



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

2020 ANNUAL GENERAL MEETING BOOKLET

May 30, 2020

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Online AGM Information

Due to COVID-19 restrictions, we are holding our AGM via Zoom, ensuring our members remain safe and healthy. We have been working hard to understand the Zoom software to ensure a seamless and successful electronic AGM.

Preparing for the AGM

Follow the personalized “Click Here to Join” link in the confirmation email you received after registering for the 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 30 to attend the AGM.

1. Joining Via Computer/Laptop:

Follow the individualized “Click Here to Join” link in the confirmation email you received after registering for the 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 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 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 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 Webinar ID in your confirmation/registration email and “#” 2. Participant ID: enter “#” to skip 3. Password: enter the Webinar 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 after the AGM.



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 includes all rural School Councils and ten of the thirteen Whitehorse Councils. *(Note: Presently, the three remaining School*

Councils have developed their own association and are members of the Catholic Education Association of Yukon.) 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. AYSCBC has and continues to work with Yukon Education on a new funding agreement in the form of a Transfer Payment Agreement (TPA).

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

May 30, 2020

10:00 am

Online – Zoom Webinar

1. Call to order
2. Approval of Agenda
3. Opening Remarks
6. Approval of Minutes
 - 2019 AGM (April 26, 2019)
7. Chair's Report
8. Financial Report
 - 2019/2020 Financial Statements
 - Category B Special Resolution (2020-2021)
9. Presentation of Workplan 2020-2021
10. Closing Remarks
11. Adjournment



ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES

2019 ANNUAL GENERAL MEETING MINUTES

April 26, 2019

Yukon Inn, Whitehorse, Yukon

1:00 pm

AYSCBC Executive Members Present:

Ted Baker, Chair

Sandra Henderson, Vice Chair

Sheri Graham

Elaine Taylor, Executive Director

Member Councils in attendance:

Del Van Gorder Elementary SC (Ted Baker)

FH Collins Secondary SC (Sandra Henderson, Bryna Cable, Heather Milford, Mike Etches)

Tantalus Community SC (Lorraine O'Brien, Sandra Combs, Vera Charlie)

Jack Hulland Elementary SC (Sheri Graham)

Robert Service SC (Simon Nagano, Cecille Fage)

Ghùch Tlà Community School (Joyce Hall, James Kawchuk, Ruby Simons, Karyn Atlin)

Khàtinas.àxh Community SC (Sandy Smarch)

Kluane Lake SC (Kelli Backstrom)

J.V. Clark SC (Sarah Paschuk)

Golden Horn Elementary SC (Michelle Sicotte)

Selkirk Elementary SC (Michelle Boleen)

Nelnah Bessie John SC (Angela Demit, David Johnny Sr.)

Porter Creek Secondary SC (Deanna McLeod)

St. Elias (Millie Joe, Shannon Maloney)

1. **Call to order** - 1:05 pm
2. **Establishment of Quorum** - 14 of the Association's 23 Members were in attendance - quorum 25% met.
3. **Approval of Agenda**

MOTION: That the 2018-2019 AYSCBC Workplan be approved as presented.

Moved by Simon Nagano, seconded by Ruby Simons - Carried

4. **Approval of 2018 AGM Minutes**

MOTION: That the 2018-2019 AYSCBC Workplan be approved as presented.

Moved by Simon Nagano, seconded by Sarah Paschuk - Carried

5. **Chair's Report** – Ted Baker presented the Chair's report.

6. **Executive Director's Report** – Elaine Taylor presented the Executive Director's report.
4. **Approval of Financial Report** - Ted Baker presented the financial report for the year ending January 31, 2019 on behalf of the Treasurer, Chris Bookless.

MOTION: That the 2019-2020 Financial Statements be approved as presented.

Moved by Sandy Smarch, seconded by Simon Nagano - Carried

8. **Other Business**

One Time Project Funding

A reminder was provided regarding the reporting requirements associated with receiving One Time Project Funding. As relayed, school councils are requested to provide a short summary of the project(s) indicating that the funds were expended and the project(s) were completed. A detailed breakdown of expenditures is not required - only a general overview of the completed project(s). Separately, the department of Education requires that funding be identified by school councils as "other" under "other income" and "other expenses" in their financial reporting template to Education and that school councils should indicate that it is AYSCBC one-time funding.

