



**ASSOCIATION OF YUKON SCHOOL
COUNCILS, BOARDS & COMMITTEES**

2022 ANNUAL GENERAL MEETING BOOKLET

May 28, 2022

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Online Special Meeting / AGM Information

Due to COVID-19 related concerns, we are holding our Special Meeting / AGM via Zoom as well as in person.

Preparing for the Special Meeting / AGM

Follow the personalized “Click Here to Join” link in the confirmation email you received after registering for the Special Meeting / AGM 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 28 to attend the Special Meeting / AGM.

1. Joining Via Computer/Laptop:

Follow the individualized “Click Here to Join” link in the confirmation email you received after registering for the Special Meeting / AGM 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 Special Meeting / AGM 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 Special Meeting / AGM 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 Special Meeting / AGM 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, there are to be up to seven members on the Executive, and where possible at least three are to be from the rural communities. The term of office is three years. Section 3.9 of the Association By-laws specifies that vacancies on the Executive may be filled through by-election or by appointment. AYSCBC presents annual reports to the membership at the Annual General Meeting.

MEMBERSHIP

The Association has 23 School Councils as Members of the organization. This currently includes all rural School Councils and ten of the thirteen Whitehorse Councils. The three Catholic School Councils (Christ

the King Elementary School Council, Holy Family Elementary School Council and Vanier 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, Nelnah Bessie John School, Takhini Elementary, and Grey Mountain Primary voted in support of becoming part of the First Nation School Board. Each of these school councils will dissolve this fall 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 2.5 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). 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.

STAFF

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



ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES

ANNUAL GENERAL MEETING AGENDA

Saturday, May 28, 2022

11:00 – noon

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

1. Call to order
2. Approval of Agenda
3. Opening Remarks
4. Approval of Minutes
 - 2021 AYSCBC AGM (April 24, 2021)
5. Chair's Report
6. Executive Director's Report
7. Financial Report
 - 2021/2022 Financial Statements
8. Presentation of Workplan 2022-2023
9. Election of Officers
10. School Council Roundtable
11. Closing Remarks
12. Adjournment



ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES

Draft 2021 ANNUAL GENERAL MEETING MINUTES

April 24, 2021

Online Zoom Meeting

9:30 – 11:30 a.m.

AYSCBC Executive Members in attendance:

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

Elaine Taylor, Executive Director

Member Councils in attendance:

FH Collins Secondary SC (Karen Clyde)
Elijah Smith Elementary SC (Sean Smith, Rosemary Waugh)
Golden Horn Elementary SC (Emily Woodruffe)
Jack Hulland Elementary SC (Misty Ticiniski, Jesse Bouchard)
Ross River School (Dylan Loblaw)
Ghùch Tlà Community School (Courtney Grant)
Selkirk Elementary SC (Laura Davidson)
Porter Creek Secondary SC (Dale Cheeseman, Angela Drainville)
Kluane SC (Jennifer Chambers)
St. Elias (Cassandra Wheeler, Marsha Sparvier)
Watson Lake School Council (Jennifer Bonshor)
École Whitehorse Elementary SC (Laura Lang, Vanessa Thorson, Sarah Gallina)
Robert Service SC (Brent McDonald, Donna Michon, Tanja Westland)
Grey Mountain Primary SC (Kelli Anderson)
Chief Zzeh Gittlit SC (Paige Tizya-Tramm, Kathy Charlie)

Non Members in attendance:

Vanier Catholic Secondary SC (Cynthia Lyslo, Truska Gorrell)
Chiefs Committee on Education (Chief Dana Tizya-Tramm)
Yukon First Nations Education Directorate (Melanie Bennett)
Yukon Education (Ryan Sikkes, Lori Choquette)

1. Call to order – 9:30 am

Establishment of Quorum - 15 of the Association's 23 Members were in attendance.

