
YELLOWKNIFE EDUCATION DISTRICT NO. 1

BOARD OF TRUSTEES

AGENDA

September 13, 2022 – 6:00 PM – Regular Meeting

GOTO Meeting link: <https://meet.goto.com/154878917>

- 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
- 7.0 Review and Approval of Minutes
 - 7.1 June 14, 2022 Regular Meeting
 - 7.2 July 18, 2022 Special Meeting
- 8.0 Business Arising from the Minutes
- 9.0 Trustees' Statements
- 10.0 Unfinished Business
- 11.0 New Business
 - 11.1 Approval of 2021-2022 Audited Financial Statements
 - 11.2 Approval of Policy 27 – Student Engagement with the Board
 - 11.3 Approval of Policy 28 – Safe, Caring, & Respectful Working & Learning Environments
- 12.0 Reports
 - 12.1 Chairperson's Report
 - 12.2 Superintendent's Report
 - 12.2.1 Assistant Superintendent's Report
 - 12.2.2 Director of Corporate Services Report
 - 12.2.3 Supervisor of Facilities & Maintenance Report
 - 12.3 Trustee Reports
 - 12.4 Standing Committee Reports
 - 12.4.1 Finance
 - 12.4.2 Public Relations
 - 12.4.3 Policy
 - 12.4.4 Audit Committee
 - 12.4.5 Committee of the Whole

- 12.5 Ad Hoc Committee Reports
 - 12.5.1 NWTTA Teacher-Board Committee
 - 12.5.2 Board/Superintendent Evaluation Committee
 - 12.5.3 Facilities Committee
 - 12.5.4 Pandemic Review Committee
- 12.6 Trustee PAC Meeting Reports
 - 12.6.1 École J.H. Sissons
 - 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 Middle School

13.0 Announcements

- September 14, 2022, 6:30 p.m. – WMS Open House
- September 14, 2022, 7:00 p.m. – ITL'Q PAC Meeting
- September 15, 2022, 7:00 p.m. – ITL'Q Open House
- September 15, 2022, 7:00 p.m. – SJF Open House
- September 19, 2022 – ITL'Q School Picture Day
- September 19, 2022 – SJF School Picture Day
- September 20, 2022, 6:30 p.m. – MHS Open House
- September 20, 2022, 7:30 p.m. – MHS PAC Meeting
- September 21, 2022 – WMS School Picture Day
- September 21, 2022, 6:30 p.m. – RLN Open House
- September 21, 2022, 6:30 p.m. – WMS PAC Meeting
- September 22, 2022 – MHS School Picture Day
- September 22, 2022 – RLN School Picture Day
- September 22, 2022, 6:30 p.m. – NJM Open House
- September 22, 2022, 7:00 p.m. – SJF PAC Meeting
- September 23, 2022 – NJM School Picture Day
- September 30, 2022 – Truth & Reconciliation Day (No School)
- October 10, 2022 – Thanksgiving Day (No School)

14.0 Date and Time of Next Meeting

- October 11, 2022, 12:00 p.m.: CoTW Meeting
- October 11, 2022, 6:00 p.m.: Regular Board Meeting

15.0 Chairperson's Closing Remarks

16.0 Adjournment

ADMINISTRATION SCOLAIRE DE DISTRICT N° 1 DE YELLOWKNIFE

RÉUNION DU CONSEIL D'ADMINISTRATION

ORDRE DU JOUR

13 septembre 2022, à 18 h — Réunion ordinaire

Lien GoTo Meeting : <https://meet.goto.com/154878917>

- 1.0 Ouverture de la séance
- 2.0 Reconnaissance du territoire
- 3.0 Mot d'ouverture du président
- 4.0 Déclaration de conflit d'intérêts
- 5.0 Adoption de l'ordre du jour
- 6.0 Délégations et présentations
- 7.0 Révision et approbation du procès-verbal
 - 7.1 Réunion ordinaire du 14 juin 2022
 - 7.2 Réunion extraordinaire du 18 juillet 2022
- 8.0 Affaires découlant du procès-verbal
- 9.0 Déclarations des membres du conseil d'administration
- 10.0 Affaires courantes
- 11.0 Affaires nouvelles
 - 11.1 Approbation des états financiers de 2021-22
 - 11.2 Approbation de la politique 27 : L'engagement des élèves avec l'administration scolaire
 - 11.3 Approbation de la politique 28 : Environnements de travail et d'apprentissage respectueux
- 12.0 Rapports
 - 12.1 Rapport du président
 - 12.2 Rapport de la surintendante
 - 12.2.1 Rapport de la surintendante adjointe
 - 12.2.2 Rapport de la directrice des services généraux
 - 12.2.3 Rapport du superviseur des installations et de l'entretien
 - 12.3 Rapports des membres du conseil d'administration
 - 12.4 Rapports des comités permanents
 - 12.4.1 Finances
 - 12.4.2 Relations publiques
 - 12.4.3 Politiques
 - 12.4.4 Comité de l'évaluation

12.4.5 Comité plénier

12.5 Rapports des comités spéciaux

12.5.1 Comité de membres du conseil et d'enseignants de l'AETNO

12.5.2 Comité d'évaluation du conseil d'administration et du surintendant

12.5.3 Comité de gestion des installations

12.5.4 Comité d'examen de la gestion de la pandémie

12.6 Rapports entre les membres du conseil et les conseils consultatifs des parents

12.6.1 École J. H. Sissons

12.6.2 École Mildred Hall

12.6.3 École N.J. Macpherson

12.6.4 École Range Lake North

12.6.5 École secondaire Sir John Franklin

12.6.6 École intermédiaire William McDonald

13.0 Annonces

- 14 septembre, à 18h30 – Soirée d'information à l'école WMS
- 14 septembre, à 19h – Réunion du comité consultatif des parents de Iᑭᑭ'ᑭ
- 15 septembre, à 19h – Soirée d'information à l'école Iᑭᑭ'ᑭ
- 15 septembre, à 19h – Soirée d'information à l'école SJF
- 19 septembre – Journée photo à l'école Iᑭᑭ'ᑭ
- 19 septembre – Journée photo à l'école SJF
- 20 septembre, à 18h – Soirée d'information à l'école MHS
- 20 septembre, à 19h30 – Réunion du comité consultatif des parents de MHS
- 21 septembre – Journée photo à l'école WMS
- 21 septembre, à 18h30 – Soirée d'information à l'école RLN
- 21 septembre, à 18h30 – Réunion du comité consultatif des parents de WMS
- 22 septembre – Journée photo à l'école MHS
- 22 septembre – Journée photo à l'école RLN
- 22 septembre, à 18h30 – Soirée d'information à l'école NJM
- 22 septembre, à 19h – Réunion du comité consultatif des parents de SJF
- 23 septembre – Journée photo à l'école NJM
- 30 septembre – Journée nationale de la vérité et de la réconciliation (pas d'école)
- 10 octobre – Action de grâces (pas d'école)

14.0 Dates et heures des prochaines réunions

- 11 octobre 2022, à midi : Réunion du comité plénier
- 11 octobre 2022, à 18 h : Réunion ordinaire du conseil d'administration

15.0 Mot de la fin du président

16.0 Levée de la séance

June 14, 2022



**Yellowknife Education District No. 1
Board of Trustees Minutes
Regular Meeting
District Office Boardroom & Video Conference**

Date of Meeting: Tuesday, June 14, 2022 at 6:00 p.m.

Location: District Office Boardroom & Video Conference

Members Present:	<ul style="list-style-type: none">- Chairperson Terry Brookes- Vice Chairperson Doreen Cleary- Trustee Tina Drew- Trustee Carla Kinakin- Trustee Al McDonald- Trustee Trevor Sinclair- Trustee David Wasylciw	via Video conference Arrived at 6:05 PM
Staff Present:	<ul style="list-style-type: none">- Superintendent of Education/CEO, Dr. Cindi Vaselenak- Assistant Superintendent, Shirley Zouboules- Interim Assistant Superintendent, Landon Kowalzik- Director of Corporate Services, Tram Do- Supervisor of Instruction (French Programs), Jean-Marie Mariez- Communications Officer, Mike Gibbins- Administrative Assistant, Pat Thagard	
Media & Others Present:	None	

1. Call to Order

Chairperson Brookes called the meeting to order at 6:01 p.m.

