



# YELLOWKNIFE EDUCATION DISTRICT NO. 1

## BOARD of TRUSTEES

### Regular Meeting

### AGENDA

**March 14, 2023 – 7:00 PM**

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

- 1.0 Call to Order
- 2.0 Land Acknowledgement
- 3.0 Chairperson's Opening Remarks
- 4.0 Declaration of Conflict of Interest
- 5.0 Adoption of Agenda
- 6.0 Delegations & Presentations – YWCA
 

This presentation is to highlight the ongoing positive relationship between the YWCA and YK1 which dates back to 1974, with a YWCA program operating out of Mildred Hall School.
- 7.0 Review and Approval of Minutes
  - 7.1 February 14, 2023
- 8.0 Business Arising from the Minutes
- 9.0 Trustee Statements
 

Per Bylaws: *Trustee Statements are individual opinions and are not intended to represent the views of the Board.*

*Trustee statements are not debatable and there will be no opportunity for rebuttal or questions*
- 10.0 Unfinished Business
  - 10.1 Bussing
  - 10.2 Policy 16 – Parent Advisory Councils
  - 10.3 Policy 5 – Board By-laws
  - 10.4 COVID-19 Updates
  - 10.5 William McDonald Middle School Traditional Games Trip
  - 10.6 Arctic Winter Games support
  - 10.7 2023/2024 School Calendars
- 11.0 New Business
  - 11.1 Impact of New Graduation Requirements (info in pkg from Jameel/David)
  - 11.2 District Results/Student Assessments
  - 11.3 Insurance Details and Related Maintenance Requirements
- 12.0 Reports
  - 12.1 Chairperson's Report
  - 12.2 Superintendent's Report

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

April 11, 2023, 12:00 PM	CoTW Meeting
April 11, 2023, 6:30 PM	Executive Session – in camera
April 11, 2023, 7:00 PM	Regular Board Meeting
- 15.0 Chairperson's Closing Remarks
- 16.0 Adjournment





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

February 14, 2023 @ 7:00PM

District Office Boardroom & Video Conference

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

Absent: none

Regrets: none

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

Guests present: none

Meeting Chairperson: Chairperson Wasylciw

1. Meeting called to order at 7:05PM. Seven Trustees were present, quorum was met.
2. Chairperson Wasylciw respectfully acknowledged that we live, work and, learn on Chief Drygeese Territory in the Akaitcho region, the traditional territory of the Yellowknives Dene First Nation.

### 3. Chairperson's Opening Remarks

Everyone was welcomed to the meeting. Chairperson Wasylciw recognized that February is Indigenous Languages as well as Black History month. There are many events taking place to celebrate and practice Indigenous languages and also events that honour the legacy of Black people in Canada and their communities. Everyone was encouraged to take in the events.

4. **Declaration of Conflict of Interest** - None declared.

### 5. Adoption of Agenda

#### **Motion #: 02-01-22/23**

*I move to accept the agenda as presented.*

Moved by: Trustee Drew; Seconded by: Trustee Brookes

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

*I move to amend the agenda presented as follows:*

*Add Business Arising from the Minutes as item 8;*

*Change all the agenda item numbers as required as a result of the addition;*

*Change item 11.1 Draft Calendar Approval to Tabling of Draft 2023/2024 Calendar;*

*Add International Travel for Traditional Games as item 11.1 and move the other items in the category down accordingly;*

*Add Arctic Winter Games as item 11.7*

*Add Trustee Reports as item 12.1.1*

Moved by: Trustee Drew; Seconded by: Trustee Brookes

**Motion #: 02-01-22/23**

**Carried  
Carried**

### 6. Delegations & Presentations – none

## 7. Review and Approval of Minutes

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

*I move that the YK1 Board of Trustees accept the minutes of January 17, 2023 as presented.*

Moved by: Trustee Wasylciw; Seconded by: Trustee Drew

**Carried**

## 8. Business Arising from the Minutes

- Arranging a SWIS Program presentation is on District Office action item list

## 9. Trustee Statements – none

## 10. Unfinished Business

### 10.1 Bussing

Administration indicated that nothing has changed to date. YK1 is looking into subsidizing driver pay however, other boards must be asked what their stance is on this possible solution. If the other boards do not support increasing bus driver rates YK1 will have to decide whether or not to break the contract and negotiate a new contract with First Transit. During past meetings there was lack of support from the other boards from a philosophical standpoint rather than an expense point of view. It was recently determined that it takes 2 months for a new driver without a class 2 (bus) license to get a class 2 license. Two routes (9 and 13) were combined to reduce the number of routes by 1. Lack of staff is an issue across many services. First Transit was able to provide a very competitive bid because they also provide bussing service for the City.

Chairperson Wasylciw indicated that a letter has been sent to the Minister of Education, Culture and Employment, GNWT (ECE) to inquire if ratios for after school care can be increased as a temporary measure to help families without bussing out. The after school care providers were approached in advance and supported YK1 making the request. Chairperson Wasylciw and Administration will meet to compile the facts before scheduling a meeting with the Chairperson and Superintendent of the other boards. It was agreed by all that this is a sensitive issue requiring a solution as quickly as possible and regular communication with schools and families should continue.

### Motion #: 02-04-22/23

*I move that the YK1 Board Chair and Administration explore the necessary steps to review the school busing contract as a step toward restoring service.*

Moved by: Trustee Wasylciw; Seconded by: Trustee Snaggs

**Carried**

### 10.2 Policy 16

Committee Chairperson Brookes indicated there is nothing to table at this time. More to follow in Policy Committee Report.

### 10.3 Policy 5 – See Policy Committee Report

Committee Chairperson Brookes indicated there is nothing to table at this time. More to follow in Policy Committee Report.

### 10.4 COVID-19

Administration working to use COVID funding before deadline including furniture replacement in school common areas. Trustee Drew suggested furniture this includes libraries, with items rated to withstand high use and regular sanitization. Some of the funds are also being used for additional custodial staff and subs. A plan is in place to ensure all the funds are used by the deadline.

Chairperson Wasylciw asked what is being done to support students. Administration indicated work continues with staff and experts to support students as needed.

## 10.5 Board Work Plan

Chairperson Wasylciw thanked all the trustees for their time and efforts to get the Board Work Plan completed. Moving forward this living document will make life easier for all trustees.

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

*I move that the YK1 Board approve the Work Plan as presented.*

Moved by: Trustee Drew; Seconded by: Trustee Peters

**Carried**

## 11. New Business

### 11.1 International Travel for Traditional Games

An École William McDonald Middle School (WMS) traditional games team has won a spot at the Traditional Games tournament on April 1, 2023 in Juneau, Alaska, USA. Principle Seabrook indicated there is funding to get the 8 athletes and 2 chaperons part way there but the funding will not cover a flight into Juneau. He asked if the YK1 board would consider providing support to have the team fly directly to Juneau.

### Motion #: 02-06-22/23

I move that the YK1 Board of Trustees support, in-principal the École William McDonald School successful traditional games team going to the traditional games to be held in Juneau, Alaska in April, 2023, and to consider providing financial support when more details are available.

Moved by: Trustee Brookes; Seconded by: Trustee Peters

**Carried**

### 11.2 Tabling of Draft 2023/2024 School Calendars

### Motion #: 02-07-22/23

I move that the YK1 Board of Trustees table the 2023-2024 draft school calendars for feedback.

Moved by: Trustee Drew; Seconded by: Trustee Peters

**Carried**

### 11.3 MLA Meeting

Chairperson Wasylciw thanked everyone that attended the meeting. It was a very good meeting with many good questions. He suggested the board consider hosting another meeting later in the school year.

### 11.4 BC Curriculum Meeting

Administration indicated very robust curriculum change conversations are ongoing among NWT superintendents. The need for clear, ongoing communications was raised. All communication will come from ECE and superintendents will have the ability to make suggestions. Some YK1 staff will travel to BC schools to see the BC curriculum first hand, build a portfolio and make connections. The changes will be much better for our students. Administration is excited about the changes and will ensure open communication by ECE is maintained. A presentation to the YK1 Board is being planned and may take place before spring break.

### 11.5 Education Leaders Meeting

Discussions at the meeting included:

- the BC curriculum;
- Child Youth Counselors (CYC) program and possible changes to the program; and
- *Education Act* changes, including wording regarding provision of transportation.

### 11.6 Capital Projects Update

Discussion deferred to Facilities Committee report.

### 11.7 2026 Arctic Winter Games – document distributed at meeting

Chairperson Wasyliw and Superintendent Aziz attended a presentation about Yellowknife hosting the 2026 Arctic Winter Games (AWG). The City will make the decision on whether or not to host the AWG. If they do decide to host the games they would need the support of all three Yellowknife school boards to house athletes and provide sporting venues. The department of Municipal and Community Affairs, GNWT (MACA) offered to make a presentation to the Board. Administration to poll staff and leadership at the schools in order to provide Board with information at the March Board meeting about staff support and feedback at school, maintenance, etc. levels.

- 5 minute recess -

## 12. Reports

### 12.1 Chairpersons Report – no questions

#### 12.1.1 Trustee's Report

Trustee Drew thanked IT Services for giving old, refurbished computers to people with disabilities as they go a long way to improving quality of life.

### 12.2 Superintendent's Report

Superintendent Aziz reiterated that February is Black History and Indigenous Languages month. He also expresses kudos to Andrea Harding, the YK1 Indigenous Education Coordinator for all the effort she puts into YK1 ILE programming.

A/Superintendent Zouboules introduced herself in Wiiliideh, see below for her introduction, the translation and the link to try it yourself.

Sezi \_Shirley\_siyeh.  
Fort Smith\_ got'so aht'e.  
Setà \_Jack\_wiyeh  
Semo, \_\_\_\_\_ wiyeh.

"Hello, my name is \_Shirley\_.  
I am from \_Fort Smith\_.  
My father is \_\_\_\_\_.  
My mother's name is \_\_\_\_\_. "

[Try introducing yourself in Wiiliideh](#)

Responses to trustee questions:

- Professional Development (PD) and mentorship programs are in place to train staff on assessment tools.
- Trustee Brookes indicated student achievement is on the agenda for the Board retreat. He will be talking to A/Superintendent Zouboules to set up a presentation to the Board.
- Discussion about contribution of black Canadians are being highlighted at schools and resources have been provided to schools for Black History month.
- Enrolment is stable.
- Tracking enrolment during term 1 and term 2 at SJF is currently not done but could be; it is important to note that there is usually an influx of students in April due to students returning from school away (e.g. hockey school).
- Currently SJF tracks how many students that started grade 9 with them are still at SJF in grade 12. Tracking JK/K registration to see who is still with YK1 in grade 12 could be done if the Board would like those numbers. When we move to BC curriculum SJF numbers may drop in January due to students that complete graduation requirements in the fall term.
- On the land learning and Indigenous language education were seen as positives by many potential recruits at recent recruitment tour.

### 12.3 Director of Corporate Services Report

Remaining COVID-19 funding will be used for health and safety in schools.

We will be below or close to projected budget for 2022/2023. Some suggestions were made for use of the additional funds. Some items are more urgent than others and should be addressed due to potential safety and liability concerns. The items suggested will be brought to the Facilities Committee meeting scheduled for February 15, 2023 for consideration. Some of the projects in the capital budget will straddle the 2022/2023 and 2023/2024 fiscal years.

Superintendent Aziz noted that the district works in a fiscally responsible manner however, if student, staff and/or infrastructure safety is in question district office must respond quickly. Trustee Snaggs noted that the FMA is being followed. Director Martin reviewed recent work that has been addressed in schools.

### 12.4 Standing Committee Reports

#### 12.4.1 Finance Committee Report (Chairperson – Trustee Snaggs)

The committee met last Friday during which the budget and short term forecast were reviewed. The Committee will work towards creating a 5 year forecast. Identification of needs and related costs for curriculum changes were noted as an action item. Examples were given for use of remaining COVID-19 funding which included bringing in experts to do health and safety presentations to students, upgrades to furniture in common areas to ensure they can withstand regular disinfectant cleaning.

Administration suggested that a bulk purchase of menstrual products be made to ensure all of the funding is utilized. Products could then be distributed to schools as required.

#### 12.4.2 Public Relations Committee (Chairperson – Trustee Bell)

A meeting was held recently. Minutes will be included in March meeting package.

#### 12.4.3 Policy Committee (Chairperson – Trustee Brookes)

Policy 16 has received some feedback. The committee will review the feedback and bring proposed changes to the next board meeting. The committee will be meeting tomorrow on Policy 5. Policy 1 has been sent to trustees for comments. Currently the committee meets twice per month. That may change to one time per month in the future.

