



NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 2-140

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SCHOOL BOARD

Communications To and From the Board

The Board of Education welcomes communications from the community. Staff members, parents, and community members should submit questions or communications for the Board of Education'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.¹ Board members will not take private action that might compromise the Board or District. There is no expectation of privacy for any communications sent to the Board or its members individually, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

E-mail and other electronic communication among Board members may implicate the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. (the OMA). For example, contemporaneous interactive email communications between a majority of a quorum of Board members discussing school district business would violate the OMA. Because consequences of violating the OMA are potentially significant, the Board has implemented this policy to establish parameters for Board members when engaging in electronic communications.

For purposes of this section, *electronic communications* include, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications to, by and among Board members, in their capacity as Board members, shall not be used for the purpose of discussing District business. "Discussion" in this context means the contemporaneous exchange between Board members of written or oral communication regarding substantive information, statements, or opinions on a topic of school district business.

For purposes of this section, "discussion" does not include the following:

- Reminders regarding meeting times, dates, and places;
- Board meeting agendas or agenda item suggestions;
- Individual Board member responses to administrator inquiries, subject to the limitations provided above; and
- A one-way electronic communication from a Board member regarding a topic of public business.

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 Reference: 23 Ill. Admin. Code § 1.220

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

5 ILSC 120/1

Adopted: 11/87

Revised: 6/23/94

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