

BARRE UNIFIED UNION SCHOOL DISTRICT
Barre City Elementary & Middle School
Barre Town Middle Elementary School
Spaulding High School
Central Vermont Career Center

January 9, 2020

PROCEDURE

Response to Community Correspondence

The Board values input and correspondence from community members on matters related to the governance of the school district and wants the community to know that their input is heard. When the board receives correspondence through email or other online means, a response will be sent acknowledging the correspondence using the following protocol:

- Who will respond:
 - If the correspondence falls under the purview of a particular committee of the board (i.e.; Finance, Facilities, Curriculum, Communication, Policy, Negotiations, etc.) then the chair of that committee will send a response acknowledging the correspondence.
 - If the correspondence falls under the purview of more than one committee, then the chairs of the committees will coordinate on a response.
 - If the correspondence is not specific to any particular committee, or if s/he feels compelled, the board chair will respond and/or coordinate with the committee chair(s).
- All attempts will be made to respond reasonably promptly
- All board members will be included on the response: (1) so that all board members are aware of the input and response; and (2) because the respondent is speaking on behalf of the board.
- Any administrator included on the correspondence will be included on the response.
- To avoid any conflict with open meeting laws, the response will not go into any level of detail about board business and will include a statement such as:
 - “In order to avoid any conflict with Vermont open meeting laws, we cannot go into details about board business here, but we do want you to know that we acknowledge and value your input.”