#### 12.4.4 Audit Committee (Chairperson – TBD)

First meeting for 2022/2023 scheduled for March 8, 2023

#### 12.4.5 Committee of the Whole (Chairperson – Trustee Brookes)

Committee has met 3 times. Reports for two of the meeting are included in the Board meeting package. One public meeting and 2 in camera meetings to discuss personnel matters were held.

#### 12.4.6 Facilities Committee (Chairperson – Trustee Drew)

A meeting will be held tomorrow to review the additional capital projects proposed by Administration.

Discussion involving repair and/or replacement of phone system at SJF resulted in the following motion:

#### Motion #: 02-08-22/23

Whereas, it is unclear whether YK1 or the GNWT is responsible for capital expenditures at École Sir John Franklin High School;

I move that the Superintendent move forward with discussions with the GNWT Department of Education, Culture and Employment regarding an MOU outlining responsibility for capital expenditures of the École Sir John Franklin High School building.

Moved by: Trustee Drew; Seconded by: Trustee Brookes

**Carried**

Capital funding was reviewed. Minister and/or the Deputy Minister of ECE could be lobbied for small capital projects. In the past the small project amount was \$400K. We have the opportunity, with MLAs support, to get our washroom project at École William McDonald Middle School (WMS). The washrooms at WMS are not accessible or gender neutral which should be advocated for.

It was suggested that a package be created and provided to all Yellowknife Territorial election candidates. This item was deferred to the Public Relations Committee.

#### **12.4.7 NWTTA Teacher-Board Committee – no questions**

### **12.5 Ad Hoc Committee Reports**

**12.5.1 Strategic Plan Committee** – conversations ongoing, no questions

**12.5.2 Negotiations Committee** – no meetings scheduled yet

### **12.6 Trustee PAC Meeting Reports**

Trustee Brookes to cover any meetings Trustee Snaggs is unable to attend.

#### **12.6.1 École Itlo**

**12.6.2 Mildred Hall School** meeting was moved to February 23, 2023 7:30 PM

#### **12.6.3 N.J. Macpherson School**

**12.6.4 Range Lake North School** meeting to be held on February 23, 2023

#### **12.6.5 École Sir John Franklin High School**

**12.6.6 École William McDonald Middle School** – Trustee Brookes to attend meeting on behalf of Trustee Shortt.

**13.0 Announcements** – add Cager tournaments to the website calendar

**14.0 Date and Time of Next Meeting** – March 14, 2023 7:00 PM

### **15.0 Chairperson's Closing Remarks**

Chairperson Wasylciw thanked everyone for attending and wished all YK1 athletes headed to the Winter Games and/or the traditional games all the best.

### **16.0 Motion #: 02-09-22/23**

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

**Carried**

Moved by: Trustee McDonald; Seconded by: Trustee Drew

The meeting adjourned at **9:59PM**

Patrizia Thagard, Secretary

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

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**Chairperson Brookes**

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**Director of Corporate Services**



March 7, 2023

Yellowknife Education District No.1  
5402-50 Avenue P.O. Box 788  
Yellowknife, NT, X1A 2N6

Attn: Tram Do, Director of Corporate Services

Dear Ms. Do,

I am delighted to inform you that on March 6, 2023, Transdev officially acquired First Transit. I would like to take a few minutes to let you know how much we appreciate your partnership. We are very excited to combine our best practices and best people to serve our clients even better. This is a great opportunity to become an even stronger innovation-driven provider of sustainable mobility and public transportation services.

We now have a combined presence in six Canadian provinces and will be able to better address the growing demand for shared mobility across the country. Our global expertise and resources in diverse subjects such as Zero Emission will increase the solutions we can share with you. We are excited to use our expertise to serve our communities across the country with safe, green and innovative mobility services.

To further support this decision, the values of diversity, equity, and inclusion, as an employer and a business partner, are enriched by our strong complementary cultures, which will lead us towards success. As we become one company, it will be a Canadian company, with locally driven decision making, that will contribute directly to the communities we serve.

We want to assure you of our team's commitment to ensuring satisfaction and continuity with our clients. In this regard, there are no anticipated changes to any local leadership. The First Transit team has now joined the Transdev team to add to our combined abilities. We remain committed to meeting or exceeding all contractual obligations and wanted to assure you that you can continue to reach out to your current contacts with any questions or concerns.

In addition to John Peck, Regional Vice President for First Transit operations in Canada, as a member of the Transdev Canada team, feel free to also contact me directly at any time. Our contact information is shared at the bottom of this letter for your convenience.

Both John and I will systematically be in touch and introduce the new combined organisation over the coming months. We look forward to the opportunity to meet you and better understand how we can best serve your local needs. We look forward to showing how, together, Transdev will best deliver on safe, sustainable mobility solutions for our clients.

Best regards,

**Arthur Nicolet, CEO**  
**Transdev Canada**

**CONTACT DETAILS:**

Arthur Nicolet  
Chief Executive Officer  
Transdev Canada  
C. +1 (438) 334-9944  
[arthur.nicolet@transdev.com](mailto:arthur.nicolet@transdev.com)

John Peck  
Regional Vice President First Transit operations  
Transdev Canada  
C. +1 (250) 260-0134  
[John.Peck@firstgroup.com](mailto:John.Peck@firstgroup.com)

**Transdev Canada**

510-9160 Boulevard. Leduc,  
Brossard J4Y 0E3, Canada  
[www.transdev.ca](http://www.transdev.ca)



Government of  
Northwest Territories

**VIA EMAIL**

March 08, 2023

Mr. David Wasylciw  
Chairperson  
Yellowknife Education District No. 1  
PO BOX 788  
YELLOWKNIFE NT X1A 2N6

Dear Mr. Wasylciw:

**Temporary Changes to School-based Afterschool Care Ratios**

Thank you for your February 14, 2023 letter requesting temporary changes to Afterschool Care Ratios. The Department of Education, Culture and Employment (ECE) acknowledges the difficulties that families may be experiencing as a result of bussing challenges and appreciates the willingness of the Yellowknife Education District No. 1 (YK1) to seek out solutions for those families. ECE is also aware that securing quality, inclusive and affordable early learning and child care can be a challenge in Yellowknife and throughout the Northwest Territories (NWT).

Licensed early learning and child care programs (licensed programs), including out-of-school programs, are governed by the *Child Day Care Act (Act)* and *Child Day Care Standards Regulations (Regulations)*, which set minimum standards for quality, care, instruction, and supervision of children in facilities outside of their home.

Section 73. (1) and (2) of the *Regulations* set the minimum staff-to-child ratios and group sizes for a licensed centre-based program. Under this section, the minimum staff-to-child ratio for out-of-school-aged children is 1 staff for every 10 children and the maximum group size is 30 children. Section 16. (1) of the *Regulations* sets the minimum amount of free and usable indoor floor area per child on which the maximum number of children is set.

Temporary changes, including adjusting the ratios of licensed centre-based programs, are not permitted without amendments to the regulations. As the Regulations apply to the entire system, any exemption under the *Act* would require a thorough examination of the potential effects on all children who are attending licensed programs in the Northwest Territories. At this time, this is not something that is practical, nor could it be completed quickly.

.../2



-2-

We understand your concern about the immediate need to provide options for families that are experiencing challenges with finding child care for their school-aged children as a result of the transportation issues faced by Yellowknife education bodies, and we appreciate your responsiveness to this issue.

While ECE does not own or operate licensed programs, ECE works with interested community members, non-profit organizations, school boards, and Indigenous governments to establish licensed programs. Regional Early Childhood Consultants (ECCs) are available to work and collaborate with those interested in opening licensed programs, including out-of-school programming. There may be options within the schools mentioned to move licensed programs into classrooms that allow for additional children or the ability to license new classrooms within the school. I encourage you to reach out to one of the North Slave regional ECCs if there is interest in opening additional out-of-school programs/spaces in YK1 schools. Their phone number is (867) 767-9356.

Sincerely,

A handwritten signature in black ink, appearing to read 'R.J. Simpson', with a stylized, flowing script.

R.J. Simpson  
Minister, Education, Culture  
and Employment

c. Distribution List

Distribution List:

John MacDonald  
Deputy Minister  
Education, Culture and Employment

Jameel Aziz  
Superintendent  
Yellowknife Education District No. 1

Kate Reid  
President  
YWCA

Megan Wood  
Chairperson  
Yellowknife Montessori Society

Tina Schauerte  
Chairperson  
Yellowknife Catholic Schools

Jean de Dieu Tuyishme  
President  
Commission scolaire francophone des Territoires du Nord-Ouest



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

**Phone/Tél** (867) 766-5050

**Fax/ Téléc** (867) 873-5051

**Email/Courriel** info@yk1.nt.ca

**Board Memorandum: Busing Contract Proposal**

Submitted by: Jameel Aziz, Superintendent of Education/ CEO

March 14, 2023 Board Meeting

With the recent challenges around recruitment experienced by First Transit, (transportation supplier for YK1, YCS, & CSFTNO), YK1 would like to propose an adjustment to the hourly wage paid to First Transit drivers to bring parity to the wage compared to those earned by City drivers also working for First Transit.

The basic proposal is an additional \$5 per hour put into place to address the gap and hopefully in turn aid in a better recruitment incentive for those who may be thinking about becoming a school bus driver.

The wage and cost breakdowns are attached, as formulated by Tram Do, YK1's Director of Corporate Services, for the consideration of the Board.

**First Transit: K to 8 School Bus riders**

YK1 Students	538	57.60%
YCS Students	337	36.08%
CSFTNO	59	6.32%
<b>Total Students Ridership</b>	<b>934</b>	
Capacity of bus ridership	66	Number of buses YK1 8.15
Current bus drivers hourly rate	\$ 27.00	
Bus drivers hours per day	4.00	
Number of buses	12.00	
Bus Driver wage hourly increase	\$ 5.00	
Proposed additional charge per bus per day	\$ 20.00	

**Core Bus Routes (Shared three School Boards)**

	2022/2023	2023/2024
Charge Rate for per bus per day	\$ 412.00	\$ 425.00
Fuel Adjustment	\$ 21.50	\$ 21.50
Total Charge rate per bus	\$ 433.50	\$ 446.50
Proposed wage increase charge per bus per day	\$ 20.00	\$ 20.00
Total revised charge per bus per day with wage increase	\$ 453.50	\$ 466.50

**Early Dismissal Thursdays (YCS & CSFTNO only)**

	2022/2023	2023/2024
Hours per Thursday charged	2	2
Number of early dismissal Thursdays YCS	41	41
Charge Rate per hour	\$ 77.77	\$ 80.10
Fuel Adjustment	\$ 5.37	\$ 5.37
Total Charge rate per early dismissal bus (2 hours)	\$ 166.28	\$ 170.94
Proposed wage increase per hour for two hours	\$ 10.00	\$ 10.00
Total revised charge per 2 hours	\$ 176.28	\$ 180.94

**Bus Contract 2023/2024**

<b>Driver wage increase additional \$5 per hour</b>	<b>Rate per day</b>	<b>buses</b>	<b># Days</b>	<b>Amount</b>	<b>GST</b>	<b>Total invoice</b>	<b>YK1 57.6%</b>	<b>YCS 37.08%</b>	<b>CSC 6.32%</b>
Contract year 2023/2024	\$ 446.5	12	182	\$ 975,156	48,758	1,023,914	589,792	369,442	64,680
Contract with increase in Bus Driver wages \$5	\$ 466.5	12	182	\$ 1,018,836	50,942	1,069,778	616,210	385,990	67,577
<b>Estimate Change in Costs</b>				<b>\$ 43,680</b>	<b>\$ 2,184</b>	<b>\$ 45,864</b>	<b>\$ 26,418</b>	<b>\$ 16,548</b>	<b>\$ 2,897</b>
<b>Early Dismissal Charges YCS &amp; CSFTNO (2 hours)</b>	<b>Rate per day</b>	<b>buses</b>	<b># Days</b>	<b>Amount</b>	<b>GST</b>	<b>Total invoice</b>	<b>YK1 0.0%</b>	<b>YCS 85%</b>	<b>CSCTNO 15%</b>
Early Dismissal Charge for another Bus run at noon	\$ 170.9	12	41	\$ 84,102	\$ 4,205	\$ 88,308	\$ -	\$ 31,863	\$ 5,578
Driver wage increase additional \$5 per hour	\$ 180.9	12	41	\$ 89,022	\$ 4,451	\$ 93,474	\$ -	\$ 33,727	\$ 5,905
<b>Estimate Change in Costs</b>				<b>\$ 4,920</b>	<b>\$ 246</b>	<b>\$ 5,166</b>	<b>\$ -</b>	<b>\$ 1,864</b>	<b>\$ 326</b>
<b>2023/2024</b>							<b>YK1</b>	<b>YCS</b>	<b>CSCTNO</b>
<b>Estimate of increase costs due wage increase</b>							<b>\$ 26,418</b>	<b>\$ 18,412</b>	<b>\$ 3,224</b>



## Policy 16: PAC's

### Purpose:

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

### Specifically

1. At the beginning of each school year, each PAC shall establish an executive structure and meeting schedule and inform the school administration of these items.
2. A record of each PAC meeting will be forwarded to their assigned Trustee for information.
3. ~~All PAC funds shall be held by the school in trust.~~ Expenditure of PAC funds must be approved at a PAC meeting and authorized in writing by the PAC chairperson. Bookkeeping of PAC funds is to be completed by the school finance and administration assistant, **or the elected Treasurer for the respective PAC.**
4. Fundraising shall be conducted in accordance with the established Administrative Procedures governing fundraising (AP 520). **The PAC should provide a financial report on an annual basis to the Board of the funding raised and expended.**
5. Principals, or their designate, are required to attend PAC meetings.
6. Trustees are expected to attend their assigned PAC meetings.
7. Community partnerships and sponsorships must be approved by the principal.
8. Access to school facilities must be approved by the principal.
9. All PAC meeting agendas shall be made in consultation with the school principal at least two days before the meeting date to allow sufficient time for school administration to gather information and/or request attendance of administration specialists to attend the meeting. Agendas to be distributed to attendees prior to the meeting.
10. **Throughout the school year, the Superintendent will call PAC Chairs meetings. Each PAC will be represented by their respective PAC Chair or a designate.**

### References/Related Documents:

- Education Act
- **Administrative Procedures 110 and 520**



## 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:
  - a) in November in election years, and
  - b) in August in non-election years.
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 29: Visual Identity

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



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

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

**Board Memorandum: ÉWMMS Traditional Games Trip (Juneau, Alaska)**

Submitted by: Jameel Aziz, Superintendent of Education/ CEO

March 14, 2023 Board Meeting

I am pleased to share that eight students and two chaperones from École William McDonald Middle School will be heading to Juneau, Alaska on March 30 to April 2, 2023 for a traditional games tournament.

