

MINUTES

Inuvik District Education Authority
General Administrative Meeting - Teleconference
Sept 14, 2021 ~ 7:00 p.m.

Chairperson: Jennifer Parrott

Members Present: Jenny Costa, Jimmy Ruttan

Members Excused: Lenora McLeod, Janelle Wainman

Members Absent: None

Recorder: Dennis Dulay (Executive Assistant to the Inuvik D.E.A.)

School Admin: Colin Pybus (E3S Vice-Principal), Adam Wright (E3S Vice-Principal)
Elizabeth McNeil (E3E Principal), Chauna MacNeil (E3E Vice-Principal)

E3 Student Rep: None

BDEC: Krista Cudmore, Asst. Superintendent

Media: None

Gallery: None

The following is a summary of the discussion that took place, the questions, answers and statements below are not quotes but they do accurately portray the discussion:

Legend: Q = Question, A = Answer, S = Statement

- 1.0 Call to Order**
The Chair called the meeting to order at 7:02 p.m. and welcomed all to the meeting.
- 2.0 Adoption of Agenda**
Moved by: Jenny Costa Seconded by: Jimmy Ruttan
- Motion # 103:069** “To approve the agenda as presented”
Carried
- 3.0 Declarations of Conflict of Interest or Pecuniary Interest**
None
- 4.0 Delegations, Presentations, Petitions**
4.1 None
- 5.0 Public Question Period**
5.1 None
- 6.0 Old Business**
None
- 6.1 IDEA Minutes May 11, 2021
Presented, reviewed and discussed.

Moved by: Jimmy Ruttan, Seconded by: Jenny Costa

Motion # 103: 070

“To approve the IDEA Meeting Minutes of May 11, 2021”

Carried

6.2

IDEA Minutes June 8, 2021

Presented, reviewed and discussed.

Moved by: Jenny Costa, Seconded by: Jennifer Parrott

Motion # 103: 071

“To approve the IDEA Meeting Minutes of June 8, 2021”

Carried

6.3

IDEA Financial Report June 30, 2021

Presented, reviewed and discussed.

- First statement is a reconciled balance from the end of the academic year.
- Second statement is a balance sheet from the end of August.
- A net loss of \$3,863 from last year due to the lack of user fees.
- On the balance sheet there is a large amount of accumulated surplus which will be brought to the next academic year.

Moved by: Jenny Costa Seconded by: Jimmy Ruttan

Motion # 103:072

“To approve the IDEA Financial Reports as of June 30, 2021 as presented.”

Carried

6.4

IDEA Financial Report August 31, 2021

Presented, reviewed and discussed.

- There is no full funding yet for the next academic year because the budget has not yet been approved by the district level and will be approved in the upcoming meeting.
- Jimmy asked what is the turn around time for the audited financials. Jennifer answered that normally it comes September or October for last academic year.

Moved by: Jimmy Ruttan, Seconded by: Jenny Costa

Motion # 103:073

“To approve the IDEA Financial Reports as of August 31, 2021 as presented.”

Carried

6.5

East Three School Gymnasium Use

Presented, reviewed and discussed.

- The schools within the district are still closed to user groups which, aside from the community schools that we have in the region and the motion to keep the gym closed is expiring by the end of the month. The intention here is to see how the academic year roll out, to see how it goes with COVID, and to test out the comfort level from chairs once we get on the academic year by a few weeks. This is set as an agenda for the BDEC meeting.
- Jimmy said it will be relevant to consider opening it up to the community and he thinks that a soft rollout would be considered. It could be for non-contact activities to have some recreation for the winter season.
- Enhanced cleaning procedure for the gymnasium can be done though the cost should also be considered but it would greatly help families because the gym is already missed.
- The school is back and already have some after school activities, the gym is being used in the evening.
- Have a lookout on the enhanced cleaning procedures, where the budget will be taken from and how will we ensure that enhanced cleaning between groups. This should be discussed with the district level.
- Look into requiring proof of vaccination so that were not potentially having exposure to unvaccinated population.
- Will also need to look into the staff who will be doing the advanced cleaning.

Action Item # Sep. 001

Chairperson will raise the use of surplus budget for the enhanced cleaning of the gym for the pay of the staff and the cost of materials to be used.

6.5

IDEA Logo

Presented, reviewed and discussed.

- Updated logo is approved and will be used for Letterhead and Facebook Page.

