



ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES

2023 SPRING CONFERENCE &
ANNUAL GENERAL MEETING BOOKLET

May 12-13, 2023

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Online Annual General Meeting & Spring Conference Information

Preparing for the Meeting

Follow the personalized “Click Here to Join” link in the confirmation email you received after registering for the AGM/Spring Conference or one of the subsequent reminder emails. This link will open your browser and navigate to a Zoom webpage. Follow the prompts to download and install the Zoom software/application on the device you will be using on May 13 to attend the meeting.

1. Joining Via Computer/Laptop:

Follow the individualized “Click Here to Join” link in the confirmation email you received after registering for the AGM/Spring Conference or one of the subsequent reminder emails. This link will open your browser and navigate to a Zoom webpage. Assuming you have already downloaded and installed the Zoom software, you will then be asked you if you want to open the Zoom application. Click “Open”.

Once the AGM/Spring Conference is being broadcast, you will be given the option to select your preferred audio conference option: Phone Call or Computer Audio. Follow the prompts on the screen. If you are not asked to Join Audio, and cannot hear anyone speaking, look for the symbol on your screen that looks like a pair of headphones. When you tap on the icon, it may prompt your device to ask you to "Join Audio".

2. Joining Via Smartphone/Tablet:

Follow the individualized “Click Here to Join” link in the confirmation email you received after registering for the AGM/Spring Conference or one of the subsequent reminder emails. This link will open your browser and navigate to a Zoom webpage. Assuming you have already downloaded and installed the Zoom software, you will then be asked you if you want to open the Zoom application. Click “Open”.

3. Joining Via Phone (Dial-in):

Using the confirmation email you received after registering for the AGM/Spring Conference or one of the subsequent reminder emails, call one of the phone numbers listed and follow the prompts to enter: 1. Meeting ID: enter the Meeting ID in your confirmation/registration email and “#” 2. Participant ID: enter “#” to skip 3. Password: enter the Meeting ID in your confirmation/registration email and “#” *

NOTE: If you are attending via phone only, email our office to receive a copy of the slides presented prior to the meeting.



ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES

BACKGROUND

Education in the Yukon is a partnership between government, educators, School Councils/Boards/Committee, parents, students and community. Each partner has an important role to play – to be effective, the partners must collaborate. And while collaboration is a vital component for a high-quality education system, autonomy of each partner group is also important. One component of building meaningful partnerships is to recognize that each partner group must have a mandated area of authority and responsibility.

The Association of Yukon School Councils, Boards and Committees (AYSCBC) was formed in the fall of 1999.

LEGISLATION

Under section 121 of the Yukon Education Act, it states:

“School Boards and Councils may form and become members of an Association of School Boards and Councils and may make grants or payments to the association.”

MANDATE

Through its activities, the Association provides services and supports to its members. The focus is on working collaboratively for high quality public education and promoting and supporting the value of locally elected School Councils, Boards and Committees.

The objectives of the Association include:

- To undertake and/or coordinate project initiatives identified as being of a common priority by its membership and disseminate any resulting information.
- To ensure access to training programs on behalf of its members.
- To ensure effective communication between the Association, its members and external contacts.
- To provide expert advice to its members.

AYSCBC can represent membership, as directed, on matters affecting public education in the Yukon.

EXECUTIVE

In accordance with the Bylaws, the Executive will be composed of at least three and no more than seven Directors. To ensure a representative Executive, at least two Directors will be elected by all members from among those candidates nominated by Rural Members. The term of office is three years. Section 5.9 specifies that a quorum of the Directors may fill a vacancy on the Executive by appointment except for a vacancy arising from an increase in the minimum or maximum number of directors or a failure to elect the minimum number of Directors. A Director appointed or elected to fill a vacancy holds office for the balance of the term of their predecessor. AYSCBC presents annual reports to the membership at the Annual General Meeting.

MEMBERSHIP

The Association has School Councils as Members of the organization. The three Catholic School Councils (Christ the King Elementary School Council, Holy Family Elementary School Council and St. Francis of Assisi Catholic Secondary School Council) have developed their own association and are members of the Catholic Education Association of Yukon. In 2022, the school communities of Chief Zzeh Gittlit School, Ross River School, St. Elias Community School, Johnson Elementary and Watson Lake Secondary, Nelna Bessie John School, Takhini Elementary, and Grey Mountain Primary voted in support of becoming part of the First Nation School Board (FNSB). In 2023, Kluane Lake, Eliza Van Bibber and Ghùch Tlâ Community Schools also voted in favour of becoming part of the FNSB. Each of these school councils dissolved with the creation of the First Nation School Board.

Application for membership with AYSCBC may be made by any Yukon School Council or School Board. Such Membership remains in force unless terminated in accordance with Section 3.8 and 3.9 of the Association Bylaws.

FUNDING

Funding for the operation of and services provided by AYSCBC has historically been based on a Memorandum of Understanding (MOU) between the Yukon Education and AYSCBC, covering the period from February 1, 2015 to January 31, 2018. In 2021, AYSCBC worked to secure a three-year funding agreement with the Government of Yukon Department of Education in the form of a Transfer Payment Agreement (TPA). A one-year Transfer Payment Agreement for 2023-2024 was recently secured. The agreement is based on the association's core activities (professional development, communication, outreach) in support of the work of School Council members. Funding to develop a 3-5 year strategic plan for the Association of Yukon School Councils, Boards & Committees in consultation with its education partners, is also included.

STAFF

Executive Director services are provided under contract while all Executive Members serve as volunteers.

