

**Concord School District Policy #150**  
**School Board Electronic Communication**

The use of electronic communications, such as email, to hold discussions or to make decisions regarding a matter or matters over which the Board has supervision, control, jurisdiction, or advisory power is considered by the Concord School Board to be inconsistent with RSA 91-A.

According to RSA 91-A, the School Board must have open and public meetings. A meeting is defined by having a quorum and being duly noticed, that is, a meeting has been appropriately posted as a meeting. Only during such a meeting may there be discussion or action upon a matter or matters over which the Board has supervision, control, jurisdiction or advisory power.

Personal one-on-one communication such as direct voice and telephone conversations has generally been considered private and not subject to the "Right-to-Know" law. If two members discuss an issue by email, the conversation is not considered a meeting subject to the Right-to-Know law (RSA 91-A). It would be inconsistent with RSA 91-A to engage in a series of personal discussions on the same topic with a few members at a time if the total number of Board members participating would constitute a quorum of the full Board and/or of a specific committee. This series of discussions would constitute a meeting subject to the Right-to-Know law.

Electronic communications may be used to facilitate and enhance the meeting process. Information may be disseminated to Board members electronically without discussion.

Retention of electronic communication shall be in accordance with the district's Records Retention Policy.

Adopted October 4, 2004  
Revised November 2, 2009