



# **BOARD POLICY HANDBOOK**

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## **Yellowknife Education District No. 1**

**Updated:  
October 25, 2022**

This Board Policy Handbook supports the important governance function of the Board of Trustees of Yellowknife Education District No. 1 (YK1). It shall define the role of the Board, the role of the Superintendent and the delegation of authority from the Board to the Superintendent. Policies will also include the following:

1. Foundational statements which provide guidance and direction for all activities within the District;
2. Directions for how the Board, its committees, and representatives function and how individual Trustees are to conduct themselves;
3. Statements as to how appeals and hearings will be conducted and;
4. Specific matters that the Board has chosen not to delegate to the Superintendent.

This Board Policy Handbook shall be supplemented by an Administrative Procedures Manual, the primary written document by which the superintendent directs staff. The Administrative Procedures Manual must be entirely consistent with this handbook.

The development of two separate and distinct documents is meant to reinforce the distinction between the Board's responsibility to govern and the Superintendent's executive or administrative duties.

# TABLE OF CONTENTS

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Interpretations and Definitions

Policy 1 – Board Vision, Mission, Priorities, & Values

Policy 2 – Role of the Board

Policy 3 – Role of the Trustee

Policy 4 – Trustee Code of Conduct

Policy 5 – Board By-Laws

Policy 6 – Role of the Board Chairperson

Policy 7 – Role of the Board Vice-Chairperson

Policy 8 – Committees of the Board

Policy 9 – Board Delegation of Authority

Policy 10 – Role of the Superintendent

Policy 11 – Recruitment, Selection, & Recognition

Policy 12 – Hearings on Teacher Matters

Policy 13 – Teaching Staff Reductions

Policy 14 – Student Discipline

Policy 15 – Appeals & Hearings Regarding Student Matters

Policy 16 – Parent Advisory Councils

Policy 17 – Return to Work

Policy 18 – Health & Safety

Policy 19 – Nutrition in Schools

Policy 20 – Bullying Prevention & Intervention

Policy 21 – Duty to Report Policy

Policy 22 – Harassment Prevention & Resolution

Policy 26 – Naming & Renaming of School Buildings & School Areas

Policy 27 – Student Engagement with the Board

Policy 28 – Safe, Caring, & Respectful Working & Learning Environments

Policy 29 – Visual Identity



## YK1 Interpretation and Definitions

### **Purpose:**

Policies support the important governance function of the Board. It shall define the role of the Board, the role of the Superintendent and the delegation of authority from the Board to the Superintendent. Policies will also include the following:

1. Foundational statements which provide guidance and direction for all activities within the District;
2. Directions for how the Board, its committees and representatives function and how individual Trustees are to conduct themselves;
3. Statements as to how appeals and hearings will be conducted and;
4. Specific matters that the Board has chosen not to delegate to the superintendent.

These Policies shall be supplemented by an Administrative Procedures, the primary written document by which the Superintendent directs staff. Administrative Procedures must be entirely consistent with Board Policies.

The development of two separate and distinct documents is meant to reinforce the distinction between the Board's responsibility to govern and the Superintendent's executive or administrative duties.

## **INTERPRETATION AND DEFINITION**

YK1 policies and other documents governed by it,

- “Board” shall mean the Yellowknife District No. 1 Education Authority;
- “Board of Trustees” shall mean the governing elected body of the Yellowknife District No. 1 Education Authority;
- “District” shall mean the Yellowknife Education District No. 1;
- “GNWT” shall mean the Government of the Northwest Territories;
- “ECE” shall mean the Department of Education, Culture and Employment;
- “Minister” shall mean the Minister of Education, Culture and Employment;
- “parent” shall also mean guardian unless otherwise noted;
- “school day” shall mean a day when school is in session in the District;
- “Trustee” shall mean an elected member of the Yellowknife District No. 1 Education Authority;
- “Administrative Manual” shall mean the document developed and implemented by District administration.

All other terms shall have the meaning attributed to them in the Education Act, Regulations of the Government of the Northwest Territories and Board documents.

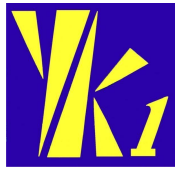
### **References/Related Documents:**

- Education Act
- Administrative Procedures



## YK1 Interpretation and Definitions

<b>Revision History</b>			
<b>Revision</b>	<b>Revision Description</b>	<b>Approved Date</b>	<b>Review Date</b>
1	See board minutes from 2017	March 2017	2022-2026 Board
2			
3			
4			



## Policy 1: Vision, Mission, Priorities and Values

### Purpose:

To provide a shared philosophical foundation to guide the work, planning and decision making for Yellowknife Education District No.1.

### Definitions:

Vision: is the ideal future state conditions that the Division aspires to create

Mission: declares the practical commitments and actions believed to be needed to achieve its vision.

Priorities: are board statements that describe long-range desired results based on our Vision, Mission and Values and include our Strategic Plan.

Values: are what anchor the District and are foundational; they are not just a way of doing, but a way of being.

### Vision

Educating for Life!

### Mission

Yellowknife Education District No. 1, will inspire student success through quality learning opportunities, supported by meaningful engagement and partnerships with students, families, staff and community to provide all students with the education required for a life of learning.

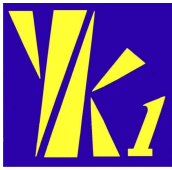
### Board Strategic Priorities 2021 to 2024

- Community - Foster critical understanding of local, national and global issues
- Indigenous Language and Education - Honour and celebrate Indigenous language and culture for all learners
- Learning - Ensure inclusive, equitable and authentic learning experiences
- Wellness - Build relationships and cultivate a culture of holistic wellness

### Values

Supporting the Vision, Mission and Priorities are the core values of accountability, collaboration, equity and integrity:

- Education is a holistic process of imparting or acquiring knowledge and for developing skills, values, reasoning and judgment in the preparation an individual for a life of learning, meeting future challenges and in becoming a responsible members of society.
- Every student can learn, be capable and experience success in preparation for life through a cooperative, collaborative, and caring environment that enhances student learning.



## Policy 1: Vision, Mission, Priorities and Values

- Every student has a right to schooling that recognizes and is sensitive to their needs, interests, and abilities.

### References/Related Documents:

- Education Act
- Administration Procedure

Revision History			
Revision	Revision Description	Date	Approved by
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 November 2011 March 2017	N/A
4	Updated the format and title of this policy from 'Board Mandate, Beliefs and Goals' to 'Vision, Mission, Priorities and Values'; Provided definitions; Summarized previous details	June 2022	2022-2026 Board
5			
6			





## Policy 2: Role of the Board

### Purpose:

As the corporate body elected by the voters that support the Yellowknife District No. 1 Education Authority, the Board is responsible for the development of strategic directions and policies to guide the provision of educational services to students in the District, in keeping with the requirements of government.

