

## Board Email

A school board email address, [schoolboard@wvdsd208.org](mailto:schoolboard@wvdsd208.org), has been established for the community to communicate directly with members of the Board. The following guidelines will govern the response to emails sent to the Board.

- A. The Board of Directors will respond to every email that is received.
- B. The Board of Directors will designate one member responsible for responding to the School Board email on behalf of the rest of the Board.
- C. The Board member responsible for responding to emails will forward every response to the entire Board and the Superintendent.
- D. If the email does not contain confidential information, the response will also be forwarded to the student representatives at [studentreps@wvdsd208.org](mailto:studentreps@wvdsd208.org).
- E. When appropriate, the designated member may forward the question to the Superintendent who will work with staff to provide a more detailed response to the question. The staff response will be forwarded to the entire Board.
- F. The designated Board member will work to represent the position of the entire Board, rather than the position of an individual member.
- G. Following Board protocol, the designated Board member may direct the author of the original email to go through the appropriate procedures and contact the staff member who would be able to follow up to the concerns or questions expressed in the email.