

BOARD OF EDUCATION

BOARD OF EDUCATION - COMMUNICATIONS TO AND FROM THE BOARD

The Board of Education welcomes communications from the school community. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address that is posted on the District's website. In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (1) reply to an email on behalf of the entire Board, or (2) engage in the discussion of District business with a majority of a Board-quorum.

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address for the Board of Education, and
2. Provide the Board, such as in the Board meeting packet, with all emails that are received and any feedback regarding them.

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 individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For the purposes of this section, *electronic communications* includes, without limitations, email, electronic chat, instant messaging, texting, and any form of social networking. The Board of Education recognizes that the use of electronic communications facilitates communication among Board members and can be a valuable tool. However, when members of the Board communicate via electronic communications to other Board members on District matters, those communications represent permanent records of School District 93 that may be subject to public disclosure. Accordingly, Board members are encouraged to adhere to the following suggestions and guidelines when using electronic communications:

1. Confidentiality. No electronic communication is confidential, personal, or private. In addition, electronic communications can be subject to open records laws. Board members should not say anything in an electronic communication that would be inappropriate in a public Board meeting.
2. Open Meeting Laws. Board members should not use electronic communications for extensive back-and-forth deliberations on District matters. State open meeting laws require that all Board meetings be open to the public. An electronic communication deliberation among Board members could constitute a meeting under state open meeting laws.

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3. Board Member Electronic Communications to District Personnel. Board members should follow the chain of command of District policy and should not send electronic communications to District personnel directly regarding District matters.
4. Excessive or Abusive Electronic Communications. Board members should adhere to the District's "acceptable use" policy guidelines, and should not send inappropriate, profane, harassing, or abusive electronic communications. Also, Board members should be aware that humor does not always come across well in electronic communications and should use good judgment in avoiding sarcastic comments that could be misinterpreted. Board members should also not overuse electronic communications.
5. Signature Line. Board members should set up a signature line on their District issued email address designating themselves as a Board member of the District.

LEGAL REF.: 5 ILCS 120/
 50 ILCS 205/20

Adopted: June 13, 2002
Revised: February 8, 2018