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; 4/16/19;6/20/23
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.