

# Engaging with Your School Board

In Canada, Kindergarten to Grade 12 education is a provincial responsibility. In most provinces, including Manitoba, the provincial government establishes the overarching framework of laws and regulations governing education but delegates the responsibility of operating schools to locally elected school boards.

The Board of the Louis Riel School Division is responsible for public education in the southeast quadrant of Winnipeg and portions of the rural municipalities of Springfield and Ritchot. Hearing from students, parents, guardians, employees, and the broader community helps the Board ensure the school system is responsive to local needs.

There are many ways to ensure that your voice is heard. Some less formal ways include:

- talking to a trustee when you see them in the community or at a school event, such as a concert, a graduation ceremony, or a parent council meeting
- sharing your views with your local trustee by email or phone (contact information can be found [here](#))
- taking part in community consultations about the budget, policy development, or other topics
- watching a livestream or recording of a Board meeting

More formal ways include:

- sending a letter to the Board Office and/or the Board Chair to be received as correspondence at a regular Board Meeting
- taking the opportunity to ask questions at a Board Meeting on items that appear on that evening's agenda
- submitting a request to make a formal presentation to the Board via the delegation process

Answers to frequently asked questions are detailed below.

### **What is the process of sending a letter to the Board?**

Letters to the Board may be sent by email to [info@lrsd.net](mailto:info@lrsd.net) or by mail to the Executive Assistant to the Board, 900 St. Mary's Road, Winnipeg, MB R2M 3R3. Trustees review all written correspondence, receive it formally as part of the official record of the next Board meeting, and determine next steps, as appropriate. The deadline for receiving correspondence is five days before the scheduled meeting date.

### **When are Board meetings held?**

Board meetings are typically held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month and start at 6:30 p.m. Meetings are not normally held during the winter and summer breaks. A list of scheduled meeting dates is published [online](#). A news story, including the draft agenda and registration link, is posted on the [main page](#) of the Division's website three days in advance.

### **What takes place at a Board meeting?**

Board meetings follow a formal structure in which the work of the Board is conducted in a public setting that gathers parents, students, staff and other community members. A typical Board meeting agenda is displayed below:

- |                                   |  |
|-----------------------------------|--|
| 1. Call to Order                  | 9. Chair Information to the Board                      |
| 2. Approval of Agenda and Minutes | 10. Senior Leadership Team<br>Information to the Board |
| 3. LRSD News                      | 11. Policy   |
| 4. Presentations/Delegations      | 12. Correspondence                                     |
| 5. Committee Reports              | 13. Action Items                                       |
| 6. Board Education                | 14. Public Question Period                             |
| 7. Finance and Audit              | 15. Adjournment  |
| 8. Staffing                       |  |

The Chair of the Board presides over public meetings and ensures that proper process is followed, as outlined in the Procedural By-Laws (<https://lrsd.link/LRSD-Bylaws>).

### **Where are Board Meetings held? How can I attend?**

Board Meetings take place at the Monterey Board Office, 50 Monterey Road. All regular and special meetings of the Board are open to the public. There are various options available for those who wish to attend as outlined in Section G of the Procedural By-Laws:

- **Watch a livestream of the meeting**  
Find a link to live events and recordings of past meetings on our [YouTube channel](#)
- **Attend virtually**  
Advance registration is required by 8:30 a.m. on the morning of the meeting using the link in the news story posted on the [main page](#) of the divisional website three days in advance of the scheduled meeting; government photo identification must be verified in advance by the receptionist at an LRSD school or the Board Office; those with a valid lrsd.net email address are exempt

- **Attend in-person**

Advance registration is required by 8:30 am on the morning of the meeting using the link in the news story posted on the [main page](#) of the divisional website three days in advance of the scheduled meeting; upon arrival, attendees must present government photo identification and affirm their intention to respect the Procedural By-Laws

In-person and verified virtual attendees may participate in the public question period.

### **Is it possible to present at a Board Meeting?**

A request may be submitted by anyone wishing to bring concerns to the Board as information and/or suggestions to the Board for the trustees' consideration. All requests must comply with the expectations outlined in Section H of the Procedural By-Laws and may be subject to disclosure under [The Freedom of Information and Protection of Privacy Act](#).

### **Are all requests to present at a Board Meeting approved?**

All requests will be reviewed by the Chair in consultation with the Superintendent and assessed with respect to the criteria listed in Section H of the Procedural By-Laws. The Chair may in their sole discretion deny requests deemed incomplete, unfounded, or out of order.

### **What type of conduct is expected during a Board meeting?**

Members of the public attending a Board meeting may observe the proceedings but do not participate unless approved as a delegation (see Section H of the Procedural By-Laws) or recognized by the Chair during the public question period (see Section I of the Procedural By-Laws).

The Chair of the Board is responsible for ensuring that order and decorum are maintained during all meetings and may require an attendee to leave the meeting for displaying disruptive behaviour or otherwise violating the Procedural By-Laws or LRSD policy which can be viewed at <https://lrzd.link/LRSD-Bylaws> or <https://lrzd.link/Policies>, respectively.

Recognized speakers are expected to be respectful and refrain from making statements concerning the character or performance of identifiable individuals, including students, staff, citizens or Trustees of the Louis Riel School Division. Speakers may offer such objective criticism of school operations and programs that concern them or their children. However, at a public meeting, the Board will not hear personal complaints against school personnel or against any person connected with the school system.

Speakers must not:

- Promote hate, harassment, or discrimination;
- Violate the Manitoba Human Rights Code or LRSD Policies;
- Use offensive, obscene or defamatory language, gestures, or images;

- Use negative or derogatory personal references;
- Misuse personal information related to LRSD students, staff or Trustees;
- Discuss topics outside of their presentation as detailed in the form submitted to the Board in the case of an approved delegation or unrelated to an agenda item in the case of public question period;
- Discuss matters related to litigation or potential litigation or any matter which is currently before any court or administrative tribunal affecting the LRSD; or
- Cross debate or engage with other delegates, staff or Trustees of the Board.

**Is it permitted to film, record or tape board meeting procedures?**

Board meetings are livestreamed and recordings archived. Unless approved, other photographs, personal recordings, audio, visual or otherwise, are not permitted.

**Where can I get more information?**

Questions about Board meeting procedures may be directed to the Executive Assistant to the Board, 900 St. Mary's Road, Winnipeg, MB R2M 3R3, 204-257-7827, [info@lrzd.net](mailto:info@lrzd.net).

This document is available in alternate formats, upon request.

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