2. Land Acknowledgement

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

3. Chairperson's Opening Remarks

Chairperson Brookes welcomed everyone to the meeting on this fine summer day. The Board of Trustees continue to send their best wishes to NWT residents affected by flooding. Pat Thagard was welcomed aboard as the new administrative assistant at the District Office.

June 14, 2022

4. Declaration of Conflict of Interest

None.

Trustee McDonald asked if a conflict arose if he could declare it at that time. Chairperson Brookes indicated that would be acceptable.

5. Adoption of Agenda

5.1 06-6364-22

Moved – Trustee McDonald; Seconded – Trustee Cleary

I move to accept the agenda as presented.

Moved – Trustee Wasylciw; Seconded – Trustee Cleary

I move to amend the agenda by adding the following items to the agenda as New Business:

11.4 Sacred Feather Awards

11.5 Board Transparency

11.6 COVID

11.7 Sole Source Procurement

Motion to approve addition of amendments to the agenda followed by Motion to approve agenda as amended.

Carried

6. Delegations & Presentations

None.

7. Review and Approval of Minutes

7.1 **Regular Meeting Minutes – May 10, 2022**

06-6365-22

Moved – Trustee McDonald; Seconded – Trustee Wasylciw

I move the Board of Trustees of Yellowknife Education District No. 1 approve the minutes of the Regular Meeting of May 10, 2022 at 6:00 p.m. with the following amendments:

1. Trustee Kinakin requested item 12.2.2 be edited to read:
Trustee Kinakin: What is Dean Educational Psychological Consulting? These are Educational counsellors and psychologists are very specialized so YK1 has to contract these services out.
2. Trustee Drew was not present at the May 10, 2022 meeting
3. Add action item to item 12.1 to work with ECE on attendance issues

Carried

8. Business Arising from the Minutes

Trustee Wasylciw inquired about the issue with enrolment numbers provided by ECE in the response letter from the Minister.

Superintendent Vaselenak indicated that the numbers were reviewed to determine the differences. The majority were due to an accidental duplication of student enrollment between two schools (i.e. SJF and Kaw Tay Whee) or students identified as blended home school.

Trustee McDonald spoke to next year enrolment, as a result of an anomaly in

June 14, 2022

September 2021 numbers, will result in a year without funding for YK1 students that registered after September 30, 2021. He added that our constituents want us to be funded fairly. He does not have a solution but suggests a discussion is needed to articulate the issue so that a solution/compromise can be found.

Chairperson Brookes indicated these concerns were brought up to the Minister. The Minister shut the discussion down however, indicated they (ECE) are willing to look at the funding formula. Other education organizations have brought forward concerns with current formula funding. He indicated the Board will continue to bring this item forward with ECE in the future.

Trustee Wasylciw asked what the plan is to keep working on this moving forward. *Chairperson Brookes* indicated that currently we have a commitment to review the issue again.

Trustee Wasylciw requested this item remain as an ongoing action item

9. Trustees' Statements

None.

10. Unfinished Business

None.

11. New Business

11.1 Approval of 2022-2023 Budget

Finance Committee Chair McDonald indicated the committee met last week to review some small changes to the budget. He then asked Tram Do to present the amendments.

Director Do advised that the change is due to an increase in income resulting from earned interest in GIC investment rates which will result in a reduced deficit.

Trustee McDonald indicated an application was made to ECE for approval to create a \$2M reserve fund to cover insurance shortfalls if the District suffers a large scale loss. The request was supported by ECE but denied by the Department of Finance. Our current remaining deficit could be covered by surplus income. Over time the deficit would be reduced.

Trustee Wasylciw asked why we have to ask ECE for permission.

Director Do indicated that information on total of all surplus is presented to the Minister. Unless it is approved by ECE as a restrictive reserve it is counted in the free surplus balance which will make it difficult to lobby for more funds when we have a large surplus.

Trustee Wasylciw asked what the surplus was last year.

Director Do indicated we have approximately \$2M in surplus which does not include funds to cover liabilities.

Trustee Wasylciw indicated he asked in the Finance Committee meeting to have a line item added to show the decrease in the deficit.

Trustee Kinakin asked why ECE did not permit the request to create a reserve fund.

Trustee McDonald requested it be presented to reduce deficit. Either method works.

June 14, 2022

Director Do had asked for details but hasn't heard back as of yet, she will follow up.

Trustee Drew pointed out that Nordic Arms was an asset owned by the District. Given this why should ECE have a say in what happens with the funds from the sale?

Finance Committee Chair McDonald indicated that ECE did support the application however, the Department of Finance gave a hard no response.

Trustee Drew indicated NGOs she has worked with in the past were free to do as they pleased with funds they earned. She is concerned we will be denied funding due to our large surplus.

Director Do indicated we sold a fixed asset (Nordic Arms). The Board could decide to use the proceeds of the sale to invest in another fixed asset for longer term gain.

Finance Committee Chair McDonald indicated the GNWT Department of Finance is in the driver seat. That being said he is willing to look at other investments. We must understand and abide by the rules. This budget is fairly easy but the next few years may be more difficult.

06-6366-22

Moved – Trustee McDonald; Seconded – Trustee Sinclair

I move the Board of Trustees of Yellowknife Education District No. 1 approve the 2022-2023 budget as presented.

Trustee Wasylciw requested an amendment to give \$75K to William McDonald School to repair/install outdoor recreational space for students with the following motion:

06-6367-22

Moved – Trustee Wasylciw; Seconded – Trustee Cleary

I move the Board of Trustees of Yellowknife Education District No. 1 amend the 2022-2023 budget to include \$75,000 for the repair and/or installation of outdoor equipment at William McDonald School.

Chairperson Brookes suggested waiting until the Board meets with other student councils after which an amendment can be made to the budget in the fall.

Trustee Wasylciw indicated this has been a concern of the PAC as well and added that it seems to be a simple thing to do to increase student morale.

Trustee Cleary supports the idea but wonders if funds can be used to benefit more students.

Finance Chair McDonald supports the motion and is confident the funds will be used wisely.

Director Do indicated that the portables belong to ECE, not YK1. They will be repurposed by ECE. She indicated that the Supervisor of Facilities and Maintenance always budgets conservatively therefore she suggests approving the budget as is and then we can begin right away.

Trustee Drew feels it would be a shame for grade 8s to return to WMS when that school already has had 2 years without outdoor equipment. RLN and MHS have good equipment but the equipment at WMS is sorely lacking which goes against our active living initiatives.

Trustee Sinclair asked if the other schools know there is an opportunity to request

June 14, 2022

additional funding and has the cost of long term maintenance been considered? *Finance Chair McDonald* indicated that other schools have equipment but WMS does not therefore he supports the motion made by Trustee Wasylciw. Question called.

Chairperson Brookes called for a vote on the motion to amend the budget.

Carried

06-6368-22

Moved –Trustee McDonald; Seconded – Trustee Sinclair

I move the Board of Trustees of Yellowknife Education District No. 1 approve the 2022-2023 budget as amended.

Carried

11.2 Appointment of Legal Counsel

06-6369-22

Moved –Trustee Kinakin; Seconded – Trustee McDonald

I move the Board of Trustees of Yellowknife Education District No. 1 discontinue the requirement to appoint Legal Counsel.

Carried

11.3 Policy 1 Approval

06-6370-22

Chairperson Brookes gave the floor to Trustee Kinakin

Trustee Kinakin presented the revised policy and explained the policy has been streamlined to make it more useable.

Moved –Trustee Kinakin; Seconded – Trustee Wasylciw

I move the Board of Trustees of Yellowknife Education District No. 1 approve Policy 1: Board Vision, Mission, Priorities, & Values as presented.

