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## Internal Communications

School Committee members shall not use any method of communication to a quorum of members to discuss matters that require public discussion at an open meeting. Any message that can be considered an invitation to reply in any medium, and would amount to deliberation on business that must occur only at official meetings is prohibited. A quorum may be arrived at sequentially without the knowledge and intent of the original author.

School Committee members may use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times or dates or to distribute materials, correspondence, or reports so that members can prepare individually for upcoming meetings. Email sent or received by School Committee members on district related issues is subject to the public records law, is a public record, and is discoverable, subject to the exemptions of the Massachusetts Public Records law. Confidentiality should not be assumed, and therefore confidential and sensitive material should not be communicated via email.

Any email sent by School Committee members to or from the Belmont Public Schools server is subject to the district's record retention policy.

Legal Reference: MGL 30A: 18-25

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4: 7, clause 26

MA Attorney General's Open Meetings Law Guide, March 2011  
[www.mass.gov/Cago/docs/Government/OML\\_Guide\\_032411.pdf](http://www.mass.gov/Cago/docs/Government/OML_Guide_032411.pdf)