



Yellowknife Education District No. 1 Board of Trustees Meeting MINUTES

October 11, 2022 @ 6:00PM

District Office Boardroom & Video Conference

Trustees Present: Chairperson Terry Brookes, Vice Chairperson Doreen Cleary, Al McDonald, Carla Kinakin, David Wasylciw, Tina Drew, Trevor Sinclair (via video conference)

Absent: none

Regrets: Shirley Zouboules

Administration Present: Jameel Aziz, Landon Kowalzik, Tram Do, Jean-Marie Mariez, Mike Gibbins (video conference), & Pat Thagard

Guests present: none

Meeting Chairperson: Chairperson Brookes

(Bulleted items are primarily responses to Trustee questions by Senior Administration)

1. Meeting called to order at 6:00PM. Seven Trustees were present, quorum was met.
2. Chairperson Brookes respectfully acknowledged that we live, work and, learn on Chief Drygeese Territory in the Akaitcho region, the traditional territory of the Yellowknives Dene First Nation.
3. Everyone was welcomed to the last regular meeting of the current Board and Trustees whose term was ending were thanked for their service and hard work this past year.
4. Declaration of Conflict of Interest - none

5. Motion #: 10-01-22/23

I move to accept the agenda as amended to include removal of 11.8 Contract with Ndilo and Dettah and addition of 11.8 Enrollment Report. (changes made by "friendly amendment" per)
Moved by: Trustee McDonald; Seconded by: Trustee Wasylciw

Motion #: 10-02-22/23

I move to amend the agenda by removing 11.8 Contract with Ndilo and Dettah and the addition of 11.8 Enrollment Report
Moved by: Trustee Wasylciw; Seconded by: Trustee Drew

Motion to Amend Carried

Main Motion #: 10-01-22/23 Carried

6. Motion #: 10-03-22/23

I move that the YK1 Board of Trustees approve the minutes of September 13, 2022 as amended to show Trustee Wasylciw had sent regrets for that meeting.
Moved by: Trustee McDonald; Seconded by: Trustee Wasylciw

Carried

7. Delegations and Presentations - none

8. Business Arising from the Minutes

- The Board asked that draft minutes be posted as quickly as possible; Trustees will have 3 days to provide feedback.

- New sign has been ordered for École Itł'ò; it will be twice the size of the current sign; cost of sign to be covered by builders.
- Senior Administration indicated HEPA filters have been ordered by the Government of the Northwest Territories (GNWT); the cost of HEPA filters will be covered by the Department of Education, Culture and Employment (ECE); the GNWT is reviewing what other options may be available.

9. Trustee Statements - *Trustee Statements are individual opinions and are not intended to represent the views of the Board*
Statements by Trustee McDonald and Trustee Wasylciw - attached.

10. Unfinished Business

10.1 Operating Plan/Annual Report

- Inspection of NJM playground equipment completed by Maintenance; parts have been ordered or repairs have been done; NJM PAC very happy with quick response.
- Routine inspections of playground equipment are done regularly and repairs/replacements/additions are made as required; Maintenance staff is qualified to inspect and service equipment; the Board suggested an inspection of all playground equipment be scheduled every summer to ensure all repairs are completed before school starts.
- Funds for an additional teacher, approved by the Board was not used. The support of the Board to make the funds available if they were needed was greatly appreciated.
- Approval of the operating plan by the Board was questioned again; the document was shared with all Trustees last week by Senior Administration; this document is created using a template provided by the Minister of ECE to the Superintendent to complete with district staff; the Chairperson signs a submission cover letter on reports on behalf of Yellowknife Education District #1 (YK1), per requirements of legislation; Board requested:
 1. Provide a mid-year review on progress of plan;
 2. Chair to share operational plan (prepared earlier) with Board before it is submitted.
- When ECE has approved the plan it will be posted on the YK1 website.

10.2 COVID-19 Update

- Cleanliness, handwashing, staying home when feeling sick continue to be practiced.
- Senior Administration has noted an alarming number of staff off sick; Administration will be monitoring to see if there are any supports that can be provided to staff.
- Senior Administration indicated that all parts of student education have been impacted by COVID and are being monitored; Assistant Kowalzik indicated that student assessments will be completed by early November and data will be reviewed in November to determine what areas need attention.

11. New Business

11.1 Policy 29 Approval - attached

Motion #: 10-04-22/23

I move that the YK1 Board of Trustees approve Policy 29 as presented.

Moved by: Trustee Kinakin; Seconded by: Trustee Drew

Policy 29 was renewed to create a streamlined visual identity and to provide a guide for everyone in the district to follow.