Flow Through Funding

School Councils are asked to include these funds in their annual year-end financial statements and to report the funding to the Department of Education as a contribution from the AYSCBC.

9. **2019-2020 Draft Workplan**

The 2018-2019 Draft Workplan was presented for review and approval.

MOTION: That the 2019-2020 AYSCBC Workplan be approved as presented.

Moved by Shannon Maloney, seconded by Vera Charlie - Carried

10. **Election of Officers**

Completed nomination papers were received from:

- Sandra Henderson
- Sheri Graham
- Ruby Simons
- Simon Nagano
- Heather Milton

MOTION: That the list of nominees for the AYSCBC Executive be approved as presented.

Moved by Karyn Atlin, seconded by Sandy Smarch - Carried

As there were no further nominations, candidates were acclaimed to fill the seats on the Executive for a term of 3 years.

10. **Adjournment** – Vera Charlie made a motion to adjourn the 2019 AYSCBC AGM.

Meeting adjourned at 2:10pm



REPORT FROM THE CHAIR

Marking 21 years now in existence, the Association of Yukon School Councils, Boards & Committees (AYSCBC) has and continues to provide services and supports to its members, 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.

An integral part of AYSCBC's mandate is providing professional development opportunities through conferences and networking events for school council members across the territory. Last fall, AYSCBC was pleased to host the inaugural School Council Leaders' Summit. Among the topics discussed was the Education Audit that was issued by the Auditor General of Canada last June. During the meeting, Yukon School Council representatives expressed concerns regarding the disparities in learning outcomes for rural, First Nation and students with special needs. Lack of resources - services and supports - for students in the classroom and the impact this has on the delivery of inclusive education, was further identified as a top priority requiring attention.

During the past year, the association has met with the department of Education on a number of occasions to highlight these and other issues identified in the Audit and the importance of having in place concrete objectives, action items, timelines and deliverables for improving learning opportunities for all Yukon students. This included a meeting with Yukon's Minister of Education, Honourable Tracy Anne-McPhee as well as a meeting with Assistant Deputy Ministers, Lori Duncan and David Wipf. Information pertaining to these and other issues can be found on the AYSCBC website and in our newsletters distributed throughout the year. Upon request, the Executive has also met with a number of school councils directly to discuss issues of importance and to find ways to work collaboratively to address them.

As highlighted in our annual Work Plan, outreach and communication with other organizations also continues to be a priority. Last fall, members of the Executive met with the Yukon Teachers' Association (YTA) to discuss the Staff Housing Policy that was introduced by the Yukon government in 2019. Members of the Executive also participated in the recent Education Conference hosted by the Chiefs Committee on Education and the Council of Yukon First Nations. Collaboration with these and other organizations is also critical to the work of the association in support of School Councils and the stakeholders we represent.

I am truly grateful and humbled to serve as the Chair of the AYSCBC. It is a privilege to work alongside my colleagues on the board of directors who generously give of their time and expertise to help shape the future of education in the territory. In closing, I wish to thank all of you for taking on the role as a school council member. Thank you for all that you do on behalf of your school community in support of Yukon students and their success as responsible and caring citizens of our territory.

Sandra Henderson
Chair



REPORT FROM THE EXECUTIVE DIRECTOR

Welcome to this year's Annual General Meeting (AGM) of the Association of Yukon School Councils, Boards & Committees (AYSCBC). In consideration of COVID-19 implications, the association has had to find alternate means for hosting this year's meeting, not unlike other organizations in the territory and beyond. While not the face-to-face meeting we would prefer, we must do what we can during these unprecedented times.

Looking back, 2019/2020 proved to be a busy year for the association. In addition to the Spring Conference and AGM, AYSCBC was also pleased to host the first ever School Council Leaders' Summit. Comprising representatives from 14 school councils, the summit was a unique and valuable opportunity for leaders to interface directly with representatives from the Ministry of Education, in a dialogue regarding a variety of relevant topics including student assessment and reporting, teacher evaluation, French second language programming and First Nations initiatives.

