



FIRST NATIONS EDUCATION ADMINISTRATORS ASSOCIATION

Developing Work Plans &
Budgets
Presentation for
Chiefs of Ontario
Language and Education Forum

February 9, 2023



Introduction of FNEAA and presenter

- FNEAA – a safe networking place for First Nations Education Administrators to share ideas and find solutions unique to First Nations’ communities, capacity building of skills, and establishing partnerships
- Presenter – Dr. Cathy Martin, Ed.D. – Senior Director of Certification and Professional Development
 - Mi’gmaq from Listuguj Mi’gmaq First Nation, QC
 - 30 + years experience in education, & governance
 - Published author – 2 curricula



Before the Budget

The most important thing to know before starting any budget is to know your Education's Mission Statement and Vision Statement.

These statements are usually decided upon in collaboration with Education Administrators, Community Stakeholders (Elders, parents, educators), and Leadership (Chief and Council and/or Board of Education)

Money discussions best occur once you know the direction of Education for your community



Vision and Mission Statements

Vision Statement – A short-term statement, based on values, of the future of the Educational goals of the community. Vision statements change as situations and society changes. (ex: technical competent graduates; mother-tongue restoration for all students, etc...)

Mission Statement – A statement or description of what the Education directorate is currently doing to achieve the community's Educational vision and short-term objectives. (ex: provide culturally relevant education in a safe diverse environment, etc..)

Make sure your Education Vision and Mission Statement are current and relevant.

Reference: Adapted from www.masterclass.com



Elements within an Educational Work Plan

- Know your current community's core values – Collaboration
- SWOT analysis
- Objectives – Determining Priorities
- Legal obligations – previous agreements
- Action Plan – strategies for achieving goals

Reference: Adapted from www.my-mocc.com



Collaboration identifying core values

- Update your understanding of the community's desire for education
- Host focus groups, parents
- Consult staff and traditional knowledge holders, elders
- Reconnect with leadership and relay community concerns and desires for education
- Request clear direction of goals to be achieved, or direction to conduct educational priority setting activities



SWOT analysis

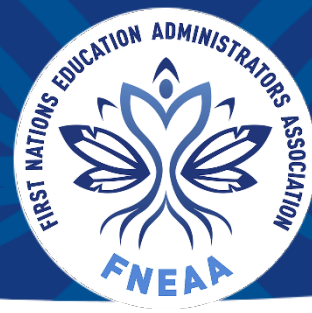
- Take a look at your educational system that you are currently using
- Identify the **Strengths** such as financial and human resources, as well as partnerships
- Identify the **Weaknesses** such as geography and accessibility for land-based activities, possible negative attitudes of some staff or parents, student attendance
- Identify any **Opportunities** such as partnerships or external funding sources
- Identify any **Threats** perhaps funding restrictions, changes in direction from leadership, high turn-over rate or any other obstacle



Determining Priorities

- Education Administrators in collaboration with senior education team, consider the input of all the stakeholders previously consulted
- Make list of all suggested educational objectives and begin to Prioritize according to leadership and community values and direction
- Categorize using the 4 D's of Prioritizing
 - Do It
 - Defer it
 - Delegate it
 - Delete it

Reference: www.civilactiongroup.com & www.productplan.com



Legal Obligations

- Before finalizing your educational list of priorities, you must determine if any pre-existing education agreements exist
- Understand your legal obligations within existing agreements for service provision
- Make a list of your mandatory obligations (ex: teacher salaries, overhead, transportation, etc...)



Develop your Action Plan

Chart your Priorities – use existing templates or develop one

- Priority
- Action required
- Person responsible
- Time frame
- Measure of success
- Estimated Cost

Reference: www.templatelab.com



Sample Action Plan Template

Priority	Action Required	Person Responsible	Time Frame	Measurable Outcome	Estimated Cost
Land-based learning	Develop curriculum Hire teachers	Traditional knowledge holder Principal	Implement Sept 2023	25 students enrolled in land based program	Salaries 120,000 Materials 30,000
Increase literacy	Tutoring and specialist	Methods and Resource teacher	Ongoing	Increase two-levels of all reading scores	Salaries 245,000 Materials 20,000
Online accessibility	Upgrade connectivity	Board Principal	Immediate	All 250 students access to learning	\$680,000 tech support and equip



The Budget

Simply put a budget is an ESTIMATED account of income (Revenues) and costs (expenditures) for a determined set amount of time.

An educational budget is often categorized with:

- fixed-revenues
- flexible revenues
- special project revenues.



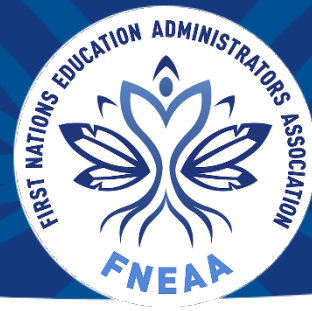
Revenues defined

- Fixed revenues – guaranteed funding (core funding) that must be spent on the item estimated during the given duration (ex: Salaries, student transportation, etc...)
- Flexible Revenues – can sometimes be spent on other expenses (materials expense transferred to tutoring, etc...) can sometimes be carried over past the duration time (doesn't have to be spent by end of fiscal year)
- Project Revenues – funding designated for a specific purpose for a specific set duration. Must be spent on objective of the project



Establishing the Budget

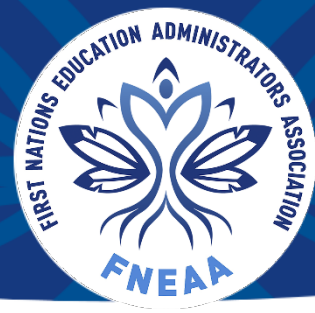
- Identify all revenues, and potential revenues, special project revenues
- Identify any carry-over funding
- Identify all mandatory services and programs
- Identify priorities
- Identify all materials and resources needed for the above



Tips to Creating a Budget

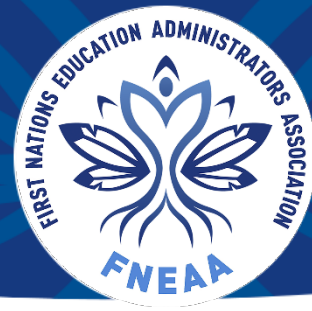
- No need to re-invent the wheel. Use previous budget templates.
- Don't be hesitant to consult with the specialist, work in collaboration with your Finance Department
- Enhance your own professional development

www.financialwellness@afoa.ca



Sample Budget

- Refer to Excel Sheet
 - Revenues
 - ISC
 - Provincial contribution
 - First Nation Own Source Revenue
 - Other
 - Expenses
 - Salaries (include new priority titles)
 - Overhead
 - Technology



Questions and Comments





Until we meet again

Meegwetch

Mahsi'

Ekosi

'Doy-gg

Mussi Cho

Nia:wen

Wela'lin Thank you

Website: www.fneaa.ca

