

## **BOARD MEMBER REQUESTS FOR INFORMATION AND REPORTS**

The purpose of this policy is to assist in the most economical use of the working hours of the Superintendent and his/her staff.

Information and facts are essential for Board members to best carry out the business and decision-making responsibilities of the Board. This policy is in no way to impede such flow of information and facts. The important determination in seeking information and facts is whether they are needed to carry out the business of the Board. Board members must guard against unneeded demands on the scarce working time of the Superintendent and his/her staff.

The following are guidelines for Board members who seek information or facts from the Superintendent or his/her staff:

1. Be certain the information or facts sought are needed for Board business.
2. Board members should normally request information and facts through the Superintendent. This keeps the Superintendent aware of Board concerns, and the Superintendent can better facilitate the obtaining of the information or facts.
3. If the information or facts sought are of an extensive nature requiring substantial staff time or research or is to be a report, there must be prior Board approval action or clear consensus, as determined by the Board President.
4. This policy in no way bars a Board member from requesting that an item be placed on a Board meeting agenda.

Legal Reference:

Adopted: 4/3/91

Reviewed: 1996; 1999; 8/02

Revised: 7/99