

DU PAGE ELEMENTARY SCHOOL DISTRICT 13
BOARD OF EDUCATION
Bloomington, Illinois
Regular Meeting April 27, 2020

FOR DISCUSSION:

Subject: School Board Email Protocols

I have been asked to share the protocols for how the email for the school board is handled by the District. The process for the school board's email is as follows:

- The Superintendent is the only District employee with access to the email account;
- The account has been checked regularly; at different times of the year, the checks have been monthly. As a result of the stay at home order, the checks are now daily;
- All emails are curated and have been since the creation of the account, at the very end of the 2014-2015 school year;
- Any email from a resident of the school district has been shared with the Board and I have responded to those emails on behalf of the Board;
- I have utilized the *Thursday Letter* to share the emails from residents with you;
- Those emails of a commercial nature are not shared with the Board, but are curated;

The number of emails received by the Board by year are as follows:

2014-2015:	2
2015-2016:	130
2016-2017:	160
2017-2018:	114
2018-2019:	187
2019-2020:	197