



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

**WORKPLAN
2018-2019**

*As presented and approved at the
AYSCBC Annual General Meeting
April 6th, 2018*

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Association of Yukon School Councils, Boards and Committees (AYSCBC)

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 Executive has met with Yukon Education and agreed to sign a Transfer Payment Agreement (TPA) which will cover the time period from February 1, 2018 to January 31, 2021. The previous MOU is still in place as it explains the relational aspect between Yukon Education and AYSCBC.

STAFF

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

MEMBER SERVICES provided by the Association of School Councils, Boards and Committees

The Association provides services to both its members and those with whom the members work in the following four areas:

Enhanced Communication:

- Considerable time is spent communicating with other groups and individuals. The Association has provided guidance and coordination on issues of common concern that the Minister, Yukon Education and other organizations require input on.
- Research is conducted on a number of relevant issues. AYSCBC continues to build a repository of information and resources relevant to councils' roles and responsibilities and ensures this information is accessible, understandable, accurate and meaningful.
- The Association supports networking between Councils. This entails maintaining the connection between AYSCBC and each individual council, as well as the connection all councils have with each other for information sharing, decision-making and support.
- Efforts are made to ensure that Members have access to information that is user friendly, through such methods as the AYSCBC website, newsletters, and other information resources tailored to School Council needs.
- AYSCBC assists during the planning and coordination of conferences/gatherings based on the interests from a school council perspective.
- Affiliations have been made and maintained with several other School Council/Board associations in other jurisdictions. This has proved to be a great source of information and resource sharing.

Training and Professional Development:

- The Association plays an active role in training and professional development for School Councils. These have been delivered by the Executive Director and members of the AYSCBC Executive at conferences and to Councils in their communities. When not delivering training, AYSCBC has been active in the coordination of same.
- The Association works to ensure School Councils are better informed and focused. This

contributes to the efficiency and credibility of councils.

- The Association sets standards for their members such as a Code of Conduct. One has been adopted for Executive Members and a Policy re: Code of Conduct has been adopted for all members.
- Through input provided in the planning and organization of conferences and other meetings, these functions are more focused and tailored to the needs of School Councils. Issues can be discussed, debated and voted on. Through membership in the Association, Board/Committee/Councils have a mechanism to collectively vote on issues.
- A lending library of books on relevant topics is maintained for Members to borrow.
- Through affiliation with other similar associations, increased professional development opportunities exist. This is an important aspect of being able to take on a leadership role in an organization serving others. At times, it may be necessary to hire other expertise to educate councils on trends and policies in education.
- AYSCBC hosted the Spring 2017 Yukon School Councils' Conference and is hosting the Spring 2018 Conference.

Autonomy and equality as Partners:

- As the Association is a member-driven self-governing organization, it does not have competing demands/responsibilities from other programs, departments, initiatives, etc. This helps councils focus their work by being informed and able to be proactive.
- While it is the decision of individual School Councils as to those whose names are recommended to sit on departmental committees, the Association provides a mechanism for Yukon Education and other organizations to coordinate representation from School Councils.
- The Association provides support to School Council members sitting on departmental or other Committees.
- The Association will provide support to School Councils in the hiring of administrators.
- The Association can assist with Councils taking on additional powers that they may be unable to do individually without support.
- Tracking of issues of concern can be done so there is a "corporate history" and councils do not burn out by constantly reinventing the wheel. This also allows for more forward movement and resolution of issues.
- AYSCBC can coordinate a policy-setting process allowing members from across the Yukon to present a collective voice on territorial educational issues. This involves providing support for councils to pursue and respond to common issues of concern.
- Members are situated throughout the territory and some feel very remote from the Department of Education. Through ongoing connection with the Association, the voices of those elected by the school community can be 'amplified'.

Staying connected

AYSCBC has a role as a clearinghouse of information that provides a two-way flow of communication to and from members, as well as many others involved with Yukon education. Communication with current and prospective School Council members/Board trustees, as well as Yukon Education staff, the Minister of Education, Council of Yukon First Nations, First Nation Education Directors, Catholic Education Association of Yukon, Yukon Francophone School Board,

school staff and others has been a major undertaking for AYSCBC.

