progress
7.1	New Board Orientation (after each election)	COW		Once/term	2026
7.3	Fall Planning & Board Development Weekend (FP)	FP		Annually	
7.3 a	Policy 3 Role of Trustee; Policy 4 Trustee Code of Conduct	FP	Policy & Gov.	Annually	
7.3 b	Policy 5 Board Bylaws	FP	Policy & Gov.	Annually	
7.3 c	Policy 28 Safe, Caring, & Respectful Working & Learning Environments	FP	Policy & Gov.	Annually	
7.3 d	PAC Policies, operations	FP		Annually	
7.3 e	Orientation to each school	FP	Admin	Annually	
7.3 f	Facilitating concerns of parents, others	FP	Admin	Annually	
7.3 g	Legal Obligations/Responsibilities	FP	Admin	Once/term	
7.3 h	Policy 1 Board Mandate, Beliefs & Goals	FP	Policy & Gov.	Annually	
7.3 i	Policy 14 Student Discipline	FP	Policy & Gov.	Year 2	
7.3 j	Policy 27 Student Engagement with the Board	FP	Policy & Gov.	Year 2	
7.5	ASBA New Trustee orientation (after each election)	Conference		Once/term	NA
9.13	ASBA Fall General Meeting	Conference		Annually	NA
9.2	Approve Advocacy Plan	Board	PE&A	Annually	
9.8	Meet with Yellowknife City Councillors about shared priorities (as needed)	Board	Board	Planned basis	deferred

December

	Board Activity	Meeting	Presented By	Frequency	Status - Comments
1.1	Hold Regular Board meetings	Board		Monthly	Completed
1.2	Receive Superintendent's Monthly Report	Board	Admin	Monthly	Completed
1.19	Hold and attend board committee meetings	Committees		Monthly	Completed
5.14	Receive Enrollment Report	Board	Admin	Monthly	Complete
1.17	Winter Holiday Activities	Events		Annually	Complete
1.4	Review District achievement results	Board	Admin	Bi-annually	Education meeting January
1.5	Review school achievement results and initiate school/program reviews as necessary to ensure student success	COW	Admin	Bi-annually	Education meeting January
3.3	Review key partner survey results and discuss areas for possible collaboration. Report results clearly and openly to public	Board	Admin	Annually	TBD
5.18	Review of budget process	COW	Finance/ Facilities	Annually	
6.3	Complete regular discussions with Supt on performance	COW	Board	Twice a year	TBD

January

	Board Activity	Meeting	Presented By	Frequency	Status
1.1	Hold Regular Board meetings	Board		Monthly	NA
1.2	Receive Superintendent's Monthly Report	Board	Admin	Monthly	NA
1.8	Develop outline of district priorities and goals based on past strategic plan outcomes and inform key outcome measures for new 4 Year Strategic Plan	BW		Year 1	
1.19	Hold and attend board committee meetings	Committees		Monthly	
5.1	Review and complete budget process	COW	Finance/ Facilities	Annually	
5.14	Receive Enrolment Report	Board	Admin	Monthly	
5.17	Review of funding allocation model (to prepare for budget)	COW	Admin	Annually	
9.4	Joint meeting with YCS and/or CFSTNO (as needed)	Board	Chair	Annually	
9.6	Meet with Yellowknife MLAs as appropriate (at least twice per year)	Board	Board	Planned basis	

February

	Board Activity	Meeting	Presented By	Frequency	Status
1.1	Hold Regular Board meetings	Board		Monthly	NA