Association of Yukon School Councils Boards & Committees AGM & Yukon School Councils' Spring Conference

BUILDING EDUCATIONAL PARTNERSHIPS

Yukon Inn (Fireside Room)

AGENDA

Friday, May 12, 2023

6:30pm MEET & GREET – Kwanlin Dun Cultural Centre (Artist Studio)

The 2023 AYSCBC Spring Conference & AGM is an opportunity to bring school councils from across the territory back together again. Join us for an informal *Meet and Greet* - light refreshments/appies will be offered.

Saturday, May 13, 2023

8:00 am Continental Breakfast

9:00 am AYSCBC ANNUAL GENERAL MEETING

- Opening Prayer / Remarks
- Tribute to Sheri Graham
- Review of AYSCBC Constitution & Bylaws
- Approval of Minutes
- Presentation of Annual Reports
- Presentation of 2022/2023 Financial Statements
- Presentation of 2023/2024 Work Plan
- Election: One (1) Director
- School Council Round Table
- Remarks by Education Deputy Minister Mary Cameron

Noon LUNCH

1:00 pm STRATEGIC PLANNING KICKOFF

AYSCBC will be developing a long-term vision and multi-year strategic plan in consultation with its education partners. During the upcoming months, the association will work with each of its member school councils and other education partners to determine and redefine the key roles and responsibilities of the association in support of its mandate as set out in the Education Act. An overview of the planning initiative including the project objectives, outcomes and engagement opportunities, will be provided.

Closing Remarks



ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES

ANNUAL GENERAL MEETING AGENDA

Saturday, May 13, 2023

9:00 am – noon

Online (Zoom Webinar) and In Person (Yukon Inn)

1. Call to order
2. Approval of Agenda
3. Opening Prayer
4. Opening Remarks
5. Tribute to Sheri Graham
6. AYSCBC Constitution & Bylaws Overview
7. Approval of Minutes
 - 2022 AYSCBC Special Meeting (May 28, 2022)
 - 2022 AYSCBC AGM (May 28, 2022)
8. Chair's Report
9. Executive Director's Report
10. Financial Report
 - 2022/2023 Financial Statements
11. Presentation of Workplan 2023-2024
12. Election: One (1) Director
13. School Council Roundtable
14. Remarks by Education Deputy Minister Mary Cameron
15. Closing Remarks
16. Adjournment of AGM



ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES

SPECIAL GENERAL MEETING MINUTES

May 28, 2022
Yukon Inn
10:00-11:00 am

AYSCBC Executive Members in attendance:

Sandra Henderson, Chair
Sheri Graham, Vice Chair
Amy McKinnon, Secretary/Treasurer
Robin Smarch, Director
Heather Milford, Director

Elaine Taylor, Executive Director

Member Councils in attendance:

Ted Baker (Del Van Gorder)
FH Collins Secondary SC (Alyssa Tone)
Elijah Smith Elementary SC (Jessie Dawson)
Jack Hulland Elementary SC (Misty Ticiniski, Jesse Bouchard)
Eliza Van Bibber (Mackenzie Boyden, Rhona Edwards)
Tantalus Community SC (Sandra Combs, Lorraine O'Brien)
Selkirk Elementary SC (Melanie Davignon)
Porter Creek Secondary SC (Angela Drainville)
Kluane SC (Jennifer Chambers)
St. Elias (Marsha Sparvier)
École Whitehorse Elementary SC (Donna-Marie Haughton)
Robert Service SC (Brent McDonald)
Grey Mountain Primary SC (Tim Kucharuk)
Khatinas.àxh Community SC (Jari Smarch, Ashley Anderson)

Non Members in attendance:

Yukon Catholic Education Association of Yukon (Kathleen Williams)
Cynthia Lyslo

1. **Call to order** – 10:00 am
2. **Establishment of Quorum** - 14 of the Association's 23 Members were in attendance.
3. **Approval of Agenda**

MOTION: That the Special General Meeting Agenda be approved as presented.

Moved by Brent McDonald, seconded by Jessie Dawson – Carried

4. Opening Remarks – Chair Sandra Henderson

Pleased to host this year's meeting as an opportunity to make connections, build and renew relationships. Thank you for A reminder to have the Special Meeting booklet on hand as we move through the agenda.

5. Presentation of Draft Amendments to AYSCBC Constitution & Bylaws

A new Societies Act and accompanying regulations were proclaimed on April 1, 2021. Societies currently registered in Yukon have until March 31, 2023, to transition and conform to the new Societies Act. To start the transition process, societies must re-file their own constitution ensuring each of the new provisions contained in the new Act, are reflected in the constitution. As suggested by Corporate Affairs, it is recommended that societies have a lawyer confirm that the updated bylaws or amended model bylaws meet the requirements of the Act. To advance this work, Barrister & Solicitor Meagan Lang was commissioned by the association to draft amendments to the AYSCBC Constitution & Bylaws. An overview of the draft amendments was presented by Meagan Lang.

6. Members' Special Resolution – Constitution

Motion: Be it Resolved that the Constitution of the Association of Yukon School Councils, Boards & Committees be amended as follows:

- (1) Delete paragraph 2 (Guiding Principles)
- (2) Delete paragraph 4 (Objectives)
- (3) Delete paragraph 5 (Address)

Moved by Melanie Davignon, seconded by Tim Kucharuk. Carried.

