

## If you have an opinion to share...

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 emailing your local Trustee.

You may also write to the Board or make a presentation at a Board meeting as per the protocols in this brochure.



## If you wish to write a letter to the Board...

Members of the public may communicate officially with the Evergreen School Board by writing to:

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

Or by email to [info@esd.ca](mailto:info@esd.ca)

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

Confidential information received by the Board is governed by privacy legislation. This information is considered in the 'in camera' (confidential) portion of the Board meeting which is closed to the public.

Other correspondence received from members of the public is identified on the public agenda by a number and brief description and copies are not made available to the public or media. A written response is provided following the Board meeting at which the correspondence is considered.

## If you wish to speak to the Board at a meeting...

The Board receives presentations from community members in public (at the meeting, where media may be present) and private (if the topic relates to staff or students)

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 to first have conversations with the Teacher, Principal and Superintendent.
- The content of the presentation must be presented to the Board one week before the meeting for advance consideration by the trustees.
- Delegations are granted a maximum of 10 minutes to 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 review the presentation and may respond in writing following Board dialogue on the matters presented.

### **If you have a concern....**

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

- Gather as much information about the situation as possible.
- Call the school and arrange a meeting with the Teacher to discuss your concern.
- If you require further assistance, please contact your school Principal.
- If your concern is still not resolved, contact the Division office (204 642 6260) to speak to the Superintendent or delegate.
- If all the above steps have not led to a satisfactory outcome you may address your concerns with the Board.

### **If you come to a board meeting....**

- You will see how elected members of your community guide the School Division in matters related to student learning, policy, and finance.
- It is about listening. Formal dialogue precedes decision making, which occurs by Trustees voting on “motions”. These motions are the public record of the meeting.
- You will be given an opportunity to speak to the board only if you have pre-booked a time to speak and have shared your letter in advance.
- You will be given a copy of the agenda (listing the topics to be discussed in the order they appear).
- Meetings have a serious tone. Please do not disrupt the proceedings by talking, taking pictures etc.

*Public Board meetings commence at 6:00 p.m. and are held the first Wednesday of every month in the Board Room located at 140 Centre Avenue West in Gimli*



# **Communicating**

with the

# **School Board**

of

# **Evergreen School Division**

140 Centre Avenue West  
Box 1200  
Gimli, MB R0C 1B0

Ph.: 204 642 6260  
Fax: 204 642 7273  
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