

Southwest Vermont Regional Technical School District	CORRESPONDENCE TO THE BOARD	Policy # 7192C
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The Directors of the Southwest Vermont Regional Technical School District recognize their responsibility and wish to promote open communication with the Board; and they wish to provide an organized forum for the dissemination of correspondence to all Board members. It is the policy of the Regional Technical School District that:

- All correspondence that requires Board action shall be directed to the Board Chairs, and/or the appropriate established committee.
- Correspondence must have the correspondent's mailing address. Correspondence which does not meet these conditions will be disregarded.
- The Chair or committee will forward the correspondence to the Contracted Superintendent to be included with the agenda documents for the next regularly scheduled meeting.
- The Chair, or the Superintendent acting as the Board's designee, will respond in writing to the correspondent, should the Board so direct.

	Date Drafted	Date Warned	Date Adopted
Southwest Vermont Regional Technical School District	10/27/98	11/17/08	1/20/09