



Book	Policy Manual
Section	9000 BYLAWS OF THE BOARD
Title	Communications to and from the Board
Code	BB 9012
Status	First Reading
Cross References	BB 9010 - Public Statements BB 9200 - Board Members BB 9320 - Meetings BB 9322 - Agenda/Meeting Materials

The Board recognizes that appropriate communication procedures must be adhered to when communicating among Board members, and between Board members, district administration, and members of the public. Public communication by the Board should reflect positively on the district and serve the community by keeping it informed about the goals, programs, and achievements of the district and its schools.

Communication from staff members, parents, and community members related to specific concerns or issues can be submitted directly to the Board or through the Superintendent or designee. Board members' questions or communications to staff or about programs will be channeled through the Superintendent or designee'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.

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

Electronic communications are an efficient and convenient way to communicate and can expedite the exchange of information. Board members will exercise caution to ensure that these communications are not used to discuss, deliberate, or take action on Board business outside of a properly scheduled meeting. To ensure compliance with the Open Meetings Act, electronic communications by and between members will not be used to conduct Board business but will be limited to:

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

Board members may properly use electronic communications to provide:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Board meeting agenda or public record information concerning agenda items; or
4. Responses to questions posed by the community, administrators, or school staff, subject to the requirements of this policy.

Board members will make every effort to ensure that their electronic communications conform to Board Bylaw 9010, Public Statements. Unless authorized to speak on behalf of the full Board, a Board member should clarify that the member is speaking as an individual member, and not as an official Board or district spokesperson.

Board members will abide by the District's acceptable use policy when using District-issued devices or technology resources, including District Internet access on a personal device. There is no expectation of privacy for any Board member messages sent or received by e-mail or other electronic communication, and these communications may be subject to public disclosure. Board members should keep public and personal communication totally separate.

## **Board Member Use of Social Media**

Social media can be a positive tool for fostering community engagement with the District but this form of communication carries unique responsibilities. Board members desiring to utilize social media to communicate on matters of the District must adhere to the rules above. In addition, Board members must be cognizant to:

1. Keep public and personal social media accounts totally separate;
2. Conduct yourself online in a manner that reflects well on the District and on you as a publicly elected official;
3. Never post anonymously about school business;
4. Immediately report harassing or defamatory communications to the Superintendent if they involve the District, its employees, or student; and
5. Immediately report to the District any potential security breach.

Board members should not use social media as a vehicle for deliberation, debate, or decision-making with each other outside of properly noticed meetings.

Legal Reference:

ALASKA STATUTES

40.25.110 - .220 - Alaska's Public Records Act

44.62.310 - .312 - Alaska's Open Meetings Act