



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

2021 ANNUAL GENERAL MEETING BOOKLET

April 24, 2021

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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

Saturday April 24, 2021

9:30 – 11:30 am

Online – Zoom Webinar

1. Call to order
2. Approval of Agenda
3. Opening Remarks
4. Approval of Minutes
 - 2020 AYSCBC AGM (May 30, 2020)
5. Chair's Report
6. Executive Director's Report
7. Financial Report
 - 2020/2021 Financial Statements
 - Category B Special Resolution (2020-2021)
 - 2020-2023 Transfer Payment Agreement with Government of Yukon
8. Presentation of Workplan 2021-2022
9. **Special Presentation on First Nations Education**
 - Co-Chair of the Chiefs Committee on Education, Chief Dana Tizya-Tramm
 - Yukon First Nations Education Directorate Executive Director, Melanie Bennett
10. School Council Roundtable
11. Closing Remarks
12. Adjournment



ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES

2020 ANNUAL GENERAL MEETING MINUTES

May 30, 2020

Zoom Webinar

11:00 – 11:30 a.m.

Member Councils in attendance:

Del Van Gorder Elementary SC (Rose Stubbs, Sarah Piercey)
FH Collins Secondary SC (Sandra Henderson, Heather Milford, Robin Smarch, Mike Etches)
Elijah Smith Elementary SC (Rosemary Waugh)
Takhini Elementary SC (Stace Burnard)
Jack Hulland Elementary SC (Sheri Graham)
Ross River School (Verna Nukon)
Ghùch Tlà Community School (Courtney Grant, Ruby Simons)
Khàtinàs.àxh Community SC (James Smarch)
Selkirk Elementary SC (Michelle Boleen)
Porter Creek Secondary SC (Andrew Robulack, Deanna McLeod)
St. Elias (Cassandra Wheeler, Amy McKinnon)
Watson Lake School Council (Lois Ebnoether, Tara McIntyre)

1. **Call to order** – 11:00 am
2. **Establishment of Quorum** - 12 of the Association's 23 Members were in attendance.
3. **Approval of Agenda**

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

Moved by Stace Burnard, seconded by Mike Etches – Carried

4. **Opening Remarks – Chair Sandra Henderson**

The Chair welcomed delegates to the 2020 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.

5. **Approval of 2019 Annual General Meeting Minutes (April 26, 2019)**

MOTION: That the minutes from the 2019 Annual General Meeting held on April 26, 2019 be approved as presented.

Moved by Sheri Graham, seconded by Cassandra Wheeler

6. **Chair's Report – Sandra Henderson**

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.

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.

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.

7. Financial Report – Treasurer Amy McKinnon

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. Megan Coyne was thanked for her thoroughness and professionalism demonstrated throughout the review as well as 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.

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.

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

Moved by Rosemary Waugh-Wilson, seconded by Andrew Robulack - Carried

8. Approval of Category B Special Resolution – 20/21

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

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

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

MOTION: Be it resolved that, in accordance with section 9(4) of the Societies Regulations, the members of the Society by special resolution hereby waive the requirement that the society's 20/21 financial statements be reviewed by a professional accountant.

Moved by Cassandra Wheeler, seconded by Andrew Robulack. Carried

9. 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. It has therefore been recommended to approve the plan in principle.

MOTION: Be it resolved that the 2020/2021 AYSCBC Work Plan be approved in principle as presented.

Moved by Andrew Robulack, seconded by Stace Burnard.

10. School Council Roundtable

Updates were provided by participating School Councils.

11. Adjournment – Andrew Robulack made a motion to adjourn the 2019 AYSCBC AGM.

Meeting adjourned at 11:44 am



REPORT FROM THE CHAIR

It has been an honour to serve as Chair of the Association of Yukon School Councils, Boards & Committees the past two years. 2020/2021 has been like no other year one could have imagined. Like our colleagues across Canada, COVID-19 has been the defining challenge of the past year. Despite not being able to hold in person events, 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 this, would under normal circumstances be held in person, we are nevertheless grateful to have the means to come together to learn, network and share perspectives with each other. During this year's Annual General Meeting, we are pleased to have representatives from the Chiefs Committee on Education and the Yukon First Nations Education Directorate share the work being delivered by the Directorate and the work underway to create a First Nation School Board Agreement. An overview of the funding agreement that was recently negotiated with the department of Education and this year's work plan will also be presented.