Carried

11.4 Sacred Feather Initiative

Trustee Wasylciw gave an overview on the creation of this award. Students were nominated for all the categories of the award. It was difficult for the committee to decide the winners as the submissions were great. A plaque, which will be posted at the district office has been created to record the winners each year.

06-6371-22

Moved –Trustee Wasylciw; Seconded – Trustee Kinakin

Whereas the board approved the launch of the Sacred Feather award this spring, I move that the Board of Trustees confirm the PR committee's decision to award the inaugural Sacred Feather awards as follows:

- JK 2, MHS Grade 2 student, Bez Denii William Antoine
- Grade 3-5, JHS Grade 5 student, Mia Miller
- Grade 6-8, MHS Grade 8 student, Mya Elie Martin Crapeau
- Grade 9-12, SJF Grade 12 student, Jaylen Base-Smith

Carried

Trustee Wasylciw indicated it was a great process and thanked Doreen and Mike for all the work they did.

June 14, 2022

Trustee Cleary shared that it was great to watch the students receiving their awards. Although she had put the idea forward she was grateful for all the support from the Board and the District Office.

11.5 Board Transparency

Trustee Wasyliw indicated that given the discussions around access to the meeting package by the public, the delay in getting draft minutes, and suggestions regarding posting of the draft minutes online the following motion was proposed.

06-6372-22

Moved –Trustee Wasyliw; Seconded – Trustee Kinakin

Whereas transparency is a key tenant of our public education system and YK1's website is our common platform, I move that the board of trustees implement our existing Board By-laws by posting board meeting support materials in the language they are prepared in on the YK1 website at least four days prior to our meetings and post appropriately marked draft board meeting minutes to the website as soon as they are available.

Chairperson Brookes indicated that translation is the biggest hurdle along with determining what other documents must be provided; there is a limitation of 20 pages max to provide info to the public. We are required to follow our By-laws. We have to have integrity and accountability. He is not prepared to go against the By-law but wants to open for comments.

Trustee Drew pointed out that our website is not bilingual.

Trustee Wasyliw indicated that GNWT guidelines indicate that draft documents do not need to be translated.

Trustee Cleary indicated board policy handbook is also only available in English.

Trustee Wasyliw indicated the GNWT regularly makes use of an “active offer”.

Chairperson Brookes asked administration to seek legal advice on the need for translation. He wants to ensure it is done correctly.

Trustee McDonald supports both positions but added that Francophone teachers must also be able to get documentation in French; it comes down to what a reasonable person can do; agenda and minutes are always in draft before the meeting. We need to get it out and should make it available translated as needed.

Trustee Sinclair supports the motion and agrees the topic of translation needs to be reviewed to ensure we are doing things right.

Supervisor Mariez spoke about work done with the Francophone Affairs Secretariat for translation; they translate and provide direction but we have to fit within their timelines; they are happy to work with us and would be willing to talk to the board.

Trustee McDonald feels motion should pass but suggests we have Lorne Gushue or Benoit Boutin attend the first fall meeting to provide direction and suggestions.

Chairperson Brookes called for a vote on the motion.

Carried

11.6 COVID

Trustee Wasylciw asked for an update now that COVID protocols have been suspended by the GNWT.

Superintendent Vaselenak indicated the Board eliminated restrictions 2 weeks ago. ECE advised us to watch the COVID dashboard as a guide to making decisions. Now that the dashboard has been removed, staff and students have returned to normalcy. However, the bus company may still require masks.

Trustee Wasylciw asked if the Board has to formally remove restrictions.

Trustee McDonald suggested authorizing Superintendent to exercise discretion in schools if we go back into a red zone. He feels this should be an operational decision.

Trustee Kinakin pointed out that there will be large gatherings over the next few weeks. She is not sure what governance rules are and wonders what the Board's role is.

Trustee Drew suggests we pass a motion to leave COVID decisions in the hands of the Superintendent now that the traffic light system is no longer in place.

06-6373-22

Moved –Trustee Kinakin; Seconded – Trustee McDonald

I move the Board of Trustees of Yellowknife Education District #1 lift the remaining COVID-19 restrictions.

Carried

11.7 Sole Source Policy

Trustee Wasylciw indicated that based on the significant discussion regarding sole source procurement and related policy in recent finance committee meetings and at the last board meeting the following motion was made:

06-6374-22

Moved –Trustee Wasylciw; Seconded – Trustee McDonald

Whereas YK1 follows the GNWT approved public body procurement rules in the Financial Administration Manual, I move that the board of trustees reduce the sole source limit from \$25,000 to \$10,000 and that the Director of Corporate Services report all new goods or services contracts, including sole source contracts, to the board on a monthly basis. This means that purchases for goods or services above \$10,000 would need to be competitively tendered or be approved by the Superintendent in accordance with existing sole source policies.

Trustee Wasylciw reviewed history of this topic including that the GNWT has changed their sole source procurement amounts. He indicated he would like to see Yellowknife Education District #1 do the same.

Trustee McDonald thinks the \$25K figure currently used is high.

Trustee Sinclair indicated that contract splitting is more of an issue. He suggests that the motion, or a policy, should deal with contract splitting. In today's day and age he does not think \$25K is a high figure.

Trustee Drew expressed concern with a lower figure as this may lead to schools missing out on short notice/ short term sales.

June 14, 2022

Trustee Kinakin asked how much extra work lowering the sole source ceiling to \$10K will create for District Office staff.

Chairperson Brookes indicated that based on the goods and/or services being procured the sole source limit might be different. He feels the Board needs to have full information on this before making a decision.

Trustee Wasyliciw indicated the motion would not change the approval limit of the Superintendent. He also indicated he feels the GNWT amount was a shot in the dark with no background for the limits set. He feels we need to work to ensure we are giving northern businesses opportunity to provide goods and/or services.

Superintendent Vaselenak advised that lowering the sole source amount from \$25000 to \$10000 would create considerably more paper work for District Office staff to administer RFPs for a lower sole source ceiling. YK1 would have to hire more staff to prepare, submit, and monitor all RFPs. Going to RFP might also mean the District may lose out on expert consultants, in particular those needed for complex cases, who are in such demand that they may choose not to submit information for RFP. She indicated that contract splitting is the issue that needs to be addressed and it has been rectified already.

Trustee Sinclair suggests the topic go to a committee.

06-6375-22

Moved –Trustee Sinclair; Seconded – Trustee Cleary

I move the Board of Trustees of Yellowknife Education District #1 strike a sub-committee to review the motion above, and seek information so that the Board can make an informed decision

Carried

12. Reports

12.1 Chairperson's Report

Written report provided.

Trustee Wasyliciw asked for an update on school based speech pathology.

Chairperson Brookes indicated he will put together a package and share it.

Assistant Superintendent Zouboules indicated she contributed to a briefing note, that was written with the other two school boards, which has been sent to the Minister.

Director Do requested a recess.

Chairperson Brookes asked for a motion for a recess

06-6376-22

Moved –Trustee Sinclair; Seconded – Trustee Kinakin

I move the Board of Trustees of Yellowknife Education District #1 break for a 15-minute recess, reconvening at 8:35 PM.

Carried

Chairperson Brookes reconvened the meeting at 8:35 PM

Trustee Wasyliciw noted that a rate payers meeting was held but no members of the public attended.

12.2 Superintendent's Report

Written report provided.

Superintendent Vaselenak gave overviews as follows:

- Chairperson Brookes brought the YK1 September 2021 enrolment anomaly up to the Minister at the Education Leaders meeting.
- She has asked for GNWT for clarification regarding the parking lot at École ɪt'ò and will send an update via email as soon as she receives a response.
- She thanked Doreen for presenting the Sacred Feather Award at SJF and noted the first student to receive his award, and his family, were very proud. The remaining award winners will receive their award next week from Doreen (Mildred Hall School) and Terry (J.H. Sissons).
- HEPA filters will be put in place through a federal government grant program. Filter changes will be expensive after installation but there is no cost to YK1 for the original units.