GNWT legislation defines what school Boards must and may do. In addition, legislation allows Boards to delegate almost all of these duties. Core governance functions include those listed below.

### Specific Areas of Responsibility

#### 1. Accountability to the GNWT

The Board shall:

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

#### 2. Accountability to the Community

The Board shall:

- Make data-driven decisions that reflect the interests of the community.
- Establish processes and provide opportunities for community input.
- Report District results to the community at least annually. Develop and abide by Board policy.
- Model a culture of respect and integrity.

#### 3. Four-Year Strategic Plan

The Board shall:

- Provide overall direction for the District by establishing strategic directions.
- Review the four-year strategic plan process and timelines at least annually.
- Identify Board priorities at the outset of the four-year strategic planning process.
- Evaluate annually the effectiveness of the District in achieving the established goals and desired results.
- Monitor progress toward the achievement of student outcomes and other desired results.

#### 4. Policy

The Board shall:



## Policy 2: Role of the Board

- Establish committees to assist in the governance of the District and to assist the Board in achieving its goals.
- Identify how the Board is to function.
- Monitor policy impact.
- Solicit advice from the superintendent.
- Delegate authority to the superintendent to develop and implement administrative procedures which adhere to Board policies.

### 5. Board/Superintendent Relations

The Board shall:

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

### 6. Political Advocacy

The Board shall:

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

### 7. Board Development

The Board shall:

- Review the Board's effectiveness through an annual evaluation.
- Encourage its members to participate in professional development opportunities which will enhance their knowledge of Board roles and responsibilities.



## Policy 2: Role of the Board

- Recognize the importance of group development and participate in group sessions over the term of the Board. Ensure that funds are allocated in the budget for Board development.

### 8. Fiscal

The Board shall:

- Approve the budget annually and review programs to ensure efficiency against desired results
- Receive the audit report and take action on any recommendations.
- Monitor the fiscal management of the District.
- Have representation in collective bargaining sessions and ratify all collective agreements.

### Selected Responsibilities


The Board shall retain responsibility for the following:

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

### References/Related Documents:

- Education Act
- Administrative Procedures

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



## Policy 3: Role of the Trustee

### **Purpose:**

The role of the Trustee is to contribute to the Board as it carries out its mandate and strives to achieve its mission and goals.

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

### **Specific Responsibilities:**

1. The Trustee is responsible and accountable to Yellowknife Education District No. 1 stakeholders (such as parents, taxpayers and the Minister) for the educational welfare of students.
2. The Trustee shall participate in, and contribute to, the decisions of the Board in order to provide the best possible education for the students in its care and to meet the needs of the community.
3. The Trustee shall attend all meetings of the Board unless unable to do so. Notification should be given to the Chair in advance of the meeting where feasible.
4. The Trustee shall become familiar with Board policies and procedures, particularly the Trustee Code of Conduct (Policy 4), meeting agendas, and reports in order to participate fully in Board business.
5. The Trustee shall support the decisions of the Board, regardless of how they might have voted.
6. The Trustee is encouraged to become acquainted with all matters reflecting the operation of the District and the schools within it. However, the Trustee will:
  - a. Refer queries, or problems not already covered by Board policy or procedures, to the Board for discussion and decision;
  - b. Refer queries, or problems of a purely administrative nature, to the superintendent for resolution; and
  - c. Assist the superintendent with counsel and advice, by providing the benefit of the Trustee's judgment, experience and familiarity with the community.
7. The Trustee shall keep informed of new and emerging trends and issues in education through attendance at workshops, seminars, visits to other jurisdictions and reading educational articles. Trustees are expected to provide a written report to the Board in a timely manner.



### Policy 3: Role of the Trustee

8. The Trustee has a responsibility to address inquiries from members of the public, or to redirect their inquiries as needed.
9. The Trustee or their designate shall attend Parent Advisory Council meetings as scheduled, unless unavoidable circumstances arise, in which case the Trustee is expected to arrange an alternate attendee. A report will be made at the next Regular meeting of the Board of Trustees.
10. The Trustee shall, as a matter of courtesy, advise the superintendent and the respective principal of their intentions to visit a school.
11. The Trustee shall refer all media inquiries on the Board decisions and policies to the Board Chairperson.

#### References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 September 2012 September 2018	2022-2026 Board
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## Policy 4: Trustee Code of Conduct

### Purpose:

The *Education Act*, Section 96 (3), requires that the Board establish a code of conduct for its members. In keeping with this directive and recognizing the need to establish standards of conduct, the Board has adopted the following Code of Conduct.

### Trustee Code of Conduct

As a member of the Board of Trustees, I will do my utmost to represent the interests of our stakeholders by providing leadership and maintaining the integrity of Yellowknife Education District No. 1.

In carrying out the duties of a Trustee, I recognize the importance of a standard of conduct, and I will:

1. Work to serve the community of Yellowknife by improving the quality of education;
2. Recognize that the expenditure of District funds is a public trust, and will endeavour to see all such funds are expended responsibly;
3. Recognize that authority rests with the Board in legal session and the individual Trustees, including the Chairperson, will have power only if and when the Board, by vote, has delegated such authority;
4. Work with fellow Trustees, volunteers and District staff in the spirit of cooperation;
5. Attend all meetings of the Board and any committees to which appointed. Strive to inform the Board or committee Chairperson if unable to attend any scheduled Board or committee meeting;
6. Share information which is of interest to the Board;
7. Refer all complaints to District Administration, and discuss, as a Board, only those complaints that remain unresolved after a reasonable period of time;
8. Strive to keep informed on education issues;
9. Not use my position as Trustee solely for personal gain, apart from the total interest of the Board;
10. Maintain the confidential business of the Board and continue to do so after leaving the Board;
11. Comply with Board policies and practices as well as the *Education Act* and any other relevant legislation;
12. Support decisions of the Board;



## Policy 4: Trustee Code of Conduct

13. Support, advise and encourage the Superintendent;
14. Direct all requests by individuals or delegations for appearance at Board or committee meetings to the superintendent; and
15. Conduct myself in a professional manner at all times while representing the Board.