Earlier this year, we were 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. Thank you to the members of the Advisory Working Group 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 our 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. 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.

In closing, I wish to thank my colleagues on the board of directors who generously give of their time and expertise to the association. We look forward to the coming year and continuing our collective work in support of school councils.

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). Without a doubt, 2020-2021 was one of the most challenging and eventful school years in recent memory. Despite the logistical challenges alone, the association continued to conduct its business and held monthly virtual board meetings via Zoom. We shifted our way of operating to adapt to the pandemic, and continued to advocate effectively in support of the best interests and needs of the public school system in the territory.

Last year, I 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. Again, congratulations to all candidates and those who were successful in their election to school councils across the territory.

I was pleased to coordinate the development of the school council resource manual which was released earlier this year. A bit shout out to the members of the Advisory Working Group (Sheri Graham, Melanie Bennett, Lori Choquette, Lori Duncan, James McCullough and Wanda Robbins) for their due diligence, commitment and contributions in seeing this important project come to fruition that will help strengthen and guide the work of school council members. In January, we were also pleased to organize 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. Thank you to the 14 school councils who participated in this important discussion and provided invaluable input.

Throughout the year, members of the association and I 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. 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.

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

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 most other organizations, the business of 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.

A financial breakdown of the new 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 (As determined by the 2022/2023 AYSCBC Work Plan)**

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

3:55 PM

Association of Yukon School Councils, Boards & Committees

04/14/21

Balance Sheet Prev Year Comparison

Accrual Basis

As of January 31, 2021

	Jan 31, 21	Jan 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Chequing/Savings				
1000 - Royal Bank	12,418.63	77,035.07	-64,616.44	-83.9%
Total Chequing/Savings	12,418.63	77,035.07	-64,616.44	-83.9%
Other Current Assets				
1500 - YTG Receivable	10,000.00	0.00	10,000.00	100.0%
Total Other Current Assets	10,000.00	0.00	10,000.00	100.0%
Total Current Assets	22,418.63	77,035.07	-54,616.44	-70.9%
TOTAL ASSETS	22,418.63	77,035.07	-54,616.44	-70.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 - Accounts Payable	2,000.00	6,685.63	-4,685.63	-70.1%
Total Accounts Payable	2,000.00	6,685.63	-4,685.63	-70.1%
Credit Cards				
2100 - Visa Payable	105.91	92.77	13.14	14.2%
Total Credit Cards	105.91	92.77	13.14	14.2%
Total Current Liabilities	2,105.91	6,778.40	-4,672.49	-68.9%
Total Liabilities	2,105.91	6,778.40	-4,672.49	-68.9%
Equity				
3100 - Contributed Surplus	70,256.67	138,043.40	-67,786.73	-49.1%
Net Income	-49,943.95	-67,786.73	17,842.78	26.3%
Total Equity	20,312.72	70,256.67	-49,943.95	-71.1%
TOTAL LIABILITIES & EQUITY	22,418.63	77,035.07	-54,616.44	-70.9%

3:42 PM
04/14/21
Accrual Basis

Association of Yukon School Councils, Boards & Committees
Profit & Loss Prev Year Comparison
February 2020 through January 2021