2. Approval of Agenda

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

Moved by Dale Cheeseman, seconded by Heather Milford – Carried

3. Opening Remarks – Chair Sandra Henderson

The Chair welcomed delegates to the 2021 AGM of the AYSCBC and expressed appreciation for everyone able to join the meeting online staying and keeping healthy. The Chair thanked all members of Yukon School Councils for the invaluable work done on behalf of members' school communities.

4. Approval of 2020 Annual General Meeting Minutes (May 30, 2020)

MOTION: That the minutes from the 2020 Annual General Meeting held on May 30, 2020 be approved as presented.

Moved by Dale Cheeseman, seconded by Cassandra Wheeler – Carried

5. Chair's Report – Sandra Henderson

As relayed, 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. An integral part of AYSCBC's mandate is providing professional development opportunities through meetings and networking events for school council members across the territory. While an event such as the AGM, would under normal circumstances be held in person, gratitude was expressed to have the means to come together (online) to learn, network and share perspectives with each other.

Earlier this year, the association was pleased to launch the release of the school council resource manual following several months of work with our partners – Yukon First Nations Education Directorate (YFNED), Catholic Education Association of Yukon (CEAY) and the Department of Education. This important tool was developed to serve as a guide and support during members' tenure on school council. The document, provides an overview of the roles and responsibilities of school council members, templates for some of the tasks your council are required to undertake, tips for success and links to other up-to-date sources of information. Members of the Advisory Working Group were thanked for their hard work, commitment and dedication to seeing this important initiative come to fruition.

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 the Education Audit recommendations, school re-entry planning and calling for meaningful engagement with school councils and school communities surrounding key decisions. As highlighted in this year's work plan, outreach and communication with other organizations continues to also be a priority. This includes engagement with the First Nations Education Directorate, Yukon Teachers Association, Learning Disabilities of Yukon and Autism Yukon on the review of Inclusive and Special Education and seeking accountability and clarity regarding the decision to move students off Individualized Education Plans and on to Student Learning Plans.

The Chair expressed her gratitude for serving as the Chair of the AYSCBC and thanked her colleagues on the board of directors for generously giving of their time and expertise to help shape the future of education in the territory.

6. Executive Director Report – Elaine Taylor

As relayed, the association has had to shift its way of operating to adapt to the pandemic, continuing to advocate effectively in support of the best interests and needs of the public school system in the territory.

Last year, the association was pleased to work with Elections Yukon, Yukon Education and the Catholic Education Association of Yukon to discuss, plan and promote the 2020 School Council General Election. In spite of the pandemic, the election produced more candidates, more members, and filled more school council seats than in the previous two school elections since 2016. There were also new process initiatives, greater outreach, and close collaboration between the various education stakeholders to make voting convenient, safe, and inclusive.

In addition to overseeing and coordinating the development of the School Council Resource Guide, the association was pleased to host a number of events throughout the year including a meeting with the Yukon Child & Youth Advocate to gather information on the barriers to consistent attendance as part of an overall review on student attendance led by the office.

Throughout the year, 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 also fields calls and correspondence requesting advice and/or assistance. Some of the issues brought forward include concerns pertaining to staff housing, technical resource allocations in schools, early learning/child care, traffic safety, delivery of special education, teacher evaluation, hiring procedures and COVID-19 procedures. Councils were thanked for keeping the association informed of their work throughout the year. As explained, it is this work that guides the association's focus and ensures it is working for its members.

7. 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.

Like many other organizations, the association conducted a significant portion of its work online this past year, reducing overall costs of operation. Earlier this year, the association was able to successfully secure a three-year funding agreement with the Government of Yukon Department of Education. AYSCBC has been without an agreement since 2017/2018. This can largely be attributed to a surplus of funding that the association had accumulated over the years. 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.

MOTION: That the 2020-2021 Financial Statements be approved as presented.

Moved by Heather Milford, seconded by Laura Lang - Carried

Category B Special Resolution – 20/21

A copy of the 20/21 Category B Special Resolution that was passed during the 2020 AYSCBC AGM held on May 30, 2020 was tabled for information purposes. The motion that was adopted is as follows:

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 20/21 financial statements be reviewed by a professional accountant.

