BB 9012 COMMUNICATIONS TO AND FROM THE BOARD

Staff members, parents, and community members should submit questions or communications to the School Board through the Superintendent so that an accurate and complete record of Board correspondence may be archived per relevant state law. If contacted individually, Board Members will refer the person to the appropriate channel of authority, except in unusual situations, in an effort to address questions and/or concerns closest to where the subject of communication exists. Board Members will not take private action that might compromise the Board or Administration.

Board Members' questions or communications to staff, or those about District programs, will be channeled through the Superintendent's office.

(cf. 9200 – *Board Members)*

Public Disclosure

Members of the public should be aware that written communication with elected officials are generally considered a public record subject to disclosure (release, viewing, and/or copying of the communication) pursuant to a public records request.

The practice of the Cordova School Board is to include written correspondence to no less than a quorum of the Board (at least three (3) Members) in its regularly scheduled monthly meeting packet.

Board Member Use of Electronic Mail

Mail to, by, and between Board Members, in their capacity as Board Members, shall not be used to conduct Board business. It shall be limited to:

1. Disseminating information; and
2. Messages not involving deliberation, debate, or decision-making.

Board Members may properly use electronic communications to provide:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Board meeting agenda or public record information concerning agenda items; or
4. Responses to questions posed by the community, administrators, or school staff, subject to this policy's first section.

A Board Member sending or receiving an e-mail concerning the District shall copy the Superintendent or Designee, who shall store the message consistent with the District's practice of record retention. There is no expectation of privacy for any messages sent or received by e-mail. Board Members should keep public and personal communication totally separate.

Board Members shall make every effort to ensure that their electronic communications conform to Board Bylaw 9010, Public Statements. Unless authorized to speak on behalf of the full Board, a Board Member should clarify that the member is speaking as an individual member, and not as an official Board or District spokesperson.

Board members shall abide by the District's acceptable use policy when using District-issued devices or technology resources, including District internet access on a personal device. There is no expectation of privacy for any Board member messages sent or received by e-mail or other electronic communication, and these communications may be subject to public disclosure.

Board Member Use Of Social Media

Social media can be a positive tool for fostering community engagement with the District, and this form of communication carries unique responsibilities. Board Members desiring to utilize social media to communicate on matters of the District must adhere to the rules above. In addition, Board members must be cognizant to:

1. Keep public and personal social media accounts totally separate;
2. Post only content that the district has already released to the public;
3. Clarify that the posting is not an official record of Board meetings or Board business;
4. Conduct yourself online in a manner that reflects well on the district and on you as a publicly elected official;
5. Do not post anonymously about school business;
6. Immediately report harassing or defamatory communications to the Superintendent if they involve the District, its employees, or students;
7. Retain a copy of your posts and what others post on your account if required by the District's records retention procedures; and
8. Immediately report to the District any potential safety or security breach.

Board Members should not use social media as a vehicle for communicating with each other outside of properly noticed meetings.

(cf. 3523 – *E-Mail)*

(cf. 9010 – *Public Statements)*

(cf. 9320 – *Meetings)*

(cf. 9322 – *Agenda/Meeting Materials)*

Legal Reference:

ALASKA STATUTES

09.25.110 - Public Records Open to Inspection and Copying

40.25.110 - .220 – Alaska's Public Records Act

44.62.310 - .312 – Alaska's Open Meetings Act

AASB Revised: 2/08

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CSD REVISED: 12/10/2025

Cordova School District