Questions & Answers:

Trustee Wasylciw asked for more information related to “roles and responsibilities” in the new Education Act.

Superintendent Vaselenak indicated no detail has been given yet and there was no discussion on the new Ed Act at the Ed Leaders meeting.

Chairperson Brookes indicated we are required to follow directives. Some authority may be removed with best intentions in mind.

Trustee Kinakin wondered if there will be a review period or will we just be required to follow a final document. A lot of the current work seems to just be editing.

Trustee Wasylciw if changes are made to the Act the public will be invited to provide feedback. He indicated the ISO tracker provided is pretty but he would like to see more details.

Superintendent Vaselenak will look for the PowerPoint and share it with Trustees.

Trustee Wasylciw noted we are still down 60 students from last year and asked how numbers are calculated.

Superintendent Vaselenak indicated students may leave for a variety of reasons including moving out of Yellowknife, midway graduation, transfers and so on. YK1 numbers have been fairly stable. Figures are captured from PowerSchool.

Trustee Cleary indicated that after the enrolment date cut-off there is cleanup of enrolment.

Trustee Wasylciw had a question about the program Steve Payne was involved with.

Assistant Superintendent Zouboules gave an overview on the Career Education Advisors (CEA) program.

Trustee Wasylciw asked if the GNWT is installing IT and phones at École ɪt'ò to YK1 standards. He also noted the PA systems in some schools are not functioning well and asked what is being put into École ɪt'ò.

Superintendent Vaselenak responded that the IT and phones to be installed will be to our specifications and Martin has provided those specs a long time ago. The PA system is being installed by the Dept. of Infrastructure and we do not know what they are installing.

Trustee Wasylciw asked details related to menstrual products and supplies related

June 14, 2022

to the grant.

Superintendent Vaselenak indicated it is a school based decision how to distribute menstrual products.

Director Do indicated, if necessary, funds can be carried over.

Trustee Wasylciw asked if the Board could get a report on what is being done with the funds.

Trustee Kinakin indicated her PAC principal gave a detailed overview of how their funds were used.

Trustee McDonald if Ndilo and Dettah schools are each being given ½ of a comptroller position they plan to combine the two half positions to hire 1 person to cover both schools. He indicated that currently their staff is covered by YK1. He also indicated that NEBS will not work with smaller organizations due to the economies of scale coming into play.

Chairperson Brookes would be interested in information on how the HEPA filters will be installed.

12.2.1 Assistant Superintendent's Report

Written report provided.

Assistant Superintendent Zouboules shared the following:

- many months have been spent working on staffing and there are still 6 positions that need to be filled.
- Next week is National Indigenous Peoples Day and schools are all participating in different ways.
- We submit our Operating Plan, with the budget, to be signed off by the Board Chair. The Operating Plan is created using a template provided by the Department of Education, Culture and Employment. The Operating Plan is an Educational Services document married to the approved budget.
- The annual report must be submitted by the end of July but we usually work to have ours completed by the end of June.

Questions & Answers:

Trustee Wasylciw asked if the Board will have to report on the Operating Plan since the Board Chair signs off on it.

Director Do indicated that the Operating Plan mirrors the funding formula and relates to the budget approved by the Board of Trustees. The audit is broken down by department.

Trustee McDonald indicated the Strategic Plan is shared with staff for input.

Assistant Superintendent Zouboules added that the Accountability Framework is the final report.

Trustee McDonald asked if the issue with hiring is recent.

Assistant Superintendent Zouboules responded that getting French speaking teachers and teachers in general is difficult. Housing availability and rental rates are issues.

Trustee Wasylciw asked if there is anything we haven't completed this year.

Assistant Superintendent Zouboules shared that we wanted to do more in the schools however, COVID impacted that. She also shared that there is

June 14, 2022

a teacher doing Indigenous Program in French. *Chairperson Brookes* indicated it is very nice to see how well the Masters training cohort is doing. Having that program run through UBC will ensure their education meshes with the new curriculum.

12.2.2 Director of Corporate Services Report

Written report provided.

Director Do provided the following information:

- A meeting was held with City of Yellowknife staff about the upcoming municipal election and how we can work together. Work is underway for the Board of Trustees election.
- Carly Saunders has been hired at the City. We have asked for clarity on roles and responsibilities. If we don't receive it in June we will ensure we have it for the September Board meeting. *Superintendent Vaselenak* indicated COVID and additional cleaning costs and supplies related to user groups, wear, and tear on buildings and replacing missing equipment were issues that should be discussed with the City.
- We are hopeful COVID funding will continue into the new year for items like COVID cleaners to ensure all our facilities are cleaned and ready for students the next meeting.

(Trustee Sinclair left the meeting)

12.2.3 Supervisor of Facilities & Maintenance Report

Written report provided.

Trustee Wasyliw noted there was a lot of sanding done in May, due to the late snowfall. He inquired if all the bathrooms are now functional.

Supervisor Beaudoin indicated they are open but there are still some issues at SJF. He also indicated boilers were shut off in late May.

Trustee Wasyliw asked if everything is on track for summer maintenance programs.

Supervisor Beaudoin indicated all summer maintenance projects are on track.

12.3 Trustee Reports

None.

12.4 Standing Committee Reports

12.4.1 Finance

Meetings held: June 7, 2022. Written report provided. Items discussed:

Trustee McDonald indicated the committee had been working on the budget and that Director Do and her staff are now preparing for the audit.

Next meeting: September 2022.

June 14, 2022

12.4.2. Public Relations

Meeting held: June 3, 2022. Items discussed:

Trustee Wasyliw indicated the committee has been working on visual identity guide, Sacred Feather Indigenous Student Awards, Communications Plan, Board-PAC updates, annual district survey, committee work plan, student representation at Board meetings, advocacy positions.

Trustee Wasyliw indicated this has been a busy committee lately. They will be getting some help from a local firm on the visual identity project. Student awards were decided. An update was provided on the communications plan review. The committee will look into creating a working group. The committee is planning to have regularly scheduled meetings with MLAs. Student representation was discussed. The meeting with students at WMS was very productive with the students providing great feedback. The students provided information about school pride and student support initiatives at their school including: wear pink on Wednesdays in support of LGBTQ students and to combat bullying. The students had questions which included how to get outdoor equipment back in place after École Itl'ò opens, and how many people applied on the Superintendent position. The committee feels regular meetings with student councils would be a great way to get student feedback. Things that are going well at one school may be brought forward to the Board for consideration for implementation at all YK1 schools.

Chairperson Brookes wanted to recognize Principal Seabrook and VP Jelinski for doing a great job preparing the students for the meeting. He also wanted to recognize Ms. Jelinski's work with the student council.

Trustee McDonald mentioned that Ed Lippert has been nominated to the Educator Hall of Fame. Trustee McDonald recommends getting a plaque made to include all YK1 inductees. He also suggests a celebration for Mr. Lippert be done in the fall.

Next meeting: September 2022.

12.4.3 Policy

Meetings held: May 19 and June 9, 2022.

Written reports provided. Items discussed:

Trustee Kinakin indicated they are a bit in the weeds with regard to the work on the bylaws. They hope to get the work completed for the September meeting.

Next meeting: June 23, 2022.

12.4.4 Audit

No meeting held.

Director Do indicated the committee will meet after the audit.

The auditors will be here starting July 11, 2022.

Next meeting: suggested for the week of August 22, 2022

12.4.5 Committee of the Whole

Meeting held: June 14, 2022. Items discussed: Educational Services presentation, amendments to the 2022-2023 draft budget, Policy 1 approval, the distribution of supporting materials for Board meetings, beading as a Fine Arts requirement, the parking lot at École It'ò, and an in-camera item. Next meeting: September 13, 2022.

12.5 Ad Hoc Committee Reports

12.5.1 NWTTA Teacher-Board

No meeting held.

12.5.2 Board/Superintendent Evaluation

No meeting held.

12.5.3 Facilities

No meeting held.