Carried

11.2 Policy 8 Approval

Main Motion #: 10-05-22/23 - attached

I move that the YK1 Board of Trustees approve Policy 8 as presented.

Moved by: Trustee Kinakin; Seconded by: Trustee McDonald

Update was done to reflect current practice. Reference to public being able to attend was removed however, public is welcome to attend committee meetings. Committee meetings will continue to be put on the District calendar.

Motion to Amend #: 10-06-22/23

I move that the YK1 Board of Trustees to remove 6th word through to 10th word, inclusive, in the revision history of Policy 8.

Moved by: Trustee Wasylciw; Seconded by: Trustee Kinakin

Motion to Amend Carried

Main motion # 10-05-22/23 Carried

11.3 Board Work Plan – attached

Document provided by Trustee Wasylciw is meant to be a living document, that will be updated as required, to guide trustees in their work. Document **Tabled** for future consideration.

Meeting recessed by Chair at 7:24 – Meeting reconvened at 7:34

11.4 Policy 2: Role of the Board – housekeeping item

Motion #: 10-07-22/23

I move that Policy 2 be amended to change reference from 3-year to 4-year term.

Moved by: Trustee Wasylciw; Seconded by: Trustee McDonald

Carried

11.5 Policy 3: Board Bylaws – Organizational Meeting

Motion #: 10-08-22/23

I move that the YK1 Board of Trustees adjust the date for the first Committee of the Whole (CoW), Organizational meeting and Board meeting to November 15, 2022 in order to allow November 8, 2022 to be used for swearing in and orientation of the new Board of Trustees.

Moved by: Trustee Wasylciw; Seconded by: Trustee Kinakin

Carried

Motion #: 10-09-22/23

I move that the YK1 Board of Trustees amend the Bylaw item regarding the Organizational Meeting information to clarify the process for new trustees. Amended section attached.

Moved by: Trustee Wasylciw; Seconded by: Trustee Drew

Carried

11.6 Annual Meeting

- Holding a public meeting to engage stakeholders is required per the *Education Act*; YCS held a public meeting, however, no members of the public attended; Senior Administration indicated that annual meetings are held by many boards but the meeting must be of value to stakeholders; Senior Administration suggested scheduling a meeting with a unique subject and/or education information in an effort to encourage parent attendance and offered to plan an annual meeting in the spring;
- This topic to remain on the agenda for the new Board of Trustees to consider.

11.7 Cell Phones in Schools

- It appears there are different cell phone policies in use in schools. Senior Administration will ask all schools to provide their cell phone policy for review.

11.8 Enrollment Report

- Senior Administration indicated preliminary information was available for September but it was not brought forward; Going forward Assistant Superintendent Kowalzik will provide this information in his Board Meeting report.

12. Reports

12.1 Chairperson Report – attached

- Discussions regarding election process are ongoing and new Board of Trustees will need to review and work on requesting changes to the *Local Authorities Elections Act*.
- Chairperson Brookes left education leaders meeting feeling positive but indicated that it is important to start discussions about suicide with younger students in an effort to reduce the number of suicides. Ministers Simpson and Green actively listened to what was being said; flexibility is needed to have impact; this was a concern when counselor positions in schools were ended. It was suggested that the new Board of Trustees bring this topic to a future leadership meeting and should decide what the Board wants to advocate for.

Trustee Sinclair rejoined the meeting at 8:43 PM

12.2 Superintendent Aziz Report – attached

- Trustees Cleary, McDonald, Kinakin and Sinclair were thanked for their service; their commitment to YK1 is greatly appreciated.
- Our staff is committed and open to all conversations;
- Student and staff mental health is a concern we are working to address;
- Students at École Sir John Franklin High School (SJF) to hold an all candidates' forum for the City election; Senior Administration will attend the event.
- 95% of what is taking place in schools is what we want to be happening in our schools; work continues on the other 5%
- École ȩt'ò gym will be turned over to the school on Friday, October 14th; the construction companies will continue to work outside of school hours to complete work on deficiencies.