### References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 September 2012 June 2017	2022-2026 Board
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## Policy 5: Board By-Laws

### **Purpose:**

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

### **Selection of Chairperson and Vice-Chairperson**

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





## Policy 5: Board By-Laws

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

### Rules of Order



## Policy 5: Board By-Laws

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



## Policy 5: Board By-Laws

13.3 Call the Question;

13.4 Refer;

13.5 Amend;

13.6 Postpone; or

13.7 Recess.

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

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

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

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

17.1. To Adjourn;

17.2. To Table; or

17.3. To Call the Question.

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

### Meetings Through Electronic Means

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

In these situations, the following conditions will apply:

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



## Policy 5: Board By-Laws

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

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

### Order of Business

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



## Policy 5: Board By-Laws

2. Land Acknowledgement
  3. Chairperson's Opening Remarks
  4. Declaration of Conflict of Interest
  5. Adoption of Agenda
  6. Delegations & Presentations
  7. Review and Approval of the Minutes
  8. Business Arising from the Minutes
  9. Trustees' Statements
  10. Unfinished Business
  11. New Business
  12. Reports
  13. Announcements
  14. Date and Time of Next Meeting
  15. Chairperson's Closing Remarks
  16. Adjournment
9. Delegations and/or individuals wishing to make a presentation to the Board shall:
- 9.1. Provide to the Chairperson or Superintendent a written summary of information to be presented at least five days prior to the meeting at which they wish to appear.
  - 9.2. In special circumstances, and with the consent of the majority of Trustees present, the requirement for five days' notice may be waived.
  - 9.3. Be restricted to providing comments about those matters that are within the jurisdiction and responsibility of the Board.
- There will be a maximum of three presentations permitted at a single meeting, each limited to ten minutes. These restrictions can be waived at the discretion of the Chairperson.
- The Board, in a public meeting, will not hear personal complaints or comments directed toward any person employed by the District.
- No motions relating to any request of the delegation shall be dealt with until the next meeting of the Board.
10. Minutes are the legal record of all action taken at regular and special Board meetings. The meeting minutes and all attachments (and any required translations) are kept on file (electronic and hardcopy) in the District office. In the event that there is a discrepancy later discovered between the English and the translated version, the English version shall be the official version. The minutes shall contain:
- 10.1. A full description of the meeting including date, location, times of opening and adjournment;
  - 10.2. A list of all Trustees and administration in attendance;
  - 10.3. A complete and accurate record of all motions, specifying the movers and seconders, and whether or not the motion was carried or defeated;



## Policy 5: Board By-Laws

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

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

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

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

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

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

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

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

### 1. Observers

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

## Special Meetings

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



## Policy 5: Board By-Laws

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

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

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

### Meetings Closed to the Public (In-Camera)

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

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

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

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

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

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

### Trustee Compensation

Each Trustee shall receive an annual honorarium.

Effective January 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



## Policy 5: Board By-Laws

Chair 13,078.00 per annum

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

### Trustee Resignation

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

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

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

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

### References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-2	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	June 2021	N/A
3	In section 'Selection of Chairperson and Vice Chairperson' the following was update: Added Organizational meeting agenda; any trustee may nominate themselves for Chairperson and Vice Chairperson	October 2022	2022-2026 Board
4			





## Policy 6: Role of the Board Chairperson

### Purpose:

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

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

### Specific Responsibilities

1. The chairperson shall be responsible to fulfill the duties and responsibilities assigned to the position in legislation and the by-laws of the Board.
2. The Chairperson shall ensure that the Board operates in accordance with its policies.
3. The Chairperson shall, where possible, confer with the superintendent prior to each Board meeting in order to establish the agenda and become familiar with the items and materials included.
4. The chairperson or designate shall chair each Board meeting in accordance with Board by-laws, ensuring that all Trustees have the opportunity to participate in the meeting and make their views known in order that a collective opinion can be developed and a corporate decision reached.
5. At the first Committee of the Whole meeting following the annual organizational meeting, the Chairperson shall, following consultation with the Trustees, select the Trustees to serve on committees of the Board.
6. The Chairperson shall serve as the official spokesperson for the Board and must confine any remarks to existing Board policy or corporate positions. The Chairperson may delegate this responsibility. The Chairperson will report activities as spokesperson back to the Board.
7. The Chairperson should initiate contact with other elected officials, including Members of the Legislative Assembly, in order to advocate existing Board policy or corporate positions. The Chairperson will report these contacts back to the Board.
8. The Chairperson shall have cheque signing authority for the District.
9. The Chairperson shall:
  - 9.1 Have authorization and or approval of the Superintendent's expenses.
  - 9.2 Be responsible for authorization of Professional Development for the Superintendent.



## Policy 6: Role of the Board Chairperson

- 9.3 Be responsible for authorization and or approval of Superintendent's duty travel.
- 9.4 Be responsible for authorization and or approval of vacation time leave requests by the Superintendent.
- 9.5 Track the above authorization and or approvals, and make it available to Trustees on request.

### References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 September 2012 March 2017	2022-2026 Board
4			
5			



## Policy 7: Role of the Board Vice- Chairperson

### Purpose:

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

### Specific Responsibilities:

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

### References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 September 2013 June 2017	2022-2026 Board
4			
5			



## Policy 8: Committees of the Board

### Purpose:

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

### Responsibilities:

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

### Types of committees:

1. **Standing Committees** - are those that the Board has identified as being necessary to assist in the proper governance of the District or on which the Board is requested to provide or requires representation. These committees may be initially formed by the Board or external organizations.
2. **Ad Hoc Committees** - Committees established by the Board to complete a specific task for the Board. As soon as that task has been completed, the Ad Hoc Committee shall be disbanded. The terms of reference for the Ad Hoc Committee will be set by the Board when formed.

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

1. Consist of Board representation as appointed by the Chairperson with no more than three Trustees appointed and in addition:
  - **Standing Committees** - If the committee was formed by an external organization, the Board will adhere to the membership requirements as per that organization's request/policies.
  - **Ad Hoc Committees** - Committee members and/or other support committee members may be appointed as required by the committee's terms of reference.
2. Have access to the Superintendent or designate(s) as resource person(s).

Each Committee Chairpersons shall:

- Be selected by the members of the Committee;
- Take leadership in the activities of the Committee;
- Call meetings and providing notification of the place, date, time, and advise the Board of the schedule;
- Act as the contact person for the Committee;
- Ensure that all matters referred to the Committee are pursued;



## Policy 8: Committees of the Board

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

The following is the standard list of Standing Committees:

- Audit Committee
- Committee of the Whole
- Facilities Committee
- Finance Committee
- Negotiations Committee
- Policy Committee
- Public Relations Committee
- Teacher-Board Advisory Committee

### References/Related Documents:

- Education Act
- Administrative Procedures
- Terms of Reference for Standing and Ad Hoc Committees (attached as Appendix)

