

School Board

Communications to and from the Board

Staff members, parents, and community members should submit questions or communications to the School Board through the Superintendent. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. If contacted individually, Board members will refer the person to the appropriate channel of authority, except in unusual situations. Board members will not take private action that might compromise the Board or administration.

Board Member Use of Electronic Mail

E-mail to, by, and between Board members, in their capacity as Board members, shall not be used to conduct Board business. It shall be limited to:

1. Disseminating information; and
2. Messages not involving deliberation, debate, or decision-making.

It may contain:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Board meeting agenda or public record information concerning agenda items; or
4. Responses to questions posed by the community, administrators, or school staff, subject to this policy's first section.

A Board member sending an e-mail concerning the District shall copy the Superintendent or designee, who shall store the message. There is no expectation of privacy for any messages sent or received by e-mail.

LEGAL REF.: 23 Ill. Admin. Code § 1.220.

CROSS REF.: 2:220 (School Board Meeting Procedure), 3:30 (Line and Staff Relations), 8:50 (Visitors to the Schools), 8:110 (Public Complaints)

ADOPTED: December 15, 2003