12.5.4 Pandemic Review

No meeting held.

12.6 Trustee PAC Meeting Reports

12.6.1 École It'ò

Meeting held: April 13, 2022 Report provided. Items discussed: enrolment and projections, COVID-19 public health measures, new school update, reading camps, fundraising efforts, and an upcoming "Puddle Day".
Next meeting: May 11, 2022.

12.6.2 Mildred Hall School

Meeting held: no meeting held in April however the principal and Trustee McDonald exchanged notes Written report provided.
Next meeting: May 17, 2022.

12.6.3 N.J. Macpherson School

Meeting held: May 4, 2022 Written report provided. Items discussed: school tours, summer programming, a visit to École William McDonald Middle School, and bike racks.
Next meeting: June 1, 2022.

12.6.4 Range Lake North School

Meeting held: April 28, 2022 Written report provided. Items discussed: COVID-19 measures, a review of YK1's Strategic Plan, and fundraising efforts.
Next meeting: May 26, 2022.

12.6.5 École Sir John Franklin High School

Meeting held: April 21, 2022 Written report provided. Items discussed: five-period days instead of four, and instructional hours.
Next meeting: TBD.

June 14, 2022

12.6.6 École William McDonald Middle School

Meeting held: April 20, 2022 Written report provided. Items discussed: the school's budget, student council activities, and getting a middle school feel back with current École J.H. Sissons students moving to YK1's new school (École It'ò) in August 2022.

Next meeting: May 18, 2022.

13. Announcements

- June 15, 2022, 5:00 p.m. – MHS Grade 8 Graduation
- June 16, 2022 – RLN Grade 8 Farewell
- June 16, 2022 – MHS Kindergarten Celebration
- June 17, 2022 – SJF Exam Period Begins
- June 17, 2022 – WMS Year-End Barbeque & Dance
- June 17, 2022, 10:45 a.m. – MHS Family Barbeque
- June 20, 2022, 12:00 p.m. – RLN Family Barbeque
- June 21, 2022 – National Indigenous People's Day – YK1 Schools Closed
- June 22, 2022 – Last Day of School for JK-8 Students
- June 25, 2022 – SJF Graduation Ceremony
- June 27, 2022 – Last Day of School for SJF Students

14. Date and Time of Next Meeting

- September 13, 2022, 12:00 p.m.: CoTW Meeting (YK1)
- September 13, 2022, 6:00 p.m.: Regular Board Meeting (YK1)

15. Chairperson's Closing Remarks

Chairperson Brookes thanked everyone for attending the meeting and wished everyone a nice summer. He also thanked Superintendent Vaselenak for her service and wished her all the best in her future endeavors.

16. Adjournment

06-6377-22

Moved – Trustee Kinakin; Seconded – Trustee McDonald

I move the meeting be adjourned.

Carried

Adjourned: 10:00 p.m.

Chairperson of the Board

Director of Corporate Services



**Yellowknife Education District No. 1
Board of Trustees Minutes
Special Meeting
District Office Boardroom & Video Conference**

Date of Meeting: Monday, July 18, 2022 at 12:00 p.m.

Location: District Office Boardroom & Video Conference

<p>Members Present:</p>	<ul style="list-style-type: none"> - Chairperson Terry Brookes - Vice Chairperson Doreen Cleary - Trustee Tina Drew - Trustee Carla Kinakin - Trustee Al McDonald - Trustee Trevor Sinclair - Trustee David Wasylciw 	<ul style="list-style-type: none"> in person via video conference via video conference via video conference in person joined at 12:35 PM., via video conference in person
<p>Staff Present:</p>	<ul style="list-style-type: none"> - Superintendent of Education/CEO, Dr. Cindi Vaselenak (via video conference) - Assistant Superintendent, Shirley Zouboules - Interim Assistant Superintendent, Landon Kowalzik - Director of Corporate Services, Tram Do - Indigenous Education Coordinator, Scott Willoughby - Communications Officer, Mike Gibbins - Administrative Assistant, Pat Thagard 	
<p>Media & Others Present:</p>	<ul style="list-style-type: none"> - None 	

1. Call to Order

Chairperson Brookes called the meeting to order at 12:08 PM.

2. Land Acknowledgement

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

3. Chairperson’s Opening Remarks

Chairperson Brookes welcomed everyone to the meeting.

4. Adoption of Agenda

Motion # 07-6378-22

Motion to approve the agenda as presented

Moved by Trustee McDonald & Seconded by Trustee Wasylciw

CARRIED

5. New Business

5.1 Approval of New Superintendent/CEO Contract

Trustee McDonald wished to note that the Yellowknife Education District #1 Board of Trustees is sorry to see Cindi Vaselenak leaving and wish to let her know that all her efforts were appreciated.

Motion # 07-6379-22

Trustee Drew moved that the Board of Trustees go in camera to discuss the new Superintendent/CEO contract. Seconded by Trustee Wasylciw.

Board went into camera at 12:12 p.m. and came out of camera at 12:23; the meeting resumed at 12:27 p.m.

Motion # 07-6380-22

Trustee McDonald moved that the Board of Trustees approve the new Superintendent/CEO contract as circulated. **CARRIED**

Trustee McDonald called a point of order to ensure the minutes indicate the vote for **motion # 07-6380-220** was unanimous.

6. Date and Time of Next Meeting

- September 13, 2022, 12:00 p.m. - CoTW Meeting (YK1)
- September 13, 2022, 6:00 p.m. - Regular Board Meeting (YK1)

7. Chairperson's Closing Remarks

Chairperson Brookes thanked everyone for attending the meeting and for all the efforts undertaken to hire a new Superintendent/CEO. It is now time to move forward for the benefit of the students of YK 1. He then wished everyone a great day.

8. Adjournment

Motion # 07-6380-22

Moved by Trustee McDonald; Seconded by Trustee Wasylciw

I move the meeting be adjourned. **CARRIED**

Adjourned: 12:55 p.m.

Chairperson of the Board

Director of Corporate Services

Chairperson's Report for the September 13th, 2022, Board Meeting

My main activities since the June Board Meeting are noted below:

Support for New Superintendent Search

The work continued with this initiative. I had been in contact with Dave Johnson (search consultant) for the development of the interview and selection process, employment contract and the arrangements for Jameel Aziz's move to Yellowknife.

Committee Attendance

I attended some of the Finance and Policy Committee meetings to provide some historical information on budget and policy development.

Mildred Hall Graduation Ceremony on June 15th

I attended the graduation ceremony for the Grade 8 Class at Mildred Hall. Doreen Cleary handed out the Sacred Feather Indigenous Student Award at this ceremony.

JH Sissons Graduation Ceremony on June 22nd

I attended the graduation ceremony for the Grade 5 Class at JH Sissons. In addition, I handed out the Sacred Feather Indigenous Student Award at this ceremony.

Sir John Franklin Highschool Graduation Ceremony on June 24th

I attended the graduation ceremony for the Grade 12 Class at SJFH. The event took place at the park beside the YK City Hall. In addition, I handed out the Metro Huculak Education Scholarship.

Education Act Phase One Changes

On August 4th I arranged for the Board, along with senior Administration, to meet and develop comments on the proposed Phase One Changes to the Education Act. Comments were forwarded to the Department of ECE.

YK1 Election Process

Administration brought up the YK1/YCS election dilemma with the City of YK going with a mail-in ballot format. I discussed this with the Chair of YCS. YCS would like to also have a mail-in ballot option. I have sent a note to the Minister of MACA requesting a meeting to discuss this issue.

General Discussions with the Superintendent

I greeted the new superintendent, Jameel Aziz, on his first day on the job, and have had meetings with the Superintendent to plan and coordinate activities of the Board and Administration. Discuss Board Meeting agenda setting and package preparation. I also, as needed from a Board level, discuss issues/information that comes to the District from external sources, such as ECE, NWTTA, the public, etc.