	Receive Superintendent's Monthly Report	Board	Admin	Monthly	NA
1.2	Receive Superintendent's Monthly Report		Admin	Monthly	
1.19	Hold and attend board committee meetings	Committees		Monthly	
5.1	Review and complete budget process	COW	Finance/ Facilities	Annually	
5.14	Receive Enrollment Report	Board	Admin	Monthly	
1.3	Receive Superintendent's Quarterly Education Report - Student Engagement, Attendance, and Completion Report	Board	Admin	Quarterly	
1.6	Student/Staff Wellness: Within the Superintendent's Education Quarterly Report, review initiatives & planning to ensure Policy 28 Safe, Caring, & Respectful Working & Learning Environments, is being achieved.	Board	Admin	Quarterly	
1.7	Hold Board Education meetings (presentations from schools/programs). To be held on opposite weeks from regular board meetings, scheduled throughout the year.	Board		Monthly	
1.11	Review planning/progress on 4 Year Strategic Plan	Board	Admin	Quarterly	
1.12	Review draft school year calendar	Board	Admin	Annually	
1.16	Education Services Department Report	Board	Admin	Annually	
2.6	Call for Sacred Feather nominations	Board	PE&A	Annually	
2.12	Meet with student councils	Events	Board	Annually	
5.5	Review of Quarterly Financial Statements	Board	Finance/ Facilities	Quarterly	
5.9	Review Trustee Compensation	Board	Finance/ Facilities	Annually	
5.10	Discuss draft capital priorities	COW	Finance/ Facilities	Annually	
9.3	Meet with N'Dilo & Dettah DEAs (as needed)	Board	Chair	Annually	

March

	Board Activity	Meeting	Presented By	Frequency	Status
1.1	Hold Regular Board meetings	Board		Monthly	NA
1.2	Receive Superintendent's Monthly Report	Board	Admin	Monthly	NA
1.19	Hold and attend board committee meetings	Committees		Monthly	
5.1	Review and complete budget process	COW	Finance/ Facilities	Annually	
5.14	Receive Enrolment Report	Board	Admin	Monthly	
1.9	Engage with community and key stakeholder partners to focus district priorities and key action plan steps	Events		Later in 1st year of term	
1.13	Approve school year calendar	Board	Admin	Annually	
2.2	Review engagement requirements of Education Act & ensure have been met	COW	PE&A	Year 1	
5.19	Projected enrolment numbers	COW	Admin	Annually	
5.20	Budget Workshop with draft budget	BW	Finance/ Facilities	Annually	

April

	Board Activity	Meeting	Presented By	Frequency	Status
1.1	Hold Regular Board meetings	Board		Monthly	NA
1.2	Receive Superintendent's Monthly Report	Board	Admin	Monthly	NA
1.19	Hold and attend board committee meetings	Committees		Monthly	
5.14	Receive Enrolment Report	Board	Admin	Monthly	

1.9	Engage with community and key stakeholder partners to focus district priorities and key action plan steps	Events		Later in 1st year of term	
1.7	Hold Board Education meetings (presentations from schools/programs). To be held on opposite weeks from regular board meetings, scheduled throughout the year.	Board		Monthly	
2.9	Retirement and Long Service Awards event	Events		Annually	
5.21	Hold Ratepayers Meeting to review budget with public	Ratepayers Mtg	Finance/ Facilities	Annually	
9.7	Meet with local Chiefs about shared priorities	Chair	Board	Planned basis	
9.10	Review ASBA resolutions, policies for Spring AGM	COW		Annually	

May

	Board Activity	Meeting	Presented By	Frequency	Status
1.1	Hold Regular Board meetings	Board		Monthly	NA
1.2	Receive Superintendent's Monthly Report	Board	Admin	Monthly	NA
1.19	Hold and attend board committee meetings	Committees		Monthly	
5.14	Receive Enrolment Report	Board	Admin	Monthly	
1.7	Hold Board Education meetings (presentations from schools/programs). To be held on opposite weeks from regular board meetings, scheduled throughout the year.	Board		Monthly	
1.3	Receive Superintendent's Quarterly Education Report - Student Engagement, Attendance, and Completion Report	Board	Admin	Quarterly	

