

2024/2025 AYSCBC DRAFT WORK PLAN

Activity	Tasks	Timeline	Budget	Deliverables	Background Information
PROFESSIONAL DEVELOPMENT - Strategic Priority Learning					
1. Representation on Committees and Reporting of Outcomes	<p>1. Participate on Education Committees as determined by department of Education. Current committees include:</p> <p>Teacher Certification Board Advisory Committee for Yukon Education French Second Language Advisory Committee Yukon Excellence Awards Committee Every Student Every Day Funding Review Committee Conference Organizing Committee</p>	<p>Estimate up to 3 meetings per year for each committee. Estimate 2-5 hours for each meeting.</p>	<p>Meeting attendance by Executive Director and/or Executive member throughout the year: \$2500 Report meeting outcomes and disseminate information to membership: \$1000 TOTAL: \$3,500</p>	<p>1. Attend committee meetings as determined by Yukon Education. 2. Report on outcome of meetings with members via e-mail, bulletins and/or newsletters. 3. Track additional follow up as determined.</p>	<p>There are a number of education committees that are currently underway. Most meet up to four times a year. Participation in each of these committees provides an opportunity to exchange and share information with the department of Education in support of School Councils.</p>
2. AYSCBC Annual General Meeting	<p>1. Plan, organize and deliver 2024 AYSCBC AGM 3. Prepare & distribute annual documents for members' review and consideration 4. Annual filing of documents with Corporate Affairs</p>	<p>An online and in-person meeting to be held on April 20, 2024.</p>	<p>Organization: \$3,000 Accommodation: \$500 Venue/Catering: \$1,500 Virtual Services: \$2,000 Members' Honoraria: \$1,000 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 to meet the requirements of the Association Constitution & Bylaws and the Societies Act. It is anticipated that a strategic planning initiative will also be launched during this year's Annual Meeting.</p>
3. Update AYSCBC School Council Resource Guide	<p>1. Survey School Councils to determine what additional information (topics) ought to be included in the Resource Guide. 2. Hire a consultant to undertake the project. 3. Assemble a working group comprised of interested school council members and education partners to review and update the School Council Resource Guide. 4. Develop a plan for updating the guide.</p>	<p>It is anticipated that the project will be initiated following the upcoming 2024 AYSCBC AGM and will be completed in September 2024.</p>	<p>Professional Fees: \$5,000 Honoraria: \$6,000 TOTAL: \$6,000</p>	<p>1. Secure a contractor - preferably the same contractor who was hired to undertake the original work - to lead this work. 2. Honoraria will be provided to members of the working group.</p>	<p>Updating the AYSCBC School Council Resource Guide is identified in the AYSCBC Strategic Plan under the Learning Priority. The guide, while relatively new, requires a number of updates and additions. Suggested updates include the removal of the COVID section, additions which reflect the formation of the First Nation School Board and other topics as determined by School Councils.</p>

4. Yukon School Councils' Fall Conference	<p>1. Consult with School Council members to determine optimal conference format, content (conference topics) and timing of conference</p> <p>2. Plan, organize and deliver 2024 Yukon School Councils' Fall Conference:</p> <ul style="list-style-type: none"> * Arrange Organizing Committee comprised of representatives of AYSCBC, DOE, CEAY and School Councils to oversee conference logistics and decisions. * Secure date and venue * Confirm keynote speaker(s) * Arrange workshops/presentations * Arrange accommodation for participants <p>3. Evaluate Fall Conference</p>	<p>Late fall. Date to be determined.</p>	<p>Estimated Conference Costs:</p> <p>Venue/Catering: \$3,500</p> <p>Virtual Services: \$4,500</p> <p>Guest Speaker: \$5,000</p> <p>Advertising: \$2,000</p> <p>Materials & Printing: \$500</p> <p>Organization: \$5,000</p> <p>Accommodation: \$1,000</p> <p>TOTAL: \$21,500</p>	<p>1. Aim to attract participation from 70% of member school councils</p> <p>2. Increase participation of school administrators</p> <p>3. Increase participation of public</p>	<p>This year's School Council's Fall Conference will be focused on training opportunities for new and incumbent school council members following the School Council General Election in May. Engagement with school councils regarding the format, timing, content and delivery of the conference will ensure the conference is relevant and responsive to the needs of School Councils. An evaluation of the conference following the proceedings to identify what worked and what didn't, will be undertaken for the purposes of identifying lessons learned.</p>
COMMUNICATION					
1. Complete Website Redesign / Website Maintenance	<p>1. Undertake survey of member school councils to obtain website needs</p> <p>2. Work with the contractor to implement the survey findings and complete the website redesign</p> <p>3. Ongoing updates to reflect current and upcoming events (school council meetings, conferences, reports, school council members).</p> <p>4. Remove outdated news items and information materials.</p> <p>5. Promote website to members and the public at large.</p>	<p>April - June 2024</p>	<p>Ongoing updates: \$5,000</p>	<p>1. Website that is engaging, interactive and up to date.</p> <p>2. Web content which is more streamlined and relevant to the needs of School Council members.</p> <p>2. Heightened awareness of the resources and supports available by the association for School Councils and other stakeholders.</p>	<p>Work on the website redesign was temporarily paused while work on the Strategic Plan was undertaken. The plan, which was presented to school council members earlier this year, recommends consultation on the website be undertaken with our members and partners. A survey regarding the website is being worked on. Work to confirm a photographer for obtaining a collection of photographs for the website, is also underway. The association is aiming to be in a position to complete the website by the end of May. As the website redesign project wraps up, information will need to be migrated and reorganized. A number of updates reflecting current and upcoming events (school council meetings, conferences, reports, school council members) will also need to occur.</p>

