

How the BOE Handles Communication from the Community and Staff

Email sent to an **individual** BOE member

Policy 2:140

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. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Decision Tree for replying to an email from an individual

Note: you are not required to respond.

Is the content of the email Board of Education or District business?	
No Answer on your own. Ex: club sponsor inviting you to an event.	Yes Reply: Thank you for reaching out to me. In accordance with our Board Policy , the Open Meetings Act and our Oath of Office, board members are not able to take individual action. <i>Board members should add on one or more of these options.</i> Option 1: I will forward your email to the superintendent for their consideration. Option 2: The board will discuss this topic at a future meeting. Here is the link to our meeting agendas. To clarify: this option is only to be used if the topic is actually planned for discussion. Option 3: I Invite you to send the email to the full board using this link .

Email sent to the **entire BOE**

Policy 2:140

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 with a majority of a Board-quorum. **The Board president may reply to emails received by the Board to acknowledge receipt of the email and refer the sender to the appropriate person or Board meeting information.**

Decision Tree for Email Replies to the entire Board of Education

Is the content of the email related to Board of Education business, a specific agenda item or strategic in nature?

No	Yes
Either no reply is necessary (ex: Batavia Mothers Club invitation) or Admin will reply or contact the individual (ex: Covid protocols, class size)	President will reply on behalf of the board to - Acknowledge receipt of the email and - Refer to the appropriate person or - Refer to existing information on the website or Boarddocs Sample 1: Thank you for reaching out to the Board of Education. Your email has been received by the entire board and we appreciate you sharing your message with us. Sample 2: Thank you for reaching out to the Board of Education. In accordance with our Board Policy, the Open Meetings Act and our Oath of Office, we are unable to engage in Board discussion via email. I want to assure you that your email has been seen by the entire board and we will consider your feedback/questions when we next discuss this topic. Our prior discussions on this topic can be found XXX, and future discussions will take place at XXX. You can monitor our progress XXX. Sample 3: Thank you for reaching out to the Board of Education. In accordance with our Board Policy, the Open Meetings Act and our Oath of Office, we are unable to engage in Board discussion via email. I want to assure you that your email has been seen by the entire board and we will consider your feedback/questions if this matter becomes a topic of Board discussion. Sample 4: Thank you for reaching out to the Board of Education. In accordance with our Board Policy, the Open Meetings Act and our Oath of Office, we are unable to engage in Board discussion via email. I want to assure you that your email has been seen by the entire board, and we will refer you to XXX for further discussion.

Meeting request

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Public Comment

What is the nature of the comment?		
Needs more information or has questions	Student with a concern	Feedback or Advocacy
District admin will follow up	School admin will follow up	No follow up