1.6	Student/Staff Wellness: Within the Superintendent's Education Quarterly Report, review initiatives & planning to ensure Policy 28 Safe, Caring, & Respectful Working & Learning Environments, is being achieved.	Board	Admin	Quarterly	
1.11	Review planning/progress on 4 Year Strategic Plan	Board	Admin	Quarterly	
5.5	Review of Quarterly Financial Statements	Board	Finance/ Facilities	Quarterly	
1.4	Review District achievement results	Board	Admin	Bi-annually	
1.5	Review school achievement results and initiate school/program reviews as necessary to ensure student success	COW	Admin	Bi-annually	
1.10	Approve 4 Year Strategic Plan after consultations	Board		End of 1st year of term	
4.1	Review draft District Operating Plan	Board	Admin	Annually	
5.2	Approve budget for following school year	Board	Finance/ Facilities	Annually	
5.11	Approve Capital Plan (combined with Budget)	Board	Finance/ Facilities	Annually	
5.13	Review Policy 2 Role of the Board - Fiscal Accountability to ensure meeting all requirements	SP	Finance/ Facilities	Annually	
5.16	Review and Approve district school fees, if any	Board	Finance/ Facilities	Annually	
6.1	Review Board & Superintendent performance evaluation process - hire facilitator	COW		Annually	
7.6	Spring Planning & Board Development Weekend (SP):	SP		Annually	
7.6 a	Complete Board Performance Assessment process	SP	Board	Annually	
7.6 b	Review and update Board Work Plan	SP	Board	Annually	

7.6 c	Fiduciary & legal responsibilities	SP	Admin	Annually	
7.6 d	Risk Management: "Risk Management and Good School Board Governance"	SP	Finance/ Facilities	Annually	
7.6 e	Update on Bargaining, Collective Agreements	SP	Admin	As required	
7.6 f	Review Advocacy positions and plans	SP	PE&A	Annually	
7.6 g	Review policy process (review; writing; monitoring)	SP	Policy & Gov.	Year 2+	

June

	Board Activity	Meeting	Presented By	Frequency	Status
1.1	Hold Regular Board meetings	Board		Monthly	NA
1.2	Receive Superintendent's Monthly Report	Board	Admin	Monthly	NA
1.19	Hold and attend board committee meetings	Committees		Monthly	
5.14	Receive Enrolment Report	Board	Admin	Monthly	
2.3	Review procedure, process & effectiveness of Parent Advisory Councils (Policy 16 Parent Advisory Councils)	COW	Policy & Gov.	Annually	
2.7	Announce winners of Sacred Feather Awards	Board	PE&A	At school end of year ceremonies	
4.2	Approve and submit District Operating Plan	Board	Admin	Annually	
6.2	Conduct Supt performance evaluation (includes succession planning & setting goals for next year) Review Policy 10 Role of Superintendent and Policy 9 Board Delegation of Authority	COW	Board	Annually	
6.4	Approve Evaluation for Supt	Board	Board	Annually	

6.5	Review Board actions in ensuring good relations & interactions with Supt	COW	Board	Annually	
9.9	Review agenda and materials for Chair's Education Leaders meeting	COW	Chair	Bi-annually	
9.11	ASBA Spring Conference	Conference		Annually	

July

	Board Activity	Meeting	Presented By	Frequency	Status
7.7	Develop and approve materials for board transition to new Trustees (inc. training/orientation plan & materials, Committee handover notes, etc)	COW	PE&A	Later in 4th year of term	

AS AND WHEN

	Board Activity	Meeting	Presented By	Frequency	Status
1.14	Approve any request International Field Trip requests	Board		Upon request	
1.18	School Celebrations	Events		Upon request	
5.8	Approve transfers from reserves	Board	Finance/ Facilities	As required	

5.12	Approve any Memorandum of Agreement	Board		As required	
7.2	Tour District Facilities (admin to plan)	Board	Admin	Over term	
8.2	Review Board Policies as per schedule	Board	Policy & Gov.	Over Term	
8.3	Approval of Board policy changes and updates	Board	Policy & Gov.	Over Term	
9.5	Meet with key local partners (NGOs, other stakeholders, etc)	Board	PE&A	As required	