7. Members' Special Resolution – Bylaws

Motion: Be it resolved that the Bylaws of the Association of Yukon School Councils, Boards & Committees adopted November 18, 2000 and amended on April 28, 2001, April 26, 2002, October 25, 2003, May 14, 2004 and April 16, 2005 be repealed and replaced by the Bylaws attached as Schedule A to this Resolution.

Moved by Jari Smarch, seconded by Angela Drainville. Carried.

8. Approval of Category B Special Resolution - 21/22

The Association of Yukon School Councils, Boards & Committees currently qualifies as a Category B Society under Section 7(1)b of the Societies Regulations, issued under the Societies Act as the society during its fiscal year

- (i) had revenues, including grants and donations, of \$40,000 or more but less than \$150,000,

And whereas the society had its financial statements prepared by a professional bookkeeper, MP Computing Ltd.

MOTION: Be it resolved that, in accordance with section 9(4) of the Societies Regulations, the members of the Society by special resolution hereby waive the requirement that the society's 21/22 financial statements be reviewed by a professional accountant.

Moved by Tim Kucharuk, seconded by Melanie Davignon. Carried.

9. Adjournment –

Motion: Be it resolved that the Special General Meeting be adjourned.

Moved by Angela Drainville, seconded by Jari Smarch.

Meeting adjourned at 11:00 am



ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES

Draft 2022 ANNUAL GENERAL MEETING MINUTES

May 28, 2022

Yukon Inn

11:00 a.m. – 1:30 p.m.

AYSCBC Executive Members in attendance:

Sandra Henderson, Chair
Sheri Graham, Vice Chair
Amy McKinnon, Secretary/Treasurer
Robin Smarch, Director
Heather Milford, Director

Elaine Taylor, Executive Director

Member Councils in attendance:

Ted Baker (Del Van Gorder)
FH Collins Secondary SC (Alyssa Tone)
Elijah Smith Elementary SC (Jessie Dawson)
Jack Hulland Elementary SC (Misty Ticiniski, Jesse Bouchard)
Eliza Van Bibber (Mackenzie Boyden, Rhona Edwards)
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École Whitehorse Elementary SC (Donna-Marie Haughton)
Robert Service SC (Brent McDonald)
Grey Mountain Primary SC (Tim Kucharuk)
Khatinas.àxh Community SC (Jari Smarch, Ashley Anderson)

Non Members in attendance:

Catholic Education Association of Yukon (Kathleen Williams)
Cynthia Lyslo

10. Call to order – 11:00 am

Establishment of Quorum - 14 of the Association's 23 Members were in attendance.

11. Approval of Agenda

MOTION: That the Annual General Meeting Agenda be approved as presented.

Moved by Heather Milford, seconded by Amy McKinnon – Carried

12. Opening Remarks – Chair Sandra Henderson

The Chair welcomed delegates to the 2022 AGM of the AYSCBC and expressed appreciation for everyone able to join the meeting. The Chair thanked all members of Yukon School Councils for the invaluable work done on behalf of members' school communities.

13. Approval of 2021 Annual General Meeting Minutes (April 24, 2021)

MOTION: That the minutes from the 2021 Annual General Meeting held on April 24, 2021 be approved as presented.

Moved by Jari Smarch, seconded by Robin Smarch. Carried

14. Chair's Report – Sandra Henderson

As relayed, 2021/2022 has been exceptionally busy. Despite not being able to hold in person events until recently, the executive and Board of Directors has continued to meet monthly to advance the business of the association and address issues of importance to school councils.

Marking 23 years now in existence, the Association of Yukon School Councils, Boards & Committees (AYSCBC) has and continues to provide services and supports to Yukon school councils, with a focus on working collaboratively with its partners to promote quality education, positive student outcomes and the invaluable work of the locally elected School Councils in Yukon.

Throughout the year, the association has met with the department of Education via Zoom, face to face meetings and conference calls to highlight important issues raised by school councils. These include working to advance each of the recommendations outlined in the 2019 Education Audit, responding to concerns raised by school councils regarding school re-entry planning and calling for meaningful engagement with school councils and school communities surrounding key decisions.

This past year, the association worked with a contractor to assist a number of school councils with the completion of their financial statements to ensure the continued operations of school councils and their important work in support of school communities. Work pertaining to the process for undertaking Principal/teacher evaluations as it pertains to the role of school councils was also undertaken. AYSCBC has also been asked to lead an education planning process that will engage affected school councils in a strategic discussion about education priorities (programming & infrastructure needs) and possible solutions for the department's consideration. A contractor has been secured to assist with this project also.

An integral part of AYSCBC's mandate is providing professional development opportunities through meetings and networking events for school council members across the territory. After 2 years of not being able to meet in person, we were pleased to host a hybrid fall gathering of school councils offering two keynote presentations and a number of other plenary sessions covering the topics of youth mental health, COVID and Kids, election preparedness, student attendance, the creation of a First Nations school board and youth wellness. Over 50 registrants representing 14 school councils from across the territory attended the 2021 Fall Gathering in person and virtually.

In January 2022, AYSCBC submitted its response to the recommendations on the 2019 Auditor General of Canada's report, Kindergarten Through Grade 12 Education in Yukon. As outlined, concerns surrounding gaps in student outcomes particularly among First Nations and non-First Nations students and rural and urban schools, mental health supports in schools, teacher recruitment and retention and supporting student learning needs with additional supports, were raised with the Public Accounts Committee.

