



BOARD OF EDUCATION

GUIDELINES FOR STAKEHOLDER FEEDBACK ON THE 2018-19 BUDGET

WELCOME & OVERVIEW

- Thank you for your interest in participating in the 2018-19 budget process. Your feedback is valued as the Board of Education deliberates the proposed budget.
- The Board values feedback from individuals and groups and budget meetings are 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 feedback on the 2018-19 budget.
- There is an opportunity for stakeholders to present feedback to the Board during a Special Public Board Meeting on Tuesday, April 17th.

THE PROCESS

- If you or your group would like to present feedback on the budget, please submit the required information **by 9:00 am on Thursday, April 12th** at the link provided on the Budget Process website.
- You will receive confirmation from the Office of the Secretary-Treasurer regarding your request to present feedback.

PREPARING YOUR PRESENTATION

- Stakeholders are most welcome to present feedback and can assist the process by being prepared to present specific feedback.
- Stakeholders are reminded that these are public meetings with the media 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 present feedback, 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 provide feedback 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)
- Due to meeting time constraints, powerpoints and/or videos cannot be accepted as part of your presentation.
- To permit the Board to deal with all presentations, 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 feedback.
- Stakeholders will be placed on the agenda to present feedback only after the above guidelines have been met.

KEY DATES

PRESENTATION OF PRELIMINARY BUDGET		
Tuesday, April 10 th 7:00 pm	Regular Board Meeting (Winslow Centre Gym)	Presentation of 2018/19 Preliminary Budget
BUDGET STAKEHOLDER FEEDBACK		
Thursday, April 12 th 9:00 am	Deadline for Stakeholder Feedback Submission	Please submit the information as outlined above at the link provided on the Budget Process website
Tuesday, April 17 th 6:30 pm	Special Board Meeting (Winslow Centre Gym)	Opportunity for stakeholders to provide feedback on the Budget
PRESENTATION & APPROVAL OF BUDGET		
Tuesday, April 24 th 7:00 pm	Regular Board Meeting (Winslow Centre Gym)	Final presentation and approval of 2018/19 Budget which incorporates any changes requested by Board

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