

BOARD PROTOCOL FOR RESPONDING TO INFORMATION

A. E-MAILS

1. Answering e-mails that are sent to ALL Board Members:
 - a. The Board Member in the zone of the originator should send response incorporating known district details commonly available on the District website or in Board policy. If the Board Member would like to include other key information in their response, the Board Chair should approve. The Board Member copies the Superintendent on the response.
 - b. If zone or School District is unknown, Board Chair will respond and copy the Superintendent.
2. Answering e-mails that are sent to ONE Board Member:
 - a. Board Member receiving e-mail should send response incorporating known district details commonly available on the District website or in Board policy. If the Board Member would like to include other key information in their response, the Board Chair should approve. The Board Member copies the Superintendent on the response.

B. TESTIMONY AT BOARD MEETING

1. Board Chair will respond or designate a Board Member to respond with approved statement:
2. As directed by the Board Chair, the Board Secretary will send statement to approved District communication channels.
3. The Board Chair will give statement about response to testimony at the beginning of each Board meeting. The Chair will refer to the Board brochure to help the audience understand the Board's role.
4. The Board Secretary will hand each person testifying at the Board meeting a Board brochure.

C. COMMUNITY QUESTIONS FROM WEBSITE OR COMMUNITY MEETINGS

1. Board Member or staff alerts Board Chair of potential need for statement.
2. Board Member or staff drafts response/statement that is approved by Board Chair.
3. Board Chair ensures appropriate staff and Vice-Chair approves language.
4. Board Secretary ensures statement gets published in approved District communication channels.