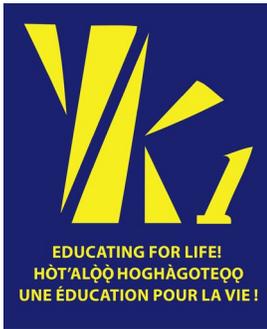
BOARD REPORT

Title:	2026-27 Budget Discussions
Contact:	Terry Brookes – Chair of Finance & Facilities Committee
Date Submitted:	4 th December 2025
Mandate	<ul style="list-style-type: none"> • Policy 2 – Role of the Board • Approval of the Annual District Budget
Background	<ul style="list-style-type: none"> • The District needs to start the initial development for the 2026-27 budget. • There will be little, if no, surplus funding carrying over from the 2025-2026 fiscal year. • The GNWT is in a tight/deficit fiscal situation.
Recommendations	That the Board set a preliminary direction for a balanced budget to Administration in their initial development of the 2026-27 District Budget, and for Administration to come back to the Board with options to achieve this goal.
Attachments?	<u> X </u> No



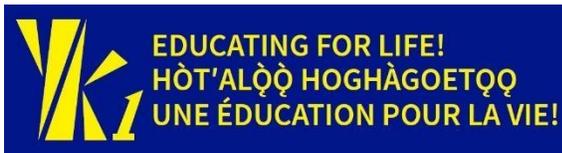
BOARD REPORT

Title:	Finance and Facilities Committee
Contact:	Terry Brookes – Committee Chair
Date Submitted:	3 rd December 2025
Mandate	<ul style="list-style-type: none"> • Policy 8 Standing Committees
Background	<ul style="list-style-type: none"> • The Finance and Facilities Committee had two meetings in the month of November. Committee Minutes for November 4th and November 25th are waiting approval at the next Finance Committee meeting.
Recommendations	Accept as information
Attachments?	<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No If yes, list attachments below



BOARD REPORT

Title:	2026-27 Budget Development Direction
Contact:	Terry Brookes – Chair of Finance & Facilities Committee
Date Submitted:	5 th December 2025
Mandate	<ul style="list-style-type: none"> • Policy 2 – Role of the Board <ul style="list-style-type: none"> • Approval of the Annual District Budget
Background	<ul style="list-style-type: none"> • The Board has a mandate to develop and approve the annual fiscal budget. • The Board is fiscally responsible to monitor the expenditure of public funding. • There will be little, if no, surplus funding carrying over from the District's 2025-2026 fiscal year. • The NWT economy is in a vulnerable economic environment. • The GNWT is in a tight/deficit fiscal situation. • The District needs to start the initial development for the 2026-27 budget by taking a careful and cautious approach to stay within our fiscal limits.
Recommendations	<p>Motion:</p> <p>I moved that the Yellowknife Education District #1 Board of Trustees direct Administration to prepare a balanced budget in their initial development of the 2026-27 District Budget, and for Administration to come back to the Board with options to achieve this goal.</p>
Attachments?	<u> X </u> No



BOARD REPORT

Title:	Policy & Governance Report
Contact:	Tina Drew, Trustee, Chair of Policy and Governance Committee
Date Submitted:	Dec 2, 2025
Mandate:	<ul style="list-style-type: none"> • Policy 8: Committees of the Board
Background:	
Report	<p>Meeting was held on Thursday November 20th.</p> <ul style="list-style-type: none"> • Policy 4 presented, feedback from Committee due on December 5th. • Policy 3 tabled at October Meeting, for final approval December 9th meeting. • Policy 6 to be tabled. With new item added as 10.0 The Chairperson shall organize a review of the Strategic Plan annually and a renewal of the Strategic Plan every 4 years. • Policy 7, 9, 11, 12, all reviewed by previous policy committee and no changes required. Submit to board for final approval. • Policy 13 – reviewed by previous committee and recommended no change, asking for all trustees to review same. For Final approval at January meeting. • Trustee Brooks working on Policy 16, and Policy 8 for next meeting

