

# MINUTES

Inuvik District Education Authority  
Regular General Meeting 7:00 – via Teleconference  
(1 866 969 8429 id 7980014)  
Sept. 28, 2021

---

Chairperson:	Jennifer Parrott
Members Present:	Lenora McLeod, Janelle Wainman, Jimmy Ruttan
Members Excused:	Jenny Costa
Members Absent:	None
Recorder:	Dennis Dulay (Executive Assistant to the Inuvik D.E.A.)
School Admin:	Elizabeth McNeil (E3E Principal), Chauna MacNeil (E3E Vice-Principal) Colin Pybus (E3S Vice-Principal), Adam Wright, (E3S Vice-Principal)
E3 Student Rep:	None
BDEC:	Krista Cudmore
Media:	None
Gallery:	Nancy McInnes

---

*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: Jimmy Ruttan Seconded by: Janelle Wainman
- Motion # 103:080** “To approve the agenda with deletion of agenda item 7.2 IDEA Social Media Plan - October 2021”  
Carried
- 3.0 Declarations of Conflict of Interest or Pecuniary Interest**  
None
- 4.0 Delegations, Presentations, Petitions**  
None
- 5.0 Public Question Period**  
None
- 6.0 Committee Reports**
- 6.1 E3E Monthly Principal Report ~ Elizabeth McNeil  
Presented, reviewed and discussed.
- Presenting the data for Aug 30- Sep 23, 2021, there are currently 415 students comprising 217 male and 198 female students.

- There are new staff assigned to East Three Elementary and there are still ongoing interviews for other positions.
- Ongoing school initiatives are Hygiene Practice Protocol, On-the-land Classroom Program, Outreach Program, and Student-Teacher Mentorship Program. There are weekly letters sent out to the families regarding this.
- School events from the first week are Amend Week for the Staff and Deck Servicing days
- On September 13-24 elementary classes and classroom teachers are correcting their DWWs.
- The DWW Bi-annual writing assessment will commence in September and the upcoming on May next year will measure student's writing growth throughout the school year.
- Upcoming school events: September 27- October 1 will be the National Truth and Reconciliation Week and Orange Shirt Day wherein there will be school wide, grade level and classroom initiatives.
- There will be an afternoon walk for Grades 1-6 across McKenzie Road to the schoolyard. With this walk, posters around every child matters and being loved will be showcased. The event will be on the Facebook page for the community to see and recognize the students while on walk.
- The walk will start at 1:10 pm with Grade 6 students leading the way. The younger students will be walking just around the perimeter of the schoolyard.
- There was a brainstorming session about inviting the Local Indigenous Organization to participate in the walk however; we want to focus the walk on the students.
- There will be a school wellness program in October.
- A parent contacted the IDEA about the amount of garbage in the school grounds. Chairman Jen forwarded correspondence to the admin of both schools with a request for feedback. They do not have any decisions made yet.
- The timeline of September attendance is presented with the trend starting since 2019. In September 2019 the attendance of students were 82% while September 2020 was down to 66% but for this year, the attendance was up to 67%.
- Initiatives beginning October were made to circulate to classroom teachers an attendance letter to issue each student who has below 60% attendance and this will be forwarded to the parent's email.

6.2

#### E3S Monthly Principal Report ~ Colin Pybus, Adam Wright

Presented, reviewed and discussed.

- There is an equal gender split for the students with a total of 327 students.
- The Grade 12 students are lower than the other grade primarily because there are 19 yrs. old in the building that are taking partial course loads of only one or two subjects.
- There will be a finalization on hiring daytime custodians for winter time.
- The ongoing initiatives include the Breakfast Program currently with Matt, introducing Covid friendly items, the Safe and Caring School Plan is being finalized and will be submitted to the IDEA upon internal completion.
- FBFP meetings are conducted weekly with district wide writing with the junior high EL and new this year is that the ELA of 10-2 students is being finalized and marked.
- SMP starts in October and teachers will finish a long-range personal growth plan which will be reviewed before submitting with a deadline on the thanksgiving weekend.
- Groups of BFPs and instructional coaches training with BDEC and additional training regional language instructors are conducted.
- There will be ceremonial trial activities for Orange Shirt Day and recognition of the National Day of Truth and Reconciliation happening on Thursday internally within classes in which teachers are planning independent activities and as for school wide activity, every student will have the opportunity to fill an orange hand with their name in line with the "Youth that Matters" theme. The hands will be showcased at the windows facing the community.
- There will be a moment of silence at 2:15 in acknowledgement of the mass grave in Kamloops with an ongoing search and discovery.
- The upcoming events are: Cultural Day. Suggestions are highly encouraged and, some ideas coming forward GNWT initiative and any hands-on activities.
- Extracurricular activities are temporarily on hold and any after school sports will be allowed in October after thanksgiving weekend but with strict implementation of COVID protocols.
- There are no parent concerns.