Moved by Cassandra Wheeler, seconded by Kelli Anderson. Carried

2020-2023 Transfer Payment Agreement with Government of Yukon

A new transfer payment agreement was signed by the association on March 22, 2021. A financial breakdown of the new transfer payment agreement is as follows:

- 2020/2021: \$10,000 (in support of the School Council Resource Guide)
- 2021/2022: \$75,000 (As determined by the 2021/2022 AYSCBC Work Plan)
- 2022/2023: \$85,000 (As determined by the 2022/2023 AYSCBC Work Plan)

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

8. Presentation of 2020/2021 AYSCBC Work Plan

The 2020-2021 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 2020/2021 AYSCBC Work Plan be approved as presented.

Moved by Dale Cheeseman, seconded by Laura Lang - Carried.

9. Appointment of Officer (1)

There is currently one vacancy on the AYSCBC Board of Directors. Pursuant to section 3.9 of the Association By-laws, vacancies may be filled through by-election or by appointment of the Executive. As the next election of officers will be held during next year's AGM, the term for the incoming director will be one year. There are seven seats on the Executive reflecting both rural and urban representation. Six seats are currently filled – 3 (Whitehorse), 3 (Rural). Following a call for nominations, one completed nomination form for Jennifer Bonshor was received.

Motion: Be it resolved that Jennifer Bonshor be appointed to the AYSCBC Board of Directors for the remaining 2019-2022 term.

Moved by Heather Milford, seconded by Cassandra Wheeler- Carried

10. Special Presentation on First Nations Education

Chiefs Committee on Education Co-Chair Chief Dana Tizya-Tramm and Yukon First Nations Education Directorate Executive Director Melanie Bennett presented on the delivery of First Nations education including an overview of the work being delivered by the Yukon First Nations Education Directorate and the work underway to create a First Nation School Board Agreement.

11. School Council Roundtable

Updates were provided by participating School Councils.

12. 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.

13. Adjournment

MOTION: Be it resolved that the 2021 AYSCBC Annual General Meeting be adjourned.

Moved by Sheri Graham, seconded by Ruby Simons - Carried.



REPORT FROM THE CHAIR

It has been an honour to serve as Chair of the Association of Yukon School Councils, Boards & Committees (AYSCBC) the past three years. Not unlike the previous year, 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.

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.

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.

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. A separate letter by the Yukon Association of Education Professionals, Autism Yukon, Learning Disabilities Association of Yukon and AYSCBC was also sent to the Minister of Education regarding the Review on Inclusive and Special Education.

In closing, I wish 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



REPORT FROM THE EXECUTIVE DIRECTOR

Throughout the year, 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!

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. Thank you for taking the initiative to be involved with your school, your School Council and our association. Together, our collective efforts will ensure each student is successful and that the voices of families continue to be strong in the delivery of education.

AYSCBC 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. 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

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

9:01 AM

Association of Yukon School Councils, Boards & Committees

05/24/22

Profit & Loss

Accrual Basis

February 2021 through January 2022

	<u>Feb '21 - Jan 22</u>
Ordinary Income/Expense	
Income	
4150 · YG School Council Support	65,000.00
Total Income	65,000.00
Expense	
5100 · Executive Director	30,576.01
5200 · Office Expenses	1,050.21
5225 · Professional fees	1,449.50
5250 · Executive Expenses	9,901.00
5256 · Fall 2021 Conference	16,310.99
5265 · AGM	1,840.00
5270 · Travel/School Council Outreach	487.02
5300 · Bank charges	70.50
Total Expense	61,685.23
Net Ordinary Income	3,314.77
Net Income	<u>3,314.77</u>

