

# Yellowknife Education District No. 1

April 11, 2023

## Board Meeting Agenda Package



## YELLOWKNIFE EDUCATION DISTRICT NO. 1

### BOARD of TRUSTEES

#### Regular Meeting

#### AGENDA

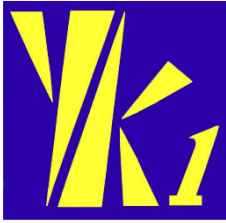
April 11, 2023 – 7:00 PM

Google Meet Link - <https://meet.google.com/avq-gpty-ywj>

- 1.0 Call to Order
- 2.0 Land Acknowledgement
- 3.0 Chairperson's Opening Remarks
- 4.0 Declaration of Conflict of Interest
- 5.0 Adoption of Agenda
- 6.0 Delegations & Presentations – NJ Macpherson School Art Program  
Info to follow  
Students from NJ Macpherson School and Music and Enhanced Fine Arts Teacher Sean Daly will be presenting their latest clayworks and inviting the Trustees to get creative.  
During the winter months the Arts Classroom at NJM has been turned into a clay studio for the grade 4/5 students and students who have attended the Saturday Club program. Students will be on hand to guide the board members in the making of a clay creation. Come prepared to have some fun!
- 7.0 Review and Approval of Minutes
  - 7.1 March 14, 2023
- 8.0 Business Arising from the Minutes
- 9.0 Trustee Statements  
*Per Bylaws: Trustee Statements are individual opinions and are not intended to represent the views of the Board.  
Trustee statements are not debatable and there will be no opportunity for rebuttal or questions*
- 10.0 Unfinished Business
  - 10.1 Bussing Update
  - 10.2 Policy 16 – Parent Advisory Councils
  - 10.3 Policy 5 – Board By-laws
  - 10.4 COVID-19 Updates
- 11.0 New Business
  - 11.1 Education Act Amendments
  - 11.2 2022/2023 Calendar Adjustment
  - 11.3 Approval in Principle for March 2024 France and Italy Trip (late addition)

- 12.0 Reports
  - 12.1 Chairperson's Report
  - 12.2 Standing Committee Reports
    - 12.2.1 Finance (Chairperson - Trustee Snaggs)
    - 12.2.2 Public Relations (Chairperson - Trustee Bell)
    - 12.2.3 Policy (Chairperson - Trustee Brookes)
    - 12.2.4 Audit Committee (Chairperson TBD)
    - 12.2.5 Committee of the Whole (Chairperson - Trustee Brookes)
    - 12.2.6 Facilities Committee (Chairperson - Trustee Drew)
    - 12.2.7 NWTTA Teacher-Board Committee (Reps: Trustees Bell & Brookes)
  - 12.3 Ad Hoc Committee Reports
    - 12.3.1 Strategic Plan Committee
    - 12.3.2 Negotiations Committee
  - 12.4 Superintendent's Report
    - 12.4.1 Assistant Superintendents' Reports
    - 12.4.2 Director of Corporate Services' Report
      - 12.2.1 Director of Operations
  - 12.5 Trustee Reports
  - 12.6 Trustee PAC Meeting Reports
    - 12.6.1 École It'ò
    - 12.6.2 Mildred Hall School
    - 12.6.3 N.J. Macpherson School
    - 12.6.4 Range Lake North School
    - 12.6.5 École Sir John Franklin High School
    - 12.6.6 École William McDonald School
- 13.0 Announcements – events calendar attached
- 14.0 Date and Time of Next Meetings:

May 9, 2023, 12:00 PM	CoTW Meeting
May 9, 2023, 6:30 PM	Executive Session – in camera
May 9, 2023, 7:00 PM	Regular Board Meeting
- 15.0 Chairperson's Closing Remarks
- 16.0 Adjournment



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

March 14, 2023 @ 07:00PM

District Office Boardroom & Video Conference

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

Absent: name(s)/none

Regrets: Jason Snaggs, Shirley Zouboules

Administration Present: Jameel Aziz, Landon Kowalzik, Tram Do, Jordan Martin, Mike Gibbins, and Pat Thagard

Guests present: Rachael Gray (YWCA), Sara Butt (YWCA) and Noelene Bishop-Nitsiza (YWCA)

Meeting Chairperson: Chairperson Wasylciw

1. Meeting called to order at 7:07 PM. Six Trustees were present, quorum was met.
2. Chairperson Wasylciw respectfully acknowledged that we live, work and,learn on Chief Drygeese Territory in the Akaitcho region, the traditional territory of the Yellowknives Dene First Nation.
3. Chairperson Wasylciw welcomed the guests and acknowledged everyone in the room for all of their contributions in all the things they do for YK1.
4. Declaration of Conflict of Interest - none

5. Adoption of Agenda

**Motion #: 03-01-22/23**

*I move to accept the agenda as presented.*

Moved by: Trustee Brookes; Seconded by: Trustee Bell

**Motion #: 03-02-22/23**

I move to amend the agenda with the addition of Appointment of Auditor as item 11.4.

Moved by: Trustee Brookes; Seconded by: Trustee Drew

**Motion # 03-02-22/23 Carried**  
**Main Motion #03-01-22/23 Carried**

6. Delegations and Presentations – presentation attached  
Rachael Gray, Sara Butt and Noelene Bishop-Nitsiza presented on behalf of the YWCA.

Questions:

How was the \$4.11 increase determined? Rachael indicated it was calculated backwards from a certain wage amount. Only senior leaders receive the increase.

How many leaders are there? It varies depending on the number of clients they have. They currently have 33 staff.

It is great to see what the YWCA does for our students. The YK1 Board greatly appreciates the program and care they provide to our students. We hope they continue to be one of our partners well into the future.

Superintendent Aziz indicated that as a new person he wants to note how very lucky YK1 is to have the program the YWCA provides. It is not common to have this kind of program in other jurisdictions.

Rachael added that changes to the *Child Day Care Act* will require a minimum 1 year college certificate which would negatively impact the YWCA's staffing. Chairperson Wasylciw asked that they keep YK1 informed of what is happening in this regard; Superintendent Aziz believes there must be some middle ground in order to continue to provide this service to families. Rachael indicated there are a lot of challenges with numbers.

Chairperson Wasylciw thanked the presenters and asked them to keep YK1 informed as things move forward.

**7. Motion #: 03-03-22/23**

*I move that the YK1 Board of Trustees approve the minutes of February 14, 2023 as circulated.*

Moved by: Trustee Wasylciw; Seconded by: Trustee Brookes

**Motion #: 03-04-22/23**

*I move that the YK1 Board of Trustees amend the minutes of February 14, 2023 with the following changes:*

*12.6.6 Trustee Wasylciw was to attend the meeting at WMS and Trustee Brookes was to attend the meeting at It'ò. The meeting at It'ò was canceled.*

Motion to adjourn was made by Trustee Shortt

Meeting Chairperson was Trustee Wasylciw

Moved by: Trustee Brookes; Seconded by: Trustee Drew

**Motion # 03-04-22/23**

**Carried**

**Main Motion # 03-03-22/23**

**Carried**

**8. Business Arising from the Minutes**

Administration is suggesting a bulk purchase of menstrual products be made. It should be noted that SJF has hired someone to take care of this. Have they been advised? Administration indicated that this suggestion was made because the funding has to be used. Someone has been hired because it took a lot of time to purchase and distribute. The bulk purchase option was proposed if the funds are not spent by the time the agreement ends.

How is the discussion with GNWT going on funding of repairs required at SJF. Administration indicated that the ADM of Education, Culture and Employment (ECE) has been contacted but has not as of yet responded. Action item: Superintendent to provide a monthly update on communication with ECE Assistant Deputy Minister Sam Shannon.

Administration indicated Superintendents can lobby for small capital funding (up to \$400K). ECE then distributes funds (\$1.1M is available), based on needs.

**9. Trustee Statements – none**

**10. Unfinished business**

**10.1 Bussing**

Chairperson Wasylciw reviewed letter from ECE Minister Simpson.

Administration communicated that First Transit has been bought out by TransDev. Contract YK1 had with First Transit will remain in force as is. Administration will meet with new owners to discuss bussing issues in an effort to deal with the issues. Ridership statistics and financial information for our a proposal to raise bus drivers to same rate as city bus drivers was included in agenda package; we continue to share information weekly on our social media; Chairperson Wasylciw will reach out to chairs of other boards so that they can make their boards aware of the proposal; The Department of Infrastructure (INF) was contacted to determine if bus license testing can be made a priority. Keith Bonnetrouge of INF has pledged to do whatever they can

to ensure testing for bus licenses is made a top priority, even if it requires providing staff on a weekend to do testing.

#### 10.2 Policy 16 – Parent Advisory Councils

Trustee Brookes reviewed reasons for changes. There are some questions around liability associated with funds raised by PACs. More discussion is needed regarding requesting financial reporting from PACs.

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

I move to refer *Policy 16 – Parent Advisory Councils*, back to the Policy Committee for further review.

Moved by: Trustee Bell Seconded by: Trustee Brookes

**Carried**

#### 10.3 Policy 5 – Board By-Laws

Trustee Brookes indicated the current change refers to changes to the organizational meeting. The suggested change will ensure PAC assignments are made before the first PAC meeting of the school day. The document will be updated and submitted for posting for feedback.

#### 10.4 COVID-19 Updates

No current updates. COVID-19 levels in waste water are currently the lowest since wastewater testing began during the pandemic.

