

**Okemos Board of Education
Board/Administration Guidelines: Response Protocol
Internal Procedures**

If individual board members receive communication, any response would be as an individual, not representative of the board as a whole.

If the public communication is in writing:

1. Opinion or observation – acknowledge receipt;

a) If issue is related to board business and is sent to a single board member - forward to the board secretary for inclusion in board correspondence, records retention and distribution to other board members;

b) If sent to the *Board* e-mail or U.S. mail, the board secretary will distribute to all board members;

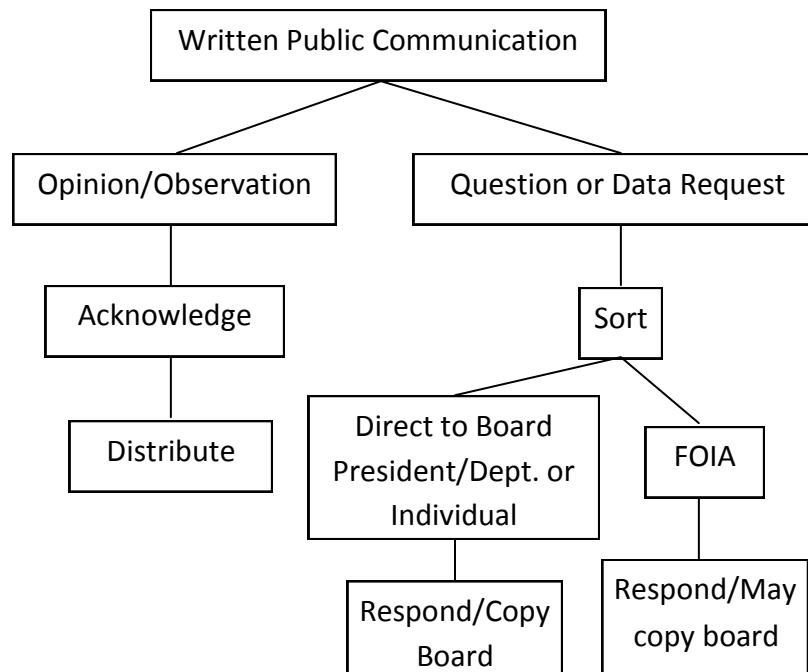
2. Questions or requests for data/information – sorted by superintendent, board president or designee

a) Determine if it should be resubmitted in the form of a Freedom of Information Act request. It may be copied to the board. If not FOIA;

b) Question/request is directed to the board president, appropriate employee or department for an answer and/or clarification:

- Send response to community member;
 - Send copy of response to board members
- OR
- Could become a discussion item on board's agenda

Note: Could be treated as a discussion item on a future meeting agenda;



If the public comment is verbal:

1. Comments made at board meetings – no response at the time of the question/comment; may respond during the “other matters” portion of the agenda;
2. Community Meetings – involve two-way communication between board and the public; listen and respond as appropriate; (see policy 9368.3)