**Empowering Madison Youth to Succeed**

**Annual Operations Plan**

**2020- 2021**

***Mission:*** *The mission of EMYS is to* ***E****mpower* ***M****adison* ***Y****outh to* ***S****ucceed*

**EMYS will provide:**

1. A one–on-one relationship with caring adults.

2. A safe place to learn and grow.

3. Academic support for strengthening core skills

4. Support for achieving high school graduation

5. Encouragement to enroll in college and/or engage in meaningful work after graduation.

**Madison County** has a population of 22,843 and a total of 2,300 students who attend the three elementary schools, one middle school, one high school and one early college high school. The median household income (from 2020) is $46,426, and nearly 16.3% of county residents live in poverty.

Approved by EMYS Board of Directors*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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**Legend of Abbreviations -**

**BOE:** Board of Education **/ EMYS:** Empowering Madison Youth to Succeed. North Carolina **/ ED:** Executive Director **/ JCPC :** Juvenile Crime Prevention Council / **MHS:** Madison High School **/ MMS:** Madison Middle School **/ MHU:** Mars Hill University **/ MOA :** Memorandum of Agreement **/ MTS:** Madison Team Success **/ Board**: Board of Directors of EMYS

*DISCLAIMER: This annual plan is written assuming that the schools will operate normally next school year. However, at this writing we are still under a State of Emergency due to the Covid-19 pandemic and do not know what the future holds.*

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| --- | --- | --- | --- | --- | --- |
| 1. **PROVIDE QUALITY STUDENT SUPPORT SERVICES** | | | | | |
| **Annual Goals** | **Activities** | **Timeline** | **Responsible Teams/People** | **Measures of Success** | **Date Completed** |
| A. Manage **Madison Team Success** at MHS and MMS. | 1. Provide tutoring, mentoring, & other services as needed.  2. Case manage students according to partner agency requirements. | School yr. | Site Coordinators  ED | 1. At least 70 students served.  2. Accurate records are maintained for all students. | End of fiscal year |
| B. Provide **Great Leaps Math** at all county elementary schools. | Work with 4th and 5th graders to improve math skills. | School yr. | ED, Volunteers | At least 100 students served. | End of fiscal year |
| C. Provide **Jump Start** program. | Provide MMS orientation for rising 6th graders. | August | ED, Paid Staff, Volunteers | At least 80 students served. | August |
| D. Collect and provide measures of impact and accountability | Maintain monthly activity record. | Monthly | ED |  | Presented at Board Meeting |
| **2. MANAGE HUMAN RESOURCES** | | | | | |
| A. EMYS **Staff** development. | 1. Deliver training for all staff at the start of school & as needed through the year.  2. Maintain personnel records.  3. Do annual review for all staff and ED. | On-going  On-going  July | ED  ED  ED, Exec Comm. | Training completed and documented.  Staff personnel files kept up-to-date.  Reviews complete & recorded. |  |
| B. **Board of Directors** leadership and development. | Bring on new Board members as needed; orient & train new members. | On-going | Board, ED | Election of New Board shown in minutes. |  |
| C. **Volunteer** development. | Screen, recruit & train college students & community adults to help with EMYS program. | Ongoing | ED  Site coordinators | At least 15 volunteers are working with students. |  |
| **3. NURTURE PARTNERSHIPS** | | | | | |
| A. Maintain partnership with **Madison Co schools**, BOE, & school administration. | 1. Make presentations to BOE.  2. Meet with principals and school staff to plan services.  3. Prepare accurate MOAs with schools & school system; update as needed  4. Work closely with the Finance Officer. | When appropriate  August and ongoing  September  On-going | ED, Board  ED, Site coordinators  ED  ED | 1. At least one program presented.  2. Meetings documented in ED notes.  3. MOAs complete & recorded.  4. Monthly financial statements complete. |  |
| B. Maintain partnerships with local colleges, **AB Tech & MHU.** | 1. Work with Bonner Scholars.  2. Schedule AB Tech space for meetings.  3. Seek local college social work interns. | On-going  On-going  August | ED  ED  ED | 1. At least 3 Bonner scholars volunteer.  2. Meetings shown in minutes.  3. At least one intern at MHS. |  |
| C. Maintain strong partnership with **JCPC** in providing Madison Team Success at the MHS & MMS. | 1. Complete annual grant request.  2. Attend monthly meetings.  3. Complete all data collection & requirements. | March-May  On-going  On-going | ED  ED, Site Coordinators  Site Coordinators,  ED | 1. Grant request submitted on time.  2. Present at 80% of the meetings.  3. Completes all grant requirements. |  |
| D. Maintain partnerships with relevant **organizations** & businesses. | 1. Attend Madison Substance Abuse Coalition meetings.  2. Seek opportunities to talk with Rotary, businesses, the faith community, & others. | On-going  On-going | ED  ED, Board | 1. Present at 80% of the meetings  2 .Make at least one presentation. |  |
| E. Maintain a partnership with **Madison County** government. | Make presentations to update the County Commissioners at scheduled mtg. | When appropriate | ED | At least 1 program presented. |  |
| **4: FUNDRAISING for sustainability** | | | | | | |
| Increase donations and fundraising to maintain programs for students. | 1. Plan & execute at least 2 fundraisers to raise $2,000.  2. Continue fundraising letters & maintain updated mailing list.  3. Seek business donations.  4. Seek new grant opportunities. | On-going  Dec. &  June  On-going  On-going | Board  Board, ED  Board & ED  Board, ED | 1. Raised at least $2,000.  2. Letters sent at least 2x each year.  3. Get support of at least 2 businesses.  4. Submit at least one new grant. |  | |
| **5. PUBLIC RELATIONS** |  |  |  |  |  | |
| Increase visibility through a variety of media. | 1. Keep brochure current  2. Maintain up-to-date website.  3. Submit news releases to the local paper.  4. Take advantage of photo opportunities. | On-going  Ongoing  Quarterly  On-going | Board  Board, ED & webmaster  Board, ED  Board, ED | 1 Updated brochure available.  2. Website is current.  3. News articles published at least 4 x /year.  4. Current photos available for use. |  | |
| **EMYS ACCOUNTABILITY** |  |  |  |  |  | |
| Maintain records and plans according to good business practices and the strategic goals of the organization. | 1. Update annual plans.  2. Annual financial report and IRS forms complete.  3. Annual budget updated. | As part of the yearly budgeting process  August  September | Board  ED  ED, Board | 1. Annual plan approved by Board.  2. Reports & audits filed on time.  3. Budget approved by Board. |  | |