As a member of the Advisory Committee on Yukon Education (ACYE), the Association of Yukon School Councils, Boards and Committees (AYSCBC) has been engaged in discussions regarding the topic of inclusive and special education and the findings of the report that was commissioned. While we are supportive of this important work, the association remains concerned regarding the lack of clear and tangible deliverables, cost estimates and measurable indicators for implementing each of the recommendations. As conveyed in a letter to the department in March 2020, the association recommended that the review be conducted in a clear, transparent manner with concrete objectives, action items, timelines and deliverables for improving learning opportunities for Yukon students. With over two years having passed since the review was first initiated and no substantive improvements having taken effect in Yukon schools, these recommendations continue to stand.

The association acknowledges the work to create a working group comprising representatives of various education partners including AYSCBC as well as those who are participating in the various Communities of Inquiry that were created to advance work on the report recommendations. The association remains concerned, however, regarding the amount of time that has passed since the report was first commissioned with no tangible outcomes realized thus far, particularly as it pertains to the Auditor General's recommendations to:

- prioritize students for specialized assessment;
- formalize Individualized Education Plan (IEP) policies and guidelines
- assess and track specialist recommendations; and,
- assess and track teachers use of recommended strategies.

Though mental health is not specifically referenced in the audit, it is directly related to the delivery of programs in support of Yukon students' well-being. According to the results of the third pandemic learning survey (summer 2021) commissioned by the Department of Education, 49% of students reported that the pandemic has negatively and very negatively impacted their mental health and wellness. Not unlike what is occurring across the country, it is clear the COVID-19 pandemic has placed a disproportionate burden on children and youth in the Yukon. Children and youth are affected by the closure of schools, recreational programs and other public places. They are also impacted by the increasing economic pressures and stress that their parents and other caregivers are facing due to work disruptions and job losses.

Given the cumulative effects of stress, anxiety and/or depression on students' ability to learn as well as attend school, and in light of the significant role schools play in the lives of children and youth, AYSCBC has and continues to advocate for making increased mental health services and resources readily available in Yukon schools throughout the territory. As governments put in place policies and programs to mitigate the impact of the pandemic on Canadians, AYSCBC urges all levels of government to consider the unique ways that children are made vulnerable by the pandemic and to put in place urgent measures to reduce their vulnerability.

The board of directors who have generously given of their time and expertise to the association were acknowledged and thanked.

15. Executive Director Report – Elaine Taylor

As reported, members of the association have attended a number of school council meetings virtually and have participated in committees such as the Advisory Committee on Yukon Education, Teacher Evaluation Committee, French Second Language Advisory Committee and the Student Transportation Committee. The association was also pleased to work with Elections Yukon, Yukon Education and the Catholic Education Association of Yukon to discuss, plan and promote the 2022 School Council General Election. The association continues to field calls and correspondence requesting advice and/or assistance

with issues such as staff housing, resource allocations in schools, early learning/child care, traffic safety, delivery of special education, teacher evaluation, hiring procedures and COVID-19 protocols.

Throughout the year, the association has hosted a number of Zoom information sessions regarding the work of other organizations such as Community Building Youth Futures and the office of the Child & Youth Advocate. The association also facilitated a number of information sessions with school councils, the Yukon First Nations Education Directorate (YFNED), Elections Yukon and the department of Education regarding the creation of a First Nation School Board Agreement.

In addition to hosting the AYSCBC Annual General Meeting and Fall Gathering, the association is working on a number of ongoing projects including the review and redesign of the website, revisions to the Constitution and Bylaws and facilitating an education planning initiative with other school councils in the Whitehorse area. Throughout the year, the association has responded to requests for advice and/or assistance with inquiries pertaining to staff hiring protocols, preparation of contracts for secretary/treasurer services, legal authority of school councils, honoraria and professional development funding for school councils. I would like to thank those councils who have contacted our office throughout the year and have copied the association on correspondence. It is this very work that guides the association's focus and ensures we are working for you!

School Council members were thanked for taking the initiative to be involved with their schools, School Councils and the association. AYSCBC also recognized and thanked the department of Education for its continued support of the association and its work to strengthen and build capacity among its member school councils in support of all school communities throughout the territory.

16. Financial Report – Treasurer Amy McKinnon

The association continues to exercise its operations in a fiscally prudent manner. Executive Director services are provided under contract while Executive Members serve as volunteers. The association does not have a “store front” office and therefore does not have a number of overhead expenses associated with operating an office. Contracts for bookkeeping and web hosting services are delivered by Yukon companies.

2021/2022 marks the second year of the association's three-year funding agreement with the Government of Yukon - Department of Education. The 2020-2023 transfer payment agreement is based on the association's core activities (professional development, communication, outreach) as well as a number of projects in support of the work of School Council members. Securing a long-term funding agreement provides certainty for the association and provides the opportunity to plan ahead.

A financial breakdown of the funding agreement is as follows:

2020/2021: \$10,000 (School Council Resource Guide)

2021/2022: \$75,000 (See 2021/2022 AYSCBC Work Plan)

2022/2023: \$85,000 (See proposed 2022/2023 AYSCBC Work Plan)

Throughout the year, a number of adjustments to the budget were made in response to varying circumstances. Revisions to the AYSCBC Constitution & Bylaws resulting from recent changes to the Societies Act and Regulation, for example, were initiated during 21/22. As this project was not foreseen in the previous fiscal year, funding is being re-allocated to address this legal requirement. A number of projects were not made

Yukon School Councils were thanked for their continuing support of AYSCBC and Yukon Education for their financial support on behalf of members. As relayed, this support enables the association to do the work it does with, and for, its colleagues in supporting students and school community involvement in education.

MOTION: That the 2021-2022 Financial Statements be approved as presented.

Moved by Melanie Davignon, seconded by Ted Baker. Carried.

