



# Communication Guidelines:

Education Bodies and the  
Department of Education, Culture, and  
Employment

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## Acronyms:

- ADM     Assistant Deputy Minister
- DM     Deputy Minister
- EA     Executive Assistant
- EB     Education Bodies
- ECE     Department of Education, Culture & Employment
- MO     Minister's Office
- NWTSA   Northwest Territories Superintendents Association
- PLC     Policy, Legislation & Communication

# Purpose

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These Communications Guidelines are intended to ensure a consistent, streamlined process for correspondence between Education Bodies (EB), the Office of the Minister of Education, Culture, and Employment (MO) and the Department of Education, Culture, and Employment (ECE).

Education Bodies include:

- Beaufort-Delta Divisional Education Council (BDEC)
- Sahtú Divisional Education Council (SDEC)
- Tłıchq Community Services Agency (TCSA)
- Commission scolaire francophone Territoires du Nord-Ouest (CSFTNO)
- Dehcho Divisional Education Council (DDEC)
- Yellowknife District No. 1 District Education Authority (YK1)
- Yellowknife Catholic Schools District Education Authority (YCS)
- South Slave Divisional Education Council (SSDEC)
- Dettah District Education Authority (DDEA)
- Ndilq District Education Authority (NDEA)

All parties will review these guidelines annually.

# Correspondence

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## Formal Letters

Formal communications between EBs and either the MO or ECE should be conducted by letter. This type of communication is typically used to convey official decisions or requests from elected or political officials.

Common examples of formal letters include:

- Invitations to celebrations or events; e.g. graduation ceremonies or Board meetings
- Notice of formal adoption of policy or to give direction
- Notice of consultation
- Notice of intention to pursue legal action
- Transmittal of legislated processes (e.g. Audited Financial Statements, Operating Plans, Annual reports etc)
- Requests to meet
- Requests for assistance or resources
- To notify the Minister of newly elected/appointed member
- To seek clarification on direction provided

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## Ministerial letter to Education Body (EB)

- Letter addressed to Chair signed by Minister
- Copy Deputy Minister (DM) of ECE and Superintendent
- If letter sent via email, follow steps for email correspondence to EB

*\*letters to CSFTNO Chair will be translated into French*

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## EB letter to Minister

- Letter addressed to Minister signed by EB Chair
- Copy Deputy Minister (DM) of ECE and Superintendent
- If letter sent via email, follow steps for email correspondence to MO

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## Deputy Minister (DM) letter to EB Superintendent

- Letter addressed to EB Superintendent
- Copy ADM, Education and Culture OR ADM, Corporate Services as applicable
- If letter sent via email, follow steps for email correspondence to DM of ECE

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**EB Superintendent letter to Deputy Minister (DM)**

- Letter addressed to DM of ECE signed by Superintendent
- Copy ADM, Education and Culture OR ADM, Corporate Services as applicable
- If letter sent via email, follow steps for email correspondence to DM of ECE

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**Assistant Deputy Minister (ADM) letter to EB Superintendent**

- Letter addressed to Superintendent signed by ADM
- If letter sent via email, follow steps for email correspondence to DM of ECE

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**EB Superintendent letter addressed to ADM**

- Letter addressed to ADM signed by Superintendent
- If letter sent via email, follow steps for email correspondence to DM of ECE

# Emails

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## From MO to EB

Send to:

- Chair

Copy:

- Deputy Minister
- Superintendent
- Deputy Minister's Senior Advisor
- Senior Administrative Coordinator

*\*emails to CSFTNO Chair will be translated into French*

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## From EB to MO

Send to:

- Minister

Copy:

- Ministerial Special Advisor
  - Executive Administrative Coordinator
  - Deputy Minister
  - Deputy Minister's Senior Advisor
  - Senior Administrative Coordinator
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## From DM to EB Superintendent

Send to:

- Superintendent

Copy:

- Deputy Minister's Senior Advisor
  - Senior Administrative Coordinator
  - ADM, Education and Culture OR ADM, Corporate Services as applicable
  - ADM's Executive Secretary
- 

## Emails from EB Superintendent to DM

Send to:

- Deputy Minister

Copy:

- Deputy Minister's Senior Advisor
- Senior Administrative Coordinator
- ADM, Education and Culture OR ADM, Corporate Services as applicable
- ADM's Executive Secretary

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## **From ADM Education and Culture or ADM Corporate Services to EB Superintendent**

Send to:

- Superintendent

Copy:

- ADM's Executive Secretary
- Applicable ECE Director or Manager (if appropriate)

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## **From EB to ADM Education and Culture or ADM Corporate Services**

Send to:

- Assistant Deputy Minister

Copy:

- ADM's Executive Secretary
- Applicable ECE Director or Manager (if appropriate)

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## **From ECE Directors\* to EB Superintendents**

Send to:

- Superintendent

Copy:

- ADM Education and Culture or ADM Corporate Services as appropriate
- ADM's Executive Secretary

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## **From EB Superintendent to ECE Directors or Managers**

Send to:

- Director\*

Copy:

- ADM Education and Culture or ADM Corporate Services as appropriate
- ADM's Executive Secretary

\*Note: ECE staff below the Director level, with the exception of certain positions such as Manager, Capital Planning, will not email Superintendents, EB staff, or schools unless in an acting capacity, or if the Superintendent has pre-approved or facilitated such communications.

# Other

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## Media Releases

For media releases that might be controversial and result in a media call to the Department, ECE should always receive an advanced copy of all such media releases by EBs, so the Minister and ECE staff are able to review the information prior to release.

Likewise, any media releases that might be controversial and result in a media call to an EB Chairperson or Superintendent, should be shared with EBs in advance by ECE/GNWT, so the Chairperson and Superintendent are able to review the information prior to release.

The recipient (ECE or EBs) should receive an advanced copy via email at least **two (2) business days** before the planned release.

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### Advanced Release sent via email from EB to ECE

Send to:

- Assistant Deputy Minister, Education and Culture

Copy:

- ADM's Executive Secretary
- Director, Education Operations and Development
- Manager of Communications

The ADM of Education and Culture will ensure that a copy is forwarded to the MO. A response back to the EB will only happen if the MO and/or Department have concerns/questions regarding the release.

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### Advanced Release sent via email from ECE to EB

Send to:

- Superintendent

Copy:

- Assistant Superintendent, if applicable

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### Media inquiries at ECE events

Direct all media inquiries related to ECE events and programs, such as professional development and in-service activities, to the Manager of Communications and Public Affairs, ECE.



## **Materials from Third Party Sources** *(from ADM to EBs via email)*

There are occasions when other departments or outside agencies request that information be shared with all schools or education bodies. For example, the Department of Health and Social Services would like anti-smoking posters sent to all schools.

When ECE receives such materials they will be vetted by the ADM, Education and Culture to ensure they are coming from a reliable source and are aligned with current policies, principles and procedures. Once they are approved, the ADM, Education and Culture will forward to EBs for distribution to individual schools.

Send to:

- Superintendent

Copy:

- ADM's Executive Secretary
- Manager of Communications if communications materials

## School Lockdowns / Evacuations

When a school in the NWT put into lockdown or is evacuated for any reason, regardless of the length of time, the Minister's Office needs to be immediately advised of:

- School name
- Start time and date of lockdown or evacuation
- Reason for the lockdown or evacuation
- Any relevant information

Send to:

- ADM, Education and Culture
- Director, Education Operations and Development

Copy:

- ADM's Executive Secretary

\*Note: the safety of students and staff are the highest priority. ECE needs to be provided with information and regular updates during an emergency, when it is possible to do so without jeopardizing personal safety. Contact the ADM, Education and Culture or Director, EOD by cell phone as and when necessary in an emergency situation.