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	May 2008 November 2021	N/A
3	Removed the external committee type; Committee will have up to 3 members; Change reporting structure so committee chair are required to submit written reports; Finance Committee mentions Superintendent and Director of Corporate Services; Policy Committee requires all policies to be review each term, to develop a review schedule and there will be a minimum of one month between tabling and approving policies; Public Relations Committee develops a Board Advocacy and Engagement Plan, coordinates updates to the Visual Identity guideline, develops the Trustee PAC speaking points and provides feedback on the Trustee Orientation Handbook; Audit Committee cannot contain members from the Finance Committee and members from the general public are compensated based on GNWT per diem rate; Negotiations Committee has preparatory meeting , reviews the proposals from the Union, recommend approval of the agreement to the Board, arranges a post negotiations meeting and is composed of up to 2 trustees; Teachers-Board Advisory Committee is now a Standing Committee, updated to reflect wording in collective agreement; Facilities Committee has been added to this policy	October 2022	2022-2026 Board
4			



## Policy 8: Committees of the Board

### Policy 8 - APPENDIX A

#### Committee Name: Audit Committee

##### **Purpose:**

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

##### **Composition:**

The Audit Committee will consist of the following members:

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

##### **Term of General Public Members:**

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

##### **Compensation:**

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

##### **Resources:**

- The Director of Corporate Services will provide assistance to the committee, as required.
- The Audit Committee may have access to other third party expertise as deemed necessary.

##### **Meetings:**

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

##### **Authority:**

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

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



## Policy 8: Committees of the Board

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

### Responsibility:

The Audit Committee is responsible for carrying out the following:

#### Financial Statements:

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

#### Internal Control:

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

#### Audit:

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

#### Compliance:

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



## Policy 8: Committees of the Board

### Policy 8 - APPENDIX B

#### Committee Name: Committee of the Whole

#### Purpose

The purpose of Committee of the Whole is to provide:

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

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

#### Composition:

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

#### Procedures

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

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





## Policy 8: Committees of the Board

### Policy 8 - APPENDIX C

#### Committee Name: Facilities Committee

#### Purpose

The Facilities Committee has a mandate to act as an overseer and in an advisory capacity with respect to the capital planning and maintenance and operation of all land, buildings, facilities and equipment owned by the District.

The Committee is to submit to the Board a five-year capital improvement budget and a list of proposed alterations and repairs. The Committee is to advise the Board on building related issues, ongoing maintenance and planning for long-term improvements.

Specific responsibilities to include oversight for:

- Preparing a five year capital plan (required annually)
- Preparing a plan, schedule and proposal for maintenance and replacement for buildings and grounds;
- Planning for new construction, major renovations or major improvements of school buildings and grounds;
- Planning additions, deletions or changes to facilities needed to support school programs;
- Identify other areas for future actions related to facilities.

#### Composition:

The Superintendent will identify District staff to provide expertise. The Committee will identify needs for consultant services and seek approvals for costs, if those services are required.

#### Reporting:

The Committee Chair shall provide timely reporting to the Board, by written report, for inclusion in the Board of Trustees Meeting each January/ February (Budget Planning) and each November/ December on project status.

#### Timeline:

The committee will meet in January/ February each year to plan for the next Budget year, and each November/ December for progress updates of Capital Projects in the current year.



## Policy 8: Committees of the Board

### Policy 8 - APPENDIX D

#### Committee Name: Finance Committee

#### Purpose

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

- Work with the Superintendent and Director of Corporate Services, as required to evaluate, approve and present the draft budgets, both operating and capital, to the Board for consideration and approval;
- Oversee the District's budget over the fiscal year;
- Consider and make recommendations regarding any expenditure outside of the approved budget for consideration by the Board;
- Analyze and review funding and expenditures for funds received from the GNWT and the City of Yellowknife, and make recommendations as required;
- Actively research other sources of funding, such as, but limited to, federal programs and grants.

**The Chair of the Finance Committee works with the Director of Corporate Services and Superintendent to prepare and present at public engagements (e.g. Annual Ratepayers Meeting).**



## Policy 8: Committees of the Board

### Policy 8 - APPENDIX E

#### Committee Name: Negotiations Committee

#### Purpose

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

The Committee conducts the following activities:

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

#### Composition:

The Negotiations Committee will consist of:

- Up to two Trustees from the Board with the Superintendent and Director of Corporate Services

#### Reporting:

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



## Policy 8: Committees of the Board

### Policy 8 - APPENDIX F

#### Committee Name: Policy Committee

#### Purpose

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

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

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

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



## Policy 8: Committees of the Board

### Policy 8 - APPENDIX G

#### Committee Name: Public Relations Committee

#### Purpose

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

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



## **Policy 8: Committees of the Board**

### **Policy 8 - APPENDIX H**

#### **Committee Name: Teacher-Board Advisory Committee**

#### **Purpose**

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

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

#### **Composition:**

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



## Policy 9: Board Delegation of Authority

### Purpose:

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

### Specifically

#### 1. In relationship to the budget the Superintendent is:

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

#### 2. In relationship to policy, the Superintendent is:

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


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

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

### References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 June 2011 March 2017	2022-2026 Board
4			



## Policy 10: Role of the Superintendent

### Purpose:

The Superintendent is the chief executive officer of the Board and is responsible for the organization, management and supervision of the District. The Superintendent is accountable to the Board for the responsibilities assigned to the position by the Board. The Superintendent is also accountable to ensure that the curriculum, policies and practices within the District comply with GNWT legislation, policies and curriculum guidelines.

Where the Superintendent delegates authority to District staff, the Superintendent retains ultimate responsibility to the Board for the tasks performed and the results achieved.

### Specific Areas of Responsibility

1. Educational Leadership - The Superintendent shall:
  - Provide leadership in all matters relating to education in the District.
  - Ensure students in the District have the opportunity to meet the educational standards determined by GNWT legislation.
  - Implement education directives as established by the Board and/or GNWT legislation.
2. Fiscal Responsibility - The Superintendent shall:
  - Ensure the fiscal management of the District by the Director of Corporate Services is in accordance with the terms and conditions of any funding received.
  - Ensure that the District operates in a fiscally responsible manner and in accordance with Public Standards Accounting Board standards and principles.
3. Human Resources - The Superintendent shall:
  - Have authority and responsibility for all personnel-related issues, except for those mandated in Board policy, labour legislation or collective agreements.
  - Ensures that all staff are monitored and evaluated.
  - Be responsible for succession planning, well-being, and professional development of all staff
4. Policy and Procedures - The Superintendent shall:
  - Honour and facilitate the Board's role in establishing policy.
  - Be responsible for the development, implementation, evaluation and revision of Administrative Procedures. These Procedures shall be reviewed annually.
5. Superintendent/Board Relationships - The Superintendent shall:
  - Establish and maintain positive, professional working relations with the Board.





