

## **School Board**

### **Communications to and from the Board**

Staff members, parents, and community members should submit questions or communications for the School Board's consideration to the Superintendent. The Superintendent shall provide the Board with a summary of these questions or communications and provide, as appropriate, his or her feedback regarding the matter. 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 private action that might compromise the Board or District. There is no expectation of privacy of any communication sent to the Board or its members individually, whether sent by letter, email, or other means.

#### **Board Member Use of Electronic Mail**

Email to, by, and among Board members, shall not be used for the purpose of discussing District business. Email among Board members shall be limited to:

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

Email may contain:

- Agenda item suggestions;
- Reminders regarding meeting times, dates, and places;
- Board meeting agendas or information concerning agenda items;
- Individual responses to questions posed by community members subject to the other limitations in this policy.

#### **Board Member Request for Information**

The guidelines presented in this policy are not intended to limit any questions or requests for clarifying information related to Board of Education meeting agenda items or issues related to pending Board of Education decisions. Any information gathered as a result of an individual Board member request will be disseminated to all Board members.

#### **Requests for Information Related to a Pending Board Decision or Agenda Item**

Board members are encouraged to contact the Superintendent and/or Board President if additional information is needed regarding a pending Board decision or discussion. Questions regarding agenda items should be submitted in advance of the meeting so that the Superintendent has time to research and prepare a response for the Board meeting.

#### **Requests for Information Not Related to a Pending Board Decision or Item on Agenda Item**

Requests for information from Board members related to non-agenda items should be submitted in writing to the Board President and Superintendent. Board members may be asked to indicate why their request for information is necessary to enhance their decision-making process and/or which policy relates to their request. If the information is not needed to inform a pending decision, the superintendent and Board President will establish a timeline for responding to the request. If the Board President and Superintendent determine that the request for information will cause an undue burden on district personnel and/or fulfilling the request would occupy too great a portion of district staff time, the request for information will not be honored and a written explanation will be sent to the member that made the request within seven days of receiving the request.

LEGAL REF.: 5 ILCS 120/1 et seq.

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

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Adopted by the Board of Education September 2001

Revised & Adopted: April 2006; March 2007