Board of Control

Communications To and From the Board of Control

The Board of Control welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the Board of Control's consideration to the Executive Director or may use the electronic link to the Board's email address(es) posted on the District's website. The Executive Director or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the Board of Control, and
2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response in the Board meeting packet.

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 Executive Director'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 of Control Member Use of Electronic Mail

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 Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among 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:

- Agenda item 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 (Board of Control Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Complaints)

UPDATED: October 17, 2019