



**SD 42 PROCEDURE: 2925.1**

**TRUSTEE – GENERAL EXPENSE INFORMATION**

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**GENERAL**

- Trustees have individual file folders in a cabinet at the Board Office. Material for Trustee information is placed in these folders, and is available for pick up at any time. Board packages for meetings are available Monday before the Board meeting.
- A bookcase with school and outside agency literature is kept in the meeting room next to the Secretary Treasurer's office for Trustee reference.
- Correspondence addressed to the either the Chairperson or the Board of Education will become Board correspondence and will be circulated with other material for official receipt at the Board meeting.
- Responses to correspondence received by the Board at the Board meeting is signed by the Board Chairperson.

**RECEIVED: May 26, 2010**