GETTING STARTED TOOLBOX RESOURCES
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EDUCATION ACT AND REGULATIONS COMPONENTS:

- The Act and Councils
- School Council Planning Calendar for Monthly Tasks and Events
- Partners in Education Roles and Responsibilities of School Councils, Policy, Planning and Evaluation, 2008
- Acronyms

DEPARTMENT OF EDUCATION COMPONENTS:

- Yukon Public Schools Communication Toolbox, Tools for Communicating New Horizons
- Role of Department of Education School Council Liaison
- Government of Yukon School Council Funding Agreement
- Instructions for Handling T4A Information
- T4A Information
- Honoraria Donated by School Council Members and Forms
- School Council Income Statement - Financial Reporting Templates

ETHICS AND CODE OF CONDUCT COMPONENTS:

- Oath of Office for Yukon School Council Member
- Oath or Declaration of Non-Disclosure for School Council Member
- Oath or Declaration of Non-Disclosure for School Council Secretary Treasurer
- Conflict of Interest
BUILDING PARTNERSHIPS COMPONENTS:

Building Relationships with and Engagement of Parents, Families and Community

- Building Relationships with and Engagement of Parents, Families and Community

Building Collaborative Relationship with the Principal

Building Collaborative Relationship with the Superintendent

Building Partnerships with Yukon First Nations


LEARNER GROWTH AND DEVELOPMENT COMPONENTS:

School Growth Process

- School Growth Plan Elements
- School’s Current School Growth Plan
School Council Development

- Association of Yukon School Councils, Boards and Committees (AYSCBC) Mandate, Executive and Member Services
- Catholic Education Association of Yukon (CEAY) Terms of Reference
- Sample Developing Norms Exercise
- Sample Developing Norms Worksheet
- Sample Norms of National Staff Development Council, Board of Trustees and Staff

School Council Chairperson Development

- Role of the Chair
- Role of the Secretary Treasurer
- Sample Job Description of the Secretary Treasurer

PROCESS SKILLS

Facilitation Skills: Running Meetings

- Meetings
- School Council’s Annual General Meeting (AGM)
- Record of Meetings
- Sample Minutes, Kluane Lake School Council
- Simplified Rules of Order

Facilitation Skills: Communication

Facilitation Skills: Problem Solving and Decision Making

Facilitation Skills: Managing Conflict

- Department of Education Draft Dispute Resolution Policy No. 1008
- Department of Education General Policy No. 1000
- Sample Hidden Valley School Council Dispute Resolution Procedures
- Sample Christ the King CKES School Council Policy on Resolving an Issue or Dispute

Policy Development and Review

- Policy Development
- Sample Hidden Valley School Nutrition Policy and Guidelines

Hiring and Performance Review

- Education Act and Regulations Section 113 (1) (c) related to evaluation of principal, teacher or staff member and Education Act Section 113 (2) (g), (h) and (i) regulations related to the recommendation to the superintendent for dismissal, transfer, discipline or demotion of a teacher, principal or other employee in the school
- Department of Education Principal Evaluation Process Implementation 2012-2013