

BOARD MEMBER ELECTRONIC COMMUNICATIONS

The Governing Board recognizes that electronic communication ~~among Board members and between Board members, district administration, and members of the public~~ is an efficient and convenient way **for Board members** to communicate and expedite the exchange of information ~~and to help keep the community informed about the goals, programs, and achievements of the district and its schools.~~ **within the district and with members of the public.** Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting **nor to circumvent the public's right to access records regarding district business.**

(cf. 1100 - Communication with the Public)

~~*(cf. 6020 - Parent Involvement)*~~

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

In addition, Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. ~~Any~~ complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the **press media** shall be forwarded to the designated district spokesperson.

(cf. 1112 - Media Relations)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3320 - Claims and Actions Against the District)
(cf. 9005 - Governance Standards)
(cf. 9121 - ~~Board~~ President)
(cf. 9200 - Limits of Board Member Authority)
(cf. ~~9270 - Conflict of Interest~~)

~~In order to minimize~~ **To the risk of improper disclosure, Board members shall avoid reference to confidential information and information acquired during closed session.**

(cf. ~~4112.6/4212.6/4312.6 - Personnel Files~~)
(cf. ~~5125 - Student Records~~)
(cf. ~~9011 - Disclosure of Confidential/Privileged Information~~)
(cf. ~~9321 - Closed Session Purposes and Agendas~~)

~~Board members may use~~ **extent possible, electronic communications to discuss matters other than regarding any district-related business with each other, regardless of the number of members participating in the discussion.**

~~Like other writings concerning~~ **shall be transmitted through a district business, provided device or account. When any such communication is transmitted through a Board member's personal device or account, he/she shall copy the communication to a district electronic communication may be subject to disclosure under the California Public Records Act storage device for easy retrieval.**

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings
35145 Public meetings
35145.5 Agenda; public participation; regulations
35147 Open meeting law exceptions and applications

GOVERNMENT CODE

6250-6270 California Public Records Act

11135 State programs and activities, discrimination
54950-54963 The Ralph M. Brown Act, especially:
54952.2 Meeting, defined
54953 Meetings to be open and public; attendance
54954.2 Agenda posting requirements, board actions

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The Brown Act: School Boards and Open Meeting Laws, rev. 20062014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, rev. 2007

WEB SITES

CSBA: <http://www.csba.org>

CSBA, Agenda Online:

~~[http](http://www.csba.org/Services/Services/GovernanceTechnologyProductsAndServices/AllServices/AgendaOnline.aspx)~~<https://www.csba.org/Services/Services/GovernanceTechnologyProductsAndServices/AllServices/AgendaOnline.aspx>

~~Institute for Local Government: <http://www.caacities.org/index.jsp?zone=ilsg>~~

California Attorney General's Office: <https://oag.ca.gov>

PERRIS UNION HIGH SCHOOL DISTRICT
Perris, California

Bylaw Adopted: February 18, 2009

Revised: October 18, 2017 (Pending Board Approval)

CURRENT POLICY