With the departure of our former Treasurer of numerous years, the association undertook a Review Engagement Report by Megan Coyne, CPA last year. The association has also since obtained the professional services of a bookkeeper, MP Computing Ltd. whose work has also been informed by the outcome of the engagement review. Last year, the Association also transitioned to a new web provider and digital platform given the recent retirement of the association's previous contractor.

Throughout the year, members of the association and I have attended a number of school council meetings and have participated in education committees such as the Advisory Committee on Yukon Education, Teacher Evaluation Committee, French Second Language Advisory Committee and the committee on Student Assessment. I've also had the opportunity to engage in discussions with other organizations such as the Yukon Teachers' Association, Learning Disabilities of Yukon, Elections Yukon, Canadian Parents for French Yukon and the department of Education.

Throughout the year, the association fields calls and correspondence requesting advice and/or assistance with items such as 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.

Elaine Taylor
Executive Director



REPORT FROM THE TREASURER

Upon assuming the role as Treasurer of the Association of Yukon School Councils, Boards & Committees, I have spent this past year becoming familiar with the financial management of the association while working to strengthen AYSCBC's processes for administering financial transactions and other day to day business.

The association continues to operate 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

As referenced earlier, the association undertook a Review Engagement Report by Megan Coyne, CPA last year. The review, which was finalized in January entailed a comprehensive gathering of information which included bank, credit card, GIC and financial statements, funding agreements with Yukon Education, contributions to School Councils (One Time Project Funding, Flow Through Funding), meeting records, policies and other relevant information. Throughout the review, there were a variety of checklists, questionnaires and exchanges of information pertaining to the 18/19 fiscal year and areas requiring further detail and/or explanation. I would like to thank Megan Coyne for her thoroughness and professionalism demonstrated throughout the review. I would also like to recognize and thank the hard work and due diligence of Chris Bookless during his longstanding tenure as Treasurer of AYSCBC and for his invaluable contributions during the review. Though the review entailed significant time and work, I firmly believe the association will be and is the stronger for it!

In January, the association obtained the professional services of a bookkeeper, MP Computing Ltd. whose work has also been informed by the outcome of the engagement review.

The association has been without a funding agreement with the department of Education since 2017/2018. This can be attributed to a surplus of funding that the association has accumulated over the years. In the coming months, the association will be working with the department to negotiate a new agreement which includes core activities (professional development, communication, outreach) as well as a number of projects in support of your continued work as School Council members.

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

9:20 AM

Association of Yukon School Councils, Boards & Committees
Profit & Loss

04/17/20

February 2019 through January 2020

Accrual Basis

| | <u>Feb '19 - Jan 20</u> |
|--|-------------------------|
| Ordinary Income/Expense | |
| Income | |
| 4150 · YG School Council Support | 46,000.00 |
| Total Income | 46,000.00 |
| Expense | |
| 5100 · Executive Director | 31,384.52 |
| 5200 · Office Expenses | 4,733.96 |
| 5225 · Professional fees | 5,250.00 |
| 5250 · Executive Expenses | 2,383.79 |
| 5255 · Spring Conference | 13,319.60 |
| 5260 · Professional Development/Course | 308.45 |
| 5270 · Travel/School Council Outreach | 948.52 |
| 5275 · SC Leadership Summit | 6,743.89 |
| 5300 · Bank charges | 68.00 |
| 5500 · One Time School Council Funding | 46,000.00 |
| Total Expense | 111,140.73 |
| Net Ordinary Income | -65,140.73 |
| Net Income | <u>-65,140.73</u> |