This group will be representing the Northwest Territories (NWT) in the middle school division at the games as they won the NWT championship in late February. In winning the championship, the team was granted an invitation to the games in Juneau, which is being funded by the Aboriginal Sports Circle and Yellowknife Education District No. 1 (YK1).

Since the event will occur out of the country, YK1's Board of Trustees approved the trip in principle during their regular board meeting in February 2023.

Students have been training with Chris Stipdonk, a traditional games athlete and world record holder in the knuckle hop, since their win and are eager to represent their school and the NWT.

YK1 and the Board of Trustees wish them luck and hope they enjoy this wonderful opportunity and experience.



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**Phone/Tél** (867) 766-5050

**Fax/ Téléc** (867) 873-5051

**Email/Courriel** info@yk1.nt.ca

### **Board Memorandum: 2026 Arctic Winter Games Proposal**

Submitted by: Jameel Aziz, Superintendent of Education/ CEO

March 14, 2023 Board Meeting

The City of Yellowknife has been approached to be a potential host for the 2026 Arctic Winter Games. Part of this approval includes the City of Yellowknife and the facilities of Yellowknife Education District No. 1 (YK1), Yellowknife Catholic Schools (YCS), and la Commission scolaire francophone des Territoires du Nord-Ouest (CSFTNO).

Board Chairs and CEOs for each organization met with the territorial government's Department of Municipal and Community Affairs (MACA) to hear the proposal, and are supportive of the initiative if the City and other partners are as well.

One item raised was the need for personnel to assist in accessing school sites during events.

YK1 is supportive of the bid so long as it does not create any undue hardship of time for YK1 employees in assisting with site access.



# NWT Minimum Graduation Requirements

*The NWT will be moving from a 5-credit to 4-credit system; this simply means that the credit values for courses will change and does not reflect reduced academic expectations of students.*

Current Requirements		NEW Requirements	
Credits must be earned in the following subject areas or courses:		Credits must be earned in the following subject areas or courses:	
• A Language Arts 10 (5 credits)	5	• A Language Arts 10 (4 credits)	4
• A Language Arts 20 (5 credits)	5	• A Language Arts 11 (4 credits)	4
• A Language Arts 30 (5 credits)	5	• A Language Arts 12 (4 credits)	4
• Northern Studies 10 (5 credits)	5	• Northern Studies 11 (4 credits)	4
• A Social Studies 10 (5 credits)	5	• Social Studies 10 (4 credits)	4
• A Social Studies 20 (5 credits)	5	• A Social Studies 11 or 12 (4 credits) <i>(NEW Northern Studies 12 included as a Social Studies 12 option)</i>	4
• A Mathematics 10 (5 credits)	5	• A Mathematics 10 (4 credits)	4
• A Mathematics 20 (5 credits)	5	• A Mathematics 11 or 12 (4 credits)	4
• A Science 10 (5 credits)	5	• Science 10 (4 credits)	4
• A Science 20 (5 credits)	5	• A Science 11 or 12 (4 credits)	4
<b>Required Core Courses - Subtotal</b>	<b>50</b>	<b>Required Core Courses - Subtotal</b>	<b>40</b>
• Career & Life Management 20 (3 credits)	3	• Career Life Education (4 credits)	4
• Career & Program Plan (1 credit)	1	• Career Life Connections (4 credits) <i>(includes 30 hours of community service)</i>	4
• Community Service (1 credit)	1		
• Physical Education 10 (3 credits)	3	• Physical & Health Education 10 (4 credits)	4
• Career & Technology Studies (5 credits) <i>(At any level)</i>	5	• An Arts Education and/or an Applied Design, Skills, and Technologies 10, 11, or 12 (4 credits)	4
• A Fine Arts (3 credits) <i>(At any level)</i>	3		
<b>Additional Required Courses - Subtotal</b>	<b>16</b>	<b>Additional Required Courses - Subtotal</b>	<b>16</b>
• <b>Electives</b> (34 credits) at any level and in any course areas. <i>Once the credits for required courses have been met, additional courses in that subject area count as elective credits.</i>	34	• <b>Electives</b> (24 credits) at any level and in any course areas. <i>Once the credits for required courses have been met, additional courses in that subject area count as elective credits.</i>	24
<b>Total # of Credits Required for Graduation</b>	<b>100</b>	<b>Total # of Credits Required for Graduation</b>	<b>80</b>
<b>Level 30 Credits</b> (15 credits)- <i>Of the 100 total credits, students must complete a minimum of 15 credits at the 30-level including a required English or Français 30 course.</i>		<b>Grade 12 credits</b> (16 credits) - <i>Of the 80 total credits, students must complete a minimum of 16 credits at the grade 12 level including a required Language Arts 12 course and Career Life Connections.</i>	
Departmental Exams		Provincial Graduation Assessments	
<ul style="list-style-type: none"> <li>English 30-1, 30-2</li> <li>FLA 30-1, 30-2</li> <li>Français 30-1, 30-2</li> <li>Mathematics 30-1, 30-2</li> <li>Social Studies 30-1, 30-2</li> </ul>	<ul style="list-style-type: none"> <li>Chemistry 30</li> <li>Physics 30</li> <li>Biology 30</li> </ul>	<ul style="list-style-type: none"> <li>Grade 10 Numeracy Assessment</li> <li>Grade 10 Literacy Assessment</li> <li>Grade 12 Literacy Assessment</li> </ul>	
<i>Note: A passing mark in English 30-1 or 30-2 is required to graduate (combination of exam and classroom mark).</i>		<i>Note: Completion of all assessments is required to graduate; however, a passing mark is not required.</i>	



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**Fax/Télec** (867) 873-5051  
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### **Yellowknife Education District No. 1** **Board Chairperson Wasylciw Update** **March 2023**

Since the February board meeting there has been a fair bit of activity.

Highlights from the Chair include:

- Working with Administration regarding bussing and discussions with our partner school boards, and other involved providers
- Receiving a reply from the Hon. Minister of ECE, RJ Simpson, with regards to our request that they consider changes to afterschool care ratios.
- Update discussions with Superintendent Aziz on progress between board meetings
- Meeting with ASBA President and CEO for an update on our membership and gather more information for Trustees to better engage with training opportunities, etc.
- Met with various Trustees
- Spoke with a number of parents that reached out with questions and concerns
- Organized separate board discussions and updates for additional team building and discussion
- Our district school tours of NJ MacPherson, Range Lake North, and École Itlò were completed. Trustees have now had initial tours of all of the district's schools in advance of the budget.
- Work to develop additional protocols for board meeting preparations to ensure that meetings are effective and efficient.

Some highlights for the coming month include:

- Advancing strategic plan planning
- Continuing to discuss the bussing challenges and issues at a board level with our partner districts

## *Superintendent's Report March 2023*

### **2023-2024 DRAFT CALENDARS**

Draft calendars for the 2023-2024 school year [were shared following February's board meeting](#). A handful of families provided feedback on them, which was taken into consideration by senior administration. The draft calendars largely mirror calendars from previous years. Designing school calendars is a collaborative process between senior administration, school administration, other local school boards, and the Department of Education, Culture, and Employment (ECE).

### **ATHLETICS**

YK1 athletes were busy throughout February, competing at the Arctic Winter Games in Alberta, the Canada Winter Games in Prince Edward Island, and in junior and senior Cager tournaments in town towards the end of the month. I want to congratulate everyone who took home medals and banners, and everyone who put forth their best effort during these competitions. A special "thank you" should also be extended to the volunteer coaches and parents who support our young athletes every day.





## YELLOWKNIFE MLA MEETING

On February 9, 2023, YK1 Trustees [met with Yellowknife MLAs](#) to discuss a range of issues related to education. Discussions mostly centred around upcoming territorial curriculum changes, capital and operating funding challenges, mental health and learning supports for students, and upcoming changes to the Education Act. By working closely with MLAs, YK1 hopes to raise the profile of education issues in the final budget session of the 19th Assembly. We look forward to continuing this conversation with MLAs and other key stakeholders to ensure our education system is the best it can be.

## UPDATED GRADUATION REQUIREMENTS

On February 27, 2023, Northwest Territories school boards - including YK1 - and ECE [shared information related to updated graduation requirements](#) as part of the territory's impending transition to British Columbia's JK-12 curriculum. The new requirements will see more time allocated for career education than previously, and shift to an updated credit system. These changes will take effect for students entering Grade 10 in the 2024-2025 school year.



## BUSING

YK1 [continues to work collaboratively](#) with First Transit, YCS, and CSFTNO to identify solutions to current busing challenges in the city. Routes 10 and 12 remain out of service as of this week. A letter has been sent to ECE Minister R.J. Simpson asking if after-school programs can temporarily take on more students to help families affected by these disruptions. First Transit was recently bought out by a Quebec-based group called Transdev and the new owners have reached out to us, so we will continue to advocate for solutions. YK1 is reviewing its contract with First Transit to determine how all partners can help recruit and retain more bus drivers.

## 2022-2023 DISTRICT CLASS SIZE DATA

GRADE	LOW	HIGH	AVERAGE
Junior Kindergarten	15	24	19.88
Kindergarten	16	23	20.44
Grade 1	19	24	20.6
Grade 2	19	22	20.83
Grade 3	17	23	19.77
Grade 4	19	23	20.55
Grade 5	16	24	20
Grade 6	17	26	20.91
Grade 7	14	28	20.7
Grade 8	14	29	20.7
Grade 9	3	30	17.19
Grade 9 Core subjects	12	28	21.51
Grade 10	4	34	21.79
Grade 10 Core subjects	14	34	23.94
Grade 11	6	31	21.16
Grade 11 Core subjects	9	31	21.44
Grade 12	6	33	20.07
Grade 12 Core subjects	6	33	21.12
Gr. 10 to 12 Options	6	26	15.99

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### **YK1 OPEN HOUSES & PARENT-TEACHER INTERVIEWS**

I hope that families were able to attend school open houses throughout February and parent-teacher interviews in the first week of March. These events provide great opportunities for families to meet YK1 staff, tour our schools, and learn more about our programs. Enrolment questions should be directed to our district office or our schools.

As a reminder, all YK1 schools will be closed between March 10-26, 2023 for March Break. I hope all families will be able to take the time to enjoy the warming weather and increased sunlight if staying here, or have safe travels to whatever destinations they travel to.



## **Superintendent's Educational Experts and Assessment Review**

During the first five months of my tenure with Yellowknife Education District No. 1 (YK1), there has been a lot of observing, engaging, and asking questions.

One of the items that has been investigated, digested, and reviewed are the Assessment Tools and Curricular Experts currently used by YK1.

School districts have the purview to determine their own assessments to monitor and “snapshot” student progress. These instruments are used to help staff determine where students are in that snapshot in time and create a path for success moving forward. They are not used to compare students to one another or schools to one another, as each are distinct and separate.

The detailed information of the tools and experts used are attached to this report but in my review, which included discussions with staff, analysis of the tools and jurisdictional comparison of the tools, and experts used, I can share that YK1 is engaging in instruments and learning that are in alignment with leading education trends in Canada.

