

## **School Board**

### **Administrative Procedure - Communications To and From the Board**

All communications received by the District which are addressed to the Board of Education will be copied and distributed to all Board members, either in the agenda materials for the next Board meeting or at the beginning of the next Board meeting.

A list of the communications will be compiled, exclusive of those dealing with specific persons in a confidential manner, such listing to include the date, name of the writer, and topic of the message. Confidential communications will be listed only as "confidential personnel matters," and the number of such communications received will be noted.

■