

# NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

## CHESTERFIELD SCHOOL DISTRICT

**BHE**

### SCHOOL BOARD USE OF EMAIL

The Board encourages its members to not communicate to each other via electronic communication (email) regarding official school district business. The Board will not use email as a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings. Communication of private or confidential information via email is strictly forbidden.

If an email is originated by a Board member, is communicated to a quorum of the Board, and discusses official school district business, the email will be considered a public document for purposes of the Right to Know Law, RSA 91-A. As such, the contents of the email communication will be publicly disclosed and included in the minutes of the next regularly scheduled Board meeting.

Email is to be used by school board members only for communicating:

1. Messages between Board members or between a Board member and employee(s) of the district or central office that do not involve deliberating or rendering an opinion or decision on matters pending before that Board;
2. Possible agenda items and written proposals between central office administration and Board member;
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
5. Requests for public record information (from a member of administration, school staff or community member) pertaining to district operations.

Under no circumstances shall Board members use e-mail to discuss among themselves Board business that can only be discussed in an open meeting of the Board, as part of a public session, or could be considered an invasion of privacy if the message were to be monitored by another party.

#### **Legal references:**

RSA 91-A, Access to Public Records and Meetings

RSA 189:29-a, Records Retention and Disposition

Miller v. Fremont School Board, Rockingham County Superior Court, No. 03-E-152 (2003)

Adopted by CSB: 10/8/07