**Board of Education**

Staff members, parents, and community members should submit questions or communications for the School Board’s consideration through the Board Secretary. 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. There is no expectation of privacy for any communication sent by the public to the Board or its members individually, whether sent by letter, email, or other means.

**Board Member Use of Electronic Mail**

E-mail to, by, and among Board members, in their capacity as Board members, shall not be used for the purpose of discussing District business. Email shall be limited to:

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

E-mail may contain:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Board meeting agendas or information concerning agenda items; or
4. Individual responses to questions posed by community members, subject to the other limitations in this policy’s first section.

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

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

**ADOPTED:** July 18, 2005

**REVISED:** by IASB October 2006

December 2007