

Board of Education Use of Electronic Mail
Board of Education
Wrightstown Community School District

The Wrightstown Board of Education believes in the importance of communication with Board Members, the District Administrator, School District personnel, and key stakeholders. E-mail is a form of communication that could conflict with the Open Meetings Law and must be preserved for production in the context of a public records request. Texts, messaging, and social media platforms are also subject to Open Meetings Law and records preservation and requests.

Board of Education members are strongly discouraged from communicating regarding Board business with other Board members, District administrators, school staff, or members of the community via electronic communication. If a Board member does utilize electronic communication, it is an expectation that the email address supplied by the District be used to facilitate archive requirements.

Email may be used only for the purposes of communicating:

- messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;
- possible agenda items between the Superintendent, the Board President, and Board members;
- times, dates, and places of regular or special Board meetings;
- a Board meeting agenda or public record information concerning items on the agenda;
- requests for public record information from a member of the administration, school staff, or community pertaining to District operations;
- brief, factual responses to questions posed by members of the public, administrators, or school staff with a concurrent copy of the response sent to the District Administrator.
- Under no circumstances shall Board members use electronic communications to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is 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 messages sent by electronic communications. All electronic communications sent or received by any member of the Board during the course of conducting the business of the Board, including e-mail addresses not supplied by the District, shall be provided to the District's Records Custodian or the District Administrator for preservation. Such records may be subject to disclosure under the Public Records law.

An email sent to all Board members may be answered by the Board President with the response to include all Board members and District Administrator. If an electronic communication is sent to only individual Board members, it must be forwarded to the Board President and District Record's Custodian, with a response written and sent by the Board President to include all Board members and District Administrator. Board members may acknowledge the email individually to inform receipt of the message to the sender. While an email response may be sent, only emails containing an Open Record's Request must legally receive a response within 10 days of receipt.

Approved: 3/17/2021

Reviewed:

Revised: 5/17/2023

Legal References: 19.21 Wis. Stats.; 19.81 Wis. Stats.