

**AASB POLICY REFERENCE MANUAL UPDATE SERVICE  
2016-2017 UPDATE INSTRUCTION SHEET**

**FIRST READING AUGUST 17, 2017**

NOTE: This packet includes only those policy manual pages that have been revised, deleted or newly established. Full text pages are included and are to be substituted as indicated below.

**Additionally, because Alaska has chosen the last submission date allowable for its state plan implementing ESSA (September 8, 2017), many ESSA obligations cannot be modified without additional state regulation. Once the state publishes its ESSA regulations, further updating of the policies will be required.**

**Article 9, Series 9000 - Bylaws of the Board**

<b>REPLACE/ADD</b>	<b>FORMAL ADOPTION REQUIRED</b>	<b>DESCRIPTION</b>
<b>BB 9012</b>	Yes	<b>COMMUNICATIONS TO AND FROM THE BOARD</b> This policy has been revised to add language confirming the importance of adhering to communications procedures so as not to inadvertently violate the Open Meetings Act. Language has also been added regarding the obligation of individual Board members to clarify in communications that they speak as individuals and not as spokespersons for the full Board. Language has been included to confirm that Board members are to follow the district's acceptable use policies. Finally, a new section has been added regarding Board member use of social media.

**COMMUNICATIONS TO AND FROM THE BOARD**

BB 9012 (a)

The Board recognizes that appropriate communication procedures must be adhered to when communicating among Board members, and between Board members, district administration, and members of the public. Public communication by the Board should reflect positively on the district and serve the community by keeping it informed about the goals, programs, and achievements of the district and its schools.

Staff members, parents, and community members should submit questions or communications to the School Board through the Superintendent. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. If contacted individually, Board members will refer the person to the appropriate channel of authority, except in unusual situations. Board members will not take private action that might compromise the Board or administration.

*(cf. 9200 – Board Members)*

**Board Member Use Of Electronic Communications**

Electronic communications are an efficient and convenient way to communicate and can expedite the exchange of information. Board members shall exercise caution so as to ensure that these communications are not used to discuss, deliberate, or take action on Board business outside of a properly scheduled meeting. To ensure compliance with the Open Meetings Act, electronic communications by and between members shall not be used to conduct Board business but 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 the requirements of this policy.

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.

A Board member sending an electronic communication concerning the district shall copy the Superintendent or designee, who shall store the message consistent with the district's practice of record retention.

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 members should keep public and personal communication totally separate.

**Bylaws of the Board**

BB 9012 (b)

**Board Member Use Of Social Media**

Social media can be a positive tool for fostering community engagement with the district but 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 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

40.25.110 - .220 – *Alaska's Public Records Act*

44.62.310 - .312 – *Alaska's Open Meetings Act*

*Revised 3/2017*

**Kuspuk School District Adopted: 6/21/00  
AASB POLICY REFERENCE MANUAL 9/92**