2. Assess School Councils' Communication needs and preferences	1. Connect with School Councils to determine how to effectively and efficiently communicate important. Engage member school councils via: a. Survey(s) b. School Council meetings c. AGM d. Fall Conference e. As otherwise determined 2. Develop a communications plan to implement the findings	Throughout the course of the year	Estimated costs: \$2000 Meeting Attendance Developing/Distributing Surveys Developing a Comms Plan Implementing the Comms Plan	1. Understanding of School Councils' preferences as how best to communicate throughout the year. This could include attendance at school council meetings, email, website, surveys or as otherwise determined. 2. Completed Communications Plan 3. Implementation of Communications Plan	Following the School Council General Election in May, school councils will be engaged as how best to determine communication needs and preferences. These findings will be captured in a Communications Plan that can be revised throughout the two year mandate of School Councils.
3. Strengthen Connections with and between School Councils	1. Develop opportunities to bring School Councils together outside of conferences to work on common issues/concerns. Also tied to the strategic goal - Assess School Councils' Communication needs and preferences. 2. Encourage exchange of correspondence between School Councils and the Association to inform and prioritize the work of AYSCBC	Ongoing	Estimated costs: \$2000 Working with School Councils to determine & select options Venue Costs Organizing Costs	1. Establish options for School Council meetings outside of conferences. Options could include School Council Chair meetings, group meetings of School Councils (rural, elementary, secondary, urban) or as otherwise determined. 2. Select meeting options as identified by School Councils 3. Implement meeting plan 4. Evaluate plan annually	A key mandate 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 an in-person meeting, conference call, online events or roundtable discussions outside of conferences such as the School Council Chairs' meetings.
OUTREACH - Strategic Priority Relationships					
1. Advance effective relationships with our educational partners to assist School Councils in their work.	1. Work with the Department to create communication channels for AYSCBC to coordinate, communicate and prioritize common concerns and issues from School Councils 2. Formalize meeting schedule with department of Education including Minister of Education and Deputy Minister. 3. Build relationships with other partners where School Councils have identified a partner with whom to engage: *work with School Councils to identify these needs *facilitate the identified work/projects to be advanced	Throughout the year.	Estimated costs: \$3000 Working with DOE and School Councils to determine communication preferences and mechanisms for sharing and prioritizing concerns/issues. Meeting Arrangement costs w/ DOE. Engagement costs w/ identified partners.	1. Established communication mechanisms for coordinating, communicating and prioritizing common concerns and issues brought forward by School Councils. 2. Confirmation of 3-4 meetings with Minister of Education and Deputy Minister. 3. Work with identified partners to find ways to support the work of School Councils. 4. Advance identified work/projects with partners to assist school councils in their work.	As outlined in the AYSCBC Strategic Plan, building relationships and working together with educational and community partner groups is critical to our collective strength and success. We all want the best in education, no matter what roles, responsibilities, and visions we may hold. Working together, we can find common ground that will in turn benefit our school communities; providing better opportunities for our students and improving learning outcomes. Creating formalized mechanisms for communicating, coordinating and prioritizing shared concerns among School Councils will help resolve issues and assist councils in their overall work. Leveraging the work of other education partners will also lend added value to the work of School Councils in support of their school communities.

2. Engaging with School Councils	<p>1. Develop survey to be sent to member school councils seeking recommendations for engaging plan to engage with each School Council on an annual basis</p> <p>2. develop opportunities to bring School Councils together outside of conferences to work on common issues/concerns</p> <p>3. Seek feedback from School Councils on various issues through the use of newsletters, direct mail, surveys and/or meetings.</p>	May - September 2024	Expenses include organization of presentations attendance at meetings = \$5,000	<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 its members.</p>
3. 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.</p> <p>2. Provide administrative support to Executive</p> <p>2. Maintain communication and provide support to contractors - webhost, bookkeeper, consultants, etc.</p>	Year round. As requested.	Ongoing. Throughout the year. \$10,000	<p>1. Increased communication and exchange of information with Yukon School Councils</p> <p>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>

SUB TOTAL			
Administration:			
Annual Filing Fee (2024)			\$50
Executive travel, accommodation & honoraria			\$15,000
Postal Box			\$200
Domain Hosting Fees			\$100
Web Hosting Fees			\$410
Bank Charges			\$200
Office Supplies			\$500
Zoom Hosting Fees			\$275
Meeting Room Rentals			\$1,000
Bookkeeping Services			\$1,500
SUB TOTAL			\$19,235
TOTAL			\$85,235