

**DU PAGE ELEMENTARY SCHOOL DISTRICT 13
BOARD OF EDUCATION
Bloomington, Illinois**

Regular Meeting September 26, 2022

FOR DISCUSSION:

Subject: Effective Communication

At the August regular meeting of the Board of Education, there was a question raised about the appropriate amount of time that needs to be taken before receiving an email response from an administrator. In reviewing this protocol, District 13 administrators usually respond within the same business day or within a day or two. Sometimes, depending on the topic, a more personal communication may be required either through a phone call or physical meeting. The Board of Education will typically respond within 3 business days as they speak with one voice.

I will also speak to many other methods used by the District to communicate and dialogue with the public during the meeting.