

Board Correspondence

In order to further foster its awareness of the needs of the community, the Board of Education wishes to encourage written communications with the public.

All board related mail addressed to a trustee shall be considered board correspondence. The Secretary of the Board of Education shall acknowledge receipt of all correspondence addressed to the Board of Education or any trustee.

In acknowledging the letter, the Secretary of the Board of Education will advise the writer if the subject is scheduled to be addressed at a Board of Education meeting, or if the matter has been referred to the Superintendent of Schools. If referred to the Superintendent, he or she should follow up with a written response to the writer with copies to the Board of Education.

Each trustee of the Board of Education shall receive copies of Board correspondence. The school district administration shall maintain a file of these correspondences for at least one year.

Board Approval Date: October 8, 1968

Revised: April 23, 1996
November 18, 2015