DRAFT ONLY SUBJECT TO REVISION

Association of Yukon School Councils, Boards & Committees
Balance Sheet
As of January 31, 2020

| | <u>Jan 31, 20</u> |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Chequing/Savings | |
| 1000 · Royal Bank | 79,681.07 |
| Total Chequing/Savings | 79,681.07 |
| Total Current Assets | 79,681.07 |
| TOTAL ASSETS | 79,681.07 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · Accounts Payable | 6,685.63 |
| Total Accounts Payable | 6,685.63 |
| Credit Cards | |
| 2100 · Visa Payable | 92.77 |
| Total Credit Cards | 92.77 |
| Total Current Liabilities | 6,778.40 |
| Total Liabilities | 6,778.40 |
| Equity | |
| 3100 · Contributed Surplus | 138,043.40 |
| Net Income | -65,140.73 |
| Total Equity | 72,902.67 |
| TOTAL LIABILITIES & EQUITY | 79,681.07 |

DRAFT ONLY SUBJECT TO REVISION



ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES

P.O. Box 30071, Whitehorse, Yukon Y1A 5M2

Web: www.ayscbc.org e-mail: exec.director@ayscbc.org

Members' Special Resolution – 2020/2021

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 has its financial statements prepared by a professional bookkeeper, MP Computing Ltd.

Therefore, pursuant to the provisions of the *Societies Act*, the following special resolution was passed by the vote of not less than 75 per cent of the members voting at a General Meeting held online on May 30, 2020 of which not less than 21 days notice of the resolution has been given.

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 financial statements be reviewed by a professional accountant.

Certified correct this _____ day of _____, _____.

Signature: _____ Title of person signing: _____

2020/2021 AYSCBC DRAFT WORK PLAN

| Activity | Tasks | Timeline | Budget | Deliverables | Background Information |
|---|--|--|--|---|---|
| PROFESSIONAL DEVELOPMENT | | | | | |
| 1. Representation on Committees and Reporting of Outcomes | 1. Participate on Education Committees as determined by department of Education. Current committees include: Teacher Certification Board Teacher Evaluation Committee Policy Advisory Committee Advisory Committee for Yukon Education French Second Language Advisory Committee Hiring Panels (as determined) | Estimate up to 3 meetings per year for each committee. Estimate 2-5 hours for each meeting. | Meeting attendance throughout the year: \$1500 Report meeting outcomes and disseminate information to membership: \$1000 | 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. | 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 only met once 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. |
| 2. AYSCBC Annual General Meeting | 1. Plan, organize and deliver 2020 AYSCBC AGM 2. Secure webinar license and hosting package 3. Training on Zoom (online platform) 4. Prepare & distribute annual documents for members' review and consideration 5. Annual filing of documents with Corporate Affairs | A streamlined, online AGM has been scheduled for May 30, 2020. | Zoom Pro Webinar Package including license, webinar and toll-free number: \$320 Organization: \$2000 TOTAL: \$2,320 | Maintain business continuity for the organization with the presentation of annual documents (financial statements, annual reports & resolutions). | Each year, AYSCBC hosts an Annual General Meeting which has in previous years, coincided with a Spring School Councils Conference. Due to COVID-19 implications, the spring conference was cancelled. A streamlined online AGM however is scheduled to be held on Saturday, May 30th (9:30-11:30 am) in order to meet the requirements of the Association Constitution & Bylaws and the Societies Act . |
| 3. Yukon School Councils' Fall Conference | 1. Plan, organize and deliver 2020 Yukon School Councils' Fall Conference 2. Secure date and venue 3. Confirm keynote speaker(s) 4. Arrange 4 - 6 workshops/presentations 5. Arrange accommodation for participants | Date to be determined. | Accommodations: \$2500 Conference Proceedings: \$6000 Guest Speaker: \$5000 Advertising: \$500 Materials & Printing: \$300 Organization: \$5000 TOTAL: \$19,300 | 1. Aim to attract 40 delegates 2. Increase participation of number of school councils across the territory 3. Increase participation of school administrators 4. Increase participation of public | With the postponement of the School Council elections, the fall conference will provide an opportunity to provide training for the incoming school council members as well as professional development for incumbents. Note: These plans are subject to change pending COVID-19 developments and the recommendation of Yukon's Chief Medical Officer. |
| 5. 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). |