8. Presentation of 2022/2023 AYSCBC Work Plan

The 2022-2023 draft AYSCBC Work Plan was presented for review and approval. It was noted that changes may be made to the work plan as a result of COVID-19 developments.

MOTION: Be it resolved that the 2022/2023 AYSCBC Work Plan be approved as presented.

Moved by Jessie Dawson, seconded by Robin Smarch. Carried.

9. Election of Officers

The following individuals were elected as directors to serve on the AYSCBC Board of Directors:

- Sandra Henderson
- Sheri Graham
- Amy McKinnon
- Heather Milford
- Jessie Dawson
- Brent McDonald
- Robin Smarch

10. School Council Roundtable

Updates were provided by participating School Councils.

11. Closing Remarks

The Chair thanked the AYSCBC Board of Directors, staff and partners for their work to promote quality education, positive student outcomes and the invaluable work of the locally elected School Councils in Yukon.

12. Adjournment

MOTION: Be it resolved that the 2022 AYSCBC Annual General Meeting be adjourned.

Moved by Tim Kucharuk, seconded by Melanie Davignon. Carried.



REPORT FROM THE CHAIR

We would like to thank and welcome you to the 2023 Annual General Meeting. We value your time and appreciate how challenging it can be for many of you to take time away from your families and to make the necessary arrangements to attend this meeting. We are grateful for your attendance and participation!

An integral part of AYSCBC's mandate is providing professional development opportunities through meetings and networking events for school council members across the territory. Last fall, the association was pleased to host a hybrid fall gathering of school councils offering two keynote presentations by Dr. Debbie Pushor on the topic of parent engagement in support of students and student learning outcomes along with a number of other plenary sessions covering the topics of special & inclusive education, conflict resolution & communication and policy making.

In January, the association held a meeting of School Council Chairs / representatives to discuss the Review on Inclusive and Special Education, school capital planning, timelines for Yukon schools considering joining the First Nation School Board and overall engagement with school councils. Emerging from this meeting were a number of recommendations which have since been shared with the Deputy Minister of Education and the Department for their review and consideration. These and other events held throughout the year are a key opportunity to come together to learn, network and share perspectives with each other. We would like to thank members for participating in these forums as it is your priorities which continue to guide our work.

Throughout the year, the association has held a number of meetings with the department of Education to highlight important issues raised by school councils. These include advancing each of the recommendations outlined in the 2019 Education Audit, responding to concerns raised by school councils and calling for meaningful engagement with school councils and school communities surrounding key decisions. We would like to thank Education Minister Jeannie McLean for the opportunity to meet with the association throughout the past year as well as former Deputy Minister Nicole Morgan and Deputy Minister Mary Cameron.

In light of key, important developments over the past year – notably the formation of the First Nation School Board – the upcoming year, for the association, will be a critical year and one of transition. During the upcoming months, the association will work with each of its member school councils and other education partners to determine and redefine the key roles and responsibilities of the association in support of its mandate as set out in the Education Act. An overview regarding this important planning initiative will be provided during the Spring Conference.

In closing, I wish to thank all of you for your work in support of students and families across the territory. This work is not easy and requires time. I would also like to thank my colleagues on the board of directors who have generously given of their time and expertise to the association. I look forward to the coming year and continuing our collective work in support of school councils.

Sandra Henderson
Chair



ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES

REPORT FROM THE EXECUTIVE DIRECTOR

Welcome to the 2023 AYSCBC Annual General Meeting!

Thank you for being part of this year's proceedings and for all that you do in support of your school community. Throughout the year, I have appreciated the opportunity to attend various meetings of our member school councils either virtually or in person. I applaud the work that each of you are undertaking and the innovation being applied to advance various education initiatives. Thank you for letting me be part of these important discussions and for enabling the association to share this important work with all school councils.

During the past year, the association has participated in committees such as the Advisory Committee on Yukon Education, Teacher Evaluation Committee, French Second Language Advisory Committee, Student Transportation Committee and Yukon Excellence in Education Awards. The association also continues to field calls and correspondence requesting advice and/or assistance with issues such as funding, resource allocations in schools, school council liability, traffic safety and the delivery of inclusive and special education in Yukon schools. I would like to thank those councils who have contacted our office throughout the year and have copied the association on correspondence. It is this very work that guides the association's focus and ensures we are working for you!

In addition to hosting the AYSCBC Annual General Meeting and Fall Conference, the association was pleased to host two workshops on the roles and responsibilities of Secretary / Treasurer with the assistance of Jerry Zahora. The association is also working on a number of projects in support of modernizing its work, ensuring the organization remains relevant and responsive to your needs. This work includes the review and redesign of the AYSCBC website and the development of a long-term strategic plan for the association.

I am fortunate to work with a group of passionate, knowledgeable and dedicated individuals, each of whom is strongly committed to seeing the organization grow, prosper and become an effective advocate regarding education in our territory. The Dr. Seuss book, *The Lorax*, reminds us that "Unless someone like you cares a whole awful lot, nothing is going to get better. It is not." Thank you for caring enough to be involved with your child's school, your child's school community, and our organization. A strong AYSCBC will ensure that parents continue to have a powerful voice in public education.

The association would like to especially thank the department of Education for its continued support of the association and its work to strengthen and build capacity among its member school councils in support of all school communities throughout the territory.

Elaine Taylor
Executive Director



REPORT FROM THE TREASURER

The association continues to exercise its operations in a fiscally prudent manner. Part time Executive Director services are provided under contract while Executive Members serve as volunteers. The association does not have a “store front” office and therefore does not have a number of overhead expenses associated with operating an office. Contracts for bookkeeping and web hosting services are delivered by Yukon companies.