9:06 AM

Association of Yukon School Councils, Boards & Committees

05/24/22

Balance Sheet

Accrual Basis

As of January 31, 2022

	<u>Jan 31, 22</u>
ASSETS	
Current Assets	
Chequing/Savings	
1000 · Royal Bank	28,621.86
Total Chequing/Savings	<u>28,621.86</u>
Total Current Assets	<u>28,621.86</u>
TOTAL ASSETS	<u>28,621.86</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	6,630.50
Total Accounts Payable	<u>6,630.50</u>
Credit Cards	
2100 · Visa Payable	26.12
Total Credit Cards	<u>26.12</u>
Total Current Liabilities	<u>6,656.62</u>
Total Liabilities	6,656.62
Equity	
3100 · Contributed Surplus	18,650.47
Net Income	3,314.77
Total Equity	<u>21,965.24</u>
TOTAL LIABILITIES & EQUITY	<u>28,621.86</u>

2022/2023 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 Teacher Evaluation Committee Policy Advisory Committee Advisory Committee for Yukon Education French Second Language Advisory Committee Hiring Panels (as determined)</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: \$2000 Report meeting outcomes and disseminate information to membership: \$1000</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. Some such as the Policy Committee have not met this past 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 2022 AYSCBC Special Meeting & AGM 2. Establish conference 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 scheduled in early 2022.</p>	<p>Organization: \$3,000 Accommodation: \$500 Venue/Catering: \$1,000 AV/Livestream Support: \$2,000 Honoraria: \$1,500 TOTAL: \$8,000</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 which has in previous years, coincided with a Spring School Councils Conference. Due to the recent School Council General Election, a full conference focused on training and professional development opportunities will be held in the fall. The AGM, to be held by the end of May, will meet the requirements of the Association Constitution & Bylaws and the <i>Societies Act</i>.</p>
3. Yukon School Councils' Fall Conference	<p>1. Plan, organize and deliver 2022 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: \$6,000 Guest Speaker: \$3,000 Advertising: \$1,000 Materials & Printing: \$300 Organization: \$4,500 Accommodation: \$3,000 TOTAL: \$17,800</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>These plans are subject to change pending COVID-19 developments and the recommendation of Yukon's Chief Medical Officer.</p>
5. Offer Support, Resources & Materials	<p>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.</p>	<p>Year round. As requested.</p>	<p>Ongoing. Throughout the year. \$10,000</p>	<p>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</p>	<p>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).</p>

6. 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.
7. 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.	\$0	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 the Executive Director to participate in other provincial/territorial conferences. (Note: due to COVID-19, participation in conferences outside the territory likely won't occur this fiscal year. In territory conference fees can be absorbed.)
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. Increase number of newsletter recipients beyond Yukon School Councils to include CELC's, First Nation Education Directors, other organizations (Yukon, provincial, national), Education Administrators and possibly others.	Each year, AYSCBC prepares and distributes newsletters to councils containing notices of upcoming events such as the Leaders' Summit, election and by-election notices, committee vacancies, funding announcements and so forth.
2. Website Maintenance	1. Update website to reflect current and upcoming events (school council meetings, conferences, reports, school council members). 2. Remove outdated news items and information materials. 3. Promote website to members and the public at large via newsletters, conferences and print materials.	Weekly throughout the course of the year	Ongoing updates: \$1,000	1. Web content which is more streamlined and relevant to the needs of School Council members. 2. Heightened awareness of the resources and supports available by the association for School Councils and other stakeholders.	Working with School Councils, Yukon Education and other stakeholders, improvements can be made to current website which reflect the priorities of those the association works for - School Councils. The review will help ensure the information posted on the site is still relevant and meets the needs of schools councils today and into the future. A survey to all members of Yukon School Councils would also be issued to help inform the look and feel of the current website.