There is no “best” instrument or expert, but what we want to provide is information that is consistent amongst our schools so that school-based and district-based staff can look at student data and make plans for teacher training and program design that best fits the needs of students.

We know that after COVID-19, there are some gaps that are being seen and felt throughout the education system, across the Northwest Territories, nationally, and internationally. One of the strengths of the experts we engage with is that they work in a variety of jurisdictions and can bring the best practices, ideas, and plans to us to help address the challenges that we face.

As we move to fully implementing the British Columbia (BC) curriculum in the coming years, the tools and experts we use will allow our staff to engage in professional development and discussions with colleagues in BC as they use similar tools and connect to the same educational experts.

YK1 is in good stead with our current slate of assessments, initiatives, and experts, and we will continue to regularly review and analyze the work we do to ensure that it meets the needs of our students, staff, and communities on an ongoing basis.

## Assessments Descriptions with Revisions

### Early Development Instrument (EDI)

*Provides data for:*  Classroom ☒ School ☒ District ☒ Territory

The EDI is a standardized assessment tool for measuring readiness to learn at school. It is a checklist completed by kindergarten teachers and measures children's developmental health by asking questions about 5 areas of their early development (called developmental domains):

1. Physical Health and Well-Being
2. Emotional Maturity
3. Social competence
4. Communication Skills and General Knowledge
5. Language and Cognitive Development

Kindergarten teachers complete the EDI assessment between February and March of a kindergarten year, according to ECE requirements.

The EDI does not diagnose individual children but instead, provides a snapshot of the learning readiness of groups of five year olds as they get ready to enter grade one. Findings are reported at the District level. The information gleaned from this data is used to monitor trends, measure the impacts of changes to programming and services, and inform and guide the District and schools in decisions affecting Early Childhood programs in our schools.

### Middle School Development Instrument (MDI)

*Provides data for:*  Classroom ☒ School ☒ District ☒ Territory

The MDI is a "self-report" questionnaire that goes beyond academics by asking children in grades 4 and 7 about their thoughts, feelings, and experiences in school and the community. The MDI uses a strengths-based approach to assess the five dimensions of development and to see trends in how children are doing over time. These five dimensions are strongly linked to well-being, health, academic achievement, and success throughout the school years and later in life.



The five dimensions include:

1. Social and Emotional Development: Optimism, empathy, happiness, prosocial behaviour, self-esteem.
2. Connectedness: Presence of supportive adults, sense of belonging with peers.
3. School Experiences: Academic self-concept, school climate, bullying.
4. Use of After-school Time: Time spent engaged in organized activities, lessons, watching TV, playing video games, socializing with friends.
5. Physical health and Well-being: General health, body image, nutrition, sleeping patterns.

### **District Wide Write (DWW) for English language instruction**

*Provides data for:* ☒ Classroom ☒ School ☐ District ☐ Territory

- formative assessment; does not allow comparison to Canadian standards or norms
- three per year
- allows teacher to collect data to measure growth of the learner and the entire class over a period of time and provides individual assessment so teacher can tailor instruction to the student's needs
- assists teacher to identify areas of writing requiring instruction and focuses on improving student's overall proficiency in writing.

### **Fountas and Pinnell Benchmark Assessment System (BAS)**

#### **(Running records) for English language instruction**

*Provides data for:* ☒ Classroom ☒ School ☒ District ☐ Territory

This is a formative benchmark assessment system in the form of a series of texts that can be used to identify a student's current reading level and progress along a gradient of text levels over time. The word "benchmark" means a standard against which to measure something. Running records allow the teacher to identify current reading levels for each student allowing a quick and efficient way of assessing reading fluency. The BAS allows teachers to tailor instruction to each student based on the individual assessment of needs and provides data to show progress over time.

The grade level benchmarks are not nationally normed. That would take a large random sample of students taken across the United States and Canada and a great deal of testing. It is just not appropriate for this kind of system. The levels have, however, been tested in a large field study. The end-of-year expectations as defined in our system are consistent with recommended national standards from the National Center on Education and the Economy.

Running records are maintained on an ongoing basis as determined by individual student progress.

### **Alberta Achievement Test (AAT) aka Provincial Achievement Test (PAT)**

*Provides data for:*  Classroom ☒ School ☒ District ☒ Territory

The purpose of the Provincial Achievement Testing program is to:

- determine if students are learning what they are expected to learn
- report to Albertans how well students have achieved provincial standards at given points in their schooling
- assist schools, authorities, and the province in monitoring and improving student learning.

Provincial Achievement Tests are administered annually in English and Français/French language arts, mathematics, science, and social studies in grades 6 and 9.

The provincial standards are the base used to see how well students have learned English and French/Français language arts, Mathematics, Mathématiques. These standards reflect the essentials that all Alberta students are expected to achieve, regardless of school choice or location. They can help students learn, and even help the overall education of the community.

### **Alberta Diploma Examination**

*Provides data for:*  Classroom ☒ School ☒ District ☒ Territory

The **Alberta Diploma Exams** are the provincial tests given to students taking certain thirty-level (grade 12) secondary school courses in the NWT. Results from the exams are combined with the school earned marks to make up the student's final grade on their NWT transcript. The exam counts for 30 percent of the overall grade for the course and hence, are an important factor in admissions to universities and colleges across Canada. The final course marks for these courses are also required in order to earn an official NWT high school diploma. In the NWT, English Language Arts 30 - 1, English Language Arts 30 - 2, or French Language Arts 30 - 1 are graduation requirements. Other diploma exam courses are required for specific college, university or apprenticeship programs.

The Grade 12 Diploma Examinations Program, established in 1984, has three main purposes:

- to certify the level of individual student achievement in selected Grade 12 courses
- to ensure that province-wide standards of achievement are maintained
- to report individual and group results.

YK1 grade 12 courses that require writing diploma exams include:

- English Language Arts 30 - 1
- English Language Arts 30 - 2
- French Language Arts 30 - 1
- Français 30–1
- Social Studies 30–1
- Social Studies 30–2
- Études Sociales 30 - 1
- Mathématiques 30 - 1
- Mathematics 30–1
- Mathematics 30–2
- Biology 30
- Biologie 30
- Chemistry 30
- Chimie 30
- Physics 30
- Physique 30
- Science 30

### **Northern Lights Number Sense Performance-Based Assessment K - 3**

*Provides data for:* ☒ Classroom ☒ School ☒ District *\*Spring only* ☐ Territory

This assessment is a common formative assessment only ; the grade level benchmarks are not nationally normed, however, it is aligned with the WNCP and the NCTM standards. It is composed of open-ended tasks that address the components of mathematical competence:

- conceptual understanding
- procedural fluency
- strategic competence
- adaptive reasoning
- productive dispositions

This assessment allows the teacher to identify current number sense for each student allowing a quick and efficient way of assessing math skills. The teacher can tailor instruction to each student based on the individual assessment. It also allows the teacher to identify class trends and student-specific information in the area of number sense allows the teacher to set goals and make instructional decisions. Number sense is measured in these areas:

- place value
- referents

- attributes
- equivalents
- real-world application

### **Proportional Reasoning/ Fraction Assessment (Grades 4,5,6)**

*Provides data for:* ☒ Classroom ☒ School ☒ District \*Spring only ☐ Territory

This assessment measures proportional reasoning focusing on conceptual and procedural understanding. Students are assessed on their demonstration of accuracy and explanation or justification for responses using models, numbers, and words.

### **Patterning and Algebra Assessment (Grades 7,8)**

*Provides data for:* ☒ Classroom ☒ School ☒ District \*Spring only ☐ Territory

This assessment measures patterning and algebraic reasoning focusing on conceptual and procedural understanding. Students are assessed on their demonstration of accuracy and explanation or justification for responses using models, numbers, and words.

### **Early Learning Profile (ELP)**

*Provides data for:* ☒ Classroom ☒ School ☐ District ☐ Territory

The ELP was developed by School District No. 23 (Central Okanagan) in 2012 as part of an early literacy intervention pilot project. The tool was constructed and revised using research based findings including, Preventing Reading Difficulties in Young Children (Snow, Burns & Griffin, 1998). Components of the Kindergarten ELP are:

1. **Phonological Awareness:** Children must have conscious ability to auditorily discriminate between phonemes and have access to the structure of words. This oral language skill is absolutely foundational and vital to the eventual mastery of the written code. It is one of the strongest predictors of beginning literacy acquisition.
2. **Oral Language Development:** The ability to understand and express oral language is foundational to all aspects of literacy learning in a school career. Children who do not cope well with the language of instruction are at risk for eventual school failure.
3. **Letter Recognition:** The ability to name the letters of the alphabet is among the top predictors of beginning literacy acquisition. Children should be able to quickly

(within 3 seconds) easily and automatically discriminate the letters from each other.

4. **\*Concepts of Print:** Children must have a conscious awareness of the nature of print, that print is the symbolization of their spoken language and that print holds information that is categorically different than the other kinds of visual patterns in their environment. *\*Teachers need only administer this in January if they choose as Fountas & Pinnell measures similar things and is done in the spring.*

### Phonological awareness in French Immersion (Grade 1)

*Provides data for:* ☒ Classroom ☒ School ☒ District ☐ Territory

The tool that is being used in Grade 1 is based on Miriam Trehearne, Nancy Wise and Renée Bourgoin's work. The tool was developed at the district level. The intent of the assessment is to gather information about students.

### GB+ (Grades 1 to 5 - FLA)

GB+ is the French Immersion reading assessment tool that is being used. Similar to the F & P BAS assessment tool, it gauges a student's reading level in the French language. This assessment provides an indicator of a student's instructional and independent reading levels. The results allow the teacher to individualize reading plans and instruction for students and to measure progress over time.

- 3x/year, beginning in the fall (Grades 2-5)
- 2x year, beginning in the winter (Grade 1)

### Évaluation rapide de la compréhension en lecture (Grades 6 to 8 - FLA)

This assessment provides an indicator of a student's reading comprehension level in the French language. It is used as a formative assessment to guide teacher instruction. These assessments can be completed by the whole class at one time. *Évaluation rapide de la lecture* assessments are conducted twice per year, usually in the fall and the spring.

- The materials and texts used for these assessments were locally updated in the fall of 2023

### Intensive and Post-Intensive French Oral Proficiency Interview (OPI)

Updated January 2023

All students in the IF/PIF program participate in the OPI assessment, which is a performance-based oral language assessment that takes the form of a conversation. The interview takes place at the end of the semester (Grades 9-12), at the end of the school year (Grades 7-8) or at the end of January (Grade 6). The interview is conducted and assessed by a trained interviewer who is not the classroom teacher. Each conversation lasts between 10 minutes and 30 minutes, depending on the level of proficiency of the student (interviews in Grade 6 rarely surpass 10 minutes, whereas interviews in Grade 12 often last half an hour). Results of the assessment are used as a summative assessment for students in Grades 9-12.

## YK1 Contracted Educational Experts

In our ongoing professional development at YK1, our focus on practices that support all learners, and inclusive schooling directives from the GNWT's Department of Education, Culture, and Employment (ECE), we work with several key consultants throughout the school year.

**Kristine Mraz** will lead our early years initiative. Teachers will focus on developing practices that support playful inquiry. This student-centered approach focuses on creating learning environments in which wonder, play, and student inquiry are at the core.

Kristine Mraz is an award-winning teacher and consultant who is recognized for her play-centered classroom practices. Kristine notes that, at times, “play is often set in direct opposition to work, when in reality, play is the engine of learning for children.” It is up to educators to “reclaim a playful and joyful spirit by teaching the myriad of ways play can be used to facilitate social, emotional, and academic growth.”

Retrieved from: [kristimraz.com](http://kristimraz.com)

**Faye Brownlie** will lead us in our literacy initiative, Nurturing Northern Literacy Learners. This multi-year initiative began in 2020 with a focus on effective practices in Grades 1 to 3 and extended to include Grades 4 and 5 in 2021. Grades 6 to 8 will be included in 2022.

Faye is an educator, author, and consultant from Vancouver, BC. She is a recognized expert and speaker in the area of inclusion, literacy, and educator development. The following represents her philosophy and represents our vision moving forward to meet the diverse needs of our learners.

Faye believes that all educators must be leaders of learning – classroom teachers, specialist teachers, administrators, district staff. She believes that it is our common goal to work together to support the best learning possible for all.

Retrieved from: <http://fayebrownlie.ca/about/>

**Dr. Sara Florence Davidson** will lead our teachers in bringing Indigenous content, perspectives, and pedagogies into their classrooms – particularly in the area of English Language Arts. This work will align with, integrate into, and extend YK1's Nurturing Northern Literacy Learners.