2022/2023 marked the third and final year of the association’s three-year funding agreement with the Government of Yukon - Department of Education. Recently, a one-year transfer payment agreement was secured for 2023-2024. The agreement is based on the association’s core activities (professional development, communication, outreach) in support of the work of member School Councils. Funding to develop a 3-5 year strategic plan for the Association of Yukon School Councils, Boards & Committees in consultation with its education partners, is also included. More information regarding the deliverables can be found in the 2023-2024 AYSCBC Work Plan.

This past year, Outcrop Communications was hired to undertake a review and redesign of the AYSCBC website for the purposes of providing a user friendly and inviting website that is easy to update and maintain and has the ability to offer links to resource materials (text, voice, video), calendaring services, e-newsletters, and bulletin boards. The contract also includes a logo refresh which can be easily applied to all marketing displays and letterhead as well as the website itself. The contract is expected to be completed later this year.

Recently, Bartlette Consulting was also secured to undertake strategic planning in consultation with the association, its members and other education partners. Both contracts were entered into following the issue of a competitive Request for Proposals for each of the projects.

We’d like to thank Yukon School Councils for their continuing support of AYSCBC and Yukon Education for their financial support on behalf of our members. This support enables us to do the work we do with, and for, our colleagues in supporting students and school community involvement in education.

We are committed to continuing to provide support and leadership to our members and ensuring our work meets your needs and priorities.

Amy McKinnon
Treasurer

9:16 AM

Association of Yukon School Councils, Boards & Committees

04/20/23

Profit & Loss

Accrual Basis

February 2022 through January 2023

	Feb '22 - Jan 23
Ordinary Income/Expense	
Income	
4150 · YG School Council Support	85,000.00
Total Income	85,000.00
Expense	
5100 · Executive Director	36,890.67
5200 · Office Expenses	1,230.80
5225 · Professional fees	4,747.84
5250 · Executive Expenses	10,532.13
5257 · 2022 Fall Conference	17,798.86
5265 · AGM	6,124.18
5300 · Bank charges	84.34
Total Expense	77,408.82
Net Ordinary Income	7,591.18
Net Income	7,591.18

9:16 AM

Association of Yukon School Councils, Boards & Committees

04/20/23

Balance Sheet

Accrual Basis

As of January 31, 2023

	Jan 31, 23
ASSETS	
Current Assets	
Chequing/Savings	
1000 · Royal Bank	31,413.39
Total Chequing/Savings	31,413.39
Other Current Assets	
1500 · YTG Receivable	10,000.00
Total Other Current Assets	10,000.00
Total Current Assets	41,413.39
TOTAL ASSETS	41,413.39
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	11,665.25
Total Accounts Payable	11,665.25
Credit Cards	
2100 · Visa Payable	191.72
Total Credit Cards	191.72
Total Current Liabilities	11,856.97
Total Liabilities	11,856.97
Equity	
3100 · Contributed Surplus	21,965.24
Net Income	7,591.18
Total Equity	29,556.42
TOTAL LIABILITIES & EQUITY	41,413.39

2023/2024 AYSCBC DRAFT WORK PLAN

Activity	Tasks	Timeline	Budget	Deliverables	Background Information
PROFESSIONAL DEVELOPMENT					
1. Representation on Committees and Reporting of Outcomes	<p>1. Participate on Education Committees as determined by department of Education. Current committees include:</p> <p>Teacher Certification Board Advisory Committee for Yukon Education French Second Language Advisory Committee Yukon Excellence Awards Committee Hiring Panels (as determined) Every Student Every Day Communications Committee Conference Organizing Committee</p>	<p>Estimate up to 3 meetings per year for each committee. Estimate 2-5 hours for each meeting.</p>	<p>Meeting attendance by Executive Director and/or Executive member throughout the year: \$2500 Report meeting outcomes and disseminate information to membership: \$1000 TOTAL: \$3,500</p>	<p>1. Attend committee meetings as determined by Yukon Education. 2. Report on outcome of meetings with members via e-mail, bulletins and/or newsletters. 3. Track additional follow up as determined.</p>	<p>There are a number of education committees that are currently underway. Most meet up to four times a year. Participation in each of these committees provides an opportunity to exchange and share information with the department of Education in support of School Councils.</p>
2. AYSCBC Annual General Meeting	<p>1. Plan, organize and deliver 2023 AYSCBC AGM 2. Establish organizing committee 3. Prepare & distribute annual documents for members' review and consideration 4. Annual filing of documents with Corporate Affairs</p>	<p>An online and in-person meeting to be held in mid May 2023.</p>	<p>Organization: \$3,500 Accommodation: \$1,000 Venue/Catering: \$2,000 Virtual Services: \$2,500 Members' Honoraria: \$1,500 TOTAL: \$10,500</p>	<p>Maintain business continuity for the organization with the presentation of annual documents (financial statements, annual reports & resolutions).</p>	<p>Each year, AYSCBC hosts an Annual General Meeting to meet the requirements of the Association Constitution & Bylaws and the <i>Societies Act</i>. It is anticipated that a strategic planning initiative will also be launched during this year's Annual Meeting.</p>
3. Yukon School Councils' Fall Conference	<p>1. Plan, organize and deliver 2023 Yukon School Councils' Fall Conference 2. Secure date and venue 3. Confirm keynote speaker(s) 4. Arrange 4 workshops/presentations 5. Arrange accommodation for participants</p>	<p>Late fall. Date to be determined.</p>	<p>Venue/Catering: \$3,500 Virtual Services: \$4,500 Guest Speaker: \$5,000 Advertising: \$2,000 Materials & Printing: \$300 Organization: \$5,000 Accommodation: \$1,000 TOTAL: \$21,300</p>	<p>1. Aim to attract participation from 70% of member school councils 2. Increase participation of school administrators 3. Increase participation of public</p>	<p>This year's School Council's Fall Conference will be guided by the work of an organizing committee comprising representation of the Department of Education, AYSCBC and CEAY. An invitation for both of the two school boards to become involved, will also be extended.</p>

