

File: BHDA

PROCEDURE FOR RESPONDING TO CORRESPONDENCE

When the School Committee receives written correspondence:

1. The Chair will review the correspondence with the Superintendent to determine whether action needs to be taken either by the School Committee or by School Administration,
2. Each School Committee member will review all correspondence prior to each regularly-scheduled School Committee meeting,
3. The School Committee Secretary will read all correspondence, either in whole or in summary, at the following School Committee meeting. In the event that the Committee receives a large amount of correspondence about one issue, the Secretary may summarize the general sentiments expressed therein. Any correspondence which would compromise confidential information about the sender, a student, a staff member or an administrator of a Sharon School, or any other person, will not be read aloud in a School Committee meeting, or entered in whole into the minutes of a meeting. Such correspondence may be acknowledged in writing either by the Chair of the School Committee, his/her designee, or the Superintendent.
4. The Chair will determine whether the correspondence should initiate an agenda item for a subsequent School Committee meeting.

Revised: June 22, 2011