#### 10.5 École William McDonald Middle School (WMS) Traditional Games Trip

Administration indicated that the students and Principal at WMS expressed their gratitude for the support from the YK1 Board. It was confirmed that the students would be flying to the Games location.

##### **Motion#: 03-06-22/23**

I move that the YK1 Board of Trustees approve the travel of the WMS winning Indigenous Handgames team to the hand games tournament in Alaska, USA.

Moved by: Trustee Brookes Seconded by: Trustee Drew

**Carried**

#### 10.6 Arctic Winter Games Support

Chairperson Wasylciw indicated the Department of Municipal and Community Affairs (MACA) would like a response about the Board's position on supporting the Games. MACA also indicated they would fund one YK1 position as the contact for the YK1 facilities. A motion in principle was suggested.

##### **Motion#: 03-07-22/23**

I move that the YK1 Board of Trustees approve indicate support, in principle, of the 2026 Arctic Winter Games (AWG).

Moved by: Trustee Brookes Seconded by: Trustee Bell

**Carried**

Concern was raised about the janitorial requirements for sleeping accommodations, events, and food service.

#### 10.7 School Calendars

##### **Motion #: 03-08-22/23**

I move to approve the 2023/2024 school calendar as presented.

Moved by: Trustee Drew Seconded by: Trustee Peters

**Carried**

There were some comments around the dates for the winter and spring breaks but parents were satisfied with responses which related to these would be the best dates for students.

## 11. New Business

### 11.1 Impact of New Graduation Requirements – attached

Credit system will change. The numeracy assessment is done in grade 10 so that students have the option to re-write if they want to improve their grade. The changes will open more post secondary doors for students and will ensure our students will be successful adults. Some courses may be offered online if they are not offered in the school. Exams will be school based rather than territorial based. Teachers will receive support with developing exams.

11.2 District Results/Student Assessments  
Information included in Superintendent's Report.

**Motion #: 03-09-22/23**

I move to commit the information to the Committee of the Whole for review and discussion.  
Moved by: Trustee Drew Seconded by: Trustee Brookes **Carried**

11.3 Insurance Details and Related Maintenance Requirements

Administration met with Jeremy Stringer, Manager of Risk Management, Department of Infrastructure (INF) to request more detail on coverage. YK1 has the same coverage as the GNWT. Mr. Stringer is new to his position therefore some information will follow. A number of new forms will be required including a field trip form for all trips outside the city. Completed forms will be sent to INF. Administration will research self-insuring some items (e.g. vehicles) to get more coverage.

Currently our facilities have 24 hour monitoring, patrols at schools, cameras at all our schools (installed with Safe Schools funding) and preventative maintenance procedures as loss control measures.

Director Martin has a lot of experience with INF procedures.

The Board asked Administration to find out if there is Board insurance coverage and, if not, to research where that insurance can be purchased.

11.4 Appointment of Auditor

**Motion#: 03-10-22/23**

I move that the Board of Trustees of Yellowknife Education District No. 1 approve the appointment of Crowe MacKay LLP as Auditors for the fiscal year ending June 30, 2023.  
Moved by: Trustee Shortt Seconded by: Trustee Drew

**Motion#: 03-11-22/23**

I move that the Board of Trustees of Yellowknife Education District No. 1 go in-camera at 9:03 PM.  
Moved by: Trustee Drew Seconded by: Trustee Bell **Carried**

**Motion#: 03-12-22/23**

I move that the Board of Trustees of Yellowknife Education District No. 1 leave in-camera at 9:08 PM.  
Moved by: Trustee Drew Seconded by: Trustee Peters **Carried**

**Main Motion # 03-10-22/23 Carried**

In the future YK1 will go out to tender for the appointment of an auditor.

12. Reports

12.1 Chairperson Wasylciw's Report – attached

12.2 Superintendent's Report – attached

Attention was given to class size. There is nothing alarming although we do have some small class sizes but on average class size is quite good. Classes with more than the ratio limit have more than 1 adult in the class. COVID-19 impacted some class sizes and class size often goes down in French classes as students move through the grades.

12.2.1 Assistant Superintendents' Reports

Five teachers have been hired for 2023/2024. The Living Earth created a video with students

from Range Lake North School (RLN). Superintendent Aziz had worked with Living Earth in their visit to Yellowknife has sparked a lot of ideas for videos they would like to create. The videos they create are seen in Canada and the US.

New teachers get PD in August and then have the opportunity to participate in the mentorship program throughout the year.

Chairperson Wasylciw suggested making the GNWT Living Well course available to new Teachers as well.

#### 12.2.2 Director of Corporate Services Report - attached

The past month has been spent working on building the budget. A Committee of the Whole meeting was tentatively set for April 12<sup>th</sup>. A briefing note on the City's mill rate will be provided in April. Pay increases will be estimated for next year's budget. It was suggested the information titled facilities be changed to health and safety in future reports. The deficit figure provided is a forecast. True deficit figure will not be known until June. The Board will be updated each month. Superintendent Aziz provided an update to the upgrade to SJF phone system. The new phone system will be completed by the end of spring break. Three local vendors were approached for quotes and one vendor was chosen. The approved list of maintenance projects approved by the Facilities Committee was brought to the Finance Committee. Administration will be posting a number of tenders after spring break in an effort to get as many projects completed in the current fiscal year as possible.

##### 12.2.2.1 Director of Operations Report

Cold weather caused boiler problems at RLN but the pellet boiler carried the load for about a week until repairs could be done; the temporary portable at WMS froze up -heating was restored and loss was minimal; there was another water leak at SJF, a City crew repaired it with a temp fix and will return in the summer to do a permanent repair; it's still working on some deficiencies, security gates finally installed, final commissioning happening on March 14<sup>th</sup> and 15<sup>th</sup>. Work continues with Siemen's to finalize work at MHS. Siemen's is having labor shortage issues which has caused the delay; Scope of work for NJM soundproofing in the library being worked on.

#### 12.3 Trustee Reports

Trustee Drew recently watched the Aurora Dancers perform at the Northern Arts and Cultural Center (NACC). It was a great performance. NACC, SJF and YK1 were thanked for the availability and use of the space.

#### 12.4 Standing Committee Reports

##### 12.4.1 Finance Committee – reports attached

We do not have to report funds received from the City to ECE, however the City funding is approximately 20% of the funding needed to School Board Budgets and cannot be used outside of the funding formula unless it is an excess amount in addition to what is need to ensure the education funding is 100%.

#### **Motion #: 03-13-22/23**

I move to extend this meeting by 30 minutes to allow for the completion of the remaining agenda items.

Moved by: Trustee Drew Seconded by Trustee Peters

**Carried**

##### 12.4.2 Public Relations Committee – report attached

No questions

##### 12.4.3 Policy Committee – reports attached

Committee Chairperson Brookes indicated another email will be sent requesting feedback on Policy 1.

##### 12.4.4 Audit Committee – report attached

Last year there was some discussion at the Board level about having the audit done in August. Administration indicated staff prefer to have the audit completed before taking some time off in the summer.

##### 12.4.5 Committee of the Whole (CoTW)

Committee Chairperson Brookes went over the various CoTW meetings held.



12.4.6 Facilities Committee

**Motion #: 03-14-22/23**

I move to have the YK1 Board of Trustees withdraw the motion to allocate \$100K for upgrades work on the washrooms at École William McDonald Middle School (WMS).

Moved by: Trustee Drew Seconded by: Trustee Shortt

**Carried**

The Facilities Committee would like to withdraw the funds to allow time to see if ECE will fund the project as part of the WMS retrofit. Administration is talking to ECE to see if they will fund this project.

12.4.7 NWT Teacher-Board Committee

Next meeting has not yet been set. It may take place in April.

12.5 Ad Hoc Committee Reports – no reports

13. Announcements – events calendar attached

MHS PAC canceled meeting on the 13<sup>th</sup>

Superintendent Aziz wanted to note that he has received the resignation of Mike Gibbins, Communications Officer. Mike has made many contributions to the work done at YK1 and he will be missed by all. He is wished all the best in his new position at the Legislative Assembly.

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

15. Chairperson `s Closing Remarks

Chairperson Wasylciw thanked everyone for all that they do for YK1. He also suggested trustees check out ASBA website based training and asked that people report back on the courses taken.

16. **Motion #: 03-15-22/23**

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

**Carried**

Moved by: Trustee Brookes; Seconded by: Trustee Drew

The meeting adjourned at **10:13PM**

Patrizia Thagard, Secretary

**Signed after update, as required and approval:**

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**Chairperson Wasylciw**

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**Director of Corporate Services**



**Yellowknife Education District No. 1**  
**Commission scolaire publique n°1 de Yellowknife**

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

**April 6, 2023**

To all Yellowknife Education District No. 1 (YK1) staff:

**Re: Student bus route cancellations**

YK1 understands that continued disruptions to student busing services in Yellowknife are impacting many of our families. First Transit, the company that provides busing services for Yellowknife school boards, continues to experience workforce challenges.

**As of April 6, 2023:**

- **Routes 7, 10, and 12 are cancelled until further notice**
- **Routes 9 and 13 have merged**

**First Transit says there is no additional space on other routes to accommodate families affected by the disruptions listed above.**

First Transit was recently bought out by a Quebec-based group called Transdev. YK1, Yellowknife Catholic Schools, and la Commission scolaire francophone des Territoires du Nord-Ouest continue to advocate for solutions with the new ownership group.

If you or someone you know may be interested in becoming a school bus driver, please call First Transit at **(867) 873-4693** or email them at **yellowknife@firstgroup.com**.

