

BOARD MEMBER ACCESS TO INFORMATION

It is important for Board of Education members to be informed about the operation of the School District. The Administrative Team will provide information to keep Board members apprised of district operations. As a general rule, information will be distributed to the entire Board.

In order to provide individual Board members with information they request in an effective and efficient manner, the following procedures will be used:

1. Individual school board members possess all the rights granted to them by applicable state laws and Board policies.
2. Individual Board members may request and obtain statistics, reports and other data which are readily available to the Board and which are not confidential in nature. All such requests shall be submitted to the District Administrator who will have his/her staff gather the information and/or material on a timely basis.
3. Individual Board members who request statistics, reports or other data which are not readily available and which, in the judgment of the District Administrator, will require a significant investment of time and resources to prepare, will make such requests in writing to the District Administrator. The District Administrator will share this request with the appropriate Committee chair. These two individuals will decide whether the data requested will be released, and if so, whether it will be released to the individual Board Member or to the entire School Board.
4. Responses to request for information from individual Board members shall be sent to all Board members by the District Administrator, when deemed necessary in accordance with Paragraph 3, above.
5. The release of documents to individual Board members shall comply with all applicable state laws and Board policies.
6. Individual Board members requesting documents which would not be released to the general public shall have those requests forwarded to the District Administrator and Committee Chair in accordance with Paragraph 4, above. The District Administrator and Committee chair shall review such requests, and, in consultation with legal counsel, determine whether or not the documents will be released and copies of the documents released.

APPROVED: November 26, 2001
September 23, 2002