4. Offer Support, Resources & Materials	1. Respond to e-mails, phone calls and written correspondence requesting assistance for support, advice and information from school councils, organizations and individuals at large. 2. Provide administrative support to Executive 2. Maintain communication and provide support to contractors - webhost, bookkeeper, consultants, etc.	Year round. As requested.	Ongoing. Throughout the year. \$10,000	1. Increased communication and exchange of information with Yukon School Councils 2. Track incoming calls, e-mail and written correspondence to better define a baseline for budgeting purposes as well as categorizing areas of interest by School Councils	Throughout the year, there are various requests for assistance made by School Councils seeking information, advice and support in their work on behalf of their stakeholders. Likewise, there are requests from contractors employed to provide services on behalf of the association (ie. Bookkeeper, Web Host, Consultants).
5. Identify & Communicate PD Opportunities for Yukon School Councils	1. Provide information about relevant PD opportunities in Yukon and beyond for Yukon School Councils. 2. Work with Yukon Education to facilitate use of PD funds (and any other relevant resources) to participate in conferences, workshops and other training related events.	February/March: AYSCBC AGM & Spring Conference. Ongoing as opportunities arise.	Ongoing. Throughout the year.	1. Identify training events that may be of interest to members and work to convey this information. 2. Maintain affiliations with other School Council/Board associations in other jurisdictions (Alaska, B.C., Alberta, Saskatchewan) for sharing information and resources including upcoming conferences with Yukon School Councils. 3. Work with Yukon Education to jointly promote PD funding made available to School Councils for participation at AYSCBC sponsored events and other training related activities.	Each School Council receives a sum of dollars each year for professional development by the department of Education. In previous years, funding has gone towards participation costs for School Council conferences hosted by AYSCBC. Recently, the association has been pleased to support councils' participation in conferences such as this (ie. accommodation and other conference related expenses). By making funding available to support school councils' participation, school councils have opportunities to take in other professional development.
6. Attendance at Conferences, Workshops & other Professional Development Related Events	Attend learning opportunities provided by other community-based educational organizations (within and outside of Yukon) in order to maintain requisite level of knowledge and currency in professional development and issues of importance	Ongoing. As identified throughout the year.	Travel & Accommodation: \$2,500	1. Attend minimum of one conference/workshop in Yukon relevant to Yukon education. 2. Attend AGM & Annual Conference in another jurisdiction (ie. Association of Alaska School Boards or the National Congress on Rural Education held in Saskatchewan). 3. Communicate findings of conferences/learning events including best practices and resource materials made available.	In order to remain current, the association has previously supported a member(s) of the Executive and/or the Executive Director to participate in other provincial/territorial conferences.
COMMUNICATION					
1. E-Newsletters	1. Prepare & distribute a series of e-newsletters to all school council members. Content to include upcoming events, activities of AYSCBC, committee updates, etc. 2. Maintain and update School Council email database for distributing newsletters, notices of events and other updates.	Bi-weekly	Preparation and Distribution: \$3,000	1. Deliver monthly e-newsletters throughout the school year to be distributed to Yukon School Councils and other recipients as currently defined. 2. Update e-newsletter recipient list to include CELC's, First Nation Education Directors and other organizations (territorial and national).	Each year, AYSCBC prepares and distributes e-newsletters to councils containing notices of upcoming events such as conferences, election and by-election notices, committee vacancies, funding announcements and other news.