Outside of Yukon, contact has been made and is maintained with many relevant educational organizations and projects, some of which are:

Association of Alaska School Boards (AASB)
Alberta School Councils' Association (ASCA)
British Columbia Confederation of Parent Advisory Councils (BCCPAC)
British Columbia School Trustees' Association (BCSTA)
Canadian Council on Learning (CCL) and its initiatives
Canadian Education Association (CEA)
Council of Early Child Development (CECD)
First Nations Education Steering Committee (FNESC)
First Nations School Association (FNSEA)
Imagination in Education Research Group (IERG)
Manitoba Association of Parent Councils (MAPC)
Manitoba School Improvement Program, Inc. (MSIP)
Minnesota School Boards Association (MSBA)
People for Education (P4Ed)
Saskatchewan School Boards Association (SSBA)
Saskatchewan Association of School Councils (SASC)
Saskatchewan Educational Leadership Unit (SELU)
Society for the Advancement of Excellence in Education (SAEE)

WORKPLAN ACTIVITIES 2018-2019

**Executive Director services and office expenses are inherent in carrying out Workplan activities*

ACTIVITY	METHODS/TASKS	TIMELINES	POSSIBLE COSTS*
PROFESSIONAL DEVELOPMENT			
Continue to provide basic training, support and materials as requested to meet the needs of new and experienced School Council Members	Respond to invitations, face-to-face as well as on-line and phone support. Develop & revise materials for SC reference and use	Year round as requested Ongoing	Travel expenses as necessary
Debrief outcomes re: Spring 2018 School Council Conference to determine next steps re: Spring 2019 event. Plan 2019 AYSCBC AGM	Solicit feedback from delegates to 2018 Conference. Assess budget and move forward as a decision is made	Beginning April 2018 and continuing through April 2019	Expenses for running the conference and AGM including guest speaker(s)
Build up resources (books and reports), including First Nation specific, and ensure their availability for lending to Members and availability on website	Search for relevant publications for acquisition and review. Update listing as needed Promote and display resources at conferences and via newsletter and website posting	Ongoing and during conferences	Purchasing costs for hard copies
Organize and facilitate opportunities for members to meet in order to table and discuss common issues on an occasional basis. These could be issue-focused or regionally-focused	Survey re: topics & scheduling, etc. to establish best time for participants Options for meeting: Rurals--Use teleconference service that AYSCBC has set up, have community & regional face-to-face ones Urban—book school meeting rooms/library	Year round except summer	-Phone charges -Travel expenses -other meeting needs?
Continue to update staff knowledge and experience with web site administration	On-line tutoring and personal support/training with web developer	As needed	Any additional fee not included in service plan
Attend learning opportunities provided by Yukon Education as well as community-based educational organizations in order to maintain requisite level of knowledge and currency in professional development and issues of importance	Stay connected with other relevant organizations and participate in meetings, webinars, conferences (including video and tele-conferences), workshops	Year round	Travel expenses Conference fees
Continue to provide information about relevant local and 'outside' PD events and provide access to funding support for attendance by Members.	Circulate information as available re: learning events that relate to School Council work via newsletters and emails. Review applications from Members as per <u>AYSCBC Policy: <i>Financial Support for AYSCBC Member School Councils to attend Professional Development Events</i></u>	Year round	As per policy: support to offset some travel expenses and conference fees