Sara is an Indigenous educator and scholar who has a PhD in Literacy Education from the University of British Columbia. Her research has focused on the use of autobiographical and narrative writing to engage in the writing process and to explore identities, as well as the mandating of Indigenous content in the BC curriculum. She has also explored ways to merge the strengths of Indigenous and non-Indigenous pedagogical practices.

Retrieved from <http://saraflorence.ca/>

**Carole Fullerton and Renée Michaud** will continue to lead our professional learning around numeracy. We will employ a residency model in which teachers from across the district inquire into their practice collaboratively. Professional learning time will also be dedicated to supporting teachers who are new to teaching mathematics.

Carole Fullerton and Renée Michaud, math consultants in English and French respectively, work with teacher teams on developing mathematical thinking and supporting best-practice pedagogies. In Carole's words, “addressing student diversity through rich questions, teaching through problem-solving and planning around

the big math ideas are essential aspects of my practice. In my collaborative work, I strive to engage students and their teachers in thoughtful investigations of what it means to do math, learning through exploration, talk and play.”

Retrieved from: <https://www.linkedin.com/in/carolefullerton?originalSubdomain=ca>

Renée Michaud designs and leads math workshops in English and in French in Alberta, British Columbia, and beyond both online and at conferences. Renée worked for over a decade as a learning leader and facilitator for Consortium provincial francophone (CPFPP) and for Conseil scolaire FrancoSud. She has done presentations at numerous Alberta Teachers' Conventions, at ACPI's annual conference and MCATA, to name a few. Renée started her career as a math and science teacher in French Immersion in Calgary, AB.

Retrieved from: <http://rlmconsulting.ca/my-new-page-2>

**David Macfarlane** has worked in the field of second language education, both in Canada and abroad, from the beginning of his career. He worked for many years as a learning specialist with the New Brunswick Department of Education (Immersion and Core French), over the course of which time he participated in the piloting and development of the Intensive French and Post-Intensive (IF/PIF) French programs. Since retirement, he has facilitated workshops across Canada, as well as in the United Kingdom, France, Mexico, and Japan focusing on the application of the neurolinguistic approach to second-language learning and on the evaluation of second-language proficiency skills. He also works to support Indigenous language programs using the neurolinguistic approach, notably in the Northwest Territories and Labrador.

David has been working with teachers at YK1 for over 10 years. He facilitates training programs for the neurolinguistic approach for our new IF/PIF and Core French teachers every August. Throughout the year, he provides workshops and in-class learning opportunities for our new and newer teachers and conducts many of the interviews for our IF and PIF students.

**Nicole George** is an adjunct professor in the Faculty of Education at UBC. Her research examines the integration of Indigenous perspectives in French immersion programs and classrooms. 2022-2023 is her first year working with French immersion teacher teams at Ecole Itlo and Ecole William McDonald Middle School. She is one of very few professors working in the interstices of Indigenous education and French as a second language programs.

YK1's approach to all professional development is collaborative, whether it be work with outside facilitators or within professional learning teams. The aim is to build professional communities of practice through self-reflection and teacher inquiry, focused on improving learning for all students.

**Faye Brownlie and Dr. Leyton Schnellert** explain the impact of teacher collaboration in *It's All About Thinking: Collaborating to Support All Learners in Mathematics and Science* (2011): “Through collaboration, teaching becomes public, it is deprivatized. Teachers develop shared understandings of what best practices look like, and they hold each other accountable for achieving their self-imposed goals. This is true no matter where you are in the world, no matter what you teach, no matter who your students are, or where you live.”

YK1 endorses the collaborative inquiry approach described in *The Spiral Of Inquiry for Equity and Quality* (Halbert and Kaser, 2017): “Inquiry is about being open to new learning and taking informed action. The Spiral of Inquiry assists network schools in taking an inquiry-oriented, evidence-based approach to learning and teaching — one that focuses on making the education system more equitable through the provision of high-quality learning opportunities for all young people.

The Spiral of Inquiry is about listening to learners and reflecting on our own practices as educators. The spiral captures the nature of inquiry – a continuous process and not a fixed cycle.”



Retrieved from: <http://noii.ca/spiral-of-inquiry/>

It is our hope that professional learning communities will lead to a sense of collective efficacy. In *Collective Efficacy: How Educators' Beliefs Impact Learning* (2017) Jenni Donohoo explains, "when teachers collaborate using the inquiry model and believe that together they and their colleagues can impact student achievement, they share a sense of collective teacher efficacy. Teams with high collective efficacy show greater effort and persistence, as well as, willingness to try new approaches, and attend more closely to students' needs."



## **Assistant Superintendent Kowalzik's Board Report March 14, 2023**

### **Evaluations**

The trial for the new evaluation tool is well underway. On March 7th and 8th, virtual meetings were hosted by ECE for discussion around early impressions of the new evaluation tool and process. The first check in, which involves responding to specific questions about the new process and evaluation tool will be completed by March 17th. During March, all participating evaluators will be required to conference with those teachers they are using the new evaluation tool with.

### **Recruitment and Hiring**

As of March 8, we are looking to fill a total of five teaching positions, for this school year, including one in Dettah. We have also begun the hiring process for a few very specific positions for next year (Program Support, Guidance Counsellor, etc.). We have added 6 new substitute teachers to our sub list and are actively processing several other applications.

We have been continuing in our active recruitment of teachers for the 2023/2024 school year. After having formal, follow up interviews with 7 teacher candidates, we have recently hired 5 teachers in English programming on general contracts for the upcoming school year. We have also had 7 more pre-screening interviews, several of whom we will follow up with once we have a better understanding of the exact positions that will need to be filled next year.

### **New Vice Principal Cohort**

The new principal cohort's next meeting will take place in April. The date and location are still to be determined, as is the agenda. At the last meeting, we discussed discipline and discipline processes, transition planning for specific students and classes as a whole, the role of administrators in transition planning, and the importance of communication. We also shared some celebrations from each school and worked on problem solving a couple of issues that had came up since the last meeting.

**Yellowknife Education District No. 1**  
**Enrolment Report as of: February 28, 2023**

															Totals		
School	JK	K	1	2	3	4	5	6	7	8	9	10	11	12	Feb-23	Feb-22	Change
Mildred Hall	32	32	24	34	28	33	39	20	27	24					293	298	-5
Ecole Itlo (French)	32	51	39	43	55	31	38								289	307	-18
William McDonald (All)								99	78	83					260	173	87
N.J. Macpherson	58	51	44	63	67	40	33								356	359	-3
Range Lake North (All)	24	23	33	20	20	35	19	28	29	31					262	263	-1
Ecole Sir John Franklin											152	258	143	150	703	756	-53
<b>Totals</b>	<b>146</b>	<b>157</b>	<b>140</b>	<b>160</b>	<b>170</b>	<b>139</b>	<b>129</b>	<b>147</b>	<b>134</b>	<b>138</b>	<b>152</b>	<b>258</b>	<b>143</b>	<b>150</b>	<b>2163</b>	<b>2156</b>	<b>7</b>

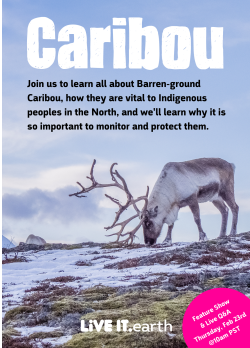
**Yellowknife Education District No. 1**  
**Monthly Enrolment Tracking**

School	FTE Totals									
	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Mildred Hall	294.00	299	283	285	288	293				
Ecole Itlo	285.00	287	289	288	289	289				
William McDonald	259.00	260	261	261	258	260				
N.J. Macpherson	356.00	355	357	358	357	356				
Range Lake North	267.00	261	261	262	262	262				
Ecole Sir John Franklin	702.00	692	697	705	705	703				
<b>Totals</b>	<b>2163.00</b>	<b>2154.00</b>	<b>2148.00</b>	<b>2156</b>	<b>2159</b>	<b>2163</b>				



# Assistant Superintendent Board Report March 14, 2023

## Assistant Superintendent Report

<b>Wellness</b> Cultivate a culture of holistic wellness <i>1.1 Recognize the importance of relationships in learning</i> <i>1.2 Foster and promote personal wellness</i> <i>1.3 Create healthy, safe and caring learning environments</i>	<b>Indigenous Language &amp; Education</b> Honour and celebrate Indigenous Language and Culture for all learners <i>2.1 Create a welcoming environment for all learners</i> <i>2.2 Integrate an Indigenous approach to education</i> <i>2.3 Strengthen Indigenous Language instruction</i>	<b>Learning</b> Ensure inclusive, equitable and authentic learning Experiences <i>3.1 Engage learners through meaningful and innovative teaching and learning practices</i> <i>3.2 Strive for excellence</i> <i>3.3 Celebrate diversity of all learners</i>	<b>Community</b> Foster critical understanding of local, national and global issues <i>4.1 Inspire critical thinking through innovation and pursue sustainable practices</i> <i>4.2 Embrace diversity and encourage empathy to promote global citizenship</i> <i>4.3 Model and encourage ethical leadership and engage in opportunities for service learning</i>
<p>PST Inservice - topics include Trauma Sensitive practice, Stress and supporting</p> <p>Anti-racism and Cultural Awareness training at WMS - attended by some District Office Staff</p> <p>SJF language classes made stew and bannock for the entire school</p> <p>March 7 &amp; 8th Bannock &amp; Hot Chocolate at RLN as a prize for Languages contest</p> <p>Grade ½ class at NJM went dogsledding at Beck's Kennels to celebrate winning their schools</p>	<p>MJ Lafferty and RILE continued to help grow our languages resources:  <a href="#">-Dog sledding Vocabulary (pre-camp)</a>  <a href="#">-Fish Vocabulary (Pre-camp)</a>  <a href="#">-Feelings</a>  <a href="#">-weather</a>  <a href="#">-Prepositions</a></p> <p>*Anti-racism and Cultural Awareness training at WMS - attended by some District Office Staff</p> <p>Mural work at WMS with Carla Rae Taylor (unveiling in June)</p>	<p>Technology Summit - February 17 &amp; 18th - partnership between YCS, YK1 and Cobblestone Collective</p> <p>Wrapping up 2 more videos for the French project. One is Core French and the other for teaching Oral Strategies for Post Intensive French.</p> <p>Curriculum and Assessment Subcommittee meeting - March 2</p> <p>Assessment Working Group- March 3</p> <p>French Language Arts WG - First</p>	<p>Jeff visits SSDEC to support Intensive and Post-Intensive French (and Languages teachers). Feb 21-22</p>  <p>Live It Earth (filming @ RLN with involvement from RLn students)  -To view, go to their <a href="#">website</a>.</p>

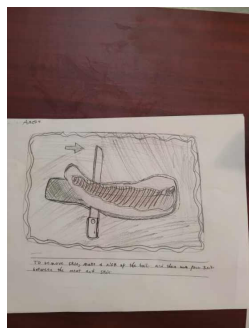
Indigenous Languages Month draw for participation in helping language thrive.

Melaw Nakehk'o- will be working with SJF students to create a new banner for Indigenous Honour ceremony



Traditional Games Camps at Jt'ò and NJM

?ori Program made dry meat and stew with students at NJ



?ori program practiced drawing and recreating some of their experiences with Destiny

meeting March 9

February 28-March 3 Carole Fullerton visits schools for residencies



The Mentorship Program received 2023-2024 funding from ECE. This will allow our 17 new teachers in seven YK1 schools to continue the program until the end of the school year. This program is very much appreciated by the new staff.

French Teachers' evaluations completed.

Internal French teachers' interviews (15) completed and jobs offered for 2023-24

Nicole George from UBC did an online workshop on integrating Indigenous francophone music in the classroom with Fr immersion teachers at WMS on March 6.

You will see the Caribou series. Click sign up at the top of the page. Then put in your **email and create a password**.

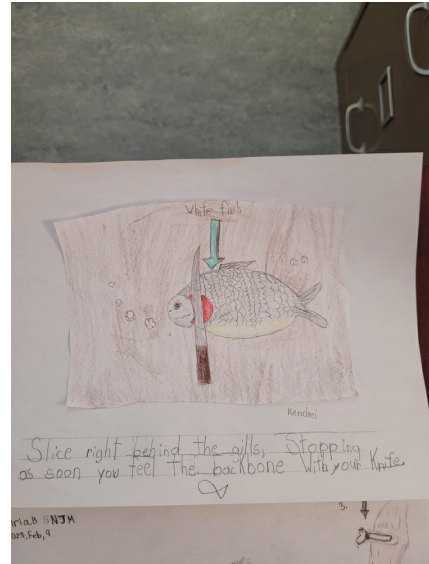
Choose the **"I have a code"** option and use **YK1-23**.