## Policy 10: Role of the Superintendent

- Honour and facilitate the implementation of the Board's roles and responsibilities as defined in Board policy.
6. Strategic Planning and Reporting - The Superintendent shall:
- Facilitate the planning process for the development of the Board's strategic directions.
  - Be involved appropriately by the Board in the development process of the strategic plan (eg: Board approval of process and timelines, Board identification of priorities and key results, opportunity for Board input in the process, final Board approval.)
  - Implement the strategic plan as approved by the Board.
  - Report at least annually on the results achieved in the strategic plan.
7. Organizational Management - The Superintendent shall:
- Demonstrate effective organizational skills resulting in District compliance with Board directives and timelines.
  - Report to the Minister on matters required by legislation and regulations.
8. Communications and Community Relations - The Superintendent shall:
- Ensure positive internal and external communications are developed and maintained.
  - Develop and maintain positive and effective relations with government agencies, such as the GNWT and the City of Yellowknife.
9. Leadership Practices - The Superintendent shall:
- Lead in a manner that is viewed by the Board as being effective and positive.

### References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 April 2015 December 2019	2022-2026 Board
4			



## Policy 11: Recruitment, Selection and Recognition of Personnel

### Purpose:

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

### Specifically

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

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



## Policy 11: Recruitment, Selection and Recognition of Personnel

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

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

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

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

### Recognition

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

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

### References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 April 2015 June 2017	2022-2026 Board
4			



## Policy 12: Hearings on Teacher Matters

### Purpose:

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

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

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

### References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 June 2011 June 2017	2022-2026 Board
4			



## Policy 13: Teaching Staff Reductions

### Purpose:

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

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

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

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

### Specifically

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

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

### References/Related Documents:

- Education Act
- Administrative Procedures



## Policy 13: Teaching Staff Reductions

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 June 2011 June 2017	2022-2026 Board
4			



## Policy 14: Student Discipline

### Purpose:

The Board is required to develop a discipline policy for the District to promote a safe and positive learning environment for all students within its schools. This policy will provide guidance and direction to staff in dealing with students who have not adhered to the school rules, or the requirements of the *Education Act*.

### Specifically

1. All staff members are required to become familiar with the appropriate sections of the *Education Act* dealing with student conduct and responsibilities. Specifically sections 22, 27 and 33.
2. All staff members are required to become familiar with the appropriate sections of the Education Act that deal with discipline of students. Specifically sections 34, 35, 36, 38, 39, 40, 41, 42 and 43.
3. Each principal shall develop school expectations concerning student conduct and the responsibilities of parents and staff through consultation with students, parents and staff. Consultation may include appropriate community agencies.
4. School discipline should emphasize the development of socially responsible behaviour, which includes respect for the rights and well-being of self, people, and property. School discipline should promote the growth of students with respect to self-discipline.
5. Each principal shall ensure that students, parents and staff are made aware of the possible consequences faced by students who are found responsible for misconduct.
6. The principal must ensure that parents and students are made aware of the provisions for appeal of school disciplinary decisions.
7. A parent and/or student who wishes to appeal a decision made at the school level shall have the right to request to the Superintendent to resolve the matter. Further, a parent and/or student may request a hearing before the Board in accordance with Board Policy 15.
8. The superintendent shall ensure that all school discipline policies and procedures are consistent with the Board policies and legislation.
9. The Board delegates to the Superintendent the authority to review and approve all student suspensions in excess of five days to a maximum of 20 days.

### References/Related Documents:

- Education Act
- Administrative Procedures



## Policy 14: Student Discipline

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 February 2020	2022-2026 Board
4			





## Policy 15: Appeals and Hearings Regarding Student Matters

### Purpose:

Appeals and hearings regarding decisions that affect students are divided into two procedures. They are outlined below:

### A. Disagreements by a Student and/or Parent with a Staff Decision

The *Education Act* requires that the District attempt to resolve any disagreements that may arise between a parent (or guardian) and/or student, and the education staff of the District relating to any decision that significantly affects the education, health or safety of a student. If the disagreement is not resolved at the District level the parent and/or student may appeal to an independent appeal committee as outlined in the *Education Act*.

### Specifically

1. The parent and/or the student shall notify the Principal in writing if they disagree with a decision made at the school level by a staff member that affects the education, health or safety of that student.
2. The written notice shall be given to the Principal within five school days, from the date that the parent and/or the student determine that they were unable to resolve a disagreement with the staff member that made the decision.
3. If the Principal is unable to resolve the disagreement within five school days after having received the written notice, the Principal shall notify the parent and/or the student immediately in writing and include notice that the parent and/or student may refer the disagreement to the Board. The Principal shall refer all unsolved issues to the Superintendent for information.
4. The Superintendent, on behalf of the Board, shall attempt to resolve the issue.
5. Should the issue not be resolved, the Superintendent shall communicate in writing the result, as well as the rationale for the decision, to the Board in a timely fashion. The Superintendent shall also inform the parent and/or student in writing of their right to further appeal this matter to an independent appeal committee as described in the Education Act.
6. If the parent and/or student choose to appeal the unresolved disagreement, they must advise the Board in writing within 30 calendar days after having received written notice from the Superintendent.
7. The notice of appeal should provide reasons for the request and details of the disagreement.
8. The process and procedure for dealing with appeals of District decisions are clearly outlined in the Education Act and the Education Appeals Regulations. The Board shall ensure that the parent and/or the student are offered copies and/or electronic links to the aforementioned legislation.



## Policy 15: Appeals and Hearings Regarding Student Matters

9. The decision of the appeal committee is final.

### B. Student Suspension and/or Expulsion

The *Education Act*, Section 36 (1) provides the District with the authority to suspend or expel a student from its schools. The *Education Act* also provides the student and the student's parents with the opportunity to make a representation at a hearing of an independent appeal committee to deal with the suspension or expulsion of the student from a school.

#### Specifically

1. A principal may suspend a student for cause, upon his or her own authority, for a period not exceeding five consecutive school days. A detailed report of the suspension including a copy of the letter to the parent shall be sent to the Superintendent.
2. The Superintendent has the authority to suspend a student for cause for a period in excess of five days and up to a maximum of twenty days. The Superintendent will inform the Board of the suspension.
3. The Board may expel a student from its school for a semester, the remainder of the school year or the school year, in accordance with the provisions of the *Education Act*.
4. The process and procedure for dealing with suspensions and expulsions, and their appeals of District decisions, are clearly outlined in the *Education Act* and the *Education Appeals Regulations*. The Board shall ensure that the parent and/or the student are offered copies of the aforementioned legislation.
5. A student and/or their parent, under the Education Act, Section 43, may request that the Minister review the decision of the appeal committee in the event of a student expulsion.
6. The decision of the Minister is final.