| | | | | | |
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| <p>6. Identify & Communicate PD Opportunities for Yukon School Councils</p> | <p>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.</p> | <p>February/March: AYSCBC AGM & Spring Conference. Ongoing as opportunities arise.</p> | <p>Ongoing. Throughout the year. \$1500</p> | <p>1. Identify training events in Yukon and outside of Yukon 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.</p> | <p>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.</p> |
| <p>7. Attendance at Conferences, Workshops & other Professional Development Related Events</p> | <p>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</p> | <p>Ongoing. As identified throughout the year.</p> | <p>Conference, workshop fees (including travel expenses): \$0 (Note: due to COVID-19, participation in conferences likely won't occur this fiscal year)</p> | <p>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.</p> | <p>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 likely won't occur this fiscal year)</p> |
| <p>COMMUNICATION</p> | | | | | |
| <p>1. Newsletters</p> | <p>1. Prepare & distribute 4 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.</p> | <p>January / February, April, June, August, October, November / December</p> | <p>Preparation and Distribution: \$2,500</p> | <p>1. Deliver minimum of 4 newsletters throughout the 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.</p> | <p>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.</p> |
| <p>2. Website Maintenance</p> | <p>1. Update website to reflect current and upcoming events (school council meetings, conferences, elections, reports, school council members). 2. Remove outdated news items and information materials 3. Issue a survey to all members of Yukon School Councils to help inform the website content and format 4. Promote website to members and the public at large via newsletters, conferences and print materials.</p> | <p>Weekly throughout the course of the year</p> | <p>Ongoing updates: \$2,500</p> | <p>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.</p> | <p>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.</p> |

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|---------------------------------------|--|--|--|--|---|
| 3. Communication with Yukon Education | 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. 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. | Throughout the year. | Costs: \$3,000 | 1. Formalize meeting schedule with department of Education including Minister of Education and Deputy Minister. 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. | 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 | 1. Upon request, attend meetings of School Council meetings in person or remotely. Training opportunities could also be coordinated, based on the needs of individual School Councils. 3. Seek feedback from School Councils on various issues through the use of newsletters, direct mail, surveys and/or meetings. 4. Encourage exchange of correspondence between School Councils and the Association to inform and prioritize the work of AYSCBC | February - June / September - January | Expenses include travel and accommodation costs, wages and per diems for meals/incidentals) = \$5,000 | 1. Increased awareness of AYSCBC and the services it offers on behalf of and in support of Yukon School Councils. 2. Increased participation of School Council members in AYSCBC sponsored events and other training related opportunities (ie. conferences, workshops, surveys, etc). | 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. Initiate annual meetings with CEAY, CSFY & FNEC: \$500 2. Initiate and strengthen ties with community organizations: Ongoing: \$1500 | 1. Formalize annual meetings with the Catholic Education Association of Yukon, Commission Scolaire Francophone du Yukon and the newly formed First Nations Education Directorate 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, 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. | 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. Recently, the CEAY and AYSCBC have begun to meet for the purposes of sharing information in support of School Councils across the territory. During 2020/2021, AYSCBC will work to secure a meeting with the Francophone School Board and the newly formed Yukon First Nations Education Directorate to find ways how we can work collaboratively in support of our respective members. |