	Feb '20 - Jan 21	Feb '19 - Jan 20
Ordinary Income/Expense		
Income		
4150 · YG School Council Support	10,000.00	46,000.00
Total Income	10,000.00	46,000.00
Expense		
5100 · Executive Director	27,452.27	34,030.52
5200 · Office Expenses	1,921.78	4,733.96
5225 · Professional fees	4,071.38	5,250.00
5250 · Executive Expenses	6,526.92	2,383.79
5255 · Spring Conference	0.00	13,319.60
5260 · Professional Development/Course	0.00	308.45
5265 · 2020 Special Meeting & AGM	1,000.00	0.00
5270 · Travel/School Council Outreach	0.00	948.52
5275 · SC Leadership Summit	0.00	6,743.89
5280 · Resource Guide	14,835.20	0.00
5300 · Bank charges	136.40	68.00
5500 · One Time School Council Funding	4,000.00	46,000.00
Total Expense	59,943.95	113,786.73
Net Ordinary Income	-49,943.95	-67,786.73
Net Income	<u>-49,943.95</u>	<u>-67,786.73</u>

Financial Budget Breakdown for AYSCBC 2020-2023			
	20-21	21-22	22-23
Administration			
Executive Director	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00
Website & Domain Hosting	\$ 500.00	\$ 500.00	\$ 500.00
Bookkeeping Services	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Postal Box	\$ 500.00	\$ 500.00	\$ 500.00
Office Supplies	\$ 500.00	\$ 500.00	\$ 500.00
Global Meet & Zoom Hosting Fees	\$ 1,000.00	\$ 500.00	\$ 500.00
Total	\$ 39,500.00	\$ 39,000.00	\$ 39,000.00
Executive			
Meeting Honoraria	\$ 7,500.00	\$ 8,500.00	\$ 9,500.00
Travel	\$ -	\$ -	\$ -
Accommodation	\$ -	\$ -	\$ -
Total	\$ 7,500.00	\$ 8,500.00	\$ 9,500.00
Annual General Meeting / Spring Conference			
Details provided in work plan	\$ 2,500.00	\$ 3,000.00	\$ 8,500.00
Total	\$ 2,500.00	\$ 3,000.00	\$ 8,500.00
Yukon School Councils' Fall Conference			
Details provided in work plan	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Total	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Projects			
School Council Resource Guide	\$ 10,000.00		
Flow Through Funding	\$ 6,000.00		
Website Review & Design		\$ 10,000.00	
Long Service Awards		\$ 2,500.00	
Review of training options (YFN History & Culture)		\$ 2,500.00	\$ 8,000.00
School Council Supports		\$ 5,000.00	\$ 5,000.00
Total	\$ 16,000.00	\$ 20,000.00	\$ 13,000.00
TOTAL	\$ 80,500.00	\$ 85,500.00	\$ 85,000.00
Yukon Education Contribution	\$ 10,000.00	\$ 75,000.00	\$ 85,000.00



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 30 day of May, 2020

Signature: Alb Henderson

Title of person signing: Chair

2021/2022 AYSCBC 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 Advisory Committee Advisory Committee for Yukon Education French Second Language Advisory Committee Hiring Panels (as determined)</p> <p style="text-align: right;">Policy</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 2021 AYSCBC AGM 2. Issue survey to members regarding timing, format & theme 3. Prepare & distribute in advance annual documents for members' review and consideration pursuant to AYSCBC Constitution and By-laws 4. Annual filing of documents with Corporate Affairs</p>	<p>An online AGM to be scheduled in early 2021. Date, format and theme to be confirmed pending outcome of member survey.</p>	<p>Organization: \$3000 Honoraria: 3000 TOTAL: \$6000</p>	<p>1. Aim to attract minimum of 60% of school councils 2. Maintain business continuity for the organization with the presentation and filing of annual documents (financial statements, annual reports & resolutions).</p>	<p>Each year, AYSCBC hosts an Annual General Meeting. Due to COVID-19 implications, an online AGM will be held in order to meet the requirements of the Association Constitution & Bylaws as well as the Societies Act.</p>
3. Yukon School Councils' Spring Conference	<p><i>If spring conference is deemed to proceed (pending member survey outcome):</i> Establish a conference organizing committee comprised of representatives of Yukon Education, Catholic Education Association of Yukon and Yukon First Nations Education Directorate to confirm conference theme and format.</p>	<p>Online conference would coincide with the AYSCBC AGM.</p>	<p>Budget expenditures to be reflected in AGM costs.</p>	<p>1. Aim to attract 60% of school councils 2. Spring Conference outcomes to be identified by organizing committee</p>	<p>In previous years, a spring conference has been held in conjunction with the AYSCBC AGM. Due to COVID-19 restrictions, an online conference may be held (pending survey outcome).</p>
3. Yukon School Councils' Fall Conference	<p>1. Plan, organize and deliver 2021 Yukon School Councils' Fall Conference 2. Establish conference organizing committee comprised of representatives from Yukon Education, Catholic Education Association of Yukon & Yukon First Nations Education Directorate. The committee would be charged with: * Securing a date and venue * Confirming conference theme * Investigating options for keynote speaker(s) * Arranging workshops/presentations 3. Arrange accommodation for participants 4. Reporting on outcomes to all members</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 school councils 3. Increase participation of school administrators 4. 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>
4. 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 3. 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 (i.e. Bookkeeper, Web Host, Consultants).</p>