#### References/Related Documents:

- Education Act
- Administrative Procedures



## Policy 15: Appeals and Hearings Regarding Student Matters

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 October 2020	2022-2026 Board
4			



## Policy 16: Parent Advisory Councils

### 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.
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.

### References/Related Documents:

- Education Act
- Administrative Procedures



## Policy 16: Parent Advisory Councils

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 October 2019	2022-2026 Board
4			



## Policy 17: Return to Work

### Purpose:

Yellowknife Education District No. 1 (YK1) is committed to preventing workplace injuries and illnesses. In the event an employee is injured or ill due to a workplace incident, YK1 is committed to ensuring their successful transition back to work through a Return-to-Work (RTW) program.

If employees are unable to perform their regular full duties as a result of an illness or injury, we:

- take all reasonable steps to return the employee to their pre-injury/illness position in a timely manner; and
- return the employee to suitable work which is safe and consistent with their functional abilities, if they are unable to return to their pre-injury/illness position.

Employee and employer RTW roles and responsibilities are as follows:

Employees will:

- contact employer as soon as possible after the injury or illness occurs, and maintain communication;
- assist with identifying suitable and available employment;
- accept suitable employment when identified;
- provide updates on medical status and progress throughout recovery period;
- inform healthcare provider of available suitable work when identified; and
- provide any appropriate information requested to the employer and the Workers' Safety and Compensation Commission during the return to work process.

The employer will:

- contact employee as soon as possible after the injury or illness occurs, and maintain communication;
- provide suitable and available employment;
- stay in touch with employee throughout the recovery period; and
- provide the Workers' Safety and Compensation Commission with any appropriate information requested concerning the employee's return to work.

YK1 will develop individualized RTW plans for injured/ill employees which include processes for RTW recovery and ensure regular communication between employees and the employer. Communication can be in the form of in-person meetings, via telephone conversations, by emails, or written correspondence.

YK1 is committed to ensuring the success of their safe RTW program.

[Return to Work Program – YK1](#)

### References/Related Documents:

- Education Act
- Administrative Procedures



## Policy 17: Return to Work

Revision History			
Revision	Revision Description	Approved Date	Review Date
1	Adopted	February 2012	2022-2026 Board
2			



## Policy 18: Health and Safety

### Purpose:

Yellowknife Education District No. 1 (YK1) is committed to providing and maintaining a safe and healthy working environment for all employees, contractors and visitors while providing a safe and healthy learning environment for students.

We believe our health and safety system is an integral part of our operational activities and each of us must share the responsibility to ensure the health and safety of all persons engaged in work activities for YK1.

To meet this commitment, YK1 will, with input from its employees, support and maintain a comprehensive health and safety program that meets, or exceeds, accepted workplace standards and legislative requirements of the Northwest Territories. We will continue to develop and implement health and safety education and training programs to ensure everyone has the knowledge and skills required to work in a safe and productive manner.

- A job safety analysis, by the employer and the employee, will aid in the determination for safe work practices.
- Based on a job hazard analysis appropriate personal protection equipment will be identified and required for a safe working environment.
- All employees and contractors employed by YK1 must use the appropriate personal equipment where potential hazards exist.

It is the responsibility of all administration, employees, contractors and visitors to cooperate with YK1 for the safety of themselves, others engaged in work and those who may be present at any YK1 facility.

All employees are required to comply with YK1 Health and Safety Policies and Procedures at all times, and support our contractors and visitors with compliance of the same.

YK1 is responsible for creating and maintaining a safe work environment for all employees, contractors and visitors. This is achieved through the continual development of health and safety systems, and the allocation of appropriate resources.

YK1 will seek input from its employees for continued improvement of this policy.

### References/Related Documents:

- Education Act
- Administrative Procedures





## Policy 18: Health and Safety

Revision History			
Revision	Revision Description	Approved Date	Review Date
1	Adopted	April 2014	2022-2026 Board
2			



## Policy 19: Nutrition in Schools

### Purpose:

The Yellowknife Education District #1 (YK1) School Board recognizes that eating a balanced diet of healthy food is important for growth, development and learning. It reduces the risk of obesity, heart disease, cancer, diabetes and osteoporosis. The Board believes schools have a responsibility to foster and support healthy eating through role modeling, and consistency with what is taught in our curriculum, and the foods that are served and sold in our schools. It is important to establish healthy eating behaviours in childhood to provide children and youth with the opportunity to develop healthy eating behaviours for life. Healthy eating behaviours begin at home in early childhood, and later become a cooperative effort between the home and the school. Our vision is to make the healthy choice the easy choice.

YK1 will improve student access to nutritious, healthy, safe, reasonably priced, and attractively presented food choices. YK1 will attempt to reduce hunger among children living with food insecurity, through enhanced access to nutritious foods within the school setting, provided in a non-stigmatizing manner.

YK1 will have schools that provide and maintain supportive environments that promote healthy food, both in the foods available at school and through educational programs. YK1 will develop procedures and guidelines, and provide assistance to schools in achieving the objectives of this policy by promoting these procedures and guidelines.

The School Board recognizes that the quality of food available at school is an important determinant of healthy eating for children. These guidelines will cover all foods and beverages sold and served in YK1 schools including canteens/cafeterias, vending machines, school food programs, fundraising activities and campaigns, dances and special events.

The School Board believes that nutrition education is important and most effective if a comprehensive approach involving the school and broader community is used. Teachers and school staff are valuable resources in helping students understand the relationship between nutrition, health and physical activity, and developing a healthy relationship with food. The School Board will encourage teachers and staff to demonstrate healthy eating habits, and encourage them in students.

While recognizing that parents are ultimately responsible for their child's nutritional health, schools should work with their parent groups and other community partners to encourage and support parents to:

- Ensure that their children eat a healthy breakfast
- Pack healthy lunches
- Prepare, cook and eat healthy meals at home

The School Board expects all trustees, staff, students, parents and volunteers to embrace and support this policy; promoting nutrition education and creating an environment of positive food messages.



## Policy 19: Nutrition in Schools

### References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1	Adopted	June 2014	N/A
2			



## Policy 20: Bullying Prevention and Intervention

### Purpose:

Yellowknife Education District No. 1 (YK1) believes that bullying is a serious issue that has far reaching consequences for both the school community and society at large. Providing students with an opportunity to learn and develop in a safe and respectful society is a key responsibility for schools.

Education, going to school, being with friends, should be a positive experience, not one that leaves lingering fears and apprehension. It is important to know that we all have a responsibility to create an environment where everyone feels safe, accepted and valued. It is our responsibility to make our school communities a better place by being respectful of others and standing up against bullying whenever it happens.

At YK1, we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported, and the report will be addressed quickly.

YK1 promotes the elimination of all bullying, specifically bullying that will:

- a) Adversely affect a student's ability to learn;
- b) Adversely affect healthy relationships and the school climate; and
- c) Adversely affect a school's ability to educate its students.