	<ul style="list-style-type: none"> • Trustee Snags working on 2 new policies with Assisstant Superintended Arts, Risk Management Policy and IT/IM Policy • Trustee Drew to review Policy 21 Duty to report, Policy 26 and Policy 27. As well as Policy 4. <p>Next meeting will be on December 18th at lunch.</p>
Recommendations	<p>To approve the policies brought forward by the Committee. To provide feedback on Policy 13 to the committee prior to the December 18th meeting.</p>
Proposed Motion (if applicable)	<p>I move that the Board of Trustees approve the amended Policy 3 as presented to the board. This policy has been shared with the PAC chairs and has been highlighted on YK1 website for feedback. No Feedback was received.</p> <p>I move that the Board of Trustees approve Policy 7 as presented to the board. No changes recommended to this policy.</p> <p>I move that the Board of Trustees approve Policy 9 as present to the Board. No changes recommended to this Policy.</p> <p>I move that the Board of Trustees approve Policy 11 as presented to the board. No changes recommended to this policy.</p> <p>I move that the Board of Trustees approve Policy 12 as present to the Board. No changes recommended to this Policy.</p> <p>I move that the Board of Trustees accept Policy 6 for first reading, with the recommended changes from the committee.</p>
Attachment?	<p>Yes__x_ No___ Policy 3, Policy 6, Policy 7, Policy 9, Policy 11, Policy 12, Policy 13.</p>

Policy 3 - Role of the Trustee

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.

Trustees are responsible and accountable to Yellowknife Education District No. 1 stakeholders (including, and not limited to, parents, taxpayers and the Minister of Education) for the educational welfare of students.

Specific Responsibilities of Individual Trustees:

1. Trustees advocate for learners, 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 interest of the learners understanding that the learner's needs are paramount.
3. The Trustee 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.
4. The Trustee shall become familiar with Board policies and procedures, particularly the Trustee Code of Conduct (Policy 4), meeting agendas, and reports in order to participate fully in Board business.
5. The Trustee 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 decisions of the Board.
6. The Trustee is encouraged to become acquainted with all matters reflecting the operation of the District and the schools within it. However, the Trustee will:
 - i. Refer queries, or problems not already covered by Board policy or procedures, to the Board for discussion and decision;
 - ii. Refer queries, or problems of a purely administrative nature, to the Superintendent for resolution; and
 - iii. Assist the Superintendent with counsel and advice, by providing the benefit of the Trustee's judgment, experience and familiarity with the community.
7. Participate in Board/Trustee development sessions so that the quality of leadership and service to the District can be enhanced.
8. Share the materials and ideas gained from a Trustee development activity with fellow Trustees at the next available opportunity.

Policy 3 - Role of the Trustee

9. Stay current with respect to territorial, national, and international educational trends and issues.
10. Strive to develop a positive learning and working culture both within the Board and the District.
11. When delegated responsibility, will exercise such authority within the defined terms of reference in a responsible and effective way.
12. Attend jurisdiction or school events when possible.
13. The Trustee shall, as a matter of courtesy, advise the Superintendent and the respective principal of their intentions to visit a school.
14. The Trustee shall refer all media inquiries on the Board decisions and policies to the Board Chairperson.

References/Related Documents:

- i. *The Education Act*
- ii. YK1 Administrative Procedures

DRAFT

Policy 3 - Role of the Trustee

Appendix A – Policy 3 – Role of the Trustee ~ Revision History

Revision History			
Version #	Revision Description	Approved Date	Review Date
1-3	Adopted and revised before the revision table was included. Going forward a summary of the changes will be included in this table as they are approved.	May 2008 Sept 2012 Sept 2018	2022-2026 Board
4	<p>Added to Purpose section (additions/changes in blue):</p> <p>In paragraph 1: <i>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.</i></p> <p>and, in paragraph 3:</p> <p><i>Trustees are responsible and accountable to Yellowknife Education District No. 1 stakeholders (including, and not limited to, parents, taxpayers and the Minister of Education) for the educational welfare of students.</i></p> <p>In the "Specific Responsibilities" section added: "<i>of Individual Trustees</i>" to heading, added or changed the following items (per numbering in Policy document):</p> <ol style="list-style-type: none"> 1. <i>Trustees advocate for learners, assessing educational policies in terms of what is the best for the whole child.</i> 2. <i>Trustees shall recognize their fiduciary responsibility to the District and the Public, and act in the best interest of the learners understanding that the learner's needs are paramount.</i> 3. <i>The Trustee 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.</i> 5. <i>The Trustee 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 decisions of the Board.</i> 7. <i>Participate in Board/Trustee development sessions so that the quality of leadership and service to the District can be enhanced.</i> 8. <i>Share the materials and ideas gained from a Trustee development activity with fellow Trustees at the next available opportunity.</i> 9. <i>Stay current with respect to territorial, national, and international educational trends and issues.</i> 	Mar 2024	

