



## Saratoga Union School District Adopted by the Board of Trustees 11.07

### Board Protocol: E-Mail Communication Protocol

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#### Purpose of protocol

The Board members wish to ensure that their handling of constituent emails allows them to be responsive, respect the Brown Act, respect the Board as a whole, and be responsible to the entire community.

#### Protocol

##### Responding to emails directed to the Board as a whole

We agree that the Board President is our spokesperson and answers emails directed to the full Board. The Board President will forward the email to the Superintendent and may also ask the Superintendent to answer on behalf of the Board. The Superintendent will respond and copy the rest of the Board, so they know the response. The Board agrees to go through the Superintendent with a staff issue, and not contact staff members directly. The Board agrees that all legal questions will be directed through the Superintendent.

##### Responding to emails sent to one Board member

The Board agrees that a Board member who receives an email with an issue will forward it to the Superintendent and the Board President. The Board member will acknowledge receipt of the email and, if needed, encourage a face-to-face meeting or a phone call. The Board member will explain that he/she is only one of five Board members, and encourage the person to bring the issue to the entire Board during open communications.

##### Email concerns

The Board agrees that unlike a personal conversation, the Board has no control of where an email is forwarded, and that words can be cut/pasted out of context. Thus, we want to encourage personal and direct communications.

##### Deciding on Board vs. Staff issues

We agree to use the CSBA "clock" to decide whether the issue should best be addressed by the Board or by the staff.