

BOARD MEMBER REQUEST FOR INFORMATION

A request for information by a member of the Board of Education should be made at a Board meeting. The request will be recorded in the minutes, along with a record of which additional Board members would like to receive the information. If a request for information is made other than at a Board meeting, the request shall be made to either the Superintendent of Schools or Board President.

In making requests, either during or outside a Board meeting, a Board member requesting information hereunder will indicate how he/she anticipates using the information to better assist the Board in its future deliberations.

Any Board member serving on a committee of the Board is exempt from this policy to the extent that information requested by the Board member is relevant to the functioning of the committee.

Information made available to Board members pursuant to this policy shall be treated as confidential to the extent permitted by law, and may be released to others only pursuant to the Board's policy on public access to records. Violation of this policy by any District officer or employee will be considered to be an act of official misconduct.

Records

A member of the Board of Education shall have full access to the records of the School District, except for records specifically restricted by statute or Commissioner's Regulations (e.g., employee personnel records, student records, etc.). A Board member requesting to inspect such records shall make the request in writing to the Records Access Officer, giving sufficient detail to enable him/her to locate the records and sufficient time to provide the records. The Board member shall:

- X inspect the records during regular business hours
- X not remove the records from the custody of the Records Access Officer; and
- X examine the records in an orderly and chronological fashion.

If a Board member requests copies of such records, the Board member shall pay 25 cents per page.

The Records Access Officer shall respond to the Board member within a reasonable time, ordinarily within 10 business days of receipt of a request, taking into consideration the nature of

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the request and the volume of records sought. If the Board member provides a reason for the request which indicates the need for the records on an expedited basis, the records shall be provided within five business days of receipt of the request.

Upon receipt of a request for records from a Board member, the Records Access Officer shall notify the remaining Board members of the request to determine if they want the information requested. Should a Board member not respond to such inquiry, it will be assumed that he/she does not wish to receive the information.

Information

An individual member of the Board may not direct the Superintendent of Schools or any other administrative personnel to conduct research projects requiring the collating or extracting of various information that does not already exist in records. Work of that nature (e.g., reports and compilations) may only be required by Board resolution approved by a quorum of the Board at a regular or special meeting of the Board.

Ref: Matter of Bruno, 4 Ed. Dept. Rep. 14 (1964)

Adopted: 11/20/13