Policy 3 - Role of the Trustee

	<p>10. Strive to develop a positive learning and working culture both within the Board and the District.</p> <p>11. Each year Trustees will be assigned to different school PAC's on a rotational basis over the term of the Board. 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.</p> <p>12. When delegated responsibility, will exercise such authority within the defined terms of reference in a responsible and effective way.</p> <p>13. Attend jurisdiction or school events when possible.</p>		
5	<p>Removal of item former 11 (below). "Each year Trustees will be assigned to different school PAC's on a rotational basis over the term of the Board. 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." and, Updated numbering.</p>	October 2025	
6			

Policy 6 - Role of the Chairperson

Purpose:

In accordance with Board By-Laws (Policy 5), the Board of Trustees will select a chairperson at the annual organizational meeting. The Chairperson's position is at the pleasure of the Board.

The primary responsibility of the Chairperson is to assist the members of the Board to operate effectively and efficiently as a group. The Chairperson is the main liaison between the Board and the Superintendent. The Chairperson will keep the Board informed of communications between the Chairperson and the Superintendent.

Specific Responsibilities

1. The Chairperson shall be responsible for fulfilling the duties and responsibilities assigned to the position in legislation and the By-Laws of the Board.
2. The Chairperson shall ensure that the Board operates in accordance with its policies.
3. The Chairperson shall, where possible, confer with the Superintendent prior to each Board meeting in order to establish the agenda and become familiar with the items and materials included.
4. The Chairperson or designate shall chair each Board meeting in accordance with Board By-Laws, ensuring that all Trustees have the opportunity to participate in the meeting and make their views known in order that a collective opinion can be developed and a corporate decision reached.
5. At the first Committee of the Whole meeting following the annual organizational meeting, the Chairperson shall, following consultation with the Trustees, select the Trustees to serve on committees of the Board.
6. The Chairperson shall serve as the official spokesperson for the Board and must confine any remarks to existing Board policy or Corporate positions. The Chairperson may delegate this responsibility. The Chairperson will report activities as spokesperson back to the Board.
7. The Chairperson should initiate contact with other elected officials, including Members of the Legislative Assembly, in order to advocate existing Board policy or corporate positions. The Chairperson will report these contacts back to the Board.
8. The Chairperson shall have cheque signing authority for the District.
9. The Chairperson shall:
 - i. Have authorization and or approval of the Superintendent's expenses;
 - ii. Be responsible for the authorization of Professional Development for the Superintendent;
 - iii. Be responsible for authorization and or approval of Superintendent's duty travel;
 - iv. Be responsible for the authorization and or approval of vacation time leave requests by the Superintendent; and,
 - v. Track the above authorization and/or approvals and make it available to Trustees on request.
10. The Chairperson shall organize a review of the Strategic Plan annually and a renewal of the Strategic Plan every 4 years.

Policy 6 - Role of the Chairperson

References/Related Documents:

- *Education Act*
- Administrative Procedures

Revision History			
Version #	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 Sept 2012 Mar 2017	2022-2026 Board
3.1	Reviewed and added item #10: The Chairperson shall organize a review of the Strategic Plan annually and a renewal of the Strategic Plan every 4 years.	TBD	Fall 2025



Policy 7: Role of the Board Vice- Chairperson

Purpose:

In accordance with Board by-laws (Policy 5), the Board of Trustees will select a vice-chairperson at the annual organizational meeting.