Thank you,

Yellowknife Education District No. 1

**Purpose:**

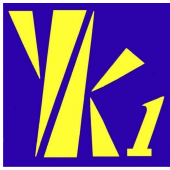
Parents play a key role in the education of their children and are important educational partners in the District. The Board supports and encourages the establishment of a Parent Advisory Council (PAC) in each school in the District, and for it to operate in an advisory and/or support capacity to schools and the Board.

**Specifically**

1. At the beginning of each school year, each PAC shall establish an executive structure and meeting schedule and inform the school administration of these items.
2. A record of each PAC meeting will be forwarded to their assigned Trustee for information.
3. ~~All PAC funds shall be held by the school in trust.~~ Expenditure of PAC funds must be approved at a PAC meeting and authorized in writing by the PAC chairperson. Bookkeeping of PAC funds is to be completed by the school finance and administration assistant, **or the elected Treasurer for the respective PAC.**
4. Fundraising shall be conducted in accordance with the established administrative procedures governing fundraising.
5. Principals, or their designate, are required to attend PAC meetings.
6. Trustees are expected to attend their assigned PAC meetings.
7. Community partnerships and sponsorships must be approved by the principal.
8. Access to school facilities must be approved by the principal.
9. All PAC meeting agendas shall be made in consultation with the school principal at least two days before the meeting date to allow sufficient time for school administration to gather information and/or request attendance of administration specialists to attend the meeting. Agendas to be distributed to attendees prior to the meeting.
10. **Throughout the school year, the Superintendent will call PAC meetings with representative(s) from each of the school PACs.**

**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 Oct 2019	N/A
4	Removed " All pack funds shall be held by the school in trust." Added "or the elected Treasurer for the respective PAC" Added Superintendent meeting with PAC representatives		

**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 after the September Board meeting, 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 Conflict of Interest
  5. Review & Approval of the Chairperson and Vice-Chairperson Election Process
  6. Election of Chairperson
  7. Election of Vice-Chairperson
  8. Other Organizational Items (as required)
  8. Adjournment
6. The Superintendent shall appoint two scrutineers, who are not Trustees, for the election of both the Chairperson and Vice-Chairperson.

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

board or other predetermined meetings, standing committee appointments, Trustee Parent Advisory Council appointments, etc.

**Rules of Order**

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

13. When a motion is being debated no other motion is allowed unless it is to:
  - 13.1 Adjourn;
  - 13.2 Table;
  - 13.3 Call the Question;
  - 13.4 Refer;
  - 13.5 Amend;
  - 13.6 Postpone; or
  - 13.7 Recess.
14. Every Trustee present shall vote on every motion except where a Trustee declares a conflict of interest.
15. The Chairperson shall declare the results of all votes as either carried or defeated. A Trustee may request that their vote be recorded into the minutes.
16. In the case of a tie vote, the motion shall be declared defeated.
17. The following motions will be voted on without debate:
  - 17.1. To Adjourn;
  - 17.2. To Table; or
  - 17.3. To Call the Question.
18. If an issue arises that is not addressed by these rules of order, *Robert's Rules of Order will apply.*

**Meetings Through Electronic Means**

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

In these situations, the following conditions will apply:

- Trustees, or staff members, participating in a meeting held by electronic means are deemed to be present at the meeting. and will be recorded in the meeting minutes as being connected remotely. A member of the public observing the meeting will be recorded in the meeting minutes as being connected remotely.
- Trustees participating electronically can participate in meeting discussions and vote on motions.
- Trustees wishing to participate electronically must provide the Superintendent, prior to the meeting, a telephone number from which contact can be made during the meeting.



- Trustees participating electronically shall inform the Chairperson of their departure from a meeting; temporarily or permanently.
- If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee shall advise the Chairperson, and disconnect from the meeting. The Superintendent shall call the Trustee and reconnect the Trustee back into the meeting when the item under discussion has been dealt with.
- The electronic means must enable all the meeting's participants to communicate with each other, and if possible, enable all participants to view each other.
- The electronic means must enable the public to listen to the meeting, and if possible, enable the public to view the meeting and participants.
- Reasonable steps must be taken to notify the public of locations and/or means by which members of the public may attend electronically to observe a meeting.
- Where required the Superintendent or designate will be responsible for the organization of the electronic communications with the meeting participants.
- The Chairperson shall conduct voting on a motion verbally by asking first for those in favour, and then for those opposed.
- A Trustee must ensure the means and location used to participate in the meeting electronically will allow moving in-camera and will meet all requirements of an in-camera session.

**Order of Business**

1. Annually the Board at a regular meeting the following shall be appointed:
  - 1.1. 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.)
  5. Call to Order
  6. Land Acknowledgement
  7. Chairperson's Opening Remarks
  8. Declaration of Conflict of Interest
  5. Adoption of Agenda
  6. Delegations & Presentations
  7. Review and Approval of the Minutes
  8. Business Arising from the Minutes
  9. Trustees' Statements
  10. Unfinished Business
  11. New Business
  12. Reports
  13. Announcements
  14. Date and Time of Next Meeting
  15. Chairperson's Closing Remarks
  16. Adjournment

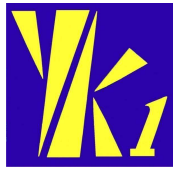
9. Delegations and/or individuals wishing to make a presentation to the Board shall:
  - 9.1. Provide to the Chairperson or Superintendent a written summary of information to be presented at least five days prior to the meeting at which they wish to appear.
  - 9.2. In special circumstances, and with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

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

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

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

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



- 10.2. A list of all Trustees and administration in attendance;
- 10.3. A complete and accurate record of all motions, specifying the movers and seconders, and whether or not the motion was carried or defeated;
- 10.4. Names of Trustees who either request their vote be recorded or declare a conflict of interest;
- 10.5. Points of order or appeals and their outcomes;
- 10.6. All appointments to committees; and
- 10.7. The signature of the Chairperson and the Director of Corporate Services after they have been approved by Board motion.

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

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

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

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

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

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

0. 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.

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

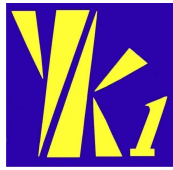
Members in attendance shall not disclose the details of any discussion that occurred at an In-Camera Meeting.

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 1<sup>st</sup>, 2021, the following amounts are the approved annual honorarium:



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

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

**Trustee Resignation**

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

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

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

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

**References/Related Documents:**

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-2	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	June 2021	N/A
3	Added an agenda outline for the Organizational meeting, and clarified that Trustees may nominate themselves to be the Chairperson or Vice-Chairperson	September 2022	
4	Removed requirement for the board to appoint a general solicitor.	February, 2023	
5	Moved the Board organizational meeting to September in non-election years.		



**Yellowknife Education District No. 1**  
**Commission scolaire publique n°1 de Yellowknife**

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

**Yellowknife Education District No. 1**  
**Board Chairperson Wasylciw Update**  
**April 2023**

This past month was a busy one with many things going on in the community. March break happened, and the sun started to come out.

As Chair, I undertook a number of regular duties including:

- Meeting with the Superintendent to discuss current issues
- there were less meetings than usual due to March Break and various staff vacations.
- Discussions with other school districts regarding bussing
- Review stakeholder consultations from ECE
- Organized an in-camera session of the board on March 18th to discuss our organization.

Looking ahead we have a busy April, with sessions on academic results, the budget and planning for the fall.



## Finance Committee meeting March 31, 2023 noon to 1pm

### In attendance:

Jameel Aziz

Tram Do

Tessa Elliott

Pat Thagard

Terry Brookes

Jason Snaggs

Michelle Peters

### Mill rate discussion

- Administration gave a recap of our meeting with the City and timeline for the Property Tax increase request process.
- The timeline is rushed. It may be better to gather the facts and make calculations in preparation for the 2024-25 budget
  - o The Finance Committee agree that we should not rush to make a request for the 2023-24 budget. Finance Committee will make a recommendation to the Board that 2023 is an information gathering year, and to review a potential Property Tax increase for Budget year 2024-2025.
- Administration presented assumptions on the budget regarding the property tax revenues based on current information.
  - o Estimating based on our market share will increase which will increase our allocation of City revenues.
  - o Projecting that GNWT will give us another ~\$750,000 in funding for our estimated salary increases based on a 3% GNWT wage increase with the unions
  - o In our budget we currently have 4.50 staff on reserve. If they are not needed and not staffed, then this will result in lower staff salaries which will help us to avoid going into the deficit as currently budgeted
- Finance Committee requesting information about the property tax revenues from students who live on the Ingraham trail.
  - o Administration will research this information.

## **Funding for administration**

- With the confirmed updated funding from ECE, the City, Dettah/Ndilo fees, and Jordan's Principle (JP) funding, we should have enough funding available for the proposed new administration organization chart

## **Capital projects:**

- Finance Committee is reviewing the request from Facilities Committee for Capital Projects recommendations for Budget 2023/2024.
- Finance Committee suggesting;
  - o Minor capital from ECE for MHS windows
  - o All days tanks on the Capital Plan (NJM & SJF) be tendered.
- Finance Committee to recommend to the Board of Trustees to create a separate reserve for vehicle replacement.

## **Other**

- Administration is planning on increasing our Investment account to earn more interest income.
- Administration is working on a 5 year rolling forecast to be presented to Finance Committee in September for review.
- We will need to work with the Information Technology Department to determine the timeline for each of the school's phone system upgrades.
  - o IT Department to work with the Capital Planner at the Department of Infrastructure to put a detailed scope of work matrix together and get a least 3 quotes to evaluate based on the scope of work.
    - – Action item for Administration – September deadline to present to the Finance Committee.

