

Location: Teleconference 1-866-969-8429

Participants: Janita Etsemba, Behchoko Representative
Alec Nitsiza, Whati Representative
Henry Gon, Gameti Representative
Noella Kodzin, Wekweeti Representative

Staff: Shannon Barnett-Aikman, Chief Executive Officer
Johan Glaudemans, Director of Finance & Corporate Services
Sara Nash, Director of Health & Social Services

Regrets: Ted Blondin, Chairperson
Rose Jiang, Director of Finance & Corporate Services

- 1. Meeting called to order at 2:10pm**
- 2. Ted Blondin is away unexpectedly: the Board elected Alex Nitsiza to chair the meeting accordingly.**
- 3. Alex Nitsiza reviewed the agenda**
- 4. No Conflicts of Interest were declared**
- 5. Motion to approve agenda**
Moved by Janita Etsemba
Seconded by Henry Gon
Motion Carried
- 6. 18-19 Health & Social Services Budget** c/o Director of Finance & Corporate Services

The Director of Finance and Corporate Services presented the revised 18-19 Health & Social Services budget:

- Prior to 2017-18 fiscal year budgets were normally prepared to show Revenues equalling expenses, and this even though annual deficits were incurred.
- For the 2017-2018 budget the Department of HSS allowed the Health Authorities (Including the TCSA) to table budgets with a deficit. TCSA management presented a budget to the Board in early 2017 which reflected a deficit of slightly less than \$400k. At the time the amount was considered to be optimistic. It was however approved by the Department at first submission.
- TCSA management, not having received any budget instructions (other than an affirmation that a deficit budget could be prepared) prepared a budget for 2018-19 in a similar manner as the prior year.

- Subsequently the department indicated the budget should be more reflective of the latest payroll expenditure details (regardless of taking into account some reductions where we could potentially foresee them).
- Because of this TCSA management prepared an updated budget taking into account the recommendations made by the Department. Today they confirmed that the department is recommending approval by the Minister.
- Technically because of the way we handled the file internally with the department the current submission (if approved by the Board today) will be considered the initial submission to the Minister.

Changes to the budget presented today vs the draft tabled internally by the TCSA in February:

- Minor adjustment of GNWT Core Funding, not communicated by the department in the initial funding letter.
- Adjustments with respect to unfunded positions, the majority going back to several years.
- Detailed review of JESH staffing to ensure that casual staff costs are reflected fairly.
- Adjustments for overtime cost to ensure that they reflected the costing accurately.
- Minor adjustments to several non-salary program expenditures based on an up to date review of year to date financial information (for 2017-18).

Comparison of 2018-2019 budget vs most recent audited financial info:

- The last column in the spreadsheet shows the comparison between today's budget and the most recent audited financial statements (Fiscal 2016-17)
- The budget incorporates additional funding from
 - JESH phase 2 (2017-18)
 - Fostercare (2017-18)
 - Child and Youth counsellors (2018-19)
- The same items are shown on the expenditure side
- Salary expenses are now fully reflected (unfunded positions existing for several years, overtime, analysis of salary and shift work cost for JESH casuals)

Opportunities for 2018-2019:

- The following are the areas where we will go back and request additional funding:
 - Revenue
 - Social Services office space lease (downstairs in Nishi Khon)
 - Forced Growth Funding request for Foster Care payments
 - Ambulance cost reimbursement from NIHB (increase in per transport cost)
 - Further discussions with DHSS / NTHSSA re: unfunded medical travel clerk
 - Expenditure
 - Control of overtime where excessive
 - Alignment of extended leave requests and transfer assignments with TCSA objectives
 - Changed processes of monitoring of Visa approvals
 - Review with staff on their financial approval authorities and limits as to amounts approved and type of expenses that can be approved.

7. Motion to approve revised HSS budget

Moved by: Janita Etsemba

Seconded by: Henry Gon

Motion Carried

8. TCSA School Year Calendar policy c/o CEO

Our TCSA school calendars will not be aligned with our *School Year Calendar* policy (#4.301) for the 18-19 school year for the following reasons:

- Recent changes to the Education Act reduced the required number of instructional hours in NWT schools from 997 hours for grades 1-9 and 1045 hours for grades 10-12 to 945 hours for all students in grades 1-12;
 - This conflicts with procedural criteria 1 of the TCSA school year calendar policy which states “*The school year will have no more than 570 hours instructional time in the kindergarten, no less than 997 instructional hours for grades 1-6, and no less than 1045 instructional hours for grades 7-12 ...*”
- The territorial *New to the North Educators Conference* and *Right from the Start Early Childhood Conference* take place during the third week of August 2018;
 - This conflicts with procedural policy criteria 2 of the TCSA school year calendar policy which states “*The school calendar will normally begin on the Thursday of the third week of August.*”
- The Northern Distance Learning (NDL) expansion requires participating schools to ensure their calendars align with that of the host school (East Three Secondary School in Inuvik) to within 3 calendar days;
 - This conflicts with procedural criteria 4 of the TCSA school year calendar policy which states “*Christmas holidays will begin no later than December 19th and will usually be no less than 15 calendar days*” and with procedural criteria 5 which states “*Winter break will be 10 school days and normally will be the 3rd and 4th week of March except in an Arctic Winter Games year when the break will be during those weeks.*”

The current school year calendar policy will be reviewed for update reflecting the legislation and collective bargaining changes that have taken place since 2009 (the date of the last revision of the current policy). The revised draft will be presented at the June 2018 Board meeting.

9. Motion to waive the TCSA school year calendar policy requirements for the development of the 18-19 school year calendars.

Moved by: Janita Etsemba

Seconded by: Noella Kodzin

Motion Carried

10. 18-19 School Year Calendars c/o CEO

The 18-19 school year calendar drafts were reviewed in detail (including an explanation of the colour-coded template used to develop the calendars and of the calculation-based columns on the far-right side of the template). The legislated requirements for instructional time and collective bargaining elements per the teachers' contracts including professional development time; in-service / administration time, cultural orientation days, in-service days, and Strengthening Teacher Instructional Practice (STIP) time were discussed in general terms and then with more specificity per each separate school year calendar.

Also reviewed for each calendar were the *instructional activities outside of the instructional day* included for 2018-2019 including a brief historical update of what these hours are and a more detailed description of what they will be for TCSA schools for the upcoming school year.

No questions or concerns were raised regarding any of the school calendar drafts.

11. Motion to approve 18-19 school year calendars

Moved by: Janita Etsemba
Seconded by: Noella Kodzin
Motion Carried

12. Board Member Concerns

The Board member for Wekweeti asked how many staff would be leaving at the end of the current school year and what the staffing plan is for those vacancies. The Director of Education At present only one teacher from Wekweeti has submitted a resignation

13. Motion to Adjourn the Meeting (adjourned at 4:20pm)

Moved by: Janita Etsemba
Seconded by: Noella Kodzin
Motion Carried

Minutes Approved by:

Alex Nitsiza

Alex Nitsiza
Alternate Chairperson
June 27, 2018

Shannon Barnett-Aikman

Shannon Barnett-Aikman
Chief Executive Officer
June 27, 2018