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.	Costs: \$2,500	<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>	<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.</p>
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>	<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!</p>
2. Community Engagement	<p>Engage with and strengthen relationships with community organizations to:</p> <ul style="list-style-type: none"> - 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.	<p>1. Host annual meetings with primary stakeholders (CEAY, YFNED, CSFY): \$500</p> <p>2. Strengthen ties with community organizations: Ongoing: \$2,000</p>	<p>1. Host annual meetings with the Catholic Education Association of Yukon, Commission Scolaire Francophone du Yukon and the Yukon First Nations Education Directorate to discuss shared mandates and opportunities for collaboration in support of our members.</p> <p>2. Engage and exchange information with community organizations including but not limited to: Yukon Teachers' Association, Yukon University, Canadian Parents for French Yukon, Yukon Home Education Society, Bringing Youth to Equality, Mental Health Association of Yukon and the Learning Disabilities Association of Yukon for sharing with AYSCBC members.</p>	<p>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 is also one school board in the territory - Commission Scolaire Francophone du Yukon. The CEAY, YFNED and AYSCBC have and will continue to meet for the purposes of sharing information in support of School Councils across the territory. During 2022/2023, AYSCBC will work to secure a meeting with the Francophone School Board to identify ways how the two organizations can work collaboratively in support of our shared mandates.</p>

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 an 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 Leaders' Summit which in part, helped facilitate discussions regarding the Education Audit that was issued earlier this year. We would like to know if there are other
PROJECTS					
1. Website Review & Redesign	1. Conduct survey to ascertain needs and priorities of Yukon School Councils for making information and resources available online. 2. Engage the services of an IT company to reconfigure website that is relevant, current and responsive to Yukon School Councils, families and other relevant stakeholders.	May - September	Costs: \$10,000	1. Improved web presence overall. 2. Improved analytics for tracking visits to the website. 3. Improved search optimization. 4. Ability to maintain own content. 5. User friendly, relevant and responsive to members' needs.	Same as above.
2. Tribute to School Councils	1. Purchase 8 framed prints 2. Arrange engraved metal plates for attaching to prints	May	Prints: \$2,100 Metal Engraved Plates: \$400	1. Presentation of framed prints to each of the 8 school councils in recognition of the respective school councils' contributions over the years. 2. Opportunity to thank and acknowledge the work and accomplishments of the 8 school councils over the past decades, as the school communities prepare to join the new Yukon First Nations School Board later this year.	In February 2022, it was announced that Chief Zzeh Gittlit School, Ross River School, St. Elias Community School, Johnson Elementary and Watson Lake Secondary, Nelnah Bessie John School, Takhini Elementary, and Grey Mountain Primary will be joining the First Nation School Board later this fall. During the AYSCBC AGM, it is proposed that a special presentation recognizing the respective school councils' contributions in support of students and their success, be held. This would be an opportunity to thank and acknowledge the work and accomplishments of the 8 school councils over the past decades, as the school communities prepare to join the new Yukon First Nations School Board later this year.

3. Revisions to AYSCBC Constitution & Bylaws	<p>1. Review and revise the AYSCBC constitution and bylaws to ensure compliance with the Societies Act;</p> <p>2. Complete draft AYSCBC constitution and bylaws by February 28, 2022 (this could also be adjusted to mid March);</p> <p>3. Present draft AYSCBC constitution and bylaws to the AYSCBC Executive;</p> <p>4. Present final AYSCBC constitution and bylaws to members during the special meeting on May 28, 2022;</p> <p>5. Additional modifications to the bylaws may be requested following input from school council members.</p>	January - June	Cost: \$3,500	1. Increase knowledge and awareness among Yukon School Council members of Yukon First Nations history, heritage and culture, governance, residential schools and reconciliation.	A new Societies Act and accompanying regulations were proclaimed in 2021. With these changes, 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. Alternately, organizations can adopt a generic set of bylaws provided by Corporate Affairs. As per the attached email, three options were presented to our Executive for their review and consideration in which option #3 – customized by-laws - was recently adopted as the preferred choice. 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 Section 12 of the Act.
4. School Council Supports	1. Provide administrative supports to school councils requiring services with an emphasis on maintaining good standing		Cost: \$5000		

SUB TOTAL			
Administration:			
Annual Filing Fee (2021)			\$10
Executive travel, accommodation & honoraria			\$9,500
Postal Box			\$200
Domain Hosting			\$61
Web Hosting Fees			\$407
Bank Charges			\$100
Office Supplies			\$500
Zoom Hosting Fees			\$300
Bookkeeping Services			\$1,500
SUB TOTAL			\$12,578
TOTAL			\$83,878