Superintendent's Report September 2022

It has been a wonderful and welcoming start in my role as Superintendent of Schools & CEO of Yellowknife Education District No. 1 (YK1). The year began with some great training and induction by members of senior staff at the District Office to assist me in learning the recent history and events within YK1. Many exciting initiatives and projects were well in hand as I began my tenure on August 15, 2022.

These included the completion and opening of École ǀtǀ'ǀ, a District gathering on the land with special guests and presenters, and an overall feeling of optimism as we begin the year without such a heavy cloud of COVID-19 hanging over us. It is clear that the work and dedication of current and former staff have led to many great accomplishments to celebrate as we start the 2022-2023 school year.

Even though public health orders have been lifted across the territory, the Office of the Chief Public Health Officer (OCPHO) continues to provide general guidance on how to keep schools and communities safe amid the COVID-19 pandemic. Some healthy habits that we will continue to encourage include staying home if you are sick, wearing a mask if you choose to, washing your hands often, disinfecting high-touch surface areas, limiting the sharing of school supplies and food, covering your mouth when you sneeze or cough, and giving people space if they ask for it. While none of these measures are mandatory, YK1 schools will always prioritize the health and safety of our staff, students, and families.



As we get past the wonderful feeling of opening week, many initiatives remain in front of us. The election of a new four-year Board to provide governance and oversight to YK1 is upon us. We are hopeful that the role inspires many members of our community to consider putting their names forward to run and we will be providing the opportunity for a Candidates Forum later this month. The transition to British Columbia's curriculum is one of the most predominant items to address. With our partners at the GNWT's Department of Education, Culture, and Employment and the leadership of teachers and other staff, we look forward to making changes that will be a better fit for YK1 students and lead to more robust learning opportunities for our students.

My start has included many introductory meetings with educational partners, government agencies, school staff, and students. There is a palpable sense of joy when connecting in schools as we emerge out of the greater challenges we have faced the last few years.

My mission ahead is to listen and learn. I strive to paint a solid picture as to the current state of YK1 so that I am able to work with the Board to strive for continued improvement and ensure that our students can continue with their "Education for Life".





Reopening NWT schools 2022-23

Healthy school environments



Over the last two years, we've all learned many lessons around how to limit the spread of illness, so let's keep Northwest Territories (NWT) schools safe!

As the Public Health Orders in the NWT have been lifted, the Office of the Chief Public Health Officer (OCPHO) is providing general guidance to communities, which includes schools, that are related to the COVID-19 pandemic public health measures. These are not mandatory requirements.

This school year, the Department of Education, Culture and Employment (ECE) is encouraging everyone to do their part to keep classrooms safe.

Here are some healthy habits that school staff, students and families can follow:

- Stay home if you're sick!
- Wear a mask if you want to
- Wash your hands often
- Disinfect high-touch surfaces to prevent the spread of illness
- Try not to share school supplies or food and drinks
- Cover your mouth if you sneeze or cough
- Give people space if they ask for it

During the 2022-23 school year, Northwest Territories education bodies will be prioritizing maintaining the health and safety of their students, staff and communities.

It will be at their discretion to implement any additional safety protocols in schools, such as wearing masks, classroom bubbling, restricting visitors and/or serving communal food.

The Department of ECE encourages everyone to follow the protocols at their school to ensure a healthy school environment!



More information

Department of Education, Culture and Employment
www.gov.nt.ca



News Release – GNWT and YK1 to welcome students and staff to new École İtł'ò in Yellowknife

Yellowknife (August 23, 2022) – The Government of the Northwest Territories (GNWT) and Yellowknife District Education Authority No. 1 (YK1) are pleased to announce the completion of École İtł'ò (formerly J. H. Sissons School). The opening of the school means students and school staff will be in the new facility to kick off the 2022-2023 school year.

École İtł'ò – pronounced EE-k-lo – is the first new school in Yellowknife in 20 years. İtł'ò means cranberry in the Wìlìdeh language. It is significant because of its connection to the land. The site on which the school sits used to be a common berry picking area for Wìlìdeh Yellowknives families, who held a spiritual significance to cranberries.

The new facility features 18 Junior Kindergarten to Grade 5 classrooms with modern technology, state-of-the-art, energy-efficient appliances, interactive white boards, a foods room, music space, project studio, larger gym and a centrally located library at the heart of the school that features quiet spaces.

An Indigenous consultant provided insights on the design of the building, which resulted in incorporated elements such as circular spaces, wayfinding, and colour selections. Artwork by Chipewyan Dene artist John Rombough that was originally installed on the exterior of J. H. Sissons will feature on the interior east wall of the library.

The two-year École İtł'ò build was completed on time and on budget. The first day of the new school will be August 29. A grand opening of École İtł'ò is being scheduled for later in the school year.

Quote(s)

“I’m so excited to welcome staff and students to École İtł'ò. From the furniture to the artwork to the architecture, École İtł'ò is a truly impressive facility. The new school will provide a stimulating and productive learning environment that will be a centre of community activity for years to come. I look forward to celebrating the opening of École İtł'ò in the near future.”

- **R. J. Simpson**, *Minister of Education, Culture and Employment*

"I am thrilled for the students and staff. They have the honour to be the first to learn and teach at École İtł'ò starting next week. École İtł'ò will mark an exciting new chapter for

education in Yellowknife and the Northwest Territories. I would like to thank everyone who made this brand new, state-of-the-art facility a reality for our community."

- **Terry Brookes**, *Chairperson of Yellowknife Education District No. 1 (YK1)*

Quick facts

- École J. H. Sissons School was built in 1975 in Yellowknife. In 2018, after many studies, consultations and analyses, the Government of the Northwest Territories (GNWT) recommended that the school be demolished, due to significant wear and tear on the building and growth in the school population. The school closed in June 2020, and a two-year build began on the existing J. H. Sissons site.
- The Department of Education, Culture and Employment is responsible for the construction of new schools, colleges, community learning centres and libraries across the NWT. YK1 is responsible for ongoing maintenance and operation of schools within its district, and was responsible for accommodating J. H. Sissons students during construction of the new school.

Related links

- [ECE Website](#)
- [YK1 Website](#)

For media requests, please contact:

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Board Report
September 13, 2022

Assistant Superintendent Report

<p>Wellness Cultivate a culture of holistic wellness</p> <p><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></p>	<p>Indigenous Language & Education Honour and celebrate Indigenous Language and Culture for all learners</p> <p><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></p>	<p>Learning Ensure inclusive, equitable and authentic learning Experiences</p> <p><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></p>	<p>Community Foster critical understanding of local, national and global issues</p> <p><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>
<ul style="list-style-type: none"> ● Safe Schools Subcommittee - an ECE committee that focuses on student and staff supports and wellness ● Staff Social for all YK1 ● Mentorship for new to the role of administrator ● New staff orientation and mentorship ● Discussions re: CYCC Service to start 2022-23 ● ILC Day out at Yellowknife River with Susan Aglukark 	 <p>Good Morning</p>  <ul style="list-style-type: none"> ● Revision of French-language translation of <i>Dene Kede</i> curriculum (with ECE French coordinator and French coordinators from YCS and CSFTNO) Sept 7 ● A very successful ILC professional development at the Yellowknife River. The theme was reconciliation and language. 	<ul style="list-style-type: none"> ● Site based meetings to coordinate PD for September and October, seek input on curriculum renewal process and support with staff evaluation process ● Learning about the needs of school staff while visiting Professional Learning Communities at each school ● Contacted consultants to ensure PD continues to be responsive and embeds competency based practices ● New EA Orientation session for EAs new to the role and YK1 ● Leadership Council meeting - welcomed 3 new Assistant 	<ul style="list-style-type: none"> ● YWCA meetings to review licenses, availability of programs and continued partnership. At this time, there are 145 children registered in YK1 afterschool programs. ● On-going work with the Departments of Infrastructure and Education, Culture and Employment on completion of École Jt'it'ò ● On-going meetings with staff from SWIS (Settlement Workers In Schools), CFA (Communauté Francophone Accueillante) and CDETNO (Conseil de développement



- Expanding the Indigenous Language programming to include instructors at École Jt'ò and NJ Macpherson



What is your name?



