

## INTERNAL MEMO

<b>DATE:</b>	June 1, 2023
<b>TO:</b>	Elementary and Secondary Principals
<b>FROM:</b>	Sheryl Robinson Petrazzini, Director of Education Shawn McKillop, Manager of Communications and Community Engagement
<b>SUBJECT:</b>	FOR ACTION: Trustee Newsletters – June edition

As a school leader, the role of the Trustee supports building community and engagement.

We are pleased to share Trustee Newsletters for June. As you know this is a communication strategy to support the connection between Trustees and the school communities in their Wards. The newsletters will be published at least three times a year – early March, end of May/early June and mid-to-end of September.

Using the instructions below, principals or office administrators are asked to send a School Messenger email to families with the newsletter attached. *Please email your trustee's newsletter to all families by Friday, June 9, 2023.*

### Instructions for you or Office Administrator:

1. [Click here](#) to access the Trustee Newsletters.
2. Pick your Trustee and Ward and download the document/file.
3. Open School Messenger. Cut and paste the email below to all families. Within the email section, upload the pdf as a file to your email message using the following template.
4. Subject template includes:

**Subject: Trustee Newsletter**

*Dear Families,*

*[Insert Trustee Name], our school and Ward [insert Ward Number] Trustee has shared a newsletter with the community. We are pleased to distribute this newsletter with families of our school.*

*[Insert uploaded file link].*

*Thank you,*

*[Insert Principal Name]*

5. Please have copies available in the main office, posted on your parent bulletin boards, and in your staff room.

Email questions to [communications@hwdsb.on.ca](mailto:communications@hwdsb.on.ca). We appreciate your support in facilitating this communication.