Intensive French Parent Information session - February 16th, 2023

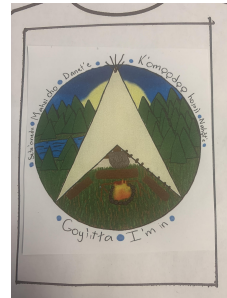
Meeting with Francophone association (Fort Smith/Hay River)

**Black History Month**  
A total of 19 presentations in French and in English were made to MHS (7-8), RLN (7-8), WMS (7-8) and SJF (9-12). Presentations were done by Francois Afane (CDETNO) and staff from SWIS. François is originally from Cameroon. Over 120 books bought in French and in English for schools. Many classroom lessons and activities



NJ - Destiny - acrylic on canvas for all classes and preparing for a parent art show

Judging of the Tshirt contest for Indigenous Languages month (2



This is a follow-up from her most recent visit to YK1 in January

K&E classes at SJF spent the day learning from local elders and knowledge keepers at Dechinta's Fish Camp

RILE created a district signout sheet, cataloging literacy circle resources that can be borrowed by teachers for students (multiple copies). This list is still growing as teachers request books.

[Literacy Circle Book list](#)

Padlets created to ensure classes are ready to attend district camps:

Password: YK1

-[Fish Camp](#)

-[Dog Sledding Camp](#)

took place to introduce prominent Canadian citizens and their contribution to Canada such as Viola Desmond

Meetings with Frédéric Nolet of the Official Languages Programs to arrange sessions on the benefits of bilingualism for students in Grades 6-9 (also in collaboration with YCS)

Sylvain-Henri Simard, a francophone songwriter and musician from the Yukon, was at Jt'ò the week of Feb 27-Mar 3. He worked with Gr 2-5 classes throughout the week to teach students about Canadian arctic communities through a music lens. The week culminated in a performance that involved all students. A success story!

JK-K Parent Information meetings took place at RLN, MHS, NJM, and Jt'ò. Many parents attended the event in particularly at Jt'ò and NJM

Curriculum support given to SSDEC Fr immersion teachers in Fort Smith: ongoing discussions and resources sent to teachers based on their current needs

?Ori Program leader Destiny



winners were selected from NJM and SJF).

WMS - site visit to Namuchka for winter camp

Fish camp for grade 7s starting February 27th



Grade 4 trapping camp March 6th-9th

rabesca hosted bannock and tea in the wall tent at NJM during conference evenings to engage with the families. Inside the school, students hosted an art show, to showcase some of the work that they had completed under Destiny's guidance.



March 5-8th WMS Winter camp  
at Namuchka

Earring making workshop with  
April Bell (after March Break) @  
RLN

Students in grade 7 at WMS  
received back their completed  
fox that they learned to fix with  
knowledge keeper, Donovan  
Boucher









# Yellowknife Education District No. 1

## Director of Corporate Services Report

### Board Meeting – March 14, 2023

## **GNWT Department of Finance**

### **Risk Management & Insurance Information**

The Risk Management & Insurance Section works to minimize exposure to human, physical and financial loss. Examples of the types of insurance policies offered include:

1. "All Risks" Property Insurance;
2. Boiler & Machinery (Property) Insurance;
3. Property – Fine Arts (Museum Collection);
4. Comprehensive General Liability;
5. Automobile Insurance;
6. Garage Liability;
7. Student Out-of-Country Travel Accident Insurance;
8. Student Accident Benefits Program

The Risk Management & Insurance (RM&I) office:

- Continually reassesses insurance requirements and balances cost versus risk.
- Their portfolio includes a wide variety of insurance types that can be made available to their clients.
- Exemptions from liability insurance requirements are only granted by Risk Management.
- Is responsible for reviewing, investigating, negotiating, and settling all claims regardless of policy deductible amounts in accordance with FAM Directive 913-2, 3.5.3.
- Reviews indemnification wording and insurance clauses
- Uses claims history information and documentation to calculate aggregate deductibles on claims loss to and to assure insurer's loss exposure is low.

All incidents of loss must be reported to RM&I regardless of whether the loss is insured or not. Failure to do so could void coverage. The following should be reported:

- Any automobile accident
- Damage to any property
- Any incidents which cause injury to a third party or damage to their property

- Any incidents involving a student while at a school or other education-sponsored events
- Any incident of theft or fraud by employees
- Any incident involving aircraft or airport premises.

Important Guidelines:

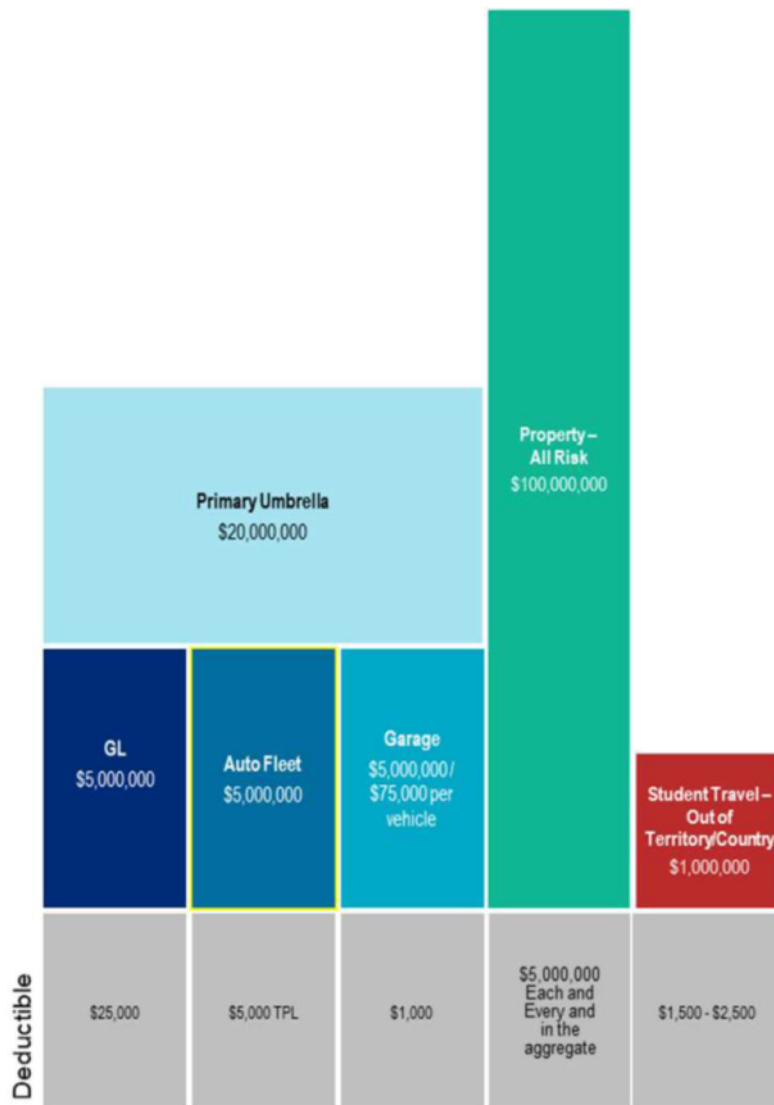
- The question of liability or responsibility must not be discussed publicly;
- Restitution, compensation, or payment in any form must not be offered;
- Claims should be submitted in writing to RM&I
- All claims, legal action, or request for compensation should be immediately referred to RM&I
- Statements should be taken from everyone involved and accompany the report along with an RCMP case number if an investigation is conducted.
- Any requests for information regarding a loss occurrence should be referred to RM&I
- Completed forms and/or reports should be emailed to [risk\\_fin@gov.nt.ca](mailto:risk_fin@gov.nt.ca)

Any contract containing clauses where the GNWT is granting indemnity to a third party must be reviewed by the Department of Justice and Risk Management & Insurance and reported to insurers.

RM&I Section maintains a claims and loss database that tracks all claims and potential claims. Information is reviewed several times a year to ensure appropriate coverage is in place and deductible levels and limits are sufficient to protect clients from the consequences of financial loss.

Any payments towards damages are to be made through RM&I.

## Insurance Program Chart Yellowknife Education District No. 1



Please note all GNWT Departments, Boards and Agencies are responsible for repair costs to their property and equipment.

## **Finance**

As of February 28, 2023, our overall financial projection will be a deficit below the Budgeted Deficit of \$841,804. Interest Revenue is higher than budget due to increased interest rates, heating costs will be higher than budget due to an increase in fuel prices, and snow removal costs higher than budget due to higher than normal snow falls in Yellowknife, maintenance expenditures will be higher than budgeted due to the rising cost of goods and services and some unexpected costs such as the water line leaks at Sir John Franklin High School. We did not have an election this past October therefore savings with minor election costs. Our Projected year-end Budget 2022/ 2023 deficit will be less than \$500,000. Our overall unrestricted surplus is projected between 8% and 9% of total expenditures.

## **Bussing**

First Transit Canada, the Yellowknife School Boards' contractor for bussing services has been acquired by Transdev (the mobility team) as of March 6, 2023. It is a Canadian Company with a presence in six provinces. We will be organizing a meeting with the new Transdev team.

## **Water Line Leak at Sir John Franklin High School**

We had a second water line leak at SJF that resulted in a shutdown of the water line that affected half of the school.

The water lines at SJF are old and starting to leak. We have communicated this to the Department of Education, Culture and Employment.

Risk Management at the Department of Finance was also informed about the water leak.

The Department of Infrastructure was also informed of the water line leak.

The City of Yellowknife completed the repairs.

We will be following up with ECE to find out when the water lines are planned to be upgraded.

## **Facilities Committee**

We had a Facilities committee meeting on February 15, 2023.

Health and Safety concerns as a result of meetings with Principals at our Schools were brought to the committee's attention.

1. Phone system failure at SJF (is emergent and being actioned by administration)

2. Stage doors at WMS – the stage doors deteriorated over the years and cannot be used until fixed. Some Committee members deemed it not urgent and have asked for the item to be moved to next year's budget.
3. Fence for RLN- The Principal brought to our attention that there have been some near misses, for students running into the road and into traffic. They have some fast runners and staff are unable to keep up with them. Principal has requested a fence be put up to help keep kids safe. There is currently no fence in place now. Some Committee members have requested this be included in next year's Budget.
4. Bleachers at RLN- are falling apart due to age – Some Committee members recommended moving this into next year's budget.
5. Manlift for Maintenance staff – The existing man lift is old and no longer safe for Maintenance staff to use. Some Committee members recommended moving this into next year's budget.

The Facilities Committee also met on March 8, 2023, to discuss other project recommendations for 2023/2024.

1. MHS lighting controls and LED lights
2. MHS electrical breaker controls
3. Day tank fuel containment
4. MHS Teepee
5. NJM roof and Skylights
6. Maintenance vehicles

The committee approved a Capital project list to be presented to Finance Committee for Budget review.

### **Budget Meetings**

We have been meeting with Education Services staff, Maintenance, and Schools to complete the Draft Budget for Finance Committee review.

### **Finance Committee**

We had a meeting on Thursday, March 9, 2023, to review Draft 1 of the Budget for 2023/ 2024. We will be meeting on March 31, 2023, to discuss Draft 2.

<b>Yellowknife Education District No.1</b>								
<b>YK1 Minor &amp; Major Capital</b>		High		Medium		Low		
<b>YK1 Minor Capital</b>		<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025 -2026</b>	<b>2026-2027</b>	<b>Comments</b>
<b><u>Minor Budget for the year</u></b>		<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	
<b>Maintenance</b>								
	Replace 2000 F-150 truck (Transit)		35,000					
	Critical Parts (For Schools)		10,000	10,000	10,000			Main Breaker for every School, etc. per asbie report
	New manlift					25,000		
	Compressor Replacement				25,000			
	New Envelope outside the building					50,000		
	Systems upgrade to code			10,000	10,000			
	Ventilation system cleaning					5,000		
	Seasonal Equipment Storage						10,000	
<b>SJFHS</b>	NACC AHU controls			10,000				
	Heat Wheel 1,2,3 &4 service			5,000	5,000	5,000	5,000	
	Heat Pumps Rebuild							
	Containment Day fuel tanks					10,000		
	Annunciator upgrade			5,000				
	Rear Patio replacement (handicap ramp)		60,000					
	Low point sump pumps replacement			5,000				
	Acid dilution tanks (Code)				5,000			
	Science Theatre repairs					10,000		
<b>MHS</b>	Outside door replacement		12,000					Back doors completed.
<b>ITLO</b>	New School							
<b>WMS</b>								

	Gym Walls Repairs				50,000		
	New Fire Panel				15,000		
	Carpet Replacement		6,000	6,000	6,000		
NJM	Day Fuel Tank/ Cont. replacement			10,000			
	Fire Panel Upgrade						completed 2021
RLN	Bleachers Upgrade			20,000			
	Main water line Return Repair				8,000		
	Roof Drains Repairs			10,000			
	Containment for Gen fuel tank					10,000	completed
	Large Hanging doors Replacement				\$10,000		
	Flooring replacement		\$8,000	\$8,000	\$8,000		
Total Minor Expense		0	131,000	99,000	152,000	115,000	15,000
Major Capital items:							
Sir John Franklin	Upgrade Anolog/Pnum. controls			50,000			
	NACC Secondary Heat						
	Three I.T. rooms A/C				80,000		
	NACC Washroom Upgrade (HC)	50,000					
William MacDonald	Stage Doors Replacement		50,000				
	I.T. room A/C		60,000				
	Heat exchanger& storage tank				25,000		
NJ MacPherson	Washroom Upgrades						
	Portable furnace replacement					60,000	
	Gym Floor repair				50,000		
Range Lake North	I.T. A/C			60,000			
Total Major Capital		50,000	110,000	110,000	155,000	60,000	0
Total Minor & Major Capital estimate expense		50,000	241,000	209,000	307,000	175,000	15,000





# Yellowknife Education District No. 1

## Director of Operations Report

### Board Meeting – March 15, 2023

#### **Meetings:**

Meetings with Dave Johnson for upcoming USW contract negotiations

Meetings with Ben Balmer and Graham Arts to review École It'ò deficiencies.

