

# “LIFE LONG LEARNING”



ERMINESKIN EDUCATION TRUST FUND (EETF)  
STRATEGIC PLAN 2008

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## INTRODUCTION

The Ermineskin Tribal Council has approved the development of an Educational Trust Fund for the advancement of education for this reserve.

After a lengthy process of meetings and extensive research, the Trust Fund and a Committee of Trustees have been appointed to continue the work. The implementation of the policies and programs of this trust have been delegated to the Ermineskin Education Trust Fund Board by the Ermineskin Tribal Council at a Council meeting on December 14, 1981.

The purpose of the Ermineskin Education Trust Fund is to provide educational assistance and incentive for the band members who desire it. Presently the Educational system of the Province does not address the cultural and environmental needs of the Ermineskin Tribal Membership. With this idea in mind, the Ermineskin Tribal Council is addressing and providing the greatest investment ever for its present and future members. With this insurance for our future, the EETF Board will seek to procure and maintain the best possible educational opportunities for the Ermineskin Tribal membership.

The Ermineskin Education Trust Fund Committee and the Ermineskin Tribal Council believe that in the very near future Hobbema will become a focal point and play a leadership role in the academic, cultural and economic development of the Indian world. It is because of this belief that the Ermineskin Tribal Council has taken this necessary step of promoting the positive development of our youth.

It is the proper and positive development of our youth that will determine the proper and positive development of our future.

*These are the expectations of the founders  
1982*

## **EETF PROGRAMS AND SERVICES**

### *In-school Services Programs*

- Chief Dan Minde Award – Gr.12 Completion
- General Interest Award
- Children's Awards Night
- High School Credit Incentive
- After School Tutorial
- Youth Workshops
- Student Support
- School Supply Funding (School Fees)
- Student Tours

### *Adult Continuing Education Program*

- Assists adult students in upgrading to complete high school.
- Assistance includes incentive allowance, tuition, fees, and books
- Incentive is based on attendance
- Deadline Dates: June 30<sup>th</sup> & November 15<sup>th</sup>

### *Adult Literacy Program*

- The Adult Literacy Program was established in April, 1999 operated by EETF.
- The program ran as a pilot project in 1999/2000
- The Adult Literacy Program developed partnerships with social services and JEP in 2000.

Post Secondary Student Support Program

- The Post Secondary Program Funding comes from Indian & Northern Affairs Canada
- The funding covers the Coordinator, tuitions, fees, books and allowances.
- The deadline for funding is June 15<sup>th</sup> for Fall funding and November 15<sup>th</sup> for Winter funding.
- Averages of 62 – 65 students are funded each year.

**VISION**

Our students are self-reliant Ermineskin Tribal members, who are successful in their educational endeavors.

**MISSION**

E.E.T.F. promotes lifelong learning; encourages all levels of education and supports our students towards a successful graduation.

## **CORE VALUES:**

### **1. Teamwork**

Parents, Students, Council portfolio, E.E.T.F. Board, staff and other agencies work together to achieve the goals of Ermineskin Education Trust Fund and the educational success of our students.

### **2. Communication**

Listening, speaking, to tribal member and assessing the educational needs of our tribal membership.

### **3. Fairness**

Staff and clients are given an opportunity to succeed and are treated with respect and dignity by supporting their educational endeavors, and by following EETF criteria and policies.

### **4. Professionalism**

EETF leads by example; the staff and board are confident and conduct themselves with professional attitude and responsibility.

## KEY SUCCESS FACTORS MATRIX

### KSF: 1.0 TO INCREASE THE EDUCATION LEVELS OF ERMINESKIN TRIBAL MEMBERS.

<u>Measures</u>	KSF Coordinator	Targets 2008-09	Target 2009-10	2010-11
1.1 Number of students graduating from high school programs. Increase percentage of graduates each year.	Gloria Stoney	20 students	22 students	25 students
1.2 Number of graduates compared to the possible number Grade 12 students based on membership list	Trish Wildcat	Baseline	Increase by 5 %	Increase by 5%
1.3 Number of students graduating from technical colleges and university programs.	Fran Ermineskin	16 Students: 11 Diplomas 4 Degrees 1 Masters	17 Students	18 Students
1.4 Number of students who complete certificate programs	Fran Ermineskin	15 Students	16 Students	17 Students
1.5 Number of students who complete a school year compared to number enrolled at the beginning of the school year. (Result will be percentage)	Gloria Stoney	Kindergarten 91% Elementary 100% Junior high 76% High school N/A% Post-Secondary 88%	Kindergarten 95% Elementary 100% Junior high 83% High school N/A% Post-Secondary 96%	Kindergarten 100% Elementary 100% Junior high 91% High school N/A% Post-Secondary 96%
1.7 Number of ALP students who continue on with their training or move on to employment	Elinor Roan	78% completed the program 37% students continue with their training 15% students went on to a job.	80% completed the program 40% students continue with their training 17% students went on to a job.	85% completed the program 44% students continue with their training 19% students went on to a job.