WORKPLAN ACTIVITIES 2018-2019

ACTIVITY	METHODS/TASKS	TIMELINES	POSSIBLE COSTS*
COMMUNICATION			
Update the AYSCBC web site on an ongoing basis so it continues to be a valuable source of information and another method of communication to and from AYSCBC AYSCBC Website will be moving to a new server in the next few months	Search for and solicit information Review and amend the site as required Updates on changes to website once migration to a new platform has been accomplished	Ongoing June-August	Minimal/normal O & M
Ensure the Membership receives all relevant organizational information in a clear concise manner as needed (i.e., Annual Reports, Financial statement, Interim Reports, Workplan, etc)	Guide new Members to 'About Us' section on AYSCBC website Prepare and post updated & approved AGM documents annually	New Members on sign up Annually after AGM	Minimal/normal O & M
Meet all obligations as required by YG Corporate Affairs in order to maintain status as a non-profit society	Hold Annual General Meeting Prepare documents and submit for filing with YG	Completed for April 2017	Societies fee for filing
Publish information of general or public importance regarding School Councils specifically or education generally	Website posting, newsletter inclusion	ongoing	Minimal/normal O & M
Maintain contact and respond to queries and disseminate information relevant to Members on ongoing basis	Draft content, have Executive review (if needed/desired) and submit final content	As needed throughout year	Minimal/normal O & M
Continue to create and circulate newsletters on a regular basis	Write content and circulate via email and web-posting	Year round except summer	Minimal/normal O & M
Gather input from members on a variety of issues (on request from others as well as AYSCBC initiated)	Attend School Council meetings, email callouts, surveys, discussions	ongoing	Minimal/normal O & M
Represent AYSCBC on committees as requested and/or invited	Attend meetings Provide input to discussion, planning and decisions	ongoing	Occasional travel expenses
Actively pursue resolutions to concerns raised and recommendations made during School Council Conferences	Correspondence with Minister, DM and ADM Speak about issues and concerns during meetings as relevant	After conferences and as needed otherwise	Minimal/normal O & M
Liaise with organizations in Yukon as well as elsewhere, with a focus on public education.	Email, phone interaction Face-to-face meetings when possible	ongoing	Minimal/normal O & M

When relevant, participate in display opportunities to raise awareness.	Present at information sessions		
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WORKPLAN ACTIVITIES 2018-2019

ACTIVITY	METHODS/TASKS	TIMELINES	POSSIBLE COSTS*
SUSTAINABILITY			
Renew Memorandum of Understanding with Yukon Education to continue to receive funding for operation and service provision.	Executive Members meet with Yukon Education, prior to its expiry to review the terms and conditions of the MOU with the intent of entering into a subsequent arrangement.	Fall 2017	Executive travel if needed
EVALUATION			
Review School Council training needs & suggestions for increased effectiveness and efficiency of School Council work	Gather input via survey, informal discussion, meeting attendance	Ongoing	Minimal/normal O & M
RECRUITMENT & CAPACITY BUILDING			
Promote the Spring 2018 School Council elections. Raise awareness by all means available.	Develop brochure & circulate at School Council meetings, and post on website for use by Councils, schools and communities on SC role, and election in May 2018.	March – May 2018	Travel when needed
Develop and share training resources for new School Council members	Attend orientation sessions, School Council meetings and facilitate other training opportunities	Ongoing	Normal O & M as well as community travel
Ensure requisite information and ongoing support is available to new AYSCBC Executive Members	Provide orientation and operating materials to new incoming Executives	As needed throughout the term of office	Normal O & M
Provide support to AYSCBC Membership including areas concerned with safety and security	Use proactive and responsive ways of assisting School Councils with questions and concerns.	As needed throughout the year	Possible travel
Maintain ongoing contact with the Executive Members to ensure information is shared and actions can be determined in a timely manner	Via email, phone and face-to-face discussions and Executive meetings	As needed Meetings at least quarterly	Occasional travel expenses
Continue to encourage School Council members to sit on Yukon Education Committees and School Review Teams	Disseminate information about Committees and Review Teams and proactively contact School Council members Provide follow up information and work with Yukon Education staff on these matters	Ongoing, as needed	Minimal/normal O & M

WORKPLAN ACTIVITIES 2018-2019

ACTIVITY	METHODS/TASKS	TIMELINES	POSSIBLE COSTS*
RESEARCH			
Follow up on issues or topics of interest to the work of the Membership	Undertake research as requested and share findings	Ongoing	Minimal/normal O & M
Develop and disseminate clear process for recruitment, hiring and evaluation of principals	Undertake research and work closely with Department of Education to develop process and support package for each council.	May-August 2018	Minimal/normal O&M
Conduct research into studies done in the field of education, to continually build up our knowledge and use of the ‘best practices’ and success stories of students, schools, and their communities	Determine sources and utilize information relevant to the field of education and to issues and topics of importance to Yukon education in particular.	Ongoing	Minimal/normal O & M