YK1 recognizes that anyone can be bullied and discourages all bullying. It also recognizes that with the access of social media 'cyber bullying' can occur to anyone anywhere at any time, and that some people are especially vulnerable to the effects of bullying, such as the disadvantaged, the disabled and sexual minorities.

### Definition

Bullying is a dynamic of unhealthy interaction. Much of the research on bullying to date breaks it down as having three components:

1. It is an intentional negative act that causes harm.
2. It is repeated. The repetition may be by one individual constantly picking on another or it can involve a larger group, maybe a whole class, harassing one individual.
3. There is a desire for power or control over another. Usually one person has a distinct advantage of power over the other. The power differential may be a result of a number of advantages, for example, size, strength, age, social status, number of supporters, etc.

Types of bullying behavior include social aggression, verbal aggression, physical aggression and intimidation.

### Implementation

The Superintendent is to implement this policy at all school facilities and functions. The superintendent shall also develop and communicate procedures on bullying prevention and intervention to all schools. Thereafter, each school shall develop and implement school-wide bullying prevention and intervention plans as part of the School Improvement Plan. The Superintendent is further to communicate this policy, and the definition of bullying, to the school community and other school stakeholders.



## Policy 20: Bullying Prevention and Intervention

All administrators, teaching and non-teaching staff, pupils and parents should:

1. Have an understanding of bullying,
2. Maintain a high level of awareness for bullying and its impacts,
3. Be aware of the school policy on bullying, and follow it when bullying is reported, and
4. Know what they should do if bullying arises.

Components of the plans will include the following (but not be limited to):

- a) The definition of bullying,
- b) Prevention strategies,
- c) Intervention strategies,
- d) Parental involvement,
- e) Integrating anti-bullying education with curriculum,
- f) Training strategies for members of the school community, and
- g) Communication and outreach strategies.

Administration shall develop a monitoring and review process to determine the effectiveness of bullying prevention and intervention policies and procedures.

In addition, the Superintendent is to report at least semi-annually to the Board the number of instances of bullying reported, types, the nature of bullying prevention training throughout the District, and the impact of the District's bullying prevention initiatives. The report also shall include the measures/mitigation taken with respect to those who bully and those who have been bullied.

### Policy Review

YK1 believes the impacts of bullying on the education of children must be continually addressed, and that bullying is an ongoing issue. Therefore, to ensure this Policy is current and meets any existing legislation the Policy will be reviewed annually as part of the Board Annual Performance Evaluation.

### References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1	Adopted	June 2015	2022-2026 Board
2			



## Policy 21: Duty to Report

### Purpose:

To create and sustain an ethically sound and transparent environment in which Yellowknife Education District No.1 (YK1) Board Members and employees will report any allegations of misconduct, ethics, code of conduct, concerns up-to illegal acts by any or all members of the Board, Administration, or the Staff, without fear of reprisal.

### Statement

All Board Members and employees are accountable and responsible to:

- a) act in the best interest of the children in their care,
- b) utilize public finances in a manner that builds public trust; and
- c) conduct themselves in a manner that does not bring them into a conflict of interest.

Board Members and/or employees who believe that another Board Member or employee is not meeting their responsibilities under this Policy have a duty to report the behaviour. YK1 will not retaliate against any employee who, in good faith, makes a complaint/disclosure or raises concern in accordance with this policy or discloses information to an external agency/body against the Board, a Trustee(s), or any employee of the YK1 based on a reasonable and honest belief that the information is true and in the public interest. If a person makes a complaint/disclosure under this policy in bad faith or knowingly provides false or materially inaccurate information, they shall be subject to disciplinary actions.

This policy applies to all Board Members and any individual employed by YK1. The Superintendent must develop and maintain an Administrative Procedure (AP 403 - Duty to Report) to operationalize this policy.

### References/Related Documents:

- Education Act
- Administrative Procedures
- Whistleblower Policy
- City of Yellowknife

Revision History			
Revision	Revision Description	Approved Date	Review Date
1	Adopted	April 2021	2022-2026 Board
2			



## Policy 22: Harassment Prevention and Resolution

### Purpose:

Yellowknife Education District No.1 (YK1) seeks to maintain a respectful workplace by creating an environment where the negative impact of harassment is understood by all and every individual is empowered to act when they see improper conduct.

### Statement

Harassment in any form, including in the use of social media, and abuse of authority constitutes improper conduct and will not be tolerated. It is prohibited for any YK1 employee or volunteer to subject any individual in the workplace to harassment.

YK1 is committed to providing a respectful workplace through the:

- a) prevention of harassment by:
  - i. promotion of this comprehensive harassment prevention and awareness policy,
  - ii. ensuring all staff are trained in harassment prevention and resolution
  - iii. advising all individuals with a YK1 workplace that they have the right to be treated respectfully and with dignity in a workplace free of harassment; and
  - iv. ensuring teachers, supervisors, and leaders at all levels take immediate steps, whether a complaint has been submitted, to stop any harassment that:
    - they witness; or
    - is brought to their attention,
- b) resolution of harassment by:
  - i. establishing efficient harassment complaint resolution processes,
  - ii. offering informal conflict resolution, in a timely fashion, if appropriate,
  - iii. taking steps in the workplace when it has been determined that harassment has not occurred but that an inappropriate behaviour exists; and
- c) monitoring of the effectiveness of this policy and other applicable policies.

This policy applies to all individuals within a YK1 workplace.

The Superintendent must develop and maintain an Administrative Procedure (Harassment AP 171) to operationalize this policy.

### References/Related Documents:

- Education Act
- Administrative Procedures
- WSCC Harassment Code of Practice, March 27, 2019
- <https://www.wsc.ca/documents/harassment-code-practice>
- NWT Human Rights Act 2020
- <https://nwthumanrights.ca/wp-content/uploads/2020/04/2020-HumanRightsAct.pdf>
- Canadian Charter of Rights and Freedoms
- <https://laws-lois.justice.gc.ca/eng/const/page-15.html>



## Policy 22: Harassment Prevention and Resolution

- Government of Northwest Territories: Harassment Free and Respectful Workplace Policy.
- [https://www.fin.gov.nt.ca/sites/fin/files/resources/harassment\\_free\\_and\\_respectful\\_workplace\\_policy\\_2017.pdf](https://www.fin.gov.nt.ca/sites/fin/files/resources/harassment_free_and_respectful_workplace_policy_2017.pdf)

Revision History			
Revision	Revision Description	Approved Date	Review Date
1	Adopted	April 2021	2022-2026 Board
2			





## Policy 26: Naming/Renaming of School Buildings and School Areas

### Purpose:

This policy applies to the naming/renaming of all Yellowknife Education District No. 1 owned facilities, buildings and the areas inside of a school.