**KSF 2. EETF BOARD OF TRUSTEES AND STAFF DEMONSTRATE EDUCATIONAL LEADERSHIP**

<i>Measures</i>	KSF Coordinator	Targets 2008-09	Target 2009-10	2010-11
2.1 To maintain transparency of the organization to the community by meeting targets of a balanced budget and maintain a sinking fund.	Shawna Larocque	Zero balanced budget ( sinking fund of \$100,000)	Zero balanced budget ( sinking fund of \$100,000)	Zero balanced budget ( sinking fund of \$100,000)
2.2 Number of completed action items.	Trish Wildcat	76%	80%	85%
2.3 Satisfied staff results of staff satisfaction survey.	Trish Wildcat	To develop a survey	Result of survey base line Baseline	Result of survey increase by 10%
2.4 The amount of money allocated to Cree initiative in the community	Shawna Larocque	Baseline	Increase by 10%	Increase by 10%
2.5 Number of employees meeting satisfactory or excellent performance appraisal results	Trish Wildcat	baseline		
2.6 The quality of the information being provided to the community.	Trish Wildcat	80% satisfied with info provided	80% satisfied with info provided	80% satisfied with info provided

**KSF 3. EETF CLIENTS SATISFIED WITH EETF PROGRAMS AND SERVICES.**

<i>Measures</i>	KSF Coordinator	Targets 2008-09	Target 2009-10	2010-11
3.1 Increase the number of clients filling out the survey.	Charlene Mackinaw	75 surveys completed	75 surveys completed	80 surveys completed
3.2 Number of clients satisfied with EETF programs as indicated on various survey (i.e., postsecondary survey, awards night, adult literacy)	Trish Wildcat	70% satisfied	73%	76%

## CORE STRATEGY

### 1: EFFECTIVE LEADERSHIP AND MANAGEMENT

Establish a working group that would reassess the effectiveness of the current investment and financial strategies and review the trust deed. Developing effective policy and plans for EETF. Develop and maintain educational alliances with different agencies in the community.

No.	Action Items	2008-09	2009-10	2010-11
1.1	Change policy and program for incentives to increase George Wolf award from \$1500 to \$2000 and Chief Dan Minde from \$500 to \$750	√		
1.2	Develop database system – Kindergarten to Post Secondary buy a Database software program	√		
1.3	Seek legal opinion to reinvest 10% of earned interest and create a motion/policy approving the 10% earned interest reinvestment.	√		
1.4	Purchase a student filing cabinet system	√		
1.5	Seek more funding from Grants for EETF programs	√	√	√
1.6	Negotiate with Chief and Council for more Funding for the future (Capital Fund)		√	
1.7	Develop a satisfaction surveys (customer) and Administer annually	√		
1.8	Develop policy and criteria for award names	√		
1.9	Develop a Board and staff orientation package		√	
1.10	Develop operations and program manual for staff (Staff Handbook)	√		
1.11	Research Cost of Board and Staff attend Banff Leadership Training	√	√	√
1.12	Conduct exit interviews with all staff that leave EETF		√	√
1.13	Board & Staff Retreat	√		
1.14	Increase number of Board seats by one member	√		
1.15	Upgrade computers and operating systems	√		
1.16	Train the Board on Investments	√		
1.17	Develop and Employee/Trustee Review (Performance)			√
1.18	Purchase Real Estate to provide Equity (rent to Post Secondary Students)		√	
1.19	Purchase new office/boardroom furniture		√	

## 2. FOCUS ON HIGH IMPACT AND DIVERSE PROGRAMS THAT SUPPORT STUDENT SUCCESS

Research and develop new programs and Improve existing programs that provide the necessary support mechanism to enable students to reach their goals.

