



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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Board Member Electronic Communications

Board member electronic communications are forms of communication that may be subject to both the state open meetings law and the state public records law. When Board members use personal email addresses, telephones and other electronic devices to send electronic communications about official school board matters, the standards and responsibilities required by other public records and open meetings regulations still hold.

Electronic communications are to be used by Board members only for the purposes of communicating:

1. Messages between Board members or between a Board member and employees that do not involve deliberating or rendering an opinion or decision on matters pending before the Board;
2. Possible agenda items between the District Administrator and Board President;
3. Times, dates, and places of regular or special Board meetings;
4. The Board meeting agenda or public record information concerning items on the agenda and supporting documents; or
5. Requests for public record information (from a member of administration, school staff or community) pertaining to District operations.

Under no circumstances shall Board members use electronic communications to discuss among themselves Board business that must only be discussed in an open meeting of the Board, as part of an executive (closed) session, or could be considered an invasion of privacy if the message were to be monitored by another party.

Board members shall be provided with a District email account. These accounts will be managed and archived by the District's legal custodian(s) of records on behalf of the Board members as allowed by law. Email communications to Board members will be sent to the member's account on the District equipment. Replies to email messages by Board members are expected to be made via the District email system, which allows the District to archive the return message.

Senders and receivers of email that utilize the District's communications system for email shall do so with the understanding that there can be no expectation of privacy for any messages sent or received. Unless an exemption applies, such email messages may be subject to disclosure under the state's public records law.

Board members are strongly encouraged to use their District email account for all school-related business. Board members who use a personal email account, telephone or other device to send or receive electronic communications related to official board business will be expected to comply with applicable provisions of the state public records law.

LEGAL REF.: Chapter 19, Subchapters II, IV and V Wisconsin Statutes

APPROVED: March 9, 2017