5. Identify & Communicate PD Opportunities for Yukon School Councils	1. Provide information about relevant PD opportunities in Yukon and beyond for Yukon School Councils. 2. Work with Yukon Education to facilitate use of PD funds (and any other relevant resources) to participate in conferences, workshops and other training related events.	February/March: AYSCBC AGM & Spring Conference. Ongoing as opportunities arise.	Ongoing. Throughout the year.	1. Identify training events that may be of interest to members and work to convey this information. 2. Maintain affiliations with other School Council/Board associations in other jurisdictions (Alaska, B.C., Alberta, Saskatchewan) for sharing information and resources including upcoming conferences with Yukon School Councils. 3. Work with Yukon Education to jointly promote PD funding made available to School Councils for participation at AYSCBC sponsored events and other training related activities.	Each School Council receives a sum of dollars each year for professional development by the department of Education. In previous years, funding has gone towards participation costs for School Council conferences hosted by AYSCBC. Recently, the association has been pleased to support councils' participation in conferences such as this (i.e. 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.	50	1. Attend minimum of one conference/workshop in Yukon relevant to Yukon education. 2. Attend AGM & Annual Conference in another jurisdiction (i.e. 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: \$2,000	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	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: \$2,500	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 can 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 organization of presentations attendance at meetings = \$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 (i.e. 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. Host annual meetings with primary stakeholders (CEAY, YFNED, CSFY): \$500 2. Strengthen ties with community organizations: Ongoing: \$2,000	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. 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. 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 2020/2021, 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.
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 - October	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. 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	Work with Yukon University to review options for making an online course or other training tool specific to Yukon First Nations History & Culture for School Council members.	May - January	Cost: \$2,500	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 University 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.
4. School Council Supports	1. Undertake survey of individual school council needs 2. Target supports including administrative supports to school councils as identified. 3. Work with department of Education to coordinate delivery of services and supports.	As identified	Cost: \$5000	1. Increased understanding of administrative and financial requirements among Yukon school councils 2. Increased compliance amongst member school councils in meeting requirements of Yukon Education contribution agreements 3. Increased capacity to fulfill roles and responsibilities of school councils in support and on behalf of their school communities	In order to receive annual funding from the department of Education to conduct its work, school councils must meet a number of administrative requirements (record keeping, financial) as set out in the funding agreements. Supports would be prioritized based on a council's legal standing (i.e. what services/assistance can be provided to bring the council back into good standing). Other supports as identified by councils would be coordinated with the department to make best use of resources available for school councils.
SUB TOTAL					
Administration:					
Annual Filing Fee (2021)			\$10		
Executive travel, accommodation & honoraria			\$8,500		
Postal Box			\$500		
Domain Hosting			\$61		
Web Hosting Fees			\$407		
Global Meet Fees			\$500		
Bank Charges			\$100		
Office Supplies			\$500		
Zoom Hosting Fees			\$252		
Bookkeeping Services			\$2,500		
SUB TOTAL			\$13,330		
TOTAL			\$85,130		