

No. 9250
SECTION: BYLAWS OF THE BOARD
TITLE: REGULAR BUSINESS MEETING:
CORRESPONDENCE

ADOPTED: 5/26/98
READOPTED: 4/28/08;1/29/14;11/15/16
REVISED: 5/25/04; 6/19/12

OXFORD AREA SCHOOL DISTRICT

Correspondence-communication by exchange of letters

All correspondence directed to the Board of Directors shall be acknowledged and shared with all the directors in accordance with the following guidelines.

- A. The correspondence section of the agenda shall include a listing of all correspondence received by source and topic.
- B. Any correspondence to be shared must be submitted to the Superintendent's office for inclusion on the agenda for the next regularly scheduled business meeting.
- C. Correspondence received after the agenda preparation will be brought to the regular business meeting in duplicate to be shared with the Board.
- D. Correspondence shall include written letter or e-mail that includes full name, address and township or borough
- E. Correspondence shall not include advertisements or other nonspecific material commonly referred to as junk mail, text messages, phone calls, verbal conversations, anonymous correspondence and social media.