7.0

7.1

#### **Old Business**

##### IDEA Minutes September 14, 2021

Deferred next meeting.

- No sufficient number of members present to approve minutes and approval will be deferred.

- 7.2 IDEA Social Media Plan - October 2021  
Deferred next meeting.
- Item removed from the meeting agenda since the presenter is not present.
- 7.3 Financial and Facility Policy - 1st & 2nd Reading  
Presented, reviewed and discussed.
- The draft was sent out a week ago and the idea for this policy was introduced and discussed at the last meeting.
  - There was no feedback received for any modification.
  - Jimmy, Leonora and Janelle approved the current draft with no changes and no corrections.
- 7.4 Play Structure Resurfacing  
Presented, reviewed and discussed.
- The 2-year long Play Structure resurfacing is almost finished.
  - The structure barricades are up and the installation of the matting has started.
  - There is no timeline yet on the completion of the installation of the matting. External factors such as weather are still taken into consideration.
  - Looking forward to a safe playground mat that the children can enjoy all year round.
  - According to the initial plan, it was supposed to be 6 weeks from the moment the matting arrived up until the finishing. An update is needed for this time period.
  - Thankful for the support of IDEA and BDEC for the project and everybody is doing a fantastic job.
- 7.5 IDEA 2021-2022 Meeting Schedule  
Presented, reviewed and discussed.
- No changes have been made for the meeting schedule of 2021-2022 since last meeting.
- Moved by: Leonora McLeod, Seconded by: Jimmy Ruttan
- Motion # 103:081** **“To approve the IDEA 2021-2022 Meeting Schedule.”**  
Carried
- 8.0** **New Business**
- 8.1 ETSS Student Representative  
Presented, reviewed and discussed.
- Poster for the Student Representative is up on Secondary School and applications are open for the next two weeks for any student to put their name forward.
  - Potential candidates must submit a letter or complete the application form. The review of applications will be done at the next admin meeting.
  - There was no representative last year because of the uncertainty of the meeting schedule last year and it would not be fair for students that we are not certain of how, when and how often we were meeting.
  - The posters have been put up but as for the application forms there hasn't been any circulated. Executive Assistant will be sending the application form tomorrow
- Action Item # Sep. 002** The Executive Assistant will send an application form to East Three Secondary School office for interested students.
- 8.2 IDEA Administrative Assistant Recruitment  
Presented, reviewed and discussed.
- The office of the IDEA will be open on Friday and there is a need for an Administrative Assistant during day time.
  - A job ad for the position of Administrative Assistant will be put up and posted on IDEA Facebook page, rolling channel and bulletin boards around Town and applications will be discussed at the next admin meeting.
  - There are no major changes to the job description except for the reduced hours.
  - Same core criteria for requirement for candidates are: Post Secondary Diploma in Office or Business administration and 2 years related experience.
  - There was an addition of software proficiency in SAGE which is the financial software currently used. The candidate must be comfortable using or can quickly learn SAGE.

**Action Item # Sep. 003** The Executive Assistant will post the Administrative Assistant Poster Ad to IDEA Facebook page, rolling Channel and bulletin boards around Town.

9.0

**Correspondence**

9.1

ETSS & ETES Yard Maintenance

Presented, reviewed and discussed.

- Cleanliness and maintenance of outdoor facilities within school property is to be observed.
- A parent reached out via email to the IDEA. A response letter has been drafted but not sent yet. A discussion and review are done before sending out the response. However, a correspondence with the parent has been made to acknowledge the letter.
- A response letter and an additional letter to be sent to the Town of Inuvik with regards to an Autumn Community Clean up as one of the items that was referenced in the response letter has been drafted for review.
- Jimmy has raised about student involvement because a lot of the garbage and debris were mainly caused by after school hour use. Putting up placards and signages are suggested around the play areas to remind people that this space is dedicated to East Three Elementary and Secondary. We want to create community awareness around this issue and to take ownership on a school and community level.
- Shauna has already done the signages for clean up and is just waiting for installation of the signages.
- Leonora suggested a community organization wide initiative message out on Facebook.

10.0

**Up-coming Meetings & Events**

- **October 12, 2021 General Administrative Meeting**

11.0

**Adjournment**

Moved by Jimmy Ruttan

**Motion # 103: 082**

**“To adjourn the meeting at 7:50 pm”**

<i><b>ACTION ITEMS</b></i>
----------------------------

**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. **Completed**

**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. **Completed**

**Action Item # Sep. 002** The Executive Assistant will send an application form to East Three Secondary School office for interested students. **Completed**

**Action Item # Sep. 003** The Executive Assistant will post the Administrative Assistant Poster Ad to IDEA Facebook page, rolling Channel and bulletin boards around Town. **Completed**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Jennifer Parrott, Inuvik D.E.A. Chairperson

\_\_\_\_\_  
Dennis Dulay, Executive Assistant