

SCHOOL DISTRICT ORGANIZATION

Communications to and from the Board

The Board encourages open lines of communication between members of the education community. It also must maintain a chain of command as an organization to promote efficient and effective communications.

All **official** communications to the Board should be directed to the Superintendent. Board member questions or communications to staff about programs and/or requests for information should also be submitted through the Superintendent.

The Board acts only as a body. Individual school board members have no authority to act independently, and cannot commit or bind the board by their individual actions. Powers and duties of the board must be exercised by the board as a whole. If contacted individually, Board members should refer the matter to the Superintendent. Individual Board members may not take action to compromise the Board or the administration.

Use of electronic mail will conform to the same standards of judgment, propriety and ethics as other forms of Board related communication. E-mail may not be used as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings. E-mail and related attachments received or prepared for use in Board business may be regarded as a public record subject to disclosure upon request, unless otherwise made confidential by law.

Legal Reference: § 2-3-301, MCA Agency to accept public comment electronically -
- dissemination of electronic mail address and documents required
-- prohibiting fees

Cross Reference: Policy 1065 Board Meetings

Policy History:
Adopted on: 2.8. 2011
Revised on: 1.9.2018