Recommendation from Finance Committee to the Board to include telephone system upgrades in the technology budget for 2024/2025.

Administration to present variance report for March during the next meeting  
Next Committee meeting (tentative) – Monday, April 10





# BOARD REPORT

<b>Title:</b>	<b>PR Committee</b>
<b>Contact:</b>	Trustee Bell
<b>Date:</b>	Meeting was deferred
<b>Update</b>	<ul style="list-style-type: none"> <li>• 2023 Sacred Feather Indigenous Student Award went out to all schools on March 28, 2023</li> <li>• Nominations are due back on April 21, 2023</li> </ul>
<b>Background:</b>	<p><i>Sacred Feather Indigenous Student Awards</i> recognize Indigenous students who model strength and commitment in the pursuit of their personal education paths. These awards are a part of YK1's commitment to reconciliation and are linked to the Board's strategic priorities of celebrating Indigenous culture and language and building strong communities.</p> <p>Awards are divided into age categories, with one award being presented per age category each year.</p> <ul style="list-style-type: none"> <li>• <b>Junior Kindergarten - Grade 2</b></li> <li>• <b>Grades 3 - 5</b></li> <li>• <b>Grades 6 - 8</b></li> <li>• <b>Grades 9 - 12</b></li> </ul> <p>An awards committee will review applications before recipients are recognized during the <b>regular board meeting on June 13, 2023</b>.</p> <p>For more information, please refer to the nomination package attached below. A nomination form and letter of nomination must be provided for an application to be accepted.</p>



## AWARDS OVERVIEW

*Sacred Feather Indigenous Student Awards* recognize Indigenous students who model strength and commitment in the pursuit of their personal education paths. This award is a part of Yellowknife Education District No. 1 (YK1)'s commitment to reconciliation, and is linked to the Board's strategic priorities of celebrating Indigenous culture and language and building strong communities.

These awards celebrate the unique qualities of students who inspire their peers, teachers, education leaders, and community members while celebrating the ways of their people. Each student embraces their own gifts, strengths and potential, while respecting other students to do the same in their own ways.

### Award Parameters

*Sacred Feather Indigenous Student Awards* are presented annually to Indigenous students selected by an awards committee. The committee will consider Indigenous student nominees who attend a YK1 school, and have been nominated by members of their educational community based on their exemplary leadership, honour, courage and commitment to their own education path.

Celebrated attitudes, actions, and characteristics of nominees include:

- ❖ Embracing their cultural identity and promoting the strength, beauty and value of their culture and community
- ❖ Modeling cultural leadership to inspire their peers to pursue their own dreams and goals
- ❖ Demonstrating honesty and honour in daily encounters with school community members
- ❖ Personifies the values (or spirit) of Dene Laws
- ❖ Demonstrating how to be empathetic by understanding and respecting other points of view
- ❖ Understanding and sharing the Indigenous history and culture of Yellowknife
- ❖ Demonstrating a commitment to taking care of the land
- ❖ Demonstrating that diversity is a strength and should be understood, respected and affirmed
- ❖ Demonstrating that citizenship is lived, relational and experiential

### Categories

*Sacred Feather Indigenous Student Awards* are divided into age categories, with one award being presented per age category each year.

- ❖ Junior Kindergarten - Grade 2
- ❖ Grades 3 - 5
- ❖ Grades 6 - 8
- ❖ Grades 9 - 12



## Nominations

Students may be nominated by other students, teachers, administration, school staff, district office staff, Trustees, Elders, or other members of the educational community.

Nominations should provide detailed examples related to why the student is being nominated, and how they exemplify the attitudes, characteristics, and actions outlined in the **Award Parameters** section of this form.

Nominations should provide detailed examples of how the student has demonstrated commitment to their culture and community. Some examples from previous recipients include: assisting with community functions, celebrations and ceremonies, volunteering in the community or school, chopping and hauling wood, traditional dancing, learning or speaking their traditional language, and teaching others about their culture.

## Deadline

Nominations for *Sacred Feather Indigenous Student Awards* are due by **5:00 p.m. on April 21, 2023**. An awards committee will review applications before recipients are recognized during the **regular board meeting on June 13, 2023**.

## Submission Guidelines

Nomination packages must include:

- ❖ Completed Nomination Form (**attached to this overview**)
- ❖ Letter of Nomination outlining why the student has been chosen for recognition (**1-2 pages**)

Nomination packages must be submitted to YK1's District Office to the attention of **Mike Gibbins, Communications Officer**, either **in-person** or by email to **mike.gibbins@yk1.nt.ca**.

## More Information

Mike Gibbins  
Communications Officer  
Yellowknife Education District No. 1 (YK1)  
Phone: (867) 766-5054  
Email: mike.gibbins@yk1.nt.ca



# Sacred Feather Indigenous Student Awards

April 2023 - 028



## APPLICATION FORM

### NOMINEE INFORMATION

<b>FULL NAME:</b>		<b>GRADE:</b>
<b>NOMINEE SELF IDENTIFIES AS (INDIGENOUS GROUP):</b>		
<b>TRADITIONAL LANGUAGE (FOR AWARD CERTIFICATE):</b>		
<b>HOME ADDRESS:</b>		<b>POSTAL CODE:</b>
<b>GUARDIAN PHONE:</b>	<b>ALT. GUARDIAN PHONE:</b>	
<b>PARENT EMAIL:</b>		
<b>SCHOOL NAME:</b>		
<b>SCHOOL ADDRESS:</b>		

### NOMINATOR INFORMATION

<b>FULL NAME:</b>	
<b>TITLE/ ROLE IN EDUCATION COMMUNITY:</b>	
<b>SCHOOL/ ORGANIZATION:</b>	
<b>PHONE:</b>	<b>EMAIL:</b>

### SUBMISSION CHECKLIST

COMPLETED NOMINATION FORM    LETTER OF NOMINATION

**MAIL COMPLETED PACKAGE TO:**  
 YELLOWKNIFE EDUCATION DISTRICT NO. 1 (YK1)  
 ATTN: MIKE GIBBINS, COMMUNICATION OFFICER  
 5402 50 AVENUE, P.O. BOX 788  
 YELLOWKNIFE, NT, X1A 2N6

**EMAIL COMPLETED PACKAGE TO:**  
 CONTACT: MIKE GIBBINS  
 EMAIL: MIKE.GIBBINS@YK1.NT.CA  
 SUBJECT: SACRED FEATHER  
 INDIGENOUS STUDENT AWARDS



## **Yellowknife Education District #1 Policy Committee Meeting**

Wednesday March 15<sup>th</sup>, 2023, at 5:05pm

**Attendance:** Tina Drew, Michelle Peters, Jameel Aziz and Terry Brookes

**Agenda:**

1. Policy 5 – Board By-Laws
2. Policy 16 – Parent Advisory Councils

**Item 1**

There was a review of the draft edits to Policy 5. Edits were made to clarify organizational meeting timeframes in the non-election years.

**Task:** The Committee will bring the final draft Policy 5 forward for first reading at the next Board Meeting.

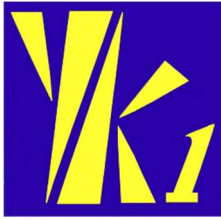
**Item 2**

The Committee reviewed the draft Policy 16 as directed by the Board at the March Board Meeting. There was some discussion, and some edits were made to clarify the roles of the PAC finances and attendance at PAC Chair meetings.

**Task:** The Committee will bring the final draft Policy 16 forward for approval at the next Board Meeting.

Meeting adjourned at 5:55 pm.

**Next Meeting:** 19<sup>th</sup> April 2023 at 5:00 pm



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

March 11, 2023 @ 9:30AM

District Office Boardroom & Video Conference

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

Absent: Jason Snaggs

Regrets: none

Administration Present: none

Guests present: none

Meeting Chairperson: Chairperson Brookes

1. Meeting called to order at 9:40PM. Six (6) Trustees were present, quorum was met.

2. Agenda was to discuss Board Development and Personnel Items

3. **Motion #: 03-01-22/23**

*I move to go in camera.*

Moved by: Trustee Brookes; Seconded by: Trustee Bell

**Carried**

4. **Motion #: 03-02-22/23**

*I move to go out of in camera.*

Moved by: Trustee Peters; Seconded by: Trustee Bell

**Carried**

5. **Motion #: 03-03-22/23**

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

Moved by: Trustee Drew; Seconded by: Trustee Shortt

**Carried**

The meeting adjourned at 11:50AM

Trustee Brookes, Secretary

**Signed after update, as required and approval:**

\_\_\_\_\_  
**Committee Chairperson Brookes**

\_\_\_\_\_  
**Director of Corporate Services**



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

March 14, 2023 12:10 PM

District Office Boardroom & Video Conference

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

Absent: name(s)/none

Regrets: Jason Snaggs

Administration Present: Jameel Aziz, Landon Kowalzik, Tram Do, Jordan Martin, Mike Gibbins (video conference), Tessa Elliott & Pat Thagard

Guests present: none

Meeting Chairperson: Chairperson Brookes

1. Meeting called to order at 12:07PM. Six Trustees were present, quorum was met.
2. 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. **Motion #: 03-01-22/23**  
*I move to accept the agenda as presented.*  
 Moved by: Trustee Peters; Seconded by: Trustee Bell **Carried**
4. **Motion #: 03-02-22/23**  
*I move that the YK1 Board of Trustees accept the minutes of February 14, 2023 as circulated.*  
 Moved by: Trustee Bell; Seconded by: Trustee Wasylciw **Carried**
5. Negotiations Committee  
 The Negotiations committee meeting will take place the first week of April. Trustee Shortt is not available. Trustee Drew will be the trustee representative on the committee. If another trustee is available, please let Tram know. Only one trustee is needed but a second person could attend for the experience. An orientation session with David Johnson will be held the last week of March and is open to anyone that would like to take part. This would be a good professional development (PD) opportunity. The committee will bring the agreement back to the board for approval. Negotiations are carried out in-camera until an agreement is reached.
6. Board/Superintendent Evaluation  
 In prior years the Board has used someone from ASBA to facilitate the evaluations. Trustee Brookes has made an initial contact with the BC Superintendents Association. They indicated they could provide someone. Information is being gathered for the Board to decide who to go with. Trustee Wasylciw will provide Trustee Brookes with contact information for a person at ASBA. It was suggested that determining when Jameel and the consultant are available should be done before a date is set. Goals set for the Superintendent/CEO and the work plan of the Board are used. A terms of reference will have to be developed. Trustee Brookes to review policy requirements. Trustee Brookes to provide Board with process information within the next week.