## School Closures

When a school in the NWT closed for any reason, regardless of the length of time, the Minister's Office needs to be advised of:

- School name
- Start time and date of the closure
- Reason for the closure
- Anticipated length of closure
- Plan to resolve the issue leading to the closure (if other than weather)

Send to:

- ADM, Education and Culture
- Director, Education Operations and Development

Copy:

- ADM's Executive Secretary

# Department Contact Information *(for Emails)*

NAME	TITLE	EMAIL
<b>R.J. Simpson</b>	Minister	rj_simpson@gov.nt.ca
Ronna Sharegan	Ministerial Special Advisor	ronna_sharegan@gov.nt.ca
Sheila Kotchilea	Executive Administrative Coordinator	sheila_kotchilea@gov.nt.ca
<b>Rita Mueller</b>	Deputy Minister	rita_mueller@gov.nt.ca
Julia Mott	Senior Advisor to Deputy Minister	julia_mott@gov.nt.ca
Helen Whitworth	Senior Administrative Coordinator	helen_whitworth@gov.nt.ca
<b>John MacDonald</b>	Assistant Deputy Minister, Education and Culture	john_macdonald@gov.nt.ca
<b>Sam Shannon</b>	Assistant Deputy Minister, Corporate Services	sam_shannon@gov.nt.ca
<b>Michael Saturnino</b>	Assistant Deputy Minister, Labour and Income Security	michael_saturnino@gov.nt.ca
Caroline Browning-Kauffman	Executive Secretary to ADMs	caroline_browning-kauffman@gov.nt.ca
<b>Andrea Giesbrecht</b>	Director, Education Operations and Educator Development	andrea_giesbrecht@gov.nt.ca
<b>Gillian Dawe-Taylor</b>	Director, Student Support and Wellness	gillian_dawe-taylor@gov.nt.ca
Shelley Crouch	Administrative Assistant	shelley_crouch@gov.nt.ca
<b>Angela James</b>	Director, Indigenous Languages and Education Secretariat	angela_james@gov.nt.ca
<b>Shelley Kapraelian</b>	Director, Early Learning and Child Care	shelley_kapraelian@gov.nt.ca
Arleen Canadien	Administrative Assistant	arleen_canadien@gov.nt.ca
<b>Jessica Brace</b>	Director, Curriculum Development and Student Assessment	jessica_schmidt@gov.nt.ca
Susan Dauphinais	Administrative Assistant	susan_dauphinais@gov.nt.ca
<b>Katy Pollock</b>	Director, Planning, Research and Evaluation	katy_pollock@gov.nt.ca
<b>Marissa Martin</b>	Director, Finance and Capital Planning	marissa_martin@gov.nt.ca
<b>Meagan Wohlberg</b>	Director, Policy, Legislation and Communications	meagan_wohlberg@gov.nt.ca

# Education Body Contact Information *(for Emails)*

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Ed Body	NAME	TITLE	EMAIL
BDEC	Frank Galway	Superintendent	frank_galway@bdec.learnnet.nt.ca
BDEC	Devin Roberts	Assistant Superintendent	devin_roberts@bdec.learnnet.nt.ca
BDEC	Richard McKinnon	Assistant Superintendent	richard_mckinnon@bdec.learnnet.nt.ca
CSFTNO	Yvonne Careen	Directrice générale	yvonne.careen@csftno.com
DDEC	Philippe Brûlot	Superintendent	pbrulot@ddec.ca
DDEC	Patrick Phillips	Assistant Superintendent	pphillips@ddec.ca
SDEC	Dr. Renee Closs	Superintendent	rcloss@sahtudec.ca
SDEC	Lorraine Kuer	Assistant Superintendent	lkuer@sahtudec.ca
SSDEC	Curtis Brown	Superintendent	cbrown@ssdec.nt.ca
SSDEC	Trudi Rowlands	Assistant Superintendent	trowlands@ssdec.nt.ca
SSDEC	Dorie Hanson	Division Principal	dhanson@ssdec.nt.ca
TCSA	Shannon Barnett-Aikman	Chief Executive Officer	shannon_aikman@tlichonet.net
TCSA	Linsey Hope	Director of Education	linsey_hope@tlichonet.net
YK1	Ed Lippert	Superintendent	ed.lippert@yk1.nt.ca
YK1	Shirley Zouboules	Assistant Superintendent	shirley.zouboules@yk1.nt.ca
YCS	Simone Gessler	Superintendent	simone.gessler@ycs.nt.ca
YCS	Patrick Sullivan	Assistant Superintendent	patrick.sullivan@ycs.nt.ca
DDEA	Lea Lamoureux	Principal	lea.lamoureux@yk1.nt.ca
NDEA	Meagan Wowk	Principal	meagan.wowk@yk1.nt.ca

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