No.	Action Items	2008-09	2009-10	2010-11
2.1	Evaluation of policies, program and services to match EETF's Trust Deed		√	
2.2	Develop a grant for Cree revival initiatives	√		
2.3	Mad Science Summer Camp	√		
2.4	Review and revise criteria (policy) for the Bobtail trades program completion awards	√	√	√
2.5	Improve the library		√	
2.6	Conduct ALP evaluations and report results to Board	√		
2.7	Prepare a report that Identifies drop out rate	√		
2.8	Aboriginal journey and culture tour summer field trips for students		√	
2.9	Educational planning workshops for tribal members returning to school	√	√	√
2.10	School Supplies – Develop a better system for distribution (Purchase supplies for students)/Procedure	√		
2.11	Develop Fine Art Awards – (K – 6 & Gr. 7-12)		√	
2.12	Develop Industrial Arts Awards		√	
2.13	Tutoring – Teacher inform EETF of student's need			√
2.14	A better way to record and file student report cards – Policy/Procedure		√	
2.15	Review of Post Secondary Application Forms	√		
2.16	Develop Guideline/Policy – Special Needs Expenses (Expand the current policy)		√	
2.17	Increase Living allowance			√
2.18	Research Young Mothers Program			√
2.19	Jr./Sr, Trip Incentives			√
2.20	Co-sponsor workshops with other ETE departments	√		

### 3. EETF COMMUNICATION STRATEGY

Develop and increase communication tools that will reach all membership.

No.	Action Items	2008-09	2009-10	2010-11
3.1	Update brochure of programs Explain Award categories and profile each award	√		
3.2	Print and circulate EETF Strategic Plan	√	√	√
3.3	Host Annual Board Strategic Plan results with the community (during open house)	√	√	√
3.4	Publish a written annual report for the tribal members	√	√	√
3.5	Develop a PDF other application form for website.	√		
3.6	EETF Open House in September 2006 to Inform of Programs and Services	√	√	√
3.7	Get Ready for Studies Retreat (Post Secondary)		√	
3.8	Develop student support through improved communication and enhance student network (i.e.: Facebook, Hi5)	√	√	√

## APPENDIX A: ACTION PLAN FOR 2008-09

### 1: EFFECTIVE LEADERSHIP AND MANAGEMENT

No.	Action Items	Outcome	Who	Who else	Start	Finish	Resources
1.1	Change policy and program for incentives to increase George Wolf award from \$1500 to \$2000 and Chief Dan Minde from \$500 to \$750	Increase in the award	Fran	Gloria	May	September	Under grad – \$2000 Graduate degree- \$3000 Grade 12 grad – \$750 Total <b>\$26,000</b>
1.2.	Develop database system – Kindergarten to Post Secondary buy a Database software program	Better tracking of student and more efficient use of staff time A Database	Fran	Gloria Trish	April	August	Instructor fees – \$1000 Staff Training -\$2500 Software - \$1000 Total - <b>\$4500</b>
1.3	Seek legal opinion to reinvest 10% of earned interest and create a motion/policy approving the 10% earned interest reinvestment.	Letter from lawyer	Tricia	Danika	November	December	Legal fees - <b>\$1500</b>
1.4	Purchase a student filing cabinet system	Filing cabinet	Fran	Gloria Elinor	April	May	Purchase cabinet- <b>\$2000</b>
1.5	Seek more funding from Grants for EETF programs	Funds for summer science camp and post secondary retreat and tutorial program	Tricia	Gloria	April 08	March 09	
1.7	Develop a satisfaction surveys (customer) and Administer annually	The survey	Tricia	Charlene	April	July	
1.8	Develop policy and criteria for award names	New policy	Fran	Tricia Board Sub- committee	June	September	Mtg. cost - <b>\$1050</b>
1.10	Develop operations and program manual for staff (Staff Handbook)	Staff handbook	Tash	Tricia Fran	June	September	

				Gloria Elinor			
1.11	Research Cost of Board and Staff attend Banff Leadership Training	Report with recommendations	Shawna		August	October	
1.13	Board & Staff Retreat	Bonding and a 3 day retreat	Shawna	Tricia Board member	April	July	Three day retreat total <b>\$20,000</b>
1.14	Increase number of Board seats by one member	Motion to add member Odd number of voting board members	Tricia	Board	March 08	April 08	Interview costs: <b>\$225</b>
1.16	Train the Board on Investments	Facilitator Honarium Facility	Tricia	Shawna Board	June	November	Cost - <b>\$ 3,000.00</b>
Total							<b>\$ 58,275.00</b>

