
REGULATION #10500.2
CORRESPONDENCE ADDRESSED TO THE BOARD
OR BOARD CHAIRPERSON

1. CLASSIFICATIONS

All correspondence received at the administration building and addressed to the chairperson, the Surrey Board of Education or otherwise addressed but intended for the trustees, will be classified as follows:

- a) Category #1 – Information Only
- b) Category #2 – Response by Staff or Chairperson
- c) Category #3 – Requiring Board Action
- d) Category #4 – Confidential Personnel Matter

2. BOARD CORRESPONDENCE PROCEDURES

As it is the intent of the board to have all correspondence dealt with in a timely manner, the following will apply:

Correspondence addressed to the board or board chairperson will be received by the secretary-treasurer's office. Copies of all such correspondence will be forwarded to the board chairperson and the secretary-treasurer immediately.

Category #1:

Correspondence addressed to the board will be acknowledged immediately. All Category #1 correspondence items will be included in the Trustee Information Bulletin (TIB), together with any replies (other than acknowledgements).

Category #2

Correspondence addressed to the board will be acknowledged immediately. Category #2 correspondence (response by staff or chairperson) will be referred to the appropriate person for a response. A copy of the letter and its response will be published in the TIB.

Category #3

Correspondence addressed to the board will be acknowledged immediately. Category #3 correspondence (requiring board action) will be placed on the

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agenda for the next Regular Board Meeting, unless the correspondence deals with property, personnel or litigious matters, in which case this correspondence will be placed on the agenda for the next Special (In-camera) Board meeting.

When a formal reply is deemed necessary or appropriate, the responsibility for replying to such correspondence will be determined by the board at its regular meeting or its in-camera meeting. Where necessary or appropriate, the individual drafting the reply will discuss the proposed content with the board chairperson.

Category #4:

Correspondence addressed to the board will be acknowledged immediately. Category #4 correspondence (confidential personnel matter) will be copied to the chairperson and executive committee immediately, and referred to the appropriate staff person for investigation and a response. Upon receipt of the response, the original letter and the response will be provided to all trustees in a confidential manner. Category #4 correspondence will not be published or referenced in the TIB.

Correspondence received at the board chairperson's home address will be forwarded to the secretary-treasurer's office, as soon as possible, to permit the above procedures outlined in this regulation can be acted on.

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