2. Complete Website Redesign / Website Maintenance	<p>1. Complete website redesign (initiated in FY22/23)</p> <p>2. Update website to reflect current and upcoming events (school council meetings, conferences, reports, school council members).</p> <p>3. Remove outdated news items and information materials.</p> <p>4. Promote website to members and the public at large via newsletters, conferences and print materials.</p>	Weekly throughout the course of the year	Website Redesign: Funded in FY 22-23 Ongoing updates: \$3,500	<p>1. Website that is engaging, interactive and up to date.</p> <p>2. Web content which is more streamlined and relevant to the needs of School Council members.</p> <p>2. Heightened awareness of the resources and supports available by the association for School Councils and other stakeholders.</p>	As the website redesign project wraps up later this year, a information will need to be migrated and reorganized. A number of updates reflecting current and upcoming events (school council meetings, conferences, reports, school council members) will also need to occur.
3. Communication with Yukon Education	<p>1. Maintain communication with department of Education regarding Education Audit Recommendations including the Review on Inclusive Education, Student Attendance and First Nation Language and Culture.</p> <p>2. Work to identify roles and responsibilities of the Association, the department of Education and School Councils pursuant to the Education Act, Education Labour Relations Act and associated regulations.</p>	Throughout the year.	TBD - contingent on DOE approval.	<p>1. Formalize meeting schedule with department of Education including Minister of Education and Deputy Minister.</p> <p>2. Working group comprising representatives of School Councils, Yukon Education and AYSCBC tasked with reviewing and making recommendations regarding the roles and responsibilities of the respective parties as it pertains to the work of Yukon School Councils.</p>	Over the years, AYSCBC has been asked to offer additional information regarding the legal authority of School Councils as it pertains to the overall engagement of school councils in decisions surrounding schools, programs and policies. Ensuring all partners are aware of their respective roles and responsibilities is essential to any governance structure for the purposes of accountability and effective decision making. The association is recommending a working group of school council members, association and department representatives be struck to discuss the roles and responsibilities of School Councils and the Ministry as it pertains to this and other sections of the Act.
OUTREACH					
1. Engaging with School Councils	<p>1. Upon request, attend meetings of School Council meetings in person or remotely. Training opportunities can also be coordinated, based on the needs of individual School Councils.</p> <p>3. Seek feedback from School Councils on various issues through the use of newsletters, direct mail, surveys and/or meetings.</p> <p>4. Encourage exchange of correspondence between School Councils and the Association to inform and prioritize the work of AYSCBC</p>	February - June / September - January	Expenses include organization of presentations attendance at meetings = \$3,000	<p>1. Increased awareness of AYSCBC and the services it offers on behalf of and in support of Yukon School Councils.</p> <p>2. Increased participation of School Council members in AYSCBC sponsored events and other training related opportunities (ie. conferences, workshops, surveys, etc).</p>	In addition to hosting conferences, workshops and meetings throughout the year, AYSCBC is also available to attend individual School Council meetings, as identified by councils. The association continues to look at other ways to engage with councils through the use of surveys, newsletters, direct mail and the use of online platforms. This feedback is integral in guiding the work of the association to ensure AYSCBC is working for you!

2. Community Engagement	Engage with and strengthen relationships with community organizations to: - Coordinate communication among agencies - Leverage shared resources - Identify opportunities for partnerships and/or the creation of short-term and long-term projects in support of school councils	Ongoing - throughout the year.	1. Costs associated with meetings with primary partners (CEAY, FNSB, CSFY) to be included in the strategic planning initiative. 2. Strengthen ties with community organizations: ongoing	1. Host meetings with the Catholic Education Association of Yukon, Commission Scolaire Francophone du Yukon and the First Nations School Board to discuss shared mandates and opportunities for collaboration in support of our members. 2. Engage and exchange information with community organizations including but not limited to: Yukon Teachers' Association, Canadian Parents for French Yukon, Yukon Home Education Society and the Learning Disabilities Association of Yukon for sharing with AYSCBC members.	There are two school council associations in the territory which include the AYSCBC and the Catholic Education Association of Yukon. In addition to Yukon School Councils, there are also two school boards in the territory - Commission Scolaire Francophone du Yukon and the First Nation School Board. During 2023/2024, AYSCBC will be undertaking a strategic planning initiative that will include engagement with the association's primary education partners (DOE, FNSB, CSFY) to identify ways how the respective organizations can work collaboratively in support of our shared mandates.
3. Coordinate Project Initiatives as identified by members	Organize and facilitate opportunities for members to meet to discuss common issues on an occasional basis. These could be issue-focused or regionally-focused.	As identified throughout the year.	Costs to be determined based on needs and priorities defined by School Councils.	To be determined. For example, a working group or round table comprised of School Council representatives could be formed to address a specific issue. Depending on the complexity of the issue, discussions may take place via conference/video call. In this case, costs will be minimal other than the time to organize the calls. Other issues may require a person round table discussion which may or may not coincide with a conference.	One of the mandates of the AYSCBC is to facilitate opportunities for members to meet to discuss common issues from time to time. These can be issue-focused or regionally-focused. Depending on the matter at hand, this could take the form of a face to face meeting, conference call or roundtable discussion. One example was holding a School Council Chairs' Meeting in January 2023 to facilitate discussions regarding the Review on Inclusive and Special Education, capital planning, school council engagement and other subjects.
PROJECTS					
Strategic Planning	Develop a realistic and implementable 3-5 year strategic plan for the Association of Yukon School Councils, Boards & Committees in consultation with its education partners.	It is anticipated that planning will commence during the upcoming AYSCBC AGM and will be completed later in the year.	Estimated costs are expected to be in the \$15,000 - \$20,000 range. As there is variation in rates and styles of strategic planning offered by professional planners, quotes are expected to vary when we seek quotes. = \$20,000	1.Hire a professional strategic planner to undertake the project. 2.Organize and hold strategic planning meeting(s) with AYSCBC members and education partners to identify and document shared vision, values and goals for Yukon K-12 education. 3.Facilitated sessions will be used to: *Develop/confirm the values of the organization *Confirm/develop/refine the vision of the organization *Confirm/develop/refine the mission of the organization *Identify and select key strategic goals/objectives and actions for the organization (short term and long term)	In light of key, important developments over the past year – notably the formation of the First Nation School Board – the upcoming year, for the association, will be a critical year and one of transition. During the next twelve months, we wish to work with each of the member school councils and other education partners to determine and redefine the key roles and responsibilities of the association in support of its mandate as set out in the Education Act.

SUB TOTAL			\$77,300
Administration:			
Annual Filing Fee (2023)			\$50
Executive travel, accommodation & honoraria			\$11,500
Postal Box			\$200
Domain Hosting			\$70
Web Hosting Fees			\$410
Bank Charges			\$200
Office Supplies			\$500
Zoom Hosting Fees			\$275
Bookkeeping Services			\$1,500
SUB TOTAL			\$14,705
TOTAL			\$92,005