



Communicating with the School Board of Evergreen School Division

PO Box 1200 • 140 Centre Avenue West • Gimli, MB R0C 1B0
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Public Board Meetings commence at 6:30 PM and are usually held the 1st and 3rd Tuesday of each month at the Board Office (140 Centre Ave W in Gimli). Visit www.esd.ca for an up-to-date meeting schedule.

***Contact us by calling
204-642-6260 if you plan to attend.***

Attending a Board meeting...

Elected members of your community guide the School Division in matters related to policy, budget, and planning.

Formal dialogue among Trustees precedes decision making, which occurs by voting on "motions." These motions are the public record of the meeting.

You will be given a copy of the agenda (listing the topics to be discussed in the order they appear).

These business meetings have a serious tone and protocol, please do not disrupt the proceedings by taking pictures or talking.

Members of the public cannot participate in an open dialogue with the Board. If you wish to speak to the Board, please make a request for a pre-booked time to speak.

After the meeting, members of the public who have questions regarding a matter discussed during that meeting may address it directly with the Superintendent or Board Chairperson.

If you have a concern...

Most situations can be resolved with dialogue and co-operation. If you have a concern about a matter related to your child or the school, please follow the steps below:

1. Gather as much information about the situation as possible and contact the school to

arrange a meeting with the Teacher to discuss your concern.

2. If you require further assistance, please contact your school Principal.
3. If your concern is still not resolved, contact the Division Office at (204)642-6260 to speak to the Superintendent or designate.
4. If all the above steps have not led to a satisfactory outcome, you may address your concerns with the Board in writing. Please address your letter to the Board of Trustees and forward to the Board Chairperson or Superintendent.

If you have an opinion to share with the Board of Trustees...

The Evergreen School Division is committed to community engagement through open dialogue with parents, residents, students, staff and members of our school communities.

Your views on policy issues and Board governance are welcomed and encouraged. Feedback helps to ensure that decisions made by the Board of Trustees accurately reflect the needs and concerns of the communities we serve.

You can communicate your ideas by:

- Calling or e-mailing your local Trustee
- Writing a letter to the Board
- Make a presentation to the Board

Writing a letter to the Board...

Members of the public may communicate formally with the Evergreen School Board via email at info@esd.ca or mail to:

**Board of Trustees
PO Box 1200
Gimli, MB R0C 1B0**

Correspondence received is included on the agenda of the next regular Board Meeting for consideration by the Board.

Confidential information (as governed by privacy legislation) will be considered in the "In-Camera" (confidential) portion of the Board Meeting which is closed to the public.

Correspondence received from members of the public is identified in the public agenda by a number and brief description. Copies are not made available to the public or media. A written response to correspondence follows the meeting in which it is received by the Board.

If you wish to speak at the Board Meeting...

The Board receives presentations from community members in the public portion in accordance with the meeting procedures by-law (esd.ca).

To request a presentation, you will be asked to:

- Submit a letter requesting time before the Board of Trustees. Please note that if you wish to share a concern you will be asked first to have conversations with the Teacher, Principal, and Superintendent.
- The content of the presentation must be presented to the Superintendent one week before the meeting for advance consideration by the Trustees.

Delegations are granted ten (10) minutes to the make their presentation to the Board. Following the presentation, questions may be asked by Trustees for clarification. No debate or open dialogue occurs at this time.

Following the presentation, the Board will respond in writing following Board dialogue on the matters presented.