Tours at schools with Trustees

#### **Range Lake North Fuel Transfer Pumps**

Feb. 17, 2023

Due to frigid temperatures, the solenoid valve on the new fuel transfer pump was not opening causing the boiler fuel day tank to run dry. The pellet boiler carries the heat load of the school and the oil boilers provide backup heating. Cold fuel was creating a thermal expansion problem between a check valve and the solenoid valve that was keeping the solenoid from opening. This was causing the pumps to run at excessive pressure and eventually caused the breakers at the MCC panel to trip. The contractor responsible for the work, Taylor & Company, was unavailable until Feb 28<sup>th</sup> to fix the problem. On Feb, 28th Taylor & Company removed an unnecessary check valve and plumbed in a bypass loop in case there are further problems. There has been no trouble since.

#### **William McDonald Middle School Portable Freeze-up**

Feb. 20, 23

When Maintenance staff performed the daily building check of the portable at William McDonald school they found the furnaces had cut out and were not running. The outside temperature was -37 and the building was frozen. Infrastructure was notified of the situation as it is their building. Arrangements were made to have J&R come look at the system as they installed the equipment. For some reason the anti-siphon valve was not operational due to the cold conditions. The valve was removed, the fuel system primed, and the furnaces put back into operation. Fortunately there was minimal damage (cracked toilet and p-trap) to the building. The building never sent out an alarm that the furnaces had failed or the temperature had dropped in the building. The Arctic Alarm monitoring equipment had been disabled and the building was no longer monitored. It is unclear who had the Arctic Alarm system shut down, INF or YK1. Jordan will work with Infrastructure to come to a mutual arrangement to provide this service.

- Gender neutral washroom project will be brought back to the board for discussion.

## **Sir John Water main Break 2023**

Feb.25, 2023

The main 6" water supply line to the back of Sir John Franklin High School broke between the IT portable and the city shutoff. The small crew the City was able to provide, due to labor issues regarding work action, was able to temporarily fix the leak, they will return in the summer to do a permanent fix. Due to the staff shortages it took four days to complete this work. The school is currently fully operational and maintenance/janitorial staff were able to flush the water lines to mitigate the disturbance of sediment in the lines. Yk1 will have to pay a deductible of \$1000, the city's water line insurance will cover the rest. Thank you to the City's essential workers.

## **École Îtł'ò**

Deficiencies meeting with Graham Arts & Ben Balmer,

- The Douglass lighting system is still not functioning as it should. Ben is in discussion with Ryfan to find a solution. It appears the controller is losing its programming and needs to be continually reloaded.
- A security gate for community access has been installed. Graham feels they are inadequate.

Final commissioning and portable generator test scheduled for March 14-15.

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

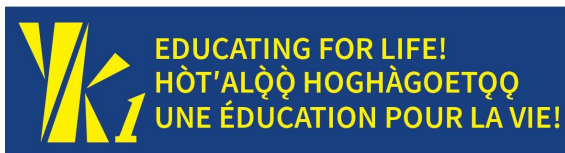
Working with Siemens to complete the building control LON system upgrade. Siemens has had a staff turnover that has delayed the upgrade.

## **NJM School:**

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

## **District Office:**

Tender for LED lights replacement was canceled. It is to be rewritten. The Tender will be re-issued with corrections.



## MOU Information March 2023

The MOU between the GNWT and YK1 brings YK1 under the insurance coverage of the GNWT. The main conditions of the GNWT providing us with coverage under their insurance are reporting our capital plans to INF, adopting the same preventative maintenance schedules INF has in place for GNWT-maintained schools, and reporting any incidents that result in loss of assets or insurance repercussions to INF and the Department of Finance.

YK1 Currently works with the Department of Education, Culture and Employment (ECE) on our capital plans. Under the MOU we would include INF and provide them with our five, ten, and twenty-year plans. We would also provide them with updates on small and large capital projects and maintenance reports.

YK1 uses a preventative maintenance and work order program called MRI Angus. Under the MOU YK1 is to maintain INF's preventative maintenance cycles as the minimum base for preventative work orders. YK1 currently has most of this in place. We will need to work with INF to find a mutually compatible way to share this information so INF can make sure we are doing our due diligence in our preventative maintenance scheduling. YK1 needs to work on adding some maintenance cycles and improving check-off procedures from maintenance staff.

YK1 is obligated to report all incidents involving:

1. damage or threats of damage to school assets,
2. all claims, potential claims, and incidents that might give rise to a claim against:
  - a. the Education Authority,
  - b. its employees,
  - c. volunteers and/or contractors,
  - d. ECE, or
  - e. the GNWT to Risk Management & Insurance, Department of Infrastructure.
3. This will require YK1 to keep detailed incident reports and make them available to Risk Management.



## Finance Committee Meeting Report

### March 9, 2023

In attendance:

Tram Do	Terry Brookes
Jameel Aziz	Michelle Peters
Tessa Elliott	Jason Snaggs
	Patrizia Thagard

Draft budget 2023-2024 (Version 1)

- We have only had a change in student enrolment of 5.5 compared to last year
- Numbers are the latest formula funding for this past year
  - o Tram meeting with Colton on Monday to get final numbers
- GNWT funding is around 80%, City revenues is around 20%
- We currently don't know that the salary increases will be until they go into negotiations. Our numbers are estimates
- Tram to respond to David's email re: City revenues
- 118 teachers include 2 standby teachers listed under DO as a contingency
  - o Estimating 10-20 new recruits next year
  - o 0.5 increase in janitor staff was requested for ITLO
  - o Funding from Justice for open/closed custody comes from the regular ECE funding
  - o 1 new position for Inclusive Schooling due to the level of need in our schools. The level of workload has been too much for only one person
- Estimating that maintenance budget this year will be over by at least \$200,000 due to water leaks, snow removal increase costs
- Michelle: asked if ILC funds are used up for the most part:
  - o Typically, the budgets are used up, however during the Covid years when we were not able to host camps/elders/in person sessions, costs were much lower and the unused funding went towards a trip on the land excursion for staff PD
- Jason recommends that we put out a tender for our auditor next year and look at a couple-years' term rather than year-by-year appointment
  - o Recommendation to be relayed to the Audit Committee
- Committee members can add their comments to the Google sheet and Tram will add her replies
- Tram to give an updated estimate on the current year projected surplus
  - o Currently estimating an 8-9% surplus

Next meeting: Friday, March 31, 2023

Committee of the Whole on the Budget– to be scheduled during the second week of April

**Public Relations Committee  
Yellowknife Education District No. 1  
February 11, 2023, 11:30am**

**1. Call for Sacred Feather award nominations.**

Sacred Feather award nominations will go out on February 20, 2023. The award nominations will be due back in April 2023. There will be 4 awards given in total.

**2. Nominate individual teachers/administrators for the NWT teacher hall of fame**

Prime Minister's Awards are currently closed for the 2023 season, however nominations for the 2024 award, will open in fall 2023.

[Prime Minister's Award for Teaching Excellence and Teaching Excellence in STEM](#)

[Prime Minister's Award for Excellence in Early Childhood Education](#) This award is now closed, but we will keep it on the list for next year.

[2023 MusiCounts Teacher of the Year Award](#)

The nominations for the CAP Award for Excellence in teaching High School/CEGEP Physics is now open.

[CAP Award for Excellence in teaching High School/CEGEP Physics](#)

There will be other awards that we will be looking into as well in the next meeting.

**3. YK1 - Yellowknife MLA Joint Meeting**

On February 9, 2023, the YK1 board of Trustees and some YK1 staff met with 6 Yellowknife MLAs. Some of the key discussions were as follows.

- BC Curriculum Change
- Capital Plan Concerns
- Budget Cycle/Student Funding
- Child Youth Counsellor New Model and the YK1 Experience
- Education Act Modernization

**4. Community real estate/landlord business luncheon**

Planning for this event will take place in spring, 2023.

## **5. Board Milestone Calendar**

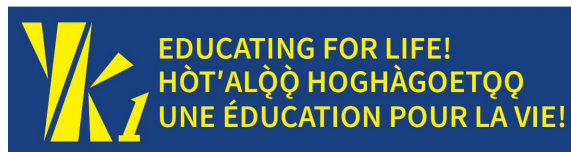
The board milestone calendar will assist with the organization of key milestones for YK1. A draft calendar has been created and will be shared with YK1 staff and the board in March.

## **6. Discussion items for the next meeting**

Communications plan

Marketing strategy

Next meeting February 23, 2023



## **Yellowknife Education District #1**

**Policy Committee Meeting** – Wednesday February 15<sup>th</sup>, 2023, at 5:05pm

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

**Chairperson:** Trustee Brookes

### **Agenda:**

1. Policy 3 – Role of the Trustee
2. Policy 5 – Board By-Laws
3. Policy 16 – Parent Advisory Councils
4. Policy 1 – Board Mandate, Beliefs and Goals
5. Workplan Policy Review Process
6. Retiring Policies 20, 21 and 22

### **Item 1 - Policy 3**

With the potential change to the annual timing of trustee PAC assignments, the Committee discussed the intent to have Trustees attend different School PAC's over a term. Policy 3 was edited to reflect this intent.

**Task:** The Committee may table this change at the next Board Meeting.

### **Item 2 - Policy 5**

There was a continued discussion to alter the date of the Organizational Meeting during non-election years. The final edits for this change to the Policy 5 were discussed.

**Task:** The Committee will table this change at the next Board Meeting.

### **Item 3 - Policy 16**

The Committee received some additional comments from the RLNS PAC on the draft updated Policy 16. The Committee reviewed these comments and took them into consideration for additional edits to the draft Policy.

**Task:** The Committee may table these changes at the next Board Meeting.

#### **Item 4 - Policy 1**

The Committee had a brief discussion on the updating of Policy 1. The request is out to all Trustees for their comments.

**Task:** Terry will send a reminder out to the Trustees for their input.

#### **Item 5 - Workplan Policy Review Process**

The Committee has established a workplan for the term of the Board. Over the term of the Board, all Policies in the Policy Manual will be reviewed for relevancy and potential updating. As a start to the Policy Manual review the Committee assigned to each of its members a task to review a single Policy over the next month.

**Task:** Terry will review Policy 2 (Role of the Board), Tina will review Policy 3 (Role of the Trustee) and Michele will review Policy 4 (Trustee Code of Conduct).

#### **Item 6 - Retiring Policies 20, 21 and 22**

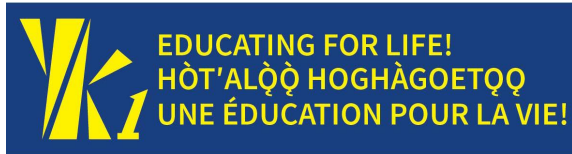
The previous Board term Policy Committee had determined that three Policies (20 – Bullying Prevention and Intervention, 21 – Duty to Report, and 22 – Harassment Prevention and Resolution) could possibly be retired due to the fact that Policy 28 (Safe, Caring, Respectful Working and Learning Environments) replaces them.

**Task:** The Committee will work with Administration to confirm this potential.

Meeting adjourned at 5:50 pm.

**Next Meeting:** 1<sup>st</sup> March 2023 at 5:05 pm





## **Yellowknife Education District #1**

**Policy Committee Meeting** – Wednesday, March 1<sup>st</sup>, 2023, at 5:05 pm

**Attendance:** Tina Drew and Terry Brookes

**Absent:** Michelle Peters

**Chairperson:** Trustee Brookes

### **Agenda:**

1. Policy 5 – Board By-Laws
2. Policy 16 – Parent Advisory Councils
3. Policy 3 – Role of the Trustee

### **Item 1 - Policy 5**

There was a review of the draft edits to Policy 5. Final edits were made to clarify organizational meeting timeframes.