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| 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 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 ** Recommend this be reconsidered next fiscal year following the review and development of the training tool for School Councils. | 1. Conduct survey to ascertain needs and priorities of Yukon School Councils for making information and resources available online. 2. Review of the AYSCBC website to coincide with the review of the Yukon Education website to enhance content and differentiate mandates of both entities. 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 - October | Costs: Unknown | 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. Long Service Awards | 1. Update list of school council members to reflect total number of years served on school councils by individuals, past and present, across the territory 2. Determine next steps pending the outcome of the review | Time frame to be determined by availability of contractor. Former Executive Director Carol Coote has performed this work in the past and has expressed an interest in continuing this work. | Contract: \$2,500 | 1. Update list to reflect those who have served 10 years or more on School Councils, the Francophone School Board and/or the affiliated associations—the Association of Yukon School Councils, Boards & Committees (AYSCBC) and the Catholic Education Association of Yukon (CEAY). 2. Review options for recognizing recipients for their long service. | Over the years, AYSCBC has hosted a celebration of those who have served on school council for periods of 5, 10 and longer years. This event in previous years has coincided with a school councils conference. We would like to hear your thoughts or ideas regarding options for recognizing recipients for their long service. |
| 3. Training relevant to Yukon First Nations History & Culture **Recommend this item be considered next fiscal year following discussions with the department of Education and the Yukon First Nations Education Directorate. | 1. Work with Yukon College to review options for making available online or other training tool such as the <i>Yukon First Nations 101</i> course to School Council members. | May - January | Cost: Unknown | 1. Increase knowledge and awareness among Yukon School Council members of Yukon First Nations history, heritage and culture, governance, residential schools and reconciliation. | Bridging the gap between Indigenous and non-Indigenous students requires an understanding of what has occurred in the past and applying that information in support of reconciliation. One of the initiatives AYSCBC and its members have discussed previously is working with the Yukon College to make available training (in person or online) to members as a way of raising awareness of Yukon First Nations history, heritage and culture, governance, residential school and reconciliation. |

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| <p>4. Review and Update Information Materials</p> | <p>1. Develop new training tool for newly-elected as well as incumbent School Council members that can be accessed online and printed out as necessary. 2. Secure consultant to work with AYSCBC to review existing resource materials to determine continued relevance and accuracy. 3. Engage a working group of 3-4 council members to provide input and advise. Yukon Education will also be invited to provide a representative. 4. Ensure materials provided by the Yukon government and the Association are consistent and complimentary (where applicable and as identified).</p> | <p>May - October</p> | <p>Consultant costs: \$7500 Design/Printing costs: \$1500</p> | <p>1. New training tool for School Councils to be launched at the Yukon School Councils' Fall Conference. 2. Document will be made available online (AYSCBC website) for ease of access 3. A number of hard copies will also be made available during the conference 4. All or some components may form basis of individual training modules for school councils</p> | <p>The most current training tool offered by AYSCBC is the document, <i>Basics for Effective School Councils: Essential Tools & Practices for Building and Maintaining Strong School Councils</i> that was last updated in 2013. The association is proposing to update the document for unveiling during the 2020 Fall Conference. Unlike the current document, the new training tool would be accessible online and printed out as necessary, with attractive and engaging design elements, including photos, images and live links within document.</p> |
| <p>5. School Council Elections Awareness</p> | <p>1. Work with Elections Yukon, CEAY and Yukon Education to raise awareness about School Councils, the upcoming elections and the electoral process associated with School Council elections. 2. Assist with developing and distributing information regarding the role of school councils in the delivery of quality education in the territory.</p> | <p>February - October May be subject to change due to COVID-19 developments.</p> | <p>Costs: reflected in ongoing work to provide support, resources & materials as required.</p> | <p>1. Heightened awareness regarding the role of school councils and the important work being undertaken by councils in support of students. 2. Increased interest in School Council elections among the public. 3. Increase in number of candidates running for election. 3. Decrease in number of vacant seats following the election.</p> | <p>In preparation for school council elections, the AYSCBC is working with Elections Yukon and Yukon Education to highlight the role of school councils in the delivery of quality education. Examples of initiatives undertaken by various councils would be highlighted in communication pieces leading up to the elections.</p> |
| <p>SUB TOTAL</p> | | | | | |
| <p>Administration:</p> | | | | | |
| <p>Annual Filing Fee (18/19 & 19/20)</p> | | | | | |
| <p>Executive travel, accommodation & honoraria</p> | | | | | |
| <p>Postal Box</p> | | | | | |
| <p>Domain Hosting</p> | | | | | |
| <p>Web Hosting Fees</p> | | | | | |
| <p>Global Meet Fees</p> | | | | | |
| <p>Bank Charges</p> | | | | | |
| <p>Office Supplies</p> | | | | | |
| <p>Flow Through Funding (GHESC, EWESC, Tantalus SC)</p> | | | | | |
| <p>Bookkeeping Services</p> | | | | | |
| <p>SUB TOTAL</p> | | | | | |
| <p>TOTAL</p> | | | | | |