**7. Education Achievement Results**

This subject will be the topic of one of the mini board retreats. Trustee Brookes will work with Assistant Superintendent Zouboules to create a list of questions. This mini retreat has tentatively been scheduled for Saturday, April 29<sup>th</sup>. Education Services will present on what they do and on assessment tools. It was suggested possibly having two CoTW sessions before the 29<sup>th</sup>.

**8. Policy Update Status**

Policy 5 – By-Laws – a change to the date of the organizational meeting on non-election years is being proposed. Further discussion to be held. By the Policy Committee.  
 Policy 16 – Parent Advisory Councils (PAC) – PAC chair duties, who administers PAC funds, and fundraising are being discussed. The Range Lake North School (RLN) PAC made some very good suggestions that are being considered by the Policy Committee.  
 Trustee Brookes to ensure proposed changes brought forward are reflected in the revision history table.

**9. School/Facilities Capital/Maintenance Funding**

It was noted that some districts set aside funds for each school for maintenance/capital projects. It was suggested this might be a good process to ensure projects move along.  
 Trustees were not opposed but feel some schools are more in need of repairs than others. Concern was also raised about the use of the funds. Could there be a chance that funds will not be available elsewhere. It was also pointed out that the Board must be careful not to place any burden on the schools if funds are made available to the schools.  
 Administration indicated schools should consider all costs. A \$100K increase is expected in school surpluses. In other jurisdiction school surplus is given back to the education authority.

**10. Budget COW Meeting**

Administration advised the Board that a CoTW meeting will need to be held as soon as the formula funding information is received from the Department of Education, Culture and Employment. The second week of April was suggested. A date will be firmed up soon as more information is received.

**11. ASBA Membership Renewal**

Some deadline dates with regard to membership have been received. ASBA has indicated they are willing to work with YK1 to determine what services they are able to provide. More details will follow at the Board meeting. Our ABSA membership is current and fees have been paid.

Trustee Bell left the meeting at 12:53 PM (quorum still in place)

**12. Appointment of Auditor**

A briefing note was shared with the Board via email prior to the meeting. This is on the agenda for the Board meeting.

**13. Motion #: 03-03-22/23**

*I move that this committee of the whole meeting of the YK1 Board of Trustees be adjourned*

Moved by: Trustee **Wasyliciw**; Seconded by: Trustee **Peters** **Carried**

The meeting adjourned at **12:57**PM

Patrizia Thagard, Secretary

**Signed after update, as required and approval:**

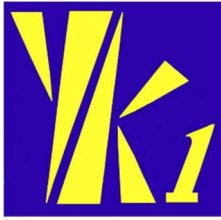
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**Committee Chairperson Brookes**

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**T. Do, Director of Corporate Services**





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

March 18, 2023 @ 9:30AM

District Office Boardroom & Video Conference

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

Absent: none

Regrets: none

Administration Present: none

Guests present: none

Meeting Chairperson: Chairperson Brookes

1. Meeting called to order at 9:40PM. Seven (7) Trustees were present, quorum was met.

2. Agenda was to discuss Board Development and Personnel Items

3. **Motion #: 03/18-01-22/23**

*I move to go in camera.*

Moved by: Trustee Snaggs; Seconded by: Trustee Bell

**Carried**

4. **Motion #: 03/18-02-22/23**

*I move to go out of in camera.*

Moved by: Trustee Shortt; Seconded by: Trustee Bell

**Carried**

5. **Motion #: 03/18-03-22/23**

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

Moved by: Trustee Wasylciw; Seconded by: Trustee Shortt

**Carried**

The meeting adjourned at 11:45AM

Trustee Brookes, Secretary

**Signed after update, as required and approval:**

\_\_\_\_\_  
**Committee Chairperson Brookes**

\_\_\_\_\_  
**Director of Corporate Services**

## *Superintendent's Report April 2023*

### **NEGOTIATIONS**

Negotiations between Yellowknife Education District No. 1 (YK1) and United Steelworkers Local 1-207 (USW) on a new collective agreement for USW staff working at YK1 took place between April 3 and April 6, 2023. The previous deal was in effect from July 1, 2019 to June 30, 2022. USW staff include administrative assistants in schools, maintenance workers, and custodians.

### **YK1 LONG TERM SERVICE AWARDS**

49 staff, including five retirees, will be celebrated during YK1's Long Term Service Awards on April 15, 2023. The event will be held in the gymnasium at Ecole Sir John Franklin High School starting at 2:00 p.m. Staff celebrating 5, 10, 15, 20, 25, and 30 years of service will be honoured. This year's list of recipients includes classroom teachers, program support teachers, education assistants, administrative assistants, principals, assistant principals, Indigenous language teachers, French instructors, custodians, and district office staff. YK1 is grateful to this year's recipients, and looks forward to their continued contributions in the years to come.



## ATHLETICS

YK1 athletes are in store for another busy month. First off, I would like to acknowledge and congratulate the eight students and two chaperones from Ecole William McDonald Middle School who traveled to Juneau, Alaska for a traditional games tournament from March 30 to April 2, 2023. The club trained with Chris Stipdonk, a traditional games athlete and world record holder in the knuckle hop, leading up to the event. The team earned the right to represent the territory after winning the middle school division of the NWT Traditional Games Championship back in February.

Later this month, soccer players from YK1 schools and from schools throughout the territory will participate in the junior Super Soccer tournament from April 20 to April 23, 2023 and in the senior tournament from April 27, 2023. Good luck to everyone, and a special “thank you” to the volunteer coaches and parents who make these events possible.



## BUSING

We continue to be impacted by disruptions to busing services in Yellowknife. On March 24, 2023, First Transit announced that Route 7 would stop running as of March 27, 2023 due to a lack of available drivers. Routes 10 and 12 also remain cancelled, and Routes 9 and 13 continue to be merged. First Transit says there is no additional space on other routes to absorb families affected by this most recent disruption in service. YK1, YCS, and CSFTNO continue to advocate for solutions with Transdev, the Quebec-based company that recently bought out First Transit.


### YK1 RATEPAYERS MEETING: APRIL 25, 2023

YK1 will host its annual public budget meeting on April 25, 2023 at 7:00 p.m. The public will be invited to attend either virtually or in person. This meeting will provide an opportunity for parents and stakeholders to see 2023-2024 budget information for the school district and to ask questions.





Board Report  
April 11, 2023

Assistant Superintendent Report			
Wellness	Indigenous Language & Education	Learning	Community
<p>Cultivate a culture of holistic wellness</p> <p><i>1.1 Recognize the importance of relationships in learning</i></p> <p><i>1.2 Foster and promote personal wellness</i></p> <p><i>1.3 Create healthy, safe and caring learning environments</i></p>	<p>Honour and celebrate Indigenous Language and Culture for all learners</p> <p><i>2.1 Create a welcoming environment for all learners</i></p> <p><i>2.2 Integrate an Indigenous approach to education</i></p> <p><i>2.3 Strengthen Indigenous Language instruction</i></p>	<p>Ensure inclusive, equitable and authentic learning Experiences</p> <p><i>3.1 Engage learners through meaningful and innovative teaching and learning practices</i></p> <p><i>3.2 Strive for excellence</i></p> <p><i>3.3 Celebrate diversity of all learners</i></p>	<p>Foster critical understanding of local, national and global issues</p> <p><i>4.1 Inspire critical thinking through innovation and pursue sustainable practices</i></p> <p><i>4.2 Embrace diversity and encourage empathy to promote global citizenship</i></p> <p><i>4.3 Model and encourage ethical leadership and engage in opportunities for service learning</i></p>
<p>Rainbow Connection met March 30 to prepare for Days of Pink presentation April 26th</p> <p>Students from WMS headed to Alaska for the Traditional Games tournament March 29th</p> <p>Students at SJF began working with local artist Melaw Nahkehk'o to create a new banner for the Indigenous Honor Ceremony</p> <p>Meetings to plan upcoming grade 9 "Winter Carnival camp"</p>	<p>Indigenous languages Month</p> <p>Winning class at NJ went Dog Sledding at Beck's kennels!</p>  <p>Grade 4 students attending Trapping camp at B.Dene</p>	<p>Celebration of Learning - some schools hosted parent opportunities</p> <p>Meeting with Behaviour Specialist to plan opportunities for Admin and PSTs to ask their questions</p> <p>Meeting with Ryan Sikkes, a consultant from Yukon, to work plan professional development for school leaders on leading through the curriculum renewal</p> <p>Working with ECE to create a plan for our dedicated fall PD around the curriculum changes</p> <p>Meeting with Dr. Schnellert to plan for supporting teachers next year with the renewal process</p>	<p>Knowledge Keeper Aunty Dez was present in the wall tent at NJ during 3 way conference nights serving bannock and tea. She welcomed families into the wall tent to meet, and share bannock.</p> <p>Phone system installed at SJF</p> <p>Wireless training done - to solve issues with wireless</p> <p>Review of all surveillance cameras - some will need to be repaired</p> <p>Completed device inventory</p> <p>April 5th - tech PD - coding with teachers half day - Cobblestone Collective</p>



Kindergarten Dog Sledding camp. All K Students learned about dogs from the Dogsledding padlet and spent a ½ day at Beck's Kennels!