Moved by: Jenny Costa, Seconded by: Jimmy Ruttan

Motion # 103:074

“To approve the updated IDEA logo.”

Carried

7.0

New Business

7.1

Administrative Changes at ETSS

Presented, reviewed and discussed.

- New Vice Principals, Adam Wright and Colin Pybus were introduced.
- Krista Cudmore was promoted as Assistant Superintendent at BDEC.

7.2

IDEA Social Media Plan for 2021-2022

Presented, reviewed and discussed.

- Presented by Jenny Costa
- New logo will be used for the social media pages.
- First post will be welcoming back students and families.
- Brief introduction of the DEA and its accomplishments in the communities.
- Posts and contents will be asked to be approved ahead of time.
- In October will be posting updates on new members of the DEA.
- Will be posting about importance of attending and bringing kids to school.
- Jimmy suggested to have the school calendar be updated monthly on the Facebook page since the website is not really active. He is also suggesting that there should be a standard on the posts.
- Have an agenda item for the content plan to keep the posts relevant and updated.
- Drafts should be sent to chairperson before posting for approval.

7.3

Updated IDEA Honorarium Policy

Presented, reviewed and discussed.

- As an effort to update all the policies by the end of the term, this will be delayed because we are waiting for the update on BDEC Policy E36 so that changes will be reflected with the changes in the financial institution act.
- The Honorarium Policy has not been updated for the last 10 years so the revised policy is now already in line with the other policies which also corrects school and rate.
- Q: Regarding procedure number 4 which indicates that the student should be accepted in a post secondary position before they receive their cheque.
- A: This is a standard clause that's in each of the DEA on policies across the district intended to promote higher education for each type may it be to college or university. It is provided to them as a grant rather than a payout with the hope of the incentive will help them for post secondary education.
- Jimmy suggested that it be advertised as a scholarship.
- Applications can be sent directly to DEA and will be evaluated.

Moved by: Jenny Costa, Seconded by: Jimmy Ruttan

Motion # 103:075

“To approve the revision of IDEA Honorarium Policy.”

Carried

7.4

Financial and Facility Policy

Presented, reviewed and discussed.

- At the recently concluded school board meeting, they passed the final reading of the new Finance Policy E44. The intention of the policy is to help the drive of any use of fund raising dollars, dollars provided by programming, dollars that are linked to donations, anything that is linked to a GNWT account essentially any money that is leaving from the account and leading to theirs have to go to vendors that emulate the core values of our school district.
- Chairperson wanted to talk about this with DEA to take this one step further in addition to taking up the financial policy around the use of vendors and the use of public dollars that we could also extend this to user groups and users of our facilities.
- Chairperson will proceed with drafting the policy.

7.5

IDEA 2021-2022 Meeting Dates

Presented, reviewed and discussed.

- Proposed date for the AGM will be brought back. It will be in the middle of the year, between November to January.
- The executive assistant will update the dates to ensure that the calendar that will be sent out to public is more accurate.
- Next meeting scheduled at September 28, 2021, 7pm.

8.0

In-Camera

9.1

IDEA Administration.

Presented, reviewed and discussed.

Moved by: Jenny Costa Seconded by: Jimmy Ruttan

Motion # 103:076

“To enter In-Camera at 7:53 pm”

Carried

Moved by: Jimmy Ruttan Seconded by: Jenny Costa

Motion # 103:077

“To leave In-Camera at 8:30 pm.”

Carried

Moved by: Jenny Costa Seconded by: Jimmy Ruttan

Motion # 103:078

“To approve the hiring of a new Administrative Assistant”

Carried

9.0

Date & Time of up-coming Meetings/Events

- Regular General Meeting: Tuesday, September 28, 2021 ~ 7:00 Teleconference.

11.0

Adjournment

Moved by Jimmy Ruttan

Motion # 103: 079

“To adjourn the meeting at 8:05 pm”

ACTION ITEMS

Action Item # June. 001 Chairperson will connect with ECE to set up Modernization of the Education Act meeting that includes IDEA members and community members. **Completed**

Action Item # June. 002 Chairperson will send an email to members around discussion on District Level for Programming of Food Security and Attendance. **On Going**

Action Item # Sep. 001 Chairperson will raise the use of surplus budget for the enhanced cleaning of the gym for the pay of the staff and the cost of materials to be used. **On Going**

Approved this _____ day of _____, 2021

Jennifer Parrott, Inuvik D.E.A. Chairperson

Dennis Dulay, Executive Assistant