- Creating documents to share/ help teachers pre-teach specific language surrounding [fall themes](#), [greetings](#), and [The National Day for Truth and Reconciliation](#).



- meetings/planning for Aurora college collaboration (ECE interns instructing Dene Kede themes weekly

Principals

- Curriculum and Assessment subcommittee meeting
- Neurolinguistic Approach training (for IF/PIF/Core French teachers) was held at MHS from Aug 16-19. 9 teachers participated (7 YK1, 1 Surrey, 1 Iqaluit)
- Neurolinguistic Approach/Intensive French video capsule project has resumed this year
- NWT-Wide New RISC and PST Training (In-Person)
- Discussions with Stanton Rehabilitation/Therapy Services regarding lack of school-based services for 2022-23
- Mentorship Day for teachers new to the North and YK1: 15 mentors and 15 mentees
- Orientation Day for educational staff (teachers and educational assistants): over 50 participants
- Deployed 400 new Chromebooks (replacement for end-of-life devices)
- Evergreened 60 teacher computers
- Screen and projector installed at NJ Macpherson School
- Built a temporary network for École Jt'ò (once the materials arrive, the permanent network will be

économique des TNO) about new comers to Yellowknife and Canada

- Integration services provided to new French staff recently hired
- Meeting with ECE Francophone Affairs Bureau's Coordinator and YK1 staff about updates on the "bilinguization" of some YK1 services and documentation
- Search and recruitment of teachers
- Meeting with ECE staff to discuss initiatives to support staff and retention of staff
- Meeting with with YK1 staff to discuss recruitment and retention of teachers
- Continued work with University partners, to place student teachers

in JK/K classes/walltents-
beginning with MHS and
RLN)



- Students at MHS/ Jt'q attended Tipi Tales (Miranda Currie's production encompassing Indigenous ways of knowing/Storytelling)

installed)

- Cleared the existing Chromebooks of all profiles in preparation for new users this year (1200 devices)
- Upgraded software on switches, networks and firewalls across the district



Yellowknife Education District No. 1

Director of Corporate Services Report

Board Meeting – September 13, 2022

Audited Financial Statements

The Auditors arrived at YK1 on July 13 to start the audit. The auditors completed their field work in August. The Audited Financial Statements have been reviewed by the Audit Committee with their feedback incorporated and edits accepted. Thank you to staff for their work and dedication to meeting the audit deadlines, Tessa Elliott, Kim Nguyen, Judith Beltran, and Pat Thagard. Thank you to our Auditors, Fred Deschenes, David Chen and his team.

Audit Committee

We had an Audit Committee meeting on August 12 with James Wong, Konstantin Khasanov, Mariza Zipapaya, Tina Drew, Carla Kinakin, Fred Deschenes, David Chen, Shirley Zouboules, Landon Kowalzik and myself. The Auditors presented the results of the financial audit for the audit committee members to review and provide feedback. The feedback from the audit committee is incorporated into the financial statements for presentation to the Board of Trustees.

Election 2022

We are planning for the upcoming election this summer with help from Mike Gibbons, and Pat Thagard. Pat's experience with Elections NWT was very helpful in the researching and planning process. Mike is our Returning Officer and Pat is our Deputy Returning Officer, Thank you both for taking on these roles and responsibilities.

According to the Local Authorities Elections Act, which governs voting procedure, only municipalities can choose to utilize mail-ballots as a voting procedure by passing a by-law. This option is not available to District Education Authorities (DEA). In order to be in sync with the municipal election voting methodologies, we would need to propose amendments to the Education Act, and the Local Authorities Elections Act well in advance of elections in 2026.

The proposed amendments would allow District Education Authorities to use the same voting procedure as municipalities. This would not limit DEAs to any voting methodology once the amendments are made to the Acts.

YK1 and YCS elections will be in person. In order to increase voter turnout, we will have two election days, one day for Advance Poll (multiple voting stations at schools) and one day on Election Day (same voting stations as the City of Yellowknife).

COVID Funding for 2022/2023

At the monthly Comptrollers meeting on Thursday September 8, it was announced that School Boards will be permitted to continue to spend any carryover COVID19 funding for this school year. COVID19 funding available for 2022/2023 is \$807,059.

Request for Tenders

We have issued a few requests for tenders/proposal at the start of this school year. We will be working with Elvis in the next few months to put out more requests for tenders/ proposals for Capital projects. These projects include but are not limited to:

- Paving of the basketball court at William MacDonald School.
- Snow Removal at each school for the winter season
- Information Technology materials and Chromebooks



Elvis Beaudoin, Supervisor of Facilities
Maintenance
P.O. Box 788
Yellowknife, NT X1A 2N6

Telephone: 1-867-873-4727
Fax: 1-867-873-9701
E-Mail: elvis.beaudoin@yk1.nt.ca

Date June-July-August 2022

Below is a brief summary of items we have worked on.

- 1. École Sir John Franklin High School**
 - a. Day to day work orders (Angus Anywhere program & emails)
 - b. Rerouted the sewer line from the staff washrooms. Seems to have solved the problem.
 - c. Working on renovating ATTC building to become the New IT shop.
 - d. Insulated the fuel shed.
 - e. The main water line, supplying the top of the school, started leaking again. Waiting for ACE to come dig it up and repair.
 - f. Had Unico repair a major leak on the roof.
 - g. Some beautification in front of the NACC area.

- 2. N.J. Macpherson School**
 - a. Day to day work orders (Angus Anywhere program & emails)
 - b. New metal step to replace the old wooden steps at the front of the portable.
 - c. New 8X8 wood put around some of the playground equipment.

- 3. Mildred Hall School**
 - a. Day to Day work orders (Angus Anywhere program & emails)
 - b. The school was broken into twice this summer. The RCMP has the video.
 - c. Several window broken out and more just chipped from rocks being thrown at them.

- 4. Range Lake North School**
 - a. Day to Day work orders (Angus Anywhere program & emails)
 - b. The underground fuel tank has be removed. Still waiting on the new above ground tank to be hooked up.
 - c. Maintenance did work on the leaking skylights.

- 5. École ITLO school**
 - a. Helped with the big move.
 - b. Spent time there getting training.
 - c. Groundkeeper spent days there getting the playground ready.

6. École William McDonald Middle School

- a. Day to day work orders (Angus Anywhere program & emails)
- b. Spend tons of time helping get JH Sisson staff moved out of this school and portable.
- c. Had new Carpet and lino installed in several rooms.
- d. New basketball court installed.
- e. Lots of smart boards moved around.

7. Miscellaneous

- Groundkeeper did an excellent job this summer keeping our properties looking great.
- All our gym floors got refinished.
- All carpets was cleaned.
- Most schools got some new carpet or lino. Lots of repairs to lino as well.
- All school were cleaned and floors waxed.
- Lots of vandalism this summer.
- Still trying to find sand for a few of our playgrounds.
- All the school boilers was fired up on Sept 8, 2022.

If you have any questions please feel free to contact me.

Sincerely,

Elvis Beaudoin
Manager of Facilities and Maintenance

Finance Committee

Notes

September 7, 2022 @ 3:00 p.m.

Trustees Present: Al McDonald (Chairperson), David Wasylciw

Administration Present: Jameel Aziz, Tram Do, Landon Kowalzik

Meeting start: 3:00 p.m.

1. Additional Teacher

- a. Committee Chairperson McDonald asked Superintendent Jameel Aziz to speak about the addition of Teacher. Superintendent Aziz stated that an additional teacher may be need at either MHS School or Itlo School. Schools are working on reconfiguring some classes to accommodate the additional students, however additional teacher maybe needed.
- b. Tram provided a summary of financial projection as of Sept 2022. With the additional of another teacher, our surplus percentage is still around 7% of total budget. We are in a healthy financial position.
- c. Assistant Superintendent Landon Kowalzik will be verifying the enrolments at Itlo and MHS before any additional staff are added.
- d. Trustee Wasylciw requested an enrolment update at the September 13 Board for review prior to the motion approving the addition of another teacher.
- e. Chairperson McDonald and Trustee Wasylciw agree to add the addition of a teacher to the COTW agenda for Tuesday meeting at noon.
- f. **ACTION:** Assistant Superintendent Kowalzik will provide updated enrolment numbers at September Board meeting.