Specific Responsibilities:

1. In the absence of the chairperson, the vice-chairperson shall act on their behalf and have all the powers, duties and responsibilities outlined in Policy 6. The vice-chairperson will ensure they are prepared to do so.
2. The vice-chairperson shall assist the chairperson in ensuring that the Board operates in accordance with its policies and in providing leadership to the Board.
3. Organizes the annual Board retreat.
4. Organize the annual assessments of the Board and its Superintendent.
5. The vice-chairperson shall carry out other duties as assigned by the chairperson.

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 September 2013 June 2017	2022-2026 Board
4	Reviewed. No changes required	TBD	2024/2025 by Pol & Gov Cttee
5			



Policy 9: Board Delegation of Authority

Purpose:

The Board has the right to delegate certain of its powers and responsibilities to others, but the Board retains ultimate responsibility.

Specifically

1. In relationship to the budget the Superintendent is:

- 1.1 Authorized to expend, or to approve the expenditure of funds, for intended purposes within the budget allocations.
- 1.2 Required to provide the Finance Committee with regular variance reports.

2. In relationship to policy, the Superintendent is:

- 2.1 Delegated the responsibility to take action where a Board policy does not exist.
- 2.2 Required to advise the Board of the action taken and the circumstances that make such an action necessary.
- 2.3 Responsible for communicating policies within the District.
- 2.4 To monitor the effectiveness of Board policies on an ongoing basis.

3. In relationship to media, the following shall apply:

- 3.1 The Superintendent, or designate, is authorized to speak to matters affecting the operations of the District.

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 June 2011 March 2017	2022-2026 Board
4	Reviewed. No changes required	TBD	reviewed by 2024/2025 Pol & Gov Cttee



Policy 11: Recruitment, Selection and Recognition of Personnel

Purpose:

The recruitment and selection of District personnel is a shared responsibility between the Board and the Superintendent. Strong leadership and administration at the District and school levels are essential to the effective and efficient operation of the school system.

Specifically

1. All openings for vacant positions will be communicated internally, and may be advertised externally. All senior administrator positions will be publicly advertised.
2. All positions in the District will have job descriptions.
3. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
4. The following process will be followed for the Assistant Superintendent and Director of Corporate Services positions:
 - 4.1. The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
 - 4.2. The interview team shall include, at minimum, the Superintendent and representatives from the Board.
 - 4.3. The successful candidate must be supported by a clear majority of the interview team. The Superintendent must support the candidate selected.
 - 4.4. Each person occupying one of the positions shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.
5. The Superintendent is delegated full authority to recruit and select staff for all central office positions, including maintenance and technology staff.
6. The following process will be followed for new appointments to Principals positions (not including transfers):
 - 6.1. The Superintendent shall be responsible for the creation of a short list of candidates for those positions.
 - 6.2. The Superintendent shall form an interview team which will include at least one Trustee.
 - 6.3. The successful candidate must be supported by a clear majority of the interview team. The Superintendent must support the candidate selected.
7. The Superintendent is delegated the full authority to recruit and select staff for all other school-based positions, including vice-principals.

Note: The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of principals and vice-principals.



Policy 11: Recruitment, Selection and Recognition of Personnel

In the event of an unexpected or short-term vacancy, the Superintendent may appoint an “Acting Principal” without going through a formal selection process. The position, if still vacant, would be advertised prior to the commencement of the subsequent school year.

The Superintendent may transfer personnel, including principals, between schools without going through an advertising and competition process.

All offers of employment shall be conditional on the successful candidate providing a criminal record check that includes vulnerable sector screening that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position. All offers of employment shall be in writing.

All individuals involved in recruitment and selection of personnel shall abstain from participation in proceedings where there is a conflict of interest.

Recognition

The Board recognizes that the success of the District is a result of the contributions made by its employees.

Employees will be recognized for their cumulative years of service in five-year increments as outlined in Administrative Procedure 407. The Board’s annual budget will include a line item specifically for employee recognition.

