**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**
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| **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 CoordinatorsED | 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-goingOn-goingJuly  | EDEDED, 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 | EDSite 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 needed4. Work closely with the Finance Officer. | When appropriateAugust and ongoingSeptemberOn-going | ED, BoardED, Site coordinatorsEDED | 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-goingOn-goingAugust | EDEDED | 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-MayOn-goingOn-going | EDED, 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-goingOn-going | EDED, Board | 1. Present at 80% of the meetings2 .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-goingDec. &JuneOn-goingOn-going | BoardBoard, EDBoard & EDBoard, 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 current2. Maintain up-to-date website.3. Submit news releases to the local paper.4. Take advantage of photo opportunities.  | On-goingOngoingQuarterlyOn-going | BoardBoard, ED & webmasterBoard, EDBoard, 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 processAugustSeptember | BoardEDED, Board | 1. Annual plan approved by Board.2. Reports & audits filed on time. 3. Budget approved by Board. |  |