Meeting with BDEC Superintendent to plan an upcoming workshop for staff on understanding the changes we will see with the renewal

Dr. Sara Florence Davidson worked with grades 6-9 teachers. Topic: Indigenizing Literacy. We also welcomed 3 teachers from the Tlicho region to collaborate and learn with us.



Leadership Council - regular monthly meeting of all school administration

Monthly Program Support Teacher meeting to welcome new RISC, Iona Strachan

District ILE team met to discuss and plan upcoming events and dates

Paul Andrew spoke to students at El re: his experience building and paddling a moose skin boat

April 12 - Co-taught session with Cobblestone Collective on digital art with grades 3-8

Rayna Hayes, PIF teacher from SSDEC, visited Yellowknife to observe PIF classes and collaborate with district and school staff Mar 28-29. This was part of the partnership YK1 has through ECE to support SSDEC French teachers

Frédéric Nolet from the Office of the Official Languages Commissioner (Federal Government) visited a total of nine immersion and PIF classes at WMS and SJF to present about the benefits of learning additional languages (Mar 28 and 30)

RILE continued conversations with Mike Irvine from "Live It Earth". He will be coming Yellowknife in May to be apart of the Caribou Video Premier at RLN

SWIS presentation done at COW

Attend CFA of Yellowknife (*Communaute accueillante francophone de Yellowknife*) Committee meeting. Follow-up on March-April activities



Range Lake North grade 7/8 classes attended 2 days each at Beck's kennels Winter Camp. Activities included checking fishnets, fileting fish, fire building, shelter making and dog sledding

MHS welcomed drummers and knowledge keepers to complete a hand games demo/lesson with students



Birch Bark class at MHS learned from local knowledge keepers, how to prepare a wolverine

RLN School received new "Strong Nations" guided reading sets.

Many walk-in classroom visits

Term French Teachers Internal Interviews (15)

French PST internal interviews (3) for École Jt'ò

One PST hired

Interviewed and hired Elementary French Literacy Teacher (March-June) to assist French immersion students at ITLO with reading. This is a special initiative already piloted last year, which supported reading (decoding and comprehension) in French. This provides students with additional instruction in French.

Hired a new grade 4 immersion teacher for École Jt'ò

Attend SWIS Committee a quarterly meeting (YCS, YK1, CSFTNO, NWT Council, ECE). First meeting since May 2022. New Coordinator Audreane Bertrand D'Anjou provided an update about new immigrant families arrived in YK since January and potential activities to facilitate the integration of new immigrants

YWCA staff presentation about Afterschool Programs in YK1. At this time, there are 115 students (MHs 20, Itlo 40, NJM 35, RLN 20) registered for next school year in the YK1 afterschool program. Sixty-six (66) are on a waiting list. Staff recruitment for next year is in progress.

Facilitate an online information session with CDTNO Immigration officer Letourneau and Alek Kovacevik from Ottawa to speak about jobs in education in NWT, the teacher recruitment process, how to write a resume related to a teacher job posting in Canada, and to answer questions. There were 122 participants from different countries

Attend a show organized by all students of ITLO with artist singer

			<p>Sylvain-Henri Simard from Yukon. This initiative was in collaboration with Yellowknife French Cultural Association (ACFY). One-hour session for grade 2 to 5 classes (200 students) during three days where students learned with the finale on the last presentation for the 200 students. Students were very engaged and loved it.</p> <p>Meet and Greet organized by NWT Literacy Council. All organizations offering services to new immigrants in NWT and in particular Yellowknife were invited. About 25-30 organizations participated in this meeting such as RCMP, NWT immigration, YK Women's Society, Food Rescue, YK1, YCS, College Nordique, Aurora College, etc.). Karen Johnson, from the NWT Literacy Council did a great presentation. This initiative allowed organizations to connect together and to discuss immigrant families' challenges in NWT.</p>
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**Assistant Superintendent Kowalzik's Report  
April 11, 2023**

**Evaluations**

The trial for the new evaluation tool continues. Participating evaluators and teachers continue to provide feedback on the new tool and the evaluation process. Those evaluators not participating in the trial program are beginning to wrap up their evaluations, including completing final observations, writing final reports and meeting with staff to discuss their evaluations.

**Recruitment and Hiring**

As of April 3 we are now looking to fill a total of two teaching positions, for this school year, including one in Dettah. This is down from five, one month ago. We continue to proceed with hiring for a few specific positions for next year (Program Support, Guidance Counsellor, etc.). We continue to receive and process substitute teaching applications for the remainder of the school year. In the last two weeks we have received more than 10 new applications. Our new Regional Inclusive Schooling Coordinator, Iona Strachan, started on March 27.

**New Vice Principal Cohort**

The new vice principal cohort's next meeting will take place during the last week of April. The exact date and location are still to be finalized. At this meeting we will be discussing hiring and recruitment processes, interview strategies, and an overview of the NWTTA-YK1 Collective Agreement from a hiring perspective. We will also do a reflection on the cohort itself and discuss possibilities for continuing the program in the future.

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

April 2023 - 042

School	JK	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals		
															Mar-23	Mar-22	Change
Mildred Hall	31	31	23	34	25	32	39	20	25	23					283	298	-15
Ecole Itlo (French)	32	51	39	43	55	31	38								289	305	-16
William McDonald (All)								99	77	83					259	171	88
N.J. Macpherson	58	51	44	63	67	40	33								356	356	0
Range Lake North (All)	25	23	32	21	20	35	19	28	30	31					264	262	2
Ecole Sir John Franklin											148	256	133	161	698	756	-58
<b>Totals</b>	<b>146</b>	<b>156</b>	<b>138</b>	<b>161</b>	<b>167</b>	<b>138</b>	<b>129</b>	<b>147</b>	<b>132</b>	<b>137</b>	<b>148</b>	<b>256</b>	<b>133</b>	<b>161</b>	<b>2149</b>	<b>2148</b>	<b>1</b>

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

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



# Yellowknife Education District No. 1

## Director of Corporate Services Report

### Board Meeting – April 11, 2023

#### Finance

As of March 31 2023, our overall financial projection will be a Budgeted Deficit of \$300,000. Our projected year end accumulated unrestricted surplus is estimated to be approximately 8% to 10% of overall expenditures around \$ 4 million. Increase in interest revenues and ECE revenues offset the higher cost of utilities and maintenance. A variance analysis was presented to the Finance Committee.

<b>Yellowknife Education District No. 1</b>					
<b>Jordan's Principle Financial Summary Report</b>					
<b>For the month ended Mar 2023</b>					
	<b>Approved</b>	<b>Approved</b>	<b>YTD</b>	<b>%</b>	
	<b>Funding</b>	<b>Budget</b>	<b>Actual</b>	<b>Spent</b>	
<b>REVENUES</b>					
Jordan's Principle	5,773,512	3,255,113	2,282,651	39.5%	
Administration Fee Revenue	577,351	325,511	228,265	39.5%	
<b>Total Revenues</b>	<b>6,350,862</b>	<b>3,580,624</b>	<b>2,510,916</b>	<b>39.5%</b>	
<b>EXPENDITURES</b>					
<b>Salaries &amp; Benefits:</b>					
Mildred Hall School	2,269,232	1,285,469	863,564	38.1%	
NJ MacPherson School	997,911	456,376	433,628	43.5%	
Range Lake North School	1,330,504	779,204	534,924	40.2%	
William McDonald School	190,073	136,375	66,958	35.2%	
Ecole Sir John Franklin High School	830,952	468,767	307,401	37.0%	
District Office	577,351	123,162	91,005	15.8%	
<b>Total Salaries &amp; Benefits</b>	<b>6,196,022</b>	<b>3,249,353</b>	<b>2,297,480</b>	<b>37.1%</b>	
<b>O &amp; M</b>					
Mildred Hall School	131,440	128,921	70,956	54.0%	
NJ MacPherson School	23,400	0	5,220	22.3%	
<b>Total O&amp;M</b>	<b>154,840</b>	<b>128,921</b>	<b>76,176</b>	<b>49.2%</b>	
<b>Total Expenditures</b>	<b>6,350,862</b>	<b>3,378,274</b>	<b>2,373,656</b>	<b>37.4%</b>	

