



## Yellowknife Education District No. 1 Board of Trustees Minutes

Date of Meeting: Tuesday, September 8, 2015  
Location: YK1 District Office Board Room  
5402 50 Avenue

Members Present: Chairperson John Stephenson  
Trustee Blake Lyons  
Trustee Terry Brookes  
Trustee Jay Butler

Regrets: Vice Chairperson Allan Shortt

Staff Present: Superintendent of Education Metro Huculak  
Assistant Superintendent of Education Ed Lippert  
Director of Corporate Services Tram Do  
Supervisor of Instruction (French Programs) Jean-Marie Mariez  
Supervisor of Facilities and Maintenance Elvis Beaudoin  
Executive Assistant to the Superintendent Tracy Turk

Media and Others Present: Simon Whitehouse – *Yellowknifer*, Matthew Bannister

### 1. Call to Order

The meeting was called to order at 7:00 p.m.

### 2. Chairperson's Opening Remarks

Chairperson Stephenson welcomed everyone to the meeting. He welcomed everyone back to school. He extended a welcome to Ed Lippert as our new Assistant Superintendent and recognized his many years of teaching and leadership in our schools. Mr. Stephenson noted that Trustee Shortt sends regrets as he is out of town.

Chairperson Stephenson said Mira Dunn (nee Hall) has resigned and has accepted a position as an EA with YK1. Trustee Clarke moved to Alberta and has also resigned. He noted that we wish them well in the future and we'll miss their valuable input.

Chairperson Stephenson said October 19, 2015 is the election day for municipal and the school board election. This is an opportunity to let our priorities be known.

Chairperson Stephenson commented on the passing of Malcolm Austin. He was one of our students diagnosed with a rare form of cancer. He passed away August 25, 2015. He said the memorial was a great chance to say goodbye. Mr. Stephenson noted that Malcolm got to do a lot of great things in the last few months. A yellow ribbon was given out to signify awareness of childhood cancer.

### **3. Adoption of Agenda**

ADD: 10.3 Financial Audit

09-5849-15

Moved by Trustee Terry Brookes

Seconded by Trustee Blake Lyons

I move to accept the agenda as amended.

**Carried**

### **4. Delegations and Presentations**

#### **4.1 Financial Audit Presentation**

Mr. Matthew Bannister from Crowe Mackay LLP made a presentation regarding the audited financial statements ending June 30, 2015. See attached presentation.

Mr. Bannister noted a Management Letter was not required this year. He said there was nothing required to be adjusted. He noted the liabilities are similar to last year.

Mr. Bannister's presentation is attached. He reviewed the revenue (increased by \$900,000) and expenditures. The difference between the actual expenditures and budget is 5%.

**5. Review and Approval of Minutes**

**5.1. Regular Meeting Minutes – June 9, 2015**

09-5850-54

Moved by Trustee Blake Lyons

Seconded by Trustee Jay Butler

I move the Board of Trustees of Yellowknife Education District No. 1 approve the minutes of the Regular Meeting of June 9, 2015 as presented.

**Carried**

**6. Business Arising from the Minutes**

Trustee Brookes noted that in the minutes from June 9, 2015 under 5.1 the seconder is missing. It was noted it was Trustee Lyons.

Trustee Brookes asked Trustee Butler what editorial calendars are. Trustee Butler said it is a program which allows for consistent and easy messaging by putting information regarding events into one place and it gets published monthly.

**7. Trustee Statements**

Trustee Blake Lyons read a statement. In his statement he indicated he would not be running for re-election this term.

Chairperson Stephenson said it is historic for Trustee Lyons to not be running for some sort of public office. He thanked Trustee Lyons for his tremendous service to the Board of Trustees and community.

**8. Reports**

**8.1. Chairperson's Report**

Chairperson Stephenson thanked everyone for coming to the meeting. He noted Simon Whitehouse from the Yellowknifer is back in town and he extended a warm welcome. He said Mr. Whitehouse just completed his Masters in History and Philosophy. Congratulations and welcome back.

Chairperson Stephenson said the week of PD was a huge undertaking by staff. He said he had the pleasure to welcome the 25 new staff to our District. He also attended the Aboriginal Education full day of PD featuring Wab Kinew as the keynote speaker. He said Mr. Kinew was a mesmerizing person to listen to. Following the keynote Aboriginal Education and Language Coordinator Scott Willoughby had smaller breakout sessions led by young aboriginal leaders.

## **8.2. Superintendent's Report**

Superintendent Metro Huculak presented a written report dated September 8, 2015. Superintendent Huculak said he would like to thank the Finance Committee and the Board for their support in everything the schools undertake such as the Transition Program at the high school. He said we are seeing students finish dash-2 classes. Mr. Huculak said we are also able to support small class sizes and additional staffing when needed.