2. Request for Proposal

- g. Committee Chairperson McDonald stated that RFP is a topic for discussion referred to the committee from the June Board Meeting. He turned it over to Tram Do to provide an update on the status of RFPs.
- h. Director of Corporate Services, Tram Do stated that we have completed the Request for Tender for the Basketball Court at WMS, and several RFT are posted on our website for Information Technology purchases and for snow removal at our schools for the upcoming winter months. RFP and RFT are suggested for purchases over \$25,000, however the limit for professional services is over \$50,000.
- i. Superintendent Jameel Aziz stated that many of the professional consultants are highly specialized and there are not many available. We often need to secure their services early in order to have those services available for our students. There is more work for consultants and they may not always submit a bid if we request a bid for their services. We do not want to compromise services that benefit our students.
- j. Trustee Wasylciw: Aurora College does not have to follow BIP, check to see if YK1 is required to follow BIP, also we should create a sub link on our website for RFP posting. YK1 should also post all tenders received and prices awarded to be helpful to proponents. Suggestion that we formalize a sole source report to the

Finance Committee

Notes

September 7, 2022 @ 3:00 p.m.

Board and public. Discussion on RFP limit for any materials over \$25K, and professional services over \$50K. Discussion on not enough RFPS were put out in the past.

- k. **ACTION:** Ms. Do will post all proponents for RFP and respective bids on GNWT procurement website and look into sub link for webpage.

Sept 2022 Board Meeting Policy Committee Memo:

Please note over the course of the summer the Policy Committee met several times. As a result, Policy #8 'Committees of the Board' has been revised and Policy 29 'Visual Identity' has been created. Both policies are now ready for tabling. Of note it is our hope that Policy 8 will help the next term by providing more information regarding Committees.

It is also our intention to put forward three motions:

1. I move the Board of Trustees of Yellowknife Education District No 1 approve Policy 1 Board Vision, Mission, Priorities, and Values as presented.
2. I move the Board of Trustees of Yellowknife Education District No 1 approve Policy 27 Student Engagement with the Board as presented.
3. I move the Board of Trustees of Yellowknife Education District No 1 approve Policy 28 Safe, Caring, and Respectful Working and Learning as presented

These three policies had completed the review cycle and no feedback has been received.

Thank you,

Carla



Policy #8: Committees of the Board

Purpose:

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

Responsibilities:

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

Types of committees:

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

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

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

Each Committee Chairpersons shall:

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



Policy #8: Committees of the Board

- Ensure that all deadlines are met; and
- Ensure written a memo to highlight the verbal comments or a committee report is prepared for inclusion in the agenda packages for Board Meetings.
 - If committee meetings take place after the agenda package deadline, then a verbal report will be given during the meeting along with a written report that must be submitted during the board meeting and included in the board meeting minutes

The following is the standard list of Standing Committees:

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

References/Related Documents:

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

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-2	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 Nov 2021	N/A
3	Removed the external committee type; Committees are no longer public; Committee will have up to 3 members; Change reporting structure so committee chair are required to submit written reports; Finance Committee mentions Superintendent and Director of Corporate Services; Policy Committee requires all policies to be review each term, to develop a review schedule and there will be a minimum of one month between tabling and approving policies; Public Relations Committee develops a Board Advocacy and Engagement Plan, coordinates updates to the Visual Identity guideline, develops the Trustee PAC speaking points and provides feedback on the Trustee Orientation Handbook; Audit Committee cannot contain members from the Finance Committee and members from the general public are compensated based on GNWT per diem rate; Negotiations Committee has preparatory meeting , reviews the proposals from the Union, recommend approval of the agreement to the Board, arranges a post negotiations meeting and is composed of up to 2 trustees; Teachers-Board Advisory Committee is now a Standing Committee, updated to reflect wording in collective agreement; Facilities Committee has been added to this policy		



Policy #8: Committees of the Board

Policy 8 - APPENDIX A

Committee Name: Audit Committee

Purpose:

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

Composition:

The Audit Committee will consist of the following members:

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

Term of General Public Members:

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

Compensation:

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

Resources:

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

Meetings:

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

Authority:

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

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



Policy #8: Committees of the Board

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

Responsibility:

The Audit Committee is responsible for carrying out the following:

Financial Statements:

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

Internal Control:

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

Audit:

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

Compliance:

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



Policy #8: Committees of the Board

Policy 8 - APPENDIX B

Committee Name: Committee of the Whole

Purpose

The purpose of Committee of the Whole is to provide:

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

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

Composition:

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

Procedures

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

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



Policy #8: Committees of the Board

Policy 8 - APPENDIX C

Committee Name: Facilities Committee

Purpose

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

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

Specific responsibilities to include oversight for:

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

Composition:

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

Reporting:

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

Timeline:

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



Policy #8: Committees of the Board

Policy 8 - APPENDIX D

Committee Name: Finance Committee

Purpose

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

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

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



Policy #8: Committees of the Board

Policy 8 - APPENDIX E

Committee Name: Negotiations Committee

Purpose

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

The Committee conducts the following activities:

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

Composition:

The Negotiations Committee will consist of:

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

Reporting:

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



Policy #8: Committees of the Board

Policy 8 - APPENDIX F

Committee Name: Policy Committee

Purpose

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

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

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

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



Policy #8: Committees of the Board

Policy 8 - APPENDIX G

Committee Name: Public Relations Committee

Purpose

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

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



Policy #8: Committees of the Board

Policy 8 - APPENDIX H

Committee Name: Teacher-Board Advisory Committee

Purpose

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

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

Composition:

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



Policy #29: Visual Identity

Purpose:

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

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

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

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

References/Related Documents:

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

Revision History			
Revision	Revision Description	Approved Date	Review Date
1			
2			
3			
4			



Policy #29: Visual Identity

Audit Committee Meeting

August 12, 2022

Meeting Start: 12:00 PM

Meeting End:

In attendance:

Carla Kinakin

Tina Drew

Shirley Zouboules

Landon Kowalzik

Fred Deschenes

David Chen

Marisa Ziyapapa

James Wong

Konstantin Khasanov

Pat Thagard & Tram Do

Fred Deschenes presented an overview of the YK1 Audited Financial Statements presentation for the year ended June 30, 2022.

Fred indicated revenues increased due to sale of Nordic Arms, Jordan's Principle funding, and GHG funds from the federal government.

Konstantin Khasanov suggested the recovery of the environmental liabilities should be disclosed as a separate line from the operating costs for Nordic Arms.

James Wong asked for clarification on the GHG grant. Tram indicated this is a Green House Gas grant. The Board contributed 25% of the cost of installing 2 pellet boilers and the federal government contributed 75% of the project costs. James agrees with putting sale of Nordic Arms on a separate line and suggested the GHG grant should also be on a separate line since these are both one off contributions.

Fred indicated that school generated funds are now recognized as a surplus for the first time (they were a liability in the past).

Fred discussed the management letter recommendation. There is discussion on the history and changes to be implemented.

Trustee Drew asked where Nordic Arms funds reversal of environmental liability would be coded to. Tram indicated a separate line for reporting called Nordic Arms environmental reversal will be created.

Trustee Drew indicated that we did not spend all of Jordan's Principal funding. Tram went over schedule 10 and indicated that the budget is only an estimate. The majority of the challenge with using the funds is getting staff.

Konstantin inquired if there is a policy on how investments are done. Tram stated that the investment policies are consistent with the Financial Administration Manual (FAM). Tram indicated the District has been investing in GIC funds for some time. Tram also went over switching from bank to GIC investments due to a higher return due to higher interest rates for GIC than in the bank account.