## 2. FOCUS ON HIGH IMPACT AND DIVERSE PROGRAMS THAT SUPPORT STUDENT SUCCESS

No.	Action Items	Outcome	Who	Who else	Start	Finish	Resources
2.2	Develop a grant for Cree revival initiatives	Grants for (Research Curriculum Development, Supplies) New Policy	Elinor	Trish Board	April	September	\$5,000 for grant
2.4	Mad Science Summer Camp	4 day camp	Gloria	Tricia	June	August	\$ 6,000.00 by Grant
2.5	Review and revise criteria (policy) for the Bobtail trades program completion awards for certificate and journeyman (\$250 cert., \$500 journeyman)	Recognition for trades completion Plaque for wall of honour New policy Bobtail	Tricia	Fran	January	Oct 08	Plaque and awards - \$2750
2.7	Conduct ALP evaluations and report results to Board	Report	Elinor	Board Consultant	April	June	Consulting fees- \$2000
2.8	Prepare a report that Identifies drop out rate	Report with	Gloria	Sub	April	August	Mtg. \$600

		recommendation		committee Elinor Membership Miyo			
2.10	Educational planning workshops for tribal members returning to school (post-secondary and continuing ed. Adult lit. grade 12 students)	Annual one day workshop	Fran	Elinor	March	May	Travel for staff and meals - \$1000
2.11	School Supplies – Develop a better system for distribution (i.e. purchase supplies for students) Procedure.	Procedure for distribution of supplies	Gloria	Tricia Shawna Tash	May	August	Supplies - \$30,000
2.16	Review Post Secondary Application Forms	Revised Application	Fran	Elinor Gloria Tricia	April	May	
2.21	Co-sponsor workshop with ETE department		Tricia	Gloria	June	August	\$ 1,000.00
Total							\$48,350

### 3. EETF COMMUNICATION STRATEGY

No.	Action Items	Outcome	Who	Who else	Start	Finish	Resources
3.1	Update brochure of programs Explain Award categories and profile each award	Brochure	Gloria	Fran Elinor	April	August	\$100
3.2	Print and circulate EETF Strategic Plan	Report	Tash	Shawna Trish	June	September	\$200
3.3	Host Annual Board Strategic Plan results with the community (during open house)	Power point presentation Meeting with community	Tricia	Clara	June	September	
3.4	Publish a written annual report for the tribal members	Report	Tash	EETF staff	May	August	\$2000
3.6	Develop a PDF other application form for website.	PDF forms	Fran	Elinor Gloria	November 07	April 08	Intellimedia fees - \$600
3.7	Annual EETF Open House in September to Inform of Programs and Services	Open House	Shawna	EETF Staff	June	September	\$3000

3.9	Develop student support through improved communication and enhance student network (i.e.: Facebook, Hi5)	Improved Communication for students	Tricia	Sam Minde	March 08	May 2008		
							Total	\$ 5,900.00

EETF 2008 ACTION PLAN BUDGET TOTAL \$1 11,525.00

## APPENDIX B: EETF ANNUAL BUDGET

### EETF Budget 2008/09

#### Revenue

Bank Interest	\$ 10,000.00
Bond Interest	\$ 475,715.00
INAC – Provincial Schools	\$ 38,050.00
Other Income	\$ 3,600.00
<b>Cash in Bank</b>	<b><u>\$ 149,544.99</u></b>

Total Revenue \$ 674,909.99

#### Operating Expense

Salary & Wage Expense	\$ 160,063.49
Operations	\$ 203,446.50
Programs	<u>\$ 311,400.00</u>

Total Programs \$ 674,909.99

**NET \$ 0.00**

### Post Secondary Budget 200/09

#### Revenue

INAC \$ 1,018,943.00

Total Revenue \$ 1,018,943.00

#### Administration/Programs

Administration	\$ 66,867.06
Allowance	\$ 633,025.94
Books/Fees	\$ 63,000.00
Tuition	\$ 222,000.00
Other	<u>\$ 34,050.00</u>

Total Admin/Programs \$ 1,018,943.00