Trustee Brookes commented on the MHS garden and the addition of the garden and the flower beds were nice to see and he appreciated the work that went into it. Good job to everyone who made it happen.

Chairperson Stephenson commented Mr. Huculak increased the curb appeal of our properties. He wanted to thank everyone involved such as District staff, United Church and school staff. He noted Katherine Walker and Nancy Trotter were involved heavily in getting this started.

Chairperson Stephenson said the Pancake Breakfast went really well this year. The weather was pleasant and everyone came out, worked hard and helped make the day a success.

### **8.2.1. Assistant Superintendent's Report**

Assistant Superintendent Ed Lippert presented a written report dated September 8, 2015. Mr. Lippert said thank you for welcoming him to the position. August was spent learning the job and he noted that everyone has been very helpful and friendly. He was tasked with updating the Administrator's Handbook before the start of school.

He said he had a chance to meet with instructional staff and coaches. He also travelled to Abbotsford, BC recently for a conference on Intervention. The conference showed him that the work we are doing with Leyton Schnellert and Carole Fullerton is along the same lines.

Mr. Lippert noted that the Ministerial Awards for highest marks in courses came out and SJF had five winners this year. He said there were three who scored 5 (comparable to a perfect score) and two 4's (approx 90's). The students will be recognized at an assembly around Christmas and they will be given a monetary award.

Trustee Brookes asked about the Computer Citizenship curriculum. Mr. Lippert said it is designed to help students understand the proper way to use the internet and social media etc.

Trustee Brookes asked the BAS replacing the DRA. Mr. Lippert said the teachers found it (DRA) to be a bit out of date and perhaps may not have been getting as good of responses from students due to this. The BAS will give us a more accurate assessment of what level the students are reading at.

Trustee Brookes asked about the talk from Mary-Rose Sundberg. He was curious as to where she sees us heading. Mr. Lippert noted that session was for the principals so he was not able to attend. What he heard was along the same lines as what Wab Kinew and the other Aboriginal youth were saying, like bringing more recognition to the Aboriginal way of learning.

### **8.2.2. Director of Corporate Services Report**

Director of Corporate Services Tram Do presented audited financial statements to June 30, 2015. She also submitted a written report dated September 8, 2015. Ms. Do said she wanted to thank all of the Finance staff and District Office staff for all of their hard work during the summer. She thanked the managers who try to keep within budgets each year.

Ms. Do noted that in terms of the election we have been spending time getting information packages together and updating the website. Our Returning Officer is Evelyne Straker and she is working out of the District Office from 1:00 – 4:00 each day. Chairperson Stephenson thanked Ms. Do for her work on the election.

### **8.2.3. Supervisor of Facilities and Maintenance Report**

Supervisor of Facilities and Maintenance Elvis Beaudoin submitted a written report for July & August 2015. Mr. Beaudoin said this was the busiest summer since he's been here. Some items he noted were that NJM had some work done on the main office, annual fire inspections and sprinklers etc. were completed, new carpet was installed in JHS and new linoleum was installed in NJM as well. Mr. Beaudoin was happy to report there were no break-ins this summer.

Superintendent Huculak said they need to meet with Tammy Allison from ECE to discuss the sewer line at SJF.

Chairperson Stephenson thanked maintenance for their hard work with the beautification.

## **8.3. Trustee Reports**

Trustee Lyons said he attended the National Trustee Gathering on Aboriginal Education in Saskatoon. Trustee Lyons said there were fewer people in attendance than he expected. He received a book and will be leaving it for the Board when he leaves.

## **8.4. Standing Committee Reports**

### **8.4.1. Finance**

Trustee Brookes said there were a couple of ad hoc meetings.

### **8.4.2. Public Relations**

Trustee Jay Butler said we have not met.

#### **8.4.3. Policy**

Trustee Brookes said they have not met.

#### **8.4.4. Aboriginal Education**

Trustee Lyons said they have not met.

#### **8.4.5. Special Needs**

Trustee Butler said they have not met.

### **8.5. Ad Hoc Committee Reports**

#### **8.5.1. French Steering Committee**

Chairperson Stephenson said there was no meeting. He noted that this year we are celebrating the 35<sup>th</sup> anniversary of French Immersion in YK1 and the 10<sup>th</sup> anniversary of Intensive French. He said there will be a number of events hosted this year.

#### **8.5.2. Committee of the Whole**

Chairperson Stephenson reported on the agenda items which were discussed. Items included a presentation on Inclusive Education from Anita Griffore, an enrolment update, additional Kindergarten staff, the USW Collective Agreement, the Superintendent's meeting with the Deputy Minister, an update on the election and an update on activities the Board has participated in. The regular meeting motions were reviewed. He also noted there was a special COW meeting August 25, 2015 where Leyton Schnellert and Carole Fullerton made a presentation on Literacy and Math.