<b>Yellowknife Education District No. 1</b>			
<b>COVID-19 Financial Summary Report</b>			
<b>For the month ended Mar 2023</b>			
	<b>Total</b>	<b>YTD</b>	<b>%</b>
	<b>Funding</b>	<b>Actual</b>	<b>Spent</b>
<b>REVENUES</b>			
GNWT COVID Funding	<b>807,058</b>	535,398	66.3%
<b>Total Revenues</b>	<b>807,058</b>	<b>535,398</b>	<b>66.3%</b>
<b>EXPENDITURES</b>			
<b>Salaries &amp; Benefits:</b>			
School Programs:			
MHS & Custodial & Subs	53,044	43,984	82.9%
JHS & Custodial & Subs	53,044	39,306	74.1%
NJM & Custodial & Subs	53,044	53,940	101.7%
RLN & Custodial & Subs	53,044	42,111	79.4%
WMS & Custodial & Subs	53,044	29,925	56.4%
SJF Custodial & Subs	53,044	54,487	102.7%
District Custodial & Subs	187,256	129,032	68.9%
<b>Total Salaries &amp; Benefits</b>	<b>505,520</b>	<b>392,784</b>	<b>77.7%</b>
<b>O &amp; M</b>			
School Programs:			
Schools & District			
MHS O&M	40,000	59,115	147.8%
JHS O&M	40,000	1,883	4.7%
NJM O&M	40,000	13,995	35.0%
RLN O&M	40,000	15,886	39.7%
WMS O&M	40,000	12,918	32.3%
SJF O&M	60,000	5,121	8.5%
Maintenance	26,538	30,956	116.6%
Administration	15,000	2,740	18.3%
<b>Total O&amp;M</b>	<b>301,538</b>	<b>142,614</b>	<b>47.3%</b>
<b>Total Expenditures</b>	<b>807,058</b>	<b>535,398</b>	

<b>Yellowknife Education District No. 1</b>				
<b>Financial Summary Report</b>				
<b>For the month ended Mar 2023</b>				
		<b>Total</b>	<b>YTD</b>	<b>%</b>
		<b>Budget</b>	<b>Actual</b>	<b>Spent</b>
<b>REVENUES</b>				
<b>1</b>	GNWT Base Funding	<b>29,945,867</b>	18,232,052	60.9%
<b>2</b>	GNWT Student Success Initiative	<b>123,000</b>	96,131	78.2%
<b>3</b>	GNWT French	<b>550,000</b>	334,859	60.9%
<b>4</b>	Other School Board	<b>15,000</b>	0	0.0%
<b>5</b>	City of Yellowknife	<b>6,777,900</b>	4,126,614	60.9%
<b>6</b>	Interest Income	<b>220,000</b>	399,546	181.6%
<b>7</b>	Superintendent Services	<b>57,500</b>	53,550	93.1%
<b>8</b>	Dettah Enrolment Transfer	<b>120,000</b>	86,357	72.0%
<b>9</b>	Misc (Parking, ILC)	<b>19,562</b>	29,420	150.4%
<b>10</b>	Jordan's Principle	<b>3,580,624</b>	2,510,916	70.1%
	<b>Total Revenues</b>	<b>41,409,453</b>	<b>25,869,444</b>	<b>62.5%</b>
<b>EXPENDITURES</b>				
<b>Salaries &amp; Benefits:</b>				
School Programs:				
<b>11</b>	<i>Schools &amp; District</i>	21,463,264	12,173,424	56.7%
<b>12</b>	<i>French</i>	624,916	318,821	51.0%
<b>13</b>	<i>Technology</i>	391,052	278,296	71.2%
<b>14</b>	Administration	1,418,263	1,107,169	78.1%
<b>15</b>	Board	84,520	40,881	48.4%
<b>16</b>	Inclusive Schooling	6,254,358	3,641,417	58.2%
<b>17</b>	Maintenance	675,256	556,318	82.4%
<b>18</b>	Indigenous Language & Culture	967,074	540,420	55.9%
<b>19</b>	Elders in Schools	72,000	76,776	106.6%
<b>20</b>	Student Success Initiatives	56,400	22,256	39.5%
<b>21</b>	Jordan's Principle	3,249,354	2,206,475	67.9%
	<b>Total Salaries &amp; Benefits</b>	<b>35,256,457</b>	<b>20,962,253</b>	<b>59.5%</b>
<b>Operations &amp; Maintenance</b>				
School Programs:				
<b>22</b>	<i>Schools &amp; District</i>	1,400,000	953,204	68.1%
<b>23</b>	<i>MHS O&amp;M &amp; Subs</i>	144,287	104,278	72.3%
<b>23</b>	<i>ITL'O O&amp;M &amp; Subs</i>	139,265	80,089	57.5%
<b>23</b>	<i>NJM O&amp;M &amp; Subs</i>	158,222	56,839	35.9%
<b>23</b>	<i>RLN O&amp;M &amp; Subs</i>	130,309	63,257	48.5%
<b>23</b>	<i>WMS O&amp;M &amp; Subs</i>	137,393	106,094	77.2%
<b>23</b>	<i>SJF O&amp;M &amp; Subs</i>	348,732	199,003	57.1%
<b>24</b>	<i>French</i>	180,000	116,575	64.8%
<b>25</b>	<i>Technology</i>	355,710	335,015	94.2%
<b>26</b>	Inclusive Schooling	295,346	179,482	60.8%
<b>27</b>	Utilities	1,906,797	1,618,356	84.9%
<b>28</b>	Maintenance	373,970	484,410	129.5%
<b>29</b>	Maintenance Capital projects	640,000	130,388	20.4%
<b>30</b>	Administration	209,006	111,401	53.3%
<b>31</b>	Board	110,480	47,704	43.2%
<b>32</b>	Indigenous Language & Culture	269,762	116,476	43.2%
<b>33</b>	Student Success Initiatives	66,600	73,874	110.9%
<b>34</b>	Jordan's Principle	128,921	76,176	59.1%
	<b>Total O&amp;M</b>	<b>6,994,800</b>	<b>4,852,624</b>	<b>105%</b>
	<b>Total Expenditures</b>	<b>42,251,257</b>	<b>25,814,877</b>	<b>61.1%</b>
	<b>Surplus (Deficit)</b>	<b>-841,804</b>	<b>54,567</b>	

<b>Yellowknife Education District No. 1</b>			
<b>School Additional Expenditures</b>			
<b>For the month ended Mar 2023</b>			
	<b>Total</b>	<b>YTD</b>	<b>%</b>
	<b>Funding</b>	<b>Actual</b>	<b>Spent</b>
<b>REVENUES</b>			
Menstrual Products	156,213	33,616	21.5%
Active After School	106,400	32,860	30.9%
Food First/Taste Makers	41,081	10,996	26.8%
Birchbark - MHS	10,189	21	0.2%
Breakfast Club	32,222	22,564	70.0%
Food Program - Misc Donations MHS	4,500	75	1.7%
Drop the Pop	22,365	6,459	28.9%
On the Land Program RLN	25,715	0	0.0%
Take a Kid Trapping WMS	5,263	5,263	100.0%
Community Foundation Grant WMS	229	54	23.8%
Tides - On the Land Pursuits WMS	7,764	0	0.0%
PC Charity Food Program	8,735	4,541	52.0%
MACA - Youth Corp Winter Camp RLN	10,000	0	0.0%
<b>Total Revenues</b>	<b>430,676</b>	<b>116,449</b>	<b>27.0%</b>

<b>SCHOOL BUDGETS</b>			
<b>MHS</b>			
Menstrual Products	10,472	0	0.0%
Active After School	15,482	6,715	43.4%
Drop the Pop	2,500	0	0.0%
Food First/Taste Makers	5,058	486	9.6%
Birchbark	10,189	21	0.2%
Breakfast Club	32,222	22,564	70.0%
Food Program - Misc Donations	4,500	75	1.7%
<b>Total MHS</b>	<b>80,423</b>	<b>29,861</b>	<b>37.1%</b>
<b>ITLO</b>			
Active After School	23,710	0	0.0%
Drop the Pop	4,263	1,152	27.0%
Food First/Taste Makers	1,000	90	9.0%
<b>Total ITLO</b>	<b>28,973</b>	<b>1,242</b>	<b>4.3%</b>
<b>NJM</b>			
Active After School	20,489	5,037	24.6%
Drop the Pop	2,525	1,653	65.4%
<b>Total NJM</b>	<b>23,014</b>	<b>6,690</b>	<b>29.1%</b>
<b>RLN</b>			
Casuals - Winter Camp RLN	2,000	0	0.0%
Menstrual Products	7,453	0	0.0%
On the Land Program	25,715	0	0.0%
Maca Youth Corp Winter Camp RLN	8,000	0	0.0%
Active After School	16,095	3,573	22.2%
Drop the Pop	2,006	0	0.0%
Food First/Taste Makers	19,090	4,672	24.5%
<b>Total RLN</b>	<b>80,359</b>	<b>8,245</b>	<b>10.3%</b>
<b>WMS</b>			
Menstrual Products	26,663	8,550	32.1%
Active After School	15,324	2,235	14.6%
Drop the Pop	4,556	0	0.0%
Food First/Taste Makers	12,436	5,749	46.2%
Take a Kid Trapping	5,263	5,263	100.0%
Community Foundation Grant	229	54	23.8%
Tides - on the Land Pursuits	7,764	0	0.0%
<b>Total WMS</b>	<b>72,235</b>	<b>21,851</b>	<b>30.3%</b>
<b>SJF</b>			
Menstrual Products	111,625	25,065	22.5%
Active After School	15,300	15,300	100.0%
Drop the Pop	3,515	2,592	73.7%
Food First/Taste Makers	3,497	0	0.0%
Drop the Pop - YOF	3,000	1,062	35.4%
PC Charity Food Program	8,735	4,541	52.0%
<b>Total SJF</b>	<b>145,672</b>	<b>48,560</b>	<b>33.3%</b>
<b>Total Expenditures</b>	<b>430,676</b>	<b>116,449</b>	<b>27.0%</b>

### **Finance Committee**

We had a meeting on Thursday March 9, 2023 to review the Draft 1 of the Budget for 2023/ 2024. We had a meeting on March 31, 2023 to discuss Draft 2. We are planning a meeting on April 10 to discuss Draft 3.