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 April 2015 June 2017	2022-2026 Board
4	Reviewed. No changes required.	TBD	Reviewed by 2024/2025 Pol & Gov Cttee



Policy 12: Hearings on Teacher Matters

Purpose:

The relationships between teachers and the Board are defined in a number of documents, including:

1. *Education Act*
2. *Yellowknife Education District No. 1 and Yellowknife District No.1 Education Authority Regulations*
3. *Education Staff Regulations*
4. Collective Agreement reached between the Board and the Northwest Territories Teachers' Association
5. Board Policy Handbook
6. District Administrative Procedures Manual

In the event that an issue arises, it shall be dealt with in a manner prescribed in the appropriate document.

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 June 2011 June 2017	2022-2026 Board
4	Reviewed. No changes required	TBD	Reviewed by 2024/2025 Pol & Gov Cttee



Policy 13: Teaching Staff Reductions

Purpose:

The ability of the Board to retain the number of teachers employed within the District is dependent upon a number of factors. A change in any one of the following factors may affect the Board's ability to maintain the existing staffing levels:

1. Student enrolments.
2. Financial support.
3. Program requirements.
4. Facilities.

If any changes in these factors warrant a reduction in the number of teaching staff, the reduction shall be determined after considering the best interests of the students, parents and community.

The *Education Act*, Section 54(4), does empower the Board to terminate contracts of employment in those cases where the total number of teachers required by the District is decreased.

Specifically

Where the Collective Agreement between the Board and the Northwest Territories Teachers' Association is silent on Teaching Staff Reductions, the superintendent will proceed as follows:

1. Offer voluntary:
 1. Resignations.
 2. Retirements
 3. Leaves of absence.
 4. Changes in employment status, such as full time to part time.
 5. Transfers and reassignment.
2. Should voluntary attrition not result in achieving the required reductions, the superintendent will proceed with the termination of teachers by taking into consideration criteria such as:
 - Seniority.
 - Appropriateness of academic and experience qualifications of the teacher to the needs and programs of the District.
3. Once the Superintendent has determined which teaching staff will be terminated, the Superintendent shall inform the teacher in writing as per the Education Act.
4. The Board is not required to assign a teacher whose contract of employment has been terminated to any vacation positions.

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 June 2011 June 2017	2022-2026 Board
4			



Upcoming Events:
 December 2025 & January 2026

December 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
	Cyber Monday		Intern'l Day of Persons with Disabilities MHS Winter Concert SJF Concert 7 PM	MHS Winter Concert (older students)		National Day of Remembrance and Action on Violence Against Women
7	8	9	10	11	12	13
Nat'l Letter Writing Day			Human Rights Day NJM Winter Concert rehearsal 1:30 PM	NJM Winter Concert 6:30 PM RLN Winter Concert 6:30 PM		
14	15	16	17	18	19	20
Hanukkah begins at nightfall	Itlo Winter Concert 6:30 PM	NJM PAC meeting	Nat'l Maple Syrup Day		Nat'l Ugly Sweater Day	Winter Break Begins
21	22	23	24	25	26	27
Yule begins Winter Solstice	Hanukkah ends at nightfall			Christmas Day	Kwanza begins Boxing Day	
28	29	30	31	1	2	3
Nat'l Call a Friend Day			New Year's Eve	Happy 2026!  Kwanza ends		Winter Break ends Sunday, January 4th



Upcoming Events:
 December 2025 & January 2026

January 2026				Tamil Heritage Month		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
				Happy 2026!  Kwanza ends	Nat'l. Science Fiction Day	
4	5	6	7	8	9	10
Nat'l Ribbon Skirt Day			Orthodox Christmas			
11	12	13	14	15	16	17
	COW 12:10 PM	Board Meeting 6:30 PM				
18	19	20	21	22	23	24
Nat'l. Thesaurus Day		Board Education Session 6 PM			Nat'l. Handwriting Day	World Day for African and Afrodescendant Culture
25	26	27	28	29	30	31
		Int'l. Holocaust Remembrance Day		National Day of Remembrance of the Quebec City Mosque Attack and Action Against Islamophobia		