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SD 42 POLICY: 2410

BOARD CORRESPONDENCE

PURPOSE
 The Board of Education (“The Board”) has established the following policy regarding the
process of handling electronic and paper correspondence (“correspondence”) addressed to
the Board of Education and individual trustees.
The Board’s goal is to ensure that such correspondence is dealt with in an expeditious, fair
and thorough manner.

GUIDING PRINCIPLES

1. Correspondence specifically addressed to the “Board of Education” or “Board of