

## **School Board**

### **Communications To and From the Board**

Staff members, parents, and community members should submit questions or communications for the School Board's possible consideration to the Superintendent. The Board will have a single address ([board@d107.org](mailto:board@d107.org)) that includes all Board members. Additionally, the Board will have an email address ([governanceteam@d107.org](mailto:governanceteam@d107.org)) that includes all Board members and the Superintendent. The Superintendent shall provide the Board, when 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 for any communication sent to the Board or its members individually, whether sent by letter, email, or other means.

The Superintendent or designee shall ensure that the home page of the District's website contains an active electronic link to the email addresses for the School Board.

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 individual action that might compromise the Board or District.

### **Board Member Use of Electronic Communications**

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

ADOPTED: June 18, 2008

REVISED: June 20, 2012; October 17, 2012; April 15, 2015; September 16, 2020; June 15, 2022

REVIEWED: May 21, 2025