



## BOARD OF EDUCATION

### GUIDELINES FOR STAKEHOLDER INPUT ON THE 2020-21 BUDGET

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These guidelines are for the *Stakeholder Budget Input Session* on *February 11, 2020*.

#### WELCOME & OVERVIEW

- The Board values input feedback from individuals and groups and the budget input session has been planned to make people feel as comfortable as possible.
- To ensure that the business of governing education takes place as smoothly as possible and that all viewpoints are heard, Board meetings follow structured rules of order. These guidelines have been prepared specifically for stakeholders interested in providing input for the 2020-21 budget.

#### PREPARING YOUR PRESENTATION

- We would like to remind you that these are public meetings, with the potential for media coverage and other members of the public in attendance, who may receive a copy of your presentation and may report on the proceedings.
- Presentations are to be directed to the corporate Board, not individual Trustees. It is requested that stakeholders avoid written or verbal comments that negatively reflect on any individual.
- When submitting your request to provide input ([here](#)), you will be asked to provide the following information:
  - name, title and email of all presenters (required);
  - Which stakeholder group you are representing;
  - written statement of the budget matter you wish to present feedback or input on with clear and direct connections to the goals and objectives in *Directions 2020*, the Board's vision document (required);
  - any attachments you may wish the Board to receive to support your feedback (optional)
- The Board would appreciate receiving an advance copy of your presentation, which can be provided through this [link](#).
- Due to meeting time constraints, PowerPoints and/or videos cannot be accepted as part of your presentation.

- To permit the Board to hear all input in a timely manner, stakeholders are asked to keep presentations, to no more than five (5) minutes.
- Stakeholders should be prepared to answer questions from Trustees wishing to learn more about your input.
- Stakeholders will be placed on the agenda to provide input only after the above guidelines have been met.

## THE PROCESS

- If you or your group would like to provide input on the 2020-2021 budget, please submit the required information **by 9:00 am on Monday, February 3<sup>rd</sup>**. A link to provide the required information can be found [here](#).
- You will receive confirmation from the Office of the Secretary-Treasurer regarding your request to provide input to the Board of Education.

## KEY DATES

BUDGET STAKEHOLDER INPUT		
Monday, February 3 <sup>rd</sup> 9:00 am	Deadline for Stakeholder Input Submission	Please submit the information as outlined above at the link provided here
Tuesday, February 11 <sup>th</sup> 6:30 pm	Special Board Meeting (Winslow Centre Gym)	Opportunity for stakeholders to provide input on budget priorities
PRESENTATION OF PRELIMINARY BUDGET		
Tuesday, April 7 <sup>th</sup> 7:00 pm	Regular Board Meeting (Winslow Centre Gym)	Presentation of 2020/20 Preliminary Budget
BUDGET STAKEHOLDER FEEDBACK		
Thursday, April 9 <sup>th</sup> 9:00 am	Deadline for Stakeholder Feedback Submission	Please submit the information as outlined above at the link to be provided on the Budget Process website
Tuesday, April 14 <sup>th</sup> 6:30 pm	Special Board Meeting (Winslow Centre Gym)	Opportunity for stakeholders to provide feedback on the proposed budget
PRESENTATION & APPROVAL OF BUDGET		
Tuesday, April 21 <sup>st</sup> 7:00 pm	Regular Board Meeting (Winslow Centre Gym)	Final presentation and approval of 2020/20 Budget which incorporates any changes requested by Board

*Please note that there will be opportunities for questions at each of the meetings outlined above.*