Good morning,

Please find attached Agenda for the Whistle Bend Planning Meeting tomorrow and the notes from the last Whistle Bend School Planning Meeting for your review.

Thank you,

Felicia Dowd

Administrative Assistant for the Superintendents

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I respectfully recognize and acknowledge that I live, work and learn within the

traditional territories of the Kwänlin Dün First Nation and the Ta'an Kwäch'än Council.

Je reconnais respectueusement que je vis, je travaille et j'apprends sur le territoire

traditionnel de la Première nation des Kwanlin Dün et du Conseil des Ta'an Kwäch'än.

From: Alexis.Miller <Alexis.Miller@yukon.ca>

Good afternoon,

Attached are the notes from the January 24 Whistle Bend School Planning Session. Please let me know if there's anything specific you're wanting to talk about at the Thursday, March 2 meeting and we'll add it to the agenda.

Thanks and see you on Thursday!

Alexis Miller

Schools and Student Services Advisor

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Whistle Bend School Planning Agenda
March 2, 2023

1. Welcome – Review of Notes from Jan 24/23

2. Round-Table Updates

3. Planning Time Line Development

4. Final Thoughts

5. Next Meeting Date

Whistle Bend School Project Planning - January 24, 2023

Timelines:

Event	Lead	Timing
Progress check-ins (Room #1)	All	Monthly (3rd Tuesday @ 11am)
Open principal recruitment	HR	Immediately
Lay off policy finalized	HR	Within the next week
Tender for furniture closes	Ops & Maintenance	Within the next week
Transfer policy finalized	HR	Within the next month
Hiring panel training	HR	Early February 2023
Negotiation of recruitment policy		February 2023
Dept. staff tour of school	Ops & Maintenance	April 2023
School Council recommendations brought forward for school name	SC Liaison	April 30, 2023
Tender for program materials	Ops & Maintenance	Summer 2023
Official approval of school name	Policy/ADM	June 2023
School in shape for recruitment videos/photos	Ops & Maintenance	June 2023
Hire principal	HR	August 2023
Substantive completion of building	Ops & Maintenance	September 2023
Building decommissioning period	Ops & Maintenance	September – December 2023
Staffing allotments determined	HR	October 2023
All furniture delivered	Ops & Maintenance	By December 31, 2023
School ready to welcome students	Ops & Maintenance	January 2024
Tours for families		January/February 2024
Student enrollment		February 2024
Bus registration		May 2024
School starts full operations		August 2024

Actions:

- Cassandra to follow up with new DM to make the plan is still to open the school in August 2024 and not at a mid-point in the year (January 2024).
- Richard at ISTT to create SharePoint to store planning meeting documents.
- Marilyn to connect with policy re: student movement – particularly students with IEPs.
- Comms to add catchment area for Whistle Bend School to website (already established by Elections Yukon).

- Develop policy framework for 'boutique' IT equipment.
- Chris confirm with Andrea (finance) if the budget for the principal position was included in the Management Board submission (for this fiscal).
- Chris & Joanne to connect on network set-up. Arrange time to go through the school during bi-weekly point visits.
- Lori to connect with School Council about striking a committee to put forward a name for the school.
- Lori to connect with HR about hiring panel training for student council.
- Marilyn work with comms & policy to develop content for standalone Whistle Bend School Project website.
- HR initiate principal recruitment.

Notes:
Operations & Maintenance:
- Unique project because it is a new school.
- Substantive completion targeted for September 2023. After that there will be a 3 month decommissioning period to look for deficiencies, stress test the systems.
- School will be ready for occupancy January 2024.
- Ministerial decision that the school would not have a soft opening in January 2024. Wait until August 2024 to welcome new students.
- This approach needs to be confirmed with the new DM.
- Planning will need to be adjustment if that decision changes.
- Management Board submission did not ask for the money to completely re-staff the school.
- Tender for furniture closes next week -75(1)(a)(ii) This does not include program materials (STEAM, life skills, etc.)
- Tender for programming materials and equipment will go public summer 2023.
- Name for the school has not been decided. Need to finalize so that we can move forward with getting a sign designed.
- There is a GAM policy for how government assets are named. A committee needs to put forward a proposal/rationale.
- School council can form committee, also recommend having First Nation (TKC, KDFN) representation and community members.
- Considerations: government resistance to naming buildings after people; French/FN language translation; FNs have indicated they would like a traditional land acknowledgement as part of the sign in Southern Tuchone.
- Lori will connect with the school council about striking the committee. Opportunity for the school council to hold engagement sessions/public meeting. Could use Engage Yukon to get community input, but best to put forward options for consideration.
- Recommendation for school name put forward by the end of April for Department/YG approval.
- Final approval targeted for June 2023.

- Can look to prior engagement (e.g. Whistle Bend Women's Shelter) for approaches that have worked.
- Student transportation for Whistle Bend – recommend: follow the Riverdale model. If you live in the area and go to school there, you are not eligible for transportation (live within a 2km radius).
- Design follows a campus model – easily walkable/bikeable. Busses will still run out of Whistle Bend to transport students to other schools and will run in bringing students who live in other areas to attend Whistle Bend School.
- Bus registration needs to be worked out by May 2024.
- Students who had previously been in Takhini are now at Elijah Smith as their home school. This will change when Whistle Bend opens (~75% of students).
- Catchment has already been established by Elections Yukon but needs to be added to the website.
- Mascot has not been determined. Wait until the school is open and get students involved in the process.
- Open school up to the community early – parents tour first before marketing to kids (January 2024).