### Background:

Establishing a new name provides a unique opportunity to promote the identity of the local community, the Board and its schools. Names must support the Board's values and meet the best interests of students and the community including equity, human rights, and inclusive learning.

Name/Renaming can be triggered by:

- A new facility, building or area inside the school has been built or acquired;
- New knowledge that prompts the need to review the existing current name including input for community, change in the social climate regarding beliefs and values, community petition etc.;
- When trustees agree a name review is necessary;
- It is believed that the school community would benefit from a review and potential renaming;
- Request to develop a new identify for the school;
- Consolation of schools.

Trustees will form an ad hoc committee to decide the name of a school, district building or area inside a school.

### Naming Criteria

To guide naming, Trustees will consider the following:

- Ideally a new name will be selected early in the building or transitioning process and where possible, new facilities should be assigned names before construction begins;
- The importance of reconciliation with the Indigenous community, and respect for the principles arising from the work of the Truth and Reconciliation Commission (Action 62 and 63 relating to Education for Reconciliation);
- All new names should be:
  - Reviewed by Indigenous Partners and by the Department of Education, Culture and Employment (ECE);
  - Representative of community values including equity, inclusion, and respect for diversity of learners and the wider community;
  - Easily identifiable with the facility/school area;
  - Not in conflict with the names of other facilities/school areas in the District or surrounding Districts;
  - Appropriate in terms of copyright and trademark provisions.

### Responsibilities

- The Board is responsible for the approval of names of all District-owned facilities.



## Policy 26: Naming/Renaming of School Buildings and School Areas

### References/Related Documents:

- Education Act
- YK1 Interpretation and Definitions
- Truth and Reconciliation Commission of Canada: Calls to Action

<b>Revision History</b>			
<b>Revision</b>	<b>Revision Description</b>	<b>Approved Date</b>	<b>Review Date</b>
1	Initial Version	May 2022	2022-2026 Board
2			
3			
4			



## Policy 27: Student Engagement with the Board

### Purpose:

YK1 values the voices, ideas and opinions of the students in our schools. To engage with students, YK1 offers various ways to hear the valuable insight of the student body by offering different opportunities for student engagement. Engagement with the board benefits both the student and the district and can be used towards student community hours.

### Engagement at Public Meetings:

- Student Representatives, which are listed under the Education Act (Section 23 and 24), are students selected based on guidelines established by YK1 school principals to represent the student body. Trustees will work with Student Representatives to set appropriate goals and objectives from these meetings. During public meetings, Student Representatives can participate in and learn about governance and Robert's Rules of Order while voicing the concerns of students to the board and;
- Any student can present to the board during public board meetings under agenda item "Delegations and Presentations" with a written request 5 days prior to the meeting. However, in accordance to Board by-laws this notice may be waived with the consent of the majority of Trustees.

### Engagement with the Board at School:

- A group consisting of Trustees and the Superintendent or Assistant Superintendent, may meet informally with students selected by a teacher or principal to have a conversation at a set time during the school day at the student's school. During these meetings, students can voice their concerns and provide context on what is important to them. Trustees will aim to set age appropriate goals and objectives from these meetings and touch base throughout the school year on their progress. Trustees will report back to the board during the public board meeting.

### References/Related Documents:

- Education Act 23 and 24
- YK1 Interpretation and Definitions
- Policy 5: Board By-Laws
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1	Initial Version	September 2022	2022-2026 Board
2			
3			



## **Policy 28: Safe, Caring, Respectful Working and Learning Environments**

### **Purpose:**

Yellowknife Education District No. 1 is committed to safe, caring, inclusive, responsive, and respectful working and learning environments for all members of the school community. The Board believes these types of environments are necessary for students to learn and for staff to be effective in their roles. The Board expects these beliefs to be reflected in District programs, operations and practices.

The Board recognizes that individual and systemic biases related to race, colour, ancestry, nationality, ethnic origin, place of origin, creed, religion, age, physical disability, mental disability, sex, sexual orientation, gender, gender identity or expression, marital status, source of income, family status, family affiliation, political belief, political association, and social condition exist in society. The Board believes these biases are not to be tolerated in the District.

Biases result in behaviours that damage the physical, mental and emotional well-being of individuals and negatively impact their educational, social and career outcomes. Further, they damage relationships with peers, colleagues, families and community partners. All members of the District are expected to model respectful conduct, inclusive behaviour and an understanding and appreciation of diversity.

### **Implementation**

The Board is committed to acknowledging, addressing, and eradicating discrimination, harassment and racism as defined in AP: Safe & Respectful Working Environments and AP: Safe & Respectful Learning Environments.

### **Related to Students**

The Board believes the District has the responsibility to ensure that students and their families feel safe and welcome to bring concerns to the attention of the school staff and administration. The Board expects that District staff will be respectful of the concerns of students and their families, and will work with them to provide appropriate support and resolve their issues in a timely manner.

### **Related to Staff**

The Board believes the District has the responsibility to ensure staff contribute to a respectful working environment. All incidents of harassment, discrimination and/or racism that are experienced or observed should be reported and addressed, and appropriate action taken in accordance with administrative procedures.



## Policy 28: Safe, Caring, Respectful Working and Learning Environments

### References/Related Documents:

- Education Act
- YK1 Interpretation and Definitions
- NWT Human Rights Act
- United Nations Convention on the Rights of the Child
- Canadian Charter of Rights and Freedoms
- AP: Safe & Respectful Working Environments
- AP: Safe & Respectful Learning Environments

<b>Revision History</b>			
<b>Revision</b>	<b>Revision Description</b>	<b>Approved Date</b>	<b>Review Date</b>
1	Initial Version	September 2022	2022-2026 Board
2			



## Policy 29: Visual Identity

### Purpose:

Yellowknife Education District No.1 is committed to expressing its identity consistently and clearly throughout the district to increase public recognition.

YK1 will have a board approved visual identity guideline document that will be used by staff throughout the district for all communications and marketing platforms (print, digital, social media, web-based, corporate advertising, building/vehicle signage etc).

These guidelines are intended to ensure integrity and consistency in all internal or external communications that properly reflect YK1's visual identity, vision, mission, priorities and values.

The guidelines will be reviewed and approved by the board as a part of the Strategic Plan development, to ensure the guidelines are still inline with the district's visual identity.

### References/Related Documents:

- Education Act
- Administrative Procedures 146 Responsible Use of Electronic Social Media, 158 District Visual Identity, Visual Identity Guidelines

Revision History			
Revision	Revision Description	Approved Date	Review Date
1	Initial Version	October 2022	2022-2026 Board
2			
3			
4			