

BOARD MEMBER E-MAIL COMMUNICATIONS

166

All Board members will be provided a school affiliated email address

Electronic mail (E-mail) and other computer transmissions by and between members of the Phillips School District Board of Education under some circumstances may be considered a meeting under the Wisconsin Open Meeting Law. Therefore, subject to applicable Board policies, email will be used by the Board only for the purpose of communicating the following:

1. Messages between Board members or between Board members and employees that do not involve interactive exchange of opinions constituting discussion, deliberation, or decision-making on subjects falling within the authority vested in the Board.
2. Possible meeting agenda items between the District Administrator and the Board President or between a Board member and the District Administrator or Board President.
3. Times, dates, and places of regular or special Board meetings and committee meetings.
4. A Board meeting agenda or public record information concerning items on the agenda.
5. Requests for public record information pertaining to District operations.
6. Responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that can only be discussed in an open meeting of the Board, as part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party. There should be no expectation of privacy for any message(s) sent or received via e-mail. Messages that have been deleted may still be accessible on the hard drive or other devices. All messages, deleted or otherwise, may be subject to disclosure under the Wisconsin Public Records Law, unless an exemption would apply.

Ref: Wisconsin Statute 19.83(1), 19.81-19.98

Approved: 04/19/10

Revised: 01/18/21