

**School Board**

**Communications To and From the Board**

The School Board welcomes communications from staff members, parents/guardians, and community members. Individuals may submit questions or communications for the School Board’s consideration to the Superintendent or designee or may use the electronic link to the Board’s email address(es) posted on the District’s website..

The Superintendent or designee shall ensure that the home page for the District’s website contains an active electronic link to the email address(es) for the School Board.

If contacted individually, Board Members will refer the person to the appropriate level of authority, except in unusual situations. Board Members’ questions or communications to staff or about programs will be channeled through the Superintendent’s office. Board Members will not take private action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members individually, whether sent by letter, email or other means.

**Board Member Use of Electronic Communications**

For purpose of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications to, by and among Board Members, in their capacity as Board Members shall not be used for the purpose of discussing District business. Email among Board Members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. Electronic communications may contain:

- Agenda items suggestions
- Reminders regarding meeting times, dates and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board quorum.

LEGAL REF.: 5 ILCS 120/ Open Meetings Act,  
50 ILCS 205/20, Local Records Act.

CROSS REF.: 2:220 (School Board Meeting Procedure), 3:30 (Line and Staff Relations), 8:110 (Public Complaints),

Revised: October 31, 2006  
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