

Type of Question or comment	Response	Practice of Copying
Board Business (Spoken about by the full board and a position has been taken by the full board)	President can respond and can state the board's position, can site when it was discussed and where more information can be found	Copy All
Board Business (Has been noted and is on a committee agenda or on a future board agenda)	President can respond and indicate that the topic is scheduled on a committee agenda, or if relevant, provide the date of the board meeting where it is expected to be discussed.	Copy All
Board Business (Has not been spoken about or noted - new)	President can respond, topic has not yet been introduced or discussed as a board, thank you for your comments, suggestions, feedback.	Copy All
Legal Issues	President can repond indicating that legal matters may not be discussed and a specific response to the question will not be provided, thank you.	Copy All
Personnel	President can respond indicating that personnel matters may not be discussed and a specific response will not be provided, thank you.	Copy All
Questions that relate to administration/running of the schools	President can respond indicating that the question has been received and is being forwarded to the administration for response.	Copy all, including administrator that is referenced in the response.
Questions that request clarification regarding an opinion expressed by an individual trustee.	The individual trustee may respond, they may choose to answer the questions or provide clarification, they may choose to respond to a comment but they are not expected to respond. If they choose not to respond, the President should respond indicating that the email was received.	Trustee may or may not copy all. President shall copy all.
Comments about an individual trustee or about the board.	President can respond indicating that the email was received, thank you.	Copy All
Any Comment	Individual Trustees may respond, at their discretion but should indicate to sender that they are expressing only their individual views and not that of the Board	Trustee may or may not copy all. President shall copy all.