#### **8.5.3. Audit Committee**

Trustee Brookes said the committee met and reviewed the audit. He noted the committee is down a member and will recruit for the position.

#### **8.5.4. Information Technology Committee**

Trustee Butler said there was no meeting.

**8.5.3. NWTTA Teacher-Board Advisory Committee**

Superintendent Huculak said there was no meeting this month.

**8.5.6. Healthy Schools Steering Committee**

Chairperson Stephenson said they have not met.

**8.6. Trustee PAC Reports**

**8.6.1. Ecole J.H. Sissons**

Trustee Butler said there was no meeting.

**8.6.2. Mildred Hall School**

Trustee Lyons said there was no meeting.

**8.6.3. N.J. Macpherson School**

Chairperson Stephenson said there is no report.

**8.6.4. Range Lake North School**

Trustee Brookes said there was no meeting. The next meeting is scheduled for next week.

**8.6.5. Ecole Sir John Franklin High School**

Chairperson Stephenson said there was no meeting. The next meeting is coming up soon.

**8.6.6. Ecole William McDonald Middle School**

Chairperson Stephenson said there was no meeting. He noted Rae Panayi was recognized for a project she did last year. She won a



National Young Citizens Award and will go to Ottawa to accept the award. Her project compared how Northern explorers John Rae and John Franklin treated aboriginal people on their journeys.

**9. Unfinished Business**

None.

**10. New Business**

**10.1. Additional Kindergarten Staff**

09-5851-15

Moved by Trustee Terry Brookes

Seconded by Trustee Blake Lyons

I move the board of trustees of Yellowknife Education District No. 1 approve the amendment to the 2015/2016 budget which includes the addition of two (2 FTE) Kindergarten teachers, one for JHS and one for NJM, for a total increase in salary cost of \$241,000. This is to accommodate the increase in projected enrolment for Kindergarten students. The amended budget total for 2015/2016 is \$(909,938).

Trustee Brookes said this motion goes back to when we are up in enrolment we try to keep class sizes small. He said two schools have gone over the enrolment limit where we split. Now we will have three classes in each school.

Ms. Do said we are still maintaining a 5%, \$1.5M surplus in capital operating and school surpluses even with the addition of the positions.

Chairperson Stephenson said it's important to have these surpluses so we can meet the needs of our students as they arise.

**Carried**

**10.2. USW Contract**

09-5852-15

Moved by Trustee Blake Lyons  
 Seconded by Trustee Jay Butler

I move the Board of Trustees of Yellowknife Education District No. 1 accept the ratified agreement for July 1, 2015 – June 30, 2016 of the United Steel Workers as presented.

Trustee Lyons said a couple of changes in the contract are: this is a one year contract and will see a 2.5% increase.

**Carried**

### **10.3. Financial Audit**

09-5853-15

Moved by Trustee Terry Brookes  
 Seconded by Trustee Blake Lyons

I move the Board of Trustees of Yellowknife Education District No. 1 accept in principle the audited financial statements of the fiscal year ending June 30, 2015 as presented at the Regular Meeting of September 8, 2015. Final approval of the Audited Financial Statements is designated to the Chair of the Finance Committee.

Trustee Brookes noted the audit is approved in principle because the GNWT's requirements mean there is some fine-tuning to the wording that has to be made to meet the audit requirements. He noted that none of the final numbers will change.

**Carried**

### **11. Announcements**

- Open House, SJF – September 15, 2015 - 7:00 p.m.
- Open House, NJM – September 16, 2015 - 6:30 p.m.
- Open House, MHS – September 17, 2015 - 6:30 p.m.
- Open House, WMS – September 22, 2015 - 7:00 p.m.
- Open House, JHS – September 23, 2015 - 7:00p.m.
- Open House, RLN – September 24, 2015 - 7:00 p.m.
- Thanksgiving Feast & Open House, KDS – October 9, 2015 - 12:00 p.m.

### **12. Date and Time of Next Meeting**

- COW Meeting: September 22, 2015 – 12:00 p.m.
- Board/Superintendent Evaluation: October 2 – 3, 2015
- COW Meeting: October 13, 2015 – 12:00 p.m.
- Regular Board Meeting: October 13, 2015 – 7:00 p.m.

**13. Chairperson's Closing Remarks**

Chairperson Stephenson thanked everyone for coming. He said he wanted to mention the importance of not texting while you drive. He said an author once said that we are not addicted, but close to it. He noted it is very hard to resist looking at it when it dings or beeps. Please, turn your phone off when you are driving.

**14. Adjournment**

09-5854-15

Moved by Trustee Terry Brookes

Seconded by Trustee Blake Lyons

I move the meeting be adjourned.

**Carried**

Meeting adjourned: 8:14 p.m.

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Chairperson of the Board

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Director of Corporate Services