

## **BOARD MEMBER REQUESTS FOR INFORMATION**

---

*Policy Code:* 2124

All Board member requests for information from central office staff must be directed to the Superintendent. Requests shall not be directed to other staff.

The Superintendent must make discretionary decisions on how to expend staff time and resources and he or she may refer the Board member back to the Chair to discuss the request further.

Any request to the Superintendent for information made by a Board member 48 hours prior to a Board meeting must be copied to the Chairman for review and consultation with the Superintendent regarding a response, as necessary.

Any appropriate request for information made by a Board member during a Board of Education meeting that cannot be readily answered will be referred to the Superintendent for follow-up as necessary.

The procedure does not alter the responsibilities of the Superintendent, a records custodian, under the public records law.

Adopted: December 12, 2013