

Board of Education

Communications To and From the Board

The School Board welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the School 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 Board.

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

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a School Board- quorum shall not be used for the purpose of discussing District business. Electronic communications among School Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision- making. The following list contains examples of permissible electronic communications:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places; or
3. Board meeting agendas or information concerning agenda items.
4. 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 School Board members individual School Board members will not (a) reply to an email on behalf of the entire School Board, or (b) engage in the discussion of District business through electronic communications with a majority of a School Board- quorum.

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

CROSS REF.: 2:220 (Board Meeting Procedure), 3:30 (Chain of Command), 8:110
(Public Suggestions and Concerns)

ADOPTED: June 28, 2011

REVISED: May 19, 2015

December 17, 2019

June 20, 2023