

Correspondence of the Board of Education

No. 161.1
(A) 1-14-85
(R) 4-13-92
(R) 10-14-13

The school district clerk shall be designated chief record keeper of the school district.

In accord with that responsibility it shall be the policy of the Board of Education to request that all original correspondence to the Board be addressed and directed to the clerk. Should other board members or school employees receive original correspondence for the Board, they are directed to deliver such correspondence to the clerk. Additionally, correspondence from the Board shall be signed for the Board by the clerk.

Copies of all Board correspondence shall be maintained, in the district office, as directed by the clerk.

The goal of this policy shall be to maintain the highest level of communication, both in regard to accuracy and promptness, between the Board, the public, and the various Board correspondents.

It is understood that the Clerk of the Board of Education will receive a great volume of mailings, announcements, bulletins, newsletters, carbon-copies, and papers of all kinds in addition to original letters. The Clerk shall - at the next appropriate meeting of the Board - read aloud the correspondence in full, summarize it, or provide copies for the full Board. In no case will correspondence be read aloud that is anonymous or unsigned. Additionally, in no case will correspondence be read aloud if it contains unfavorable references to student or staff personnel matters.

Legal References: 19.33
 120.13(28)