Enrollment/Transfers:
- For kids that are already established, those in Gr. 4 and above can stay at the school they are currently at.
- Expectation is that K-3 will move to the new school. If they have a sibling in an older grade they can stay.
- Older kids who wish to change are allowed to.
- Clear communications on the move expectations.
- Students with IEPs need special consideration. Need to connect in with policy.
- Need strong estimates for enrollment in January 2024. Plan for enrollment to begin February 2024. This aligns with HR hiring trends and YG hiring timelines.
- Staffing dependent on enrollment estimates.

Communications:
- Need to develop an overall communications strategy for the school.
- Announcement about the planned opening that builds on the previous announcement. Include: we are working on naming; school council meeting for community engagement; planning transportation; information about grandfathering and student movement.
- Communications will be involved with naming (coordinating engagement) and signage design.
- Communication about process for requesting to stay at current school/out of area transfers/other transfers.
- Create a separate website for the school project. Can answer questions and post milestones and updates. Other info to add eventually: School Handbook; information about the school council (bios, headshots).

- Easy to set up the website. Comms will work with Marilyn (eventually the school principal) and policy to populate the information/update.
- The webpage should be live when the announcement about the planned opening goes out.
- Include an RSS feed so subscribers get updates.
- Plan a media event with the Minister. Ribbon cutting. Community BBQ?
- Anticipate questions about the costs to keep the school open unoccupied for the year [Chris: slow the pace of things a bit so it doesn't seem as long].
- Comms will work with HR on recruitment videos, photos of the school for staff postings.

Human Resources:
- 75(1)(a)(iii)

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- Approvals for minimum amounts of staffing will be based on the number of students in K-3 and then account for siblings and grandfathering.
- Principal should be hired during this round of recruitment – August 2023.
- HR can put it in their supplementary budget request if required.
- The funding for this fiscal year for the position was (likely) included with the Management Board submission. Confirm with Andrea.
- Using an 80/20 model and hiring early will be the best option for recruiting quality candidates.
- Hiring principal early will play a positive role in staff recruitment.
- No need to go to negotiations with the union. HR will have a discussion with YAEP.
- Currently negotiating a lay off policy which should be finalized this week. Next will be the transfer policy.
- Next month will be negotiating the recruitment policy.
- Will speak to YAEP specifically about Whistle Bend.
- If the principal hire is internal, it would be easy to push the start date. If it is an external candidate, it may be more difficult.
- Principal/staff will need a good orientation to the building. It is a progressive build. Staff need to understand the full scope to ensure good staffing fits.
- Superintendents would like an early tour – April 2023 should be able to get a good sense. June 2023 a really good sense.
- Would like to develop HR recruitment videos including information about the building.
- School built so teachers are working in collaboration and with a student focus. This should run through the recruitment process.

School Council:
- There was a by-election and there is a full sitting school council that has had one or two meeting.
- Consideration: there may be new members on school council by the time the school opens.
- School council needs to be involved in the hiring process for the principal.

- Hiring panel training in early February. Lori and HR to connect.
- See notes above re: connecting with school council about school naming.

IT:
- Need to connect with operations and maintenance on the build progress and making sure wiring is set up (WiFi, etc.). Coordinate when there is a Genie lift in the building to do set up.
- Everything is ordered and a lot has been received.
- There will be a 'dark fibre' connection from the Whistle Bend community. Benefit: this is YG owned. Other schools, YG   75(1)(a)(ii)   to NorthwesTel for internet.
- Chris: there are bi-weekly point visits, will connect to include IT.
- Network purchases being coded to furniture budget. Includes things like desktops, but not laptops, iPads, etc.
- Complaints that current ratios of laptops, iPads, etc. are not meeting requirements so they are receiving a lot of one-off requests. Will not be able to move equipment away from other schools to the new school.
- Other problem with moving equipment from other schools is that they are on different replacement cycles.
  Whistle Bend should have all new devices.
- Revisit replacement of technology at all schools based on the enrollment numbers at the time.
- Need a policy framework in place for 'boutique' IT equipment (TVs, display screens, paging systems). Including replacement and maintenance as this does not lie with ITSS. ITSS unable to trouble shoot this equipment.
- ITSS is currently working with the schools to assist them in developing a support model with external companies.
- Need to implement training on these systems to have sustainable knowledge transfer.
- Connect with Richard at ISTT to create SharePoint to store planning meeting documents.

Technology & Student Information:
- FH Collins was an example of what we don't want to see for technology.
- Need to consider small things that might be overlooked like interactive whiteboards, clocks.
- Microphones – not a requirement in classrooms; but people have said that they are nice things to have. Currently just working with specific accommodation requests.
- Library costs – no library perse, but there is a 'print, media and resource room'.

Additional Info:
- Monthly update meetings with a pre-set agenda. Everyone can contribute to the agenda. *Sent out by Rachel*
- Need policy presence at meetings.
- This process should be memorialized so that future builds can follow the process with lessons learned.