- The District Office is gathering information to determine what is causing the high level of absenteeism to determine what supports can be put in place.
- Superintendent will work with staff to write next operational plan; learning who players are to determine challenges and interplay between organizations is an important part of his job.
- Treats were sent to each school for staff on World Teacher Day
- A survey will be done next month for staff feedback; so far feedback has been positive and he is enjoying working with the Board and all staff

12.2.1 Assistant Superintendents Report

- Assistant Superintendent Zouboules is on annual leave therefore Assistant Superintendent Kowalzik presented both reports.
- Coming of Age event at SJF was very successful.
- Carol Fullerton was in Yellowknife recently and held a session on math with parents which was very well received; parents were happy for the opportunity to understand the differences.
- Indigenous language QR code project is receiving a lot of praise; next phase will see phonetic pronunciation added.
- Nicole George will work with Elders to understand local Indigenous culture before working with teachers to Indigenize French language lessons.
- Supervisor of Instruction Mariez spoke to presentation made to reduce waiting time and process for immigration to encourage immigration of French speaking teachers; the presentation was well received.
- Senior Administration organized a meeting with homeschool parents to answer questions and to find solutions for things they were finding challenging; Senior Administration and their staff are working on putting processes in place for the parents to submit expenses electronically; also, a computer and printer will be set up in District Office for homeschool parent use.
- Senior Administration are currently working on 14 evaluations across the District; it was noted that people seem slow to recover after not having the summer off last year.
- New Vice Principal Cohort model is working well.
- Update on use of federal menstrual product funding; RLN, WMS, MHS have product packages made up; WMS uses QR codes for students to advise they need more products; SJF is still working on their delivery process but they have always had products available – part of the issue is ordering enough and having someone to administer the products (additional funding for staffing from the Federal Government has been approved); JK to Grade 5 schools are not currently receiving any products but this will be reviewed.
- Schooling for youth in correctional facilities is strictly administered by the GNWT Department of Justice.
- District Office Senior Administration asked to review hiring of teachers as indeterminate rather than on 2-year term to improve retention; YK1 currently has 3 letters of authority – 2 giving ECE permission to teach Junior Kindergarten;
- YK1 is currently only missing 1 teacher (music at RLN); a recruitment plan is being worked on which will either be funded through current budget or possibly via a request to the Board to approve additional funding.
- Enrollment report will be given at every Board meeting going forward.
- YK1 is not the only jurisdiction having difficulty hiring staff, it is a challenge everywhere
- All but one Montessori educator is trained
- Our early childhood educators and educational assistants are members of NWTTA

12.2.2 Director of Corporate Services Report – attached

- City of Yellowknife facilities have not been used as much by YK1; Joint Use Agreement is being reviewed by YK1 Finance and a meeting scheduled with the City; due to a system change reports about facility usage prior to COVID-19 are more difficult to access; long term contact at the City retired last fall and a replacement wasn't found until April which has also contributed to the delay in receiving information.

The chair noted that it was 10:00 PM and asked for a motion to extend the meeting.

Motion #: 10-10-22/23

I move that the YK1 Board of Trustees extend this Board meeting by 30 minutes in order to complete the items on the agenda.

Moved by: Trustee McDonald; Seconded by: Trustee Wasylciw

Carried

- YK1 is funded the same for bussing for all grades (JK to Grade 12 students)
- Sole sourcing information from July 1, 2022 will be discussed by Senior Administration then a report continuing from the last sole source report will be presented to the Board.

12.2.3 Supervisor of Facilities & Maintenance Report – attached

- A gate has been installed at NJM to help keep younger students on the playground.
- Part to get NJM generator up and running expected to arrive before winter break.
- Title for this position will be changed to a Director level title due to broader responsibilities required under the GNWT MOU for insurance.
- Board requested an update on status of current capital projects and future needs.

12.3 Trustee Reports - none**12.4 Standing Committee Reports****12.4.1 Finance – next meeting scheduled for October 13, 2022****12.4.2 Public Relations – next meeting to be held week of October 17, 2022****12.4.3 Policy – next meeting to be held before end of current Board's term.****12.4.4 Audit – audited financial statements have been approved****12.4.5 Committee of the Whole - nothing to report****12.5 Ad Hoc Committee Reports****12.5.1 Teacher-Board Advisory Committee (TBAC) – meeting scheduled for October 12, 2022****12.5.2 Facilities – no meeting scheduled as of yet****12.6 Trustee PAC Meeting Reports – reports submitted are attached****12.6.1 École Itl'ò - parents very happy with school; especially the new parking lot and the new bathroom stalls; PAC planning to start a Facebook account.****13. Announcements – as listed on Meeting Agenda****14. Date and Time of Next Meeting – November 15, 2022****15. Chairperson Closing Remarks**

- Chair permitted Trustees Cleary and Kinakin to each express their thanks for all the support provided during their year on the Board.
- The new board has been acclaimed however the current board still has the responsibility to continue Trustee tasks until the end of the term.
- Outgoing Trustees were thanked for all their hard work and wished all the best.

16. Motion #: 10-11-22/23

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

Moved by: Trustee Drew; Seconded by: Trustee McDonald

Carried

The meeting adjourned at 10:30PM

Patrizia Thagard, Secretary

Signed:

(after approval)

Chairperson

Director of Corporate Services