**Task:** The Committee will table these changes at the next Board Meeting.

### **Item 2 - Policy 16**

There was a review of the draft edits to Policy 16. Some final edits were made to clarify the PAC Chair meeting arrangements.

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

### **Item 3 - Policy 3**

The Committee had a long discussion on the updating of Policy 3 from the research that Tina had completed by reviewing the 'Role of the Trustee' type policies from various other jurisdictions across Canada. Edits were applied to the existing Policy 3 to update and clarify the roles and tasks of the Trustee.

**Task:** The Committee to continue work on the review and editing of Policy 3.

Meeting adjourned at 6:20 pm.

**Next Meeting:** 15<sup>th</sup> March 2023 at 5:05 pm



## Audit Committee Meeting March 8, 2023 12:00 PM

In attendance:

Tram Do	Barbara Bell	Konstantin Khasanov
Jameel Aziz	Marisa Ziyapapa	Fred Deschenes – Auditor
Tessa Elliott	James Wong	David Chen - Auditor
	Allan Short	

- Introductions – roles and how long we’ve been on the audit committee
- Role of the Audit committee presentation presented by Fred Deschenes
- Tram has forwarded to Serenic a request for their controls on the system
- Risk assessment on IT controls to be done
- Any new risk management parameters now that we are under GNWT insurance?
  - Risk is somewhat mitigated because insurance companies are a business vs GNWT insurance
  - Tram asking for a summary from Risk Management on what the deductibles are and what are included
- James: asked about a computer audit
  - We have never had a computer system audit
  - Special report that can be done by IT specialists along with auditors/CPA who understand the system and flow of information
  - Tram to reach out to ECE/department of finance to see if an internal audit of IT systems will be happening in the near future
  - Currently not a requirement for audit purposes
- There is training for audit committee members on the Canadian CPA website
  - Tram to forward info to the audit committee and set up a training session
- Evaluation of the committee – is there a template?
  - We have never evaluated our audit committee or had formal training, but there are resources available
  - Tram to download resources from ASBO website and share with the committee
- Quote provided by Crowe for audit fees for next year
- Increase is partly due to staff recruitment and retention
  - Supply of accounting students has decreased
  - Costs more to recruit and retain employees now that there is more competition with industry for CPA students – increases audit fees
- Standards have expanded over the last 4-5 years
  - Estimates
  - CAS 315
  - General IT controls
  - More stringent controls to analyze in the file
- Overall, auditor time on the audit has been increasing each year. Aiming to bring down the hours spent on the file this year
- They bill us in the mid-range between the actual costs and the prior year fees
  - On the agenda for the Board to approve at the March 14 Board meeting the appointment of the Auditor for this year





## **Facilities Committee Meeting Feb 15<sup>th</sup>, 2023**

In attendance:

Tram Do, Tina Drew, Tessa Elliott, Jordan Martin, Allan Shortt, Jason Snaggs, Pat Thagard

**Committee Chairperson:** Trustee Drew

Facilities Committee met on February 15<sup>th</sup>, for a review of items proposed by the administration as emergent items.

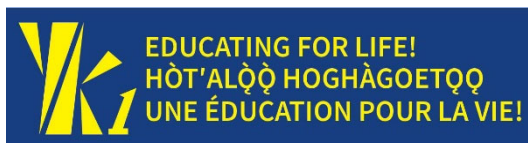
Of the items presented only one was suggested to be brought forward to the Finance Committee. This was the phone system at Sir John, which should be brought forward by the Finance Committee to the board at the March 14<sup>th</sup> Board meeting so that the Board can approve this expense.

The facilities committee would like to recommend that the Board reconsider the funding of \$100,000 to the WMS gender-neutral washrooms project. The money assigned to Stantec will be stopped for now. We would like to lobby ECE for funding as part of the mid-life retrofit for this project, as we do not want to invest money in the project to then have it redone during the mid-life retrofit.

Tram will speak with Charles at ECE to discuss the retrofit projects at NJM and WMS.

The 5-year plan is to be revamped by Tram and Jordan. The plan is to be available for Board approval at the April or May meeting. Plan to be discussed at the March 8<sup>th</sup> committee meeting.

A second meeting will be held on March 8<sup>th</sup> at 7:00 pm.



Yellowknife Education District No. 1  
Facilities Committee Meeting Report  
March 8, 2023

Present: Allan Shortt (video conference), Jameel Aziz (video conference),  
Jason Snaggs (video conference), Jordan Martin, Pat Thagard,  
Tina Drew (video conference), Tram Do

Meeting called to order at 7:04 PM

Chairperson – Trustee Tina Drew

Directors Do and Martin presented the items proposed for the upcoming budget.

Director Martin went through each item and the reason it is included. It is felt that all the items can reasonably be completed in the next fiscal year.

RLN fence – it is proposed that YK1 purchase a temporary fence that can be repurposed after a permanent solution is decided on. A temporary fence will likely cost around \$2,000.

Stage doors at WMS and RLN are not functioning. The casters are locking up.

The bleachers at RLN are difficult to pull out and push back in and the wood is splintering injuring people and damaging clothing.

MHS – the back for MHS has never been renovated. The windows are old and fragile and the operating mechanisms are failing and can no longer be found. It is hoped that some of the COVID funding can be used to replace the windows, Tram will get approval from ECE before initiating project.

Breakers at MHS and SJF are old and are beginning to fail. Complete failure of these breakers would be catastrophic as it might be months before a new breaker is installed. It is getting difficult to find electrical companies willing to work on the old breakers.

A number of schools have fuel tanks that are single walled and they have no containment. They should be replaced with double wall tanks so as to avoid a fuel leak in the school or into the drains. This is not a large ticket item and should be addressed.

The leaking skylights at NJM have been on the list for at least 2 years and should be addressed before they result in the need for more repairs.

Director Martin is proposing a new direction for district vehicles. Vehicle maintenance has been deferred in the past and is now becoming an issue. Two vehicles are over 20 years old and another 2 are around 15 years old.

MHS teepee upgrade is needed because the current layout is becoming an OHS issue with several people having tripped on them.

Trustee Shortt suggested:

1. looking to see if the stage doors and WMS and RLN are in good shape and if they are possibly all that is required is the replacement of the casters.
2. He also asked if we will be getting 3 prices for the stage doors and the man lift. He suggests sourcing prices for the man lift in Edmonton. He also indicated Ron's also is the registered service company for Genie lifts.
3. If we do not change the fuel tanks right away he suggests a pan underneath the tanks with a sensor be installed to alert if any leaks are detected.
4. Start accruing for future vehicle purchases.

Directors Do and Martin will follow up.

Trustee Snaggs suggests approaching ECE for funding to replace the tanks. He agrees with the suggestion to get three quotes for the man lift.

All the items presented will be under the 2023-2024 budget.

Chairperson Drew asked why repairs to the MHS teepee are under next year's budget. Director Do indicated there is not enough time left in the current year to finish that project. Director Do indicated the funds for this project would be coming from any left-over Capital Funding and that is why it is noted as a bonus project as historically Capital projects were estimated high.

Trustee Snaggs suggested requesting funds from ECE for the MHS roof and upgrades to the back of the school.

Chairperson Drew asked why funding meant for disease control is being spent on windows. Trustee Snaggs suggests Director Do ask ECE if the COVID funding can be used for windows and updating air handling units in YK1 facilities. He also indicated the building envelope needs to be closed for air handling units to work efficiently. Director Martin indicated he would investigate but realistically he does not feel the units can be sourced, ordered, shipped, and installed within a 3.5 month window.

Chairperson Drew asked about boiler replacement. Director Do indicated ECE has them in their Capital plan.

Chairperson Drew also asked about the new computer system. Director Martin indicated he is currently working with Siemens to complete the project but Siemens is experiencing a lot of staff turnover which is causing delays. Siemens has recently advised him they will work to get the work done as quickly as possible.

Chairperson Drew asked if the fuel tanks at other schools are double walled. Director Martin indicated they are double walled at WMS, RLN and Itł'ò. He will check into what other tanks may require replacement.

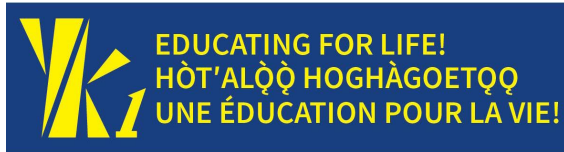
Trustee Snaggs suggested YK1 keep asking ECE for funds for the projects listed.

Trustee Shortt suggested getting an updated approximate price for air handling units.

Director Do indicated Capital Budget for 2023/2024 of \$500K will be included in the draft budget for the finance committee to review. Chairperson Drew asked if the work on the teepee cannot be completed this year will it be moved to next year. Director Do indicated that given the constraints this year maintenance is very busy therefore that project will be done next year.

Chairperson Drew called for more comments. None received.

Chairperson Drew thanks everyone and adjourned the meeting at 7:50 PM



## Mildred Hall School February 2023 PAC Report - Trustee Drew

Flu and cold season is well underway, and MHS is having many members of staff and children succumb to these. The school is being very flexible so that children's needs are accommodated.

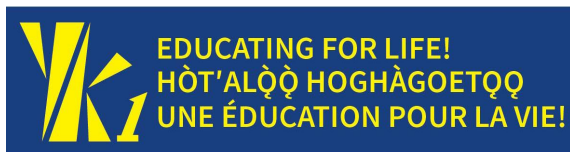
Outdoor activities are being planned for the month of April. The goal of the school is that fun events will take place indoors, outdoors, on weekends, after school and during school. In April a sliding day will take place at the school grounds, with hot chocolate being served on April 8<sup>th</sup>.

Arctic Rose is starting work in the school.

*"We [Inuit and Indigenous peoples] have an extraordinary past, much of which has been kept from us, and removed from the history books. To give them, and ourselves, the opportunity to learn about our very own heroes, heroes our children and youth desperately need right now, to engage them in that story and that culture, will help them to aspire for more, to dream and to reframe who they are in today's world."*

— Susan Aglukark, Founder & Program Developer, The Arctic Rose Foundation





## **BOARD MEMBER PAC REPORT – SJF High School**

**Date: Thursday, February 16<sup>th</sup>, 2023**

### **Parents' Discussion, Comments and Concerns**

- Dean (principal) noted that the school is helping those students who were off at Arctic Winter Games (or will be at Canada Winter Games) to get caught up on coursework as soon as possible to avoid impacting their studies.
- SJFH has a large number of special “days”, “weeks” and “months” each year to celebrate the event (i.e. Black History Month). These times are integrated into the education process where applicable.
- There was lots of good feedback from the parent’s information night on February 9<sup>th</sup>. This night of information really helps the students and parents understand and prepare for the education grade levels at SJFH.
- I again noted that the District is just about to start the next budget process and gave the general timelines and when parents can provide input. There was a long discussion on the process. Dean and I gave samples of the workings of the formula funding, enrollment impacts, and the timing/certainty (or not) of funding from EC&E.
- There was a very long discussion on the proposed new BC curriculum. There were many questions on what it means, when is it being implemented, and how we learn about it. Again, Dean and I gave answers as best we could from our knowledge. I indicated that YK1 will be asking EC&C to have a public information session to answer questions and give an update.
- There was also a brief discussion on the use of schools for the benefit of the possible 2026 Arctic Winter Games in Yellowknife.

I will have a copy of the full minutes of the PAC Meeting, if trustees are interested.

Next Meeting: Thursday, April 20<sup>th</sup>, 2023, time 7:00 pm.

Submitted by: Terry Brookes



## Upcoming Events: March & April 2023

(March Break: March 10 - 26, 2023)

MARCH						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
			Policy Cttee Mtg 5:00 PM			
5	6	7	8	9	10	11
	Report cards go home (Jk - Grade 8)		Audit Cttee Mtg 12:00 PM  Ìtł'ò PAC Mtg 7:00 PM  International Women's Day		<b>First Day of March Break</b>	
12	13	14	15	16	17	18
		COW Mtg 12:00 PM  Board Mtg 6:30 PM	Policy Cttee Mtg 5:00 PM  MHS PAC Mtg 6:30 PM			
19	20	21	22	23	24	25
		International Day for the Elimination of Racial Discrimination				
26	27	28	29	30	31	1
<b>Last Day of March Break</b>					Table Tennis Tournament >>  International Transgender Day of Visibility.	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>
						Table Tennis Tournament
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Table Tennis Tournament	Agenda Setting 11 AM				Good Friday	
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
	Easter Monday	COW & Board Meetings	École It'ô PAC Meeting			YK1 Staff Long Term Service Awards (2-5 PM @ SJF)
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
			MHS PAC Meeting	Jr. Super Soccer Begins		
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29/30</b>
Last day of Jr. Super Soccer		Rate Payers Meeting (time TBD)		Senior Super Soccer begins		