

MILLCREEK TOWNSHIP SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS PUBLIC EMAIL PROTOCOL

I. AUTHORITY AND PURPOSE

On October 29, 2020, Pennsylvania Governor Tom Wolf executed Act 84 of 2020 (“Act 84”), which will take effect on December 28, 2020. Act 84 requires that each member of the Millcreek Township School District (the “School District”) Board of School Directors (the “School Board”) have their public email address posted on the School District website. The purpose of the Act is to make members of the School Board directly accessible to the School District’s stakeholders. As such, Act 84 provides that email addresses must be posted in a section of the School District website that is easily visible to the public, the School District’s employees, and School District students. The posting of School Board email addresses must occur by June 26, 2021.

The Purpose of this Public Email Protocol is to ensure that the School Board adheres to the proper chain of command when receiving emails, that the School Board preserves confidentiality of privileged School District information, and to ensure that email responses do not violate the Pennsylvania Sunshine Act, 65 Pa.C.S. §701 *et seq.*

For the purpose of this protocol a “School District Concern” shall be the topic of any email with the exception of normal emails from employees regarding day-to-day business, committee or regular School Board matters.

School Board members should post an away message if they intend to be away from the School District for an extended period of time.

II. EMAIL RESPONSE PROTOCOL FOR GENERAL PUBLIC

In the event that a School Board member receives an email from the general public regarding a School District Concern, the School Board member shall adhere to the following procedure:

1. The School Board member will acknowledge receipt of the email to the sender and notify the sender that an appropriate response will be provided by the School District administration, the Superintendent, or the School Board as applicable within seventy-two (72) hours of receipt.
2. The School Board member will forward the email to the Superintendent and all other Board members.
3. The School Board members should not engage in email dialogue regarding the School District Concern in order to avoid potential Sunshine Act violations.
4. The Superintendent will determine the proper School District employee, who will provide a response to the member of the public in the event that the School District Concern posed in the email is not an appropriate School Board topic.

5. In the event that the School District Concern posed in the email is a School Board topic, then the Superintendent will present the School District Concern to the appropriate School Board Committee or the Committee of the Whole, who shall make a recommendation on a response to the full School Board.

III. EMAIL RESPONSE PROTOCOL FOR SCHOOL DISTRICT EMPLOYEES

In the event that a School Board member receives an email from a School District employee regarding a School District Concern the School Board member shall adhere to the following procedure.

1. The School Board member will acknowledge receipt of the email and notify the sender that an appropriate response will be provided by the School District administration, the Superintendent, or the School Board as applicable within seventy-two (72) hours of receipt.
2. The School Board member will forward the email to the Superintendent and all other Board members.
3. The School Board members should not engage in email dialogue regarding the School District Concern in order to avoid potential Sunshine Act violations.
4. The Superintendent will determine the proper School District employee, who will provide a response to the sender or will address the School District Concern directly with the sender or with the appropriate Union Representative, in the event that the School District Concern posed in the email is not an appropriate School Board topic.
5. In the event that the School District Concern posed in the email is a School Board topic, then the Superintendent will present the School District Concern to the appropriate School Board Committee or the Committee of the Whole, who shall make a recommendation on a response to the full School Board.

IV. EMAIL RESPONSE PROTOCOL FOR SCHOOL DISTRICT STUDENTS

In the event that a School Board member receives an email from a School District student regarding a School District Concern, the School Board member shall adhere to the following procedure:

1. The School Board member will acknowledge receipt of the email to the sender and notify the student that an appropriate response will be provided by the School District administration, the Superintendent, or the School Board as applicable within seventy-two (72) hours of receipt.
2. The School Board member will forward the email to the Superintendent in order to protect the confidentiality rights of the student.

3. The Superintendent will forward the email to all Board Members, if a determination is made that the School District Concern raised in the email does not fall within the student's confidentiality rights.
4. The School Board members should not engage in email dialogue regarding the School District Concern in order to avoid potential Sunshine Act violations.
5. The Superintendent will determine the proper School District employee, who will provide a response to the student in the event that the School District Concern posed in the email is not an appropriate School Board topic.
6. In the event that the School District Concern posed in the email is a School Board topic, then the Superintendent will present the School District Concern to the appropriate School Board Committee or the Committee of the Whole, who shall make a recommendation on a response to the full School Board.

V. REVISIONS TO PUBLIC EMAIL PROTOCOL

The School Board and the School District administration may wish to consider revisions to this Public Email Protocol from time-to-time. Revisions to the Public Email Protocol shall be approved by a majority vote of the School Board at a public meeting.

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