### **Negotiations with USW**

We have been in negotiations with the USW from Monday April 3 to Thursday April 5.





# Yellowknife Education District No. 1

## Director of Operations

### Board Meeting – April 11, 2023

#### **Meetings:**

Ben Balmer and contractors at Itt'ò for commissioning of the building.

USW contract negotiations.

#### **Range Lake North freeze up**

March 23, 2023

Janitorial staff notified maintenance that there was no water in the building. In the past RLN has had issues with water line freeze ups. The return line had frozen and split. The return line was abandoned and a water bleeder line was installed. Instead of recirculating water to keep the line from freezing the bleeder line continually dumps water into the sewer to keep water moving through the line. This has worked for several years with no issue. It appears the line had been turned off although that has not been confirmed. Acting lead hand Emilson Uy organized Pick Steam, J&R Mechanical and city public works department to help resolve the issue. The city could not shut off the water supply, the shutoff valve is broken. J&R was able to perform the plumbing needed to steam out the line while the pipe was frozen but live. Pick steam was able to steam the line and get water flowing again. The bleeder was left open and will be checked.

#### **Sir John**

Phone system

-new phone system was installed over march break and is operational

Automated External Defibrillators (AED)

The AED at Sir John Franklin was required to be used by a user group after school hours. It was in ready condition when needed. It has been refurbished and is again in ready condition. All AED's in the district have been checked and they are all in ready condition.

### **Ittø School:**

Final Commissioning of Building

-Waiting for commissioning report from Infrastructure

-Portable generator test was successful but identified some deficiencies with connections, Ryfan to correct.

-Security gate for community access is being reviewed by Infrastructure.

-Tasks completed by contractors over March break:

- Elevator lock out on main and second floor (4 keys signed over to the school)
- QSD Has finished the stage drape installation as well as projector screen (Ryfan still needs to wire up – I am following up today on schedule of other material delivery – Morgan is now in town for a while)
- Stage lift flooring has been installed
- Landings at stair #1 and 4 have had yellow landings replaced
- Washroom 210 bottom edge tile has been replaced

### **MHS School & Education Portable:**

Working with Siemens to complete the building control LON system upgrade. Siemens has had a staff turnover that has delayed the upgrade.

### **NJM School:**

Working on a scope of work for inclosing the library at Randy's request.



## **Mildred Hall PAC**

Mildred Hall staff continue to organize family events for Staff on April 2nd a sliding activity took place with hot chocolate served. This commitment from staff to connect with students is what makes Mildred Hall an outstanding community school

Finding substitute teachers continues to be a struggle.

Parents are concerned about the start of the school year and changes that have to be made ie classes being merged mid month or classes being split as they stated this was disruptive to their children. Explanation about late enrolment was explained to them that it was very difficult to predict what numbers were like until the school actually opened.



BOARD MEMBER PAC REPORT  
École NJ MacPherson Elementary School  
Date: 29 March 2023  
Submitted by: Trustee Peters

Parents Discussion, Comments and Concerns

Trustee Peters shared the PR committee speaking points for March as distributed, Budget cycle, and that Policy review is ongoing.

Mr. Caines (Principal) provided a report containing educational programming updates and list of upcoming events

Parents expressed their dissatisfaction at the inconvenience of the short notice period of the half day off on Friday, 30 March.

The Treasurer provided a report on financial standing and members discussed fundraising opportunities.

Trustee Peters responded to questions re. the new ownership of the bussing company and ongoing liaison by YK1 and two other school boards.



# BOARD REPORT

<b>Title:</b>	<b>Range Lake North PAC Meeting</b>
<b>Contact:</b>	Trustee Bell
<b>Date of Meeting:</b>	March 30, 2023
<b>Minutes</b>	<p>Family Fun Night</p> <ul style="list-style-type: none"> <li>• This meeting was focused on the discussion and preparation for their annual Family Fun Night which will occur on May 12, 2023.</li> <li>•</li> </ul>
	No additional information
	No follow up required

Range Lake North, PAC Meeting  
March 30, 2023  
Trustee Minutes

This meeting was focused on the upcoming Range Lake North (RLN), Family Fun Night which will be held on May 12, 2023. I have attached the information below that was sent out to RLN parents on behalf of the PAC Chair, Jennifer MacKay.

Hello RLNS Parents!

We, the members of the Parent Advisory Committee (PAC), are excited to announce the return of **Family Fun Night this year on Friday, May 12, 2023 from 6-8pm!**

Family Fun Night has been an annual event for our school for over 20 years. Due to covid it had to be cancelled in 2020 and was unable to be planned in 2021-2022. But this year we are so excited to be planning it again!

Some of our RLNS families have been a part of this event in the past. But, we know that due to not being able to have it for the past three years, that this will be new to many of you. So we are reaching out to share what it is all about, what we are asking parents to support with, and to invite you for an evening full of fun! Below is some information about the event and the roles we all play in making this a success. We can't do this without you!

### **What is Family Fun Night and why do we do it?**

Each year, the Parent Advisory Committee organizes Family Fun Night along with teachers and students. It is our only large fundraiser of the year, and has raised an average of \$10,000 per year, which goes back to the school. In past years, this money has been used to help purchase the playground equipment, the popcorn machine, the laser printer, the sound system, the music room carpet, and part of the library redesign.

The event is usually very well attended – in past years about 80% of families attend. We sell pizza (most families will have supper at the school) and drinks. There are events and games going on in the gym, atrium and some classrooms. We also have raffle items, including two WestJet tickets, themed baskets, and other great items. Families buy tickets/coupons when they enter the school and each event costs a specific number of tickets. Cash is required for food, basket raffle tickets and a few other items. Many activities have a very lost cost, as we want everyone to be able to attend.

### **Events**

Each class (students and teacher) is responsible for running an event– which involves teachers working out a schedule for students (usually 15 minute time slots) and the students will operate that event with staff supervision. The events for each class will be announced later. They include things like face painting, fishing game, lollipop pull, dance room, connect 4, bean bag toss, etc.

We also have a cake walk and bake table. So we ask classes to bring some goodies. These could be made by the classes, or at home. This year we would like to have a cake decorating competition. A class can enter a cake, or an individual can enter a cake. They will be displayed and judged by the PAC or staff on Friday, May 12<sup>th</sup> before the event starts.

### **Basket Raffle**

This has been a very popular event at Family Fun Night! All grades are assigned a basket theme (i.e. beach, games, sports, etc.). We ask staff to forward home our letter to parents requesting donations for the basket. These are not big ticket items, just smaller things so it doesn't put too much of a burden on anyone. Although, parents could give a monetary donation in place of purchasing something, which could be used for something a bit bigger. Or you could connect with other parents to purchase a larger item. We request that all prize items, or monetary donations, are in to the school by **Wednesday, May 3<sup>rd</sup>**.

Before Family Fun night, parent volunteers will come and collect the items and monetary donations, and prepare each basket, and then sell tickets at the event. A name is drawn just before the end of Family Fun Night and the winner takes the basket and all contents! So be sure to enter your name in!

### **Parent Volunteers**

Some stations will require parent volunteers of students. Parents with students in Grade 1-3 will be asked to sign up for 15 minute slots to help support classroom teachers. We ask that you contact your child's teacher to sign up for the slots. We also need a few parents with students in Grade 4-8 to support their child with pizza sales, canteen, ticket sales, etc.

The PAC organizes a schedule and assigns an area to each class. As not all classes have a parent representative on the PAC this year, parents will need to connect with their child's teacher to fill the slots. We usually ask a parent to work a 15-30 minute time slot. But this only works if we have lots of volunteers.

Family Fun Night is a busy night, full of fun and excitement! We know it is a big event, with a lot of moving parts, and many people are needed to make it happen. But the support that it offers the school and the special memories it creates are worth it, and those two hours fly by.

If you have any questions, would like to join the PAC, or would just like to join our Family Fun Night planning meetings, please don't hesitate to contact me.

We are so grateful for your support!

Jennifer MacKay



**Upcoming Events:** April & May 2023

<b>April</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
	USW Negotiations begin >>	>>	>>	>>	No School	
9	10	11	12	13	14	15
Vimy Ridge Day	No School	CoTW Mtg 12:10 PM Board Mtg 6:30 PM	Budget CoTW 12:10 PM		Strat Plan Update 12:10 PM	Long Term Services Awards 2:00 PM
16	17	18	19	20	21	22
			Policy Cttee Meeting 5:00 PM MHS PAC Mtg 6:30 PM	Junior Super Soccer Begins >>	>>	>>
23	24	25	26	27	28	29/30
		Rate Payers Meeting	Pre-Audit >	> Super Soccer Begins >>	>>	>>





**Upcoming Events:** April & May 2023

<b>May</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>30</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
			<b>Policy Cttee</b> Mtg 5:00 PM			
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
		<b>CoTW</b> Mtg 12:10 PM  <b>Board</b> Mtg 6:30 PM				<b>YK Chamber</b> <b>Trade Show</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>YK</b> <b>Chamber</b> <b>Trade Show</b>			<b>Policy Cttee</b> Mtg 5:00 PM			
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	No School					
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>
			Track & Field Champtionships begin >>	>>	>>	