Merchantville Board of Education 130 South Centre Street Merchantville, NJ 08109	File Code : 9210 Adopted : 12/02/2024 Reviewed : Revised :

Requests for Information by Board Members

A. Agenda Items

1. If a Board member requires additional information and the information request deals with an agenda item, then the Board member shall contact the administration with the question or information request no later than noon of business on the day of the scheduled Board meeting.

2. The administration will make every effort to provide the information immediately. In the event that the informational request cannot be answered immediately, then the information needed to fulfill the information request will be provided at the earliest possible opportunity.

B. Non-Agenda Items

Frequently, Board members may have an interest in an issue that is not included on a current agenda and it not being carried as an item of "Old Business." Information requests bearing on non-agenda items may be unduly time consuming for the administration. Accordingly, the following procedure should be followed with respect to informational requests for non-agenda items. This policy does not apply to information that is available under the Open Public Records Act or the common law right of access.

1. All requests shall be addressed to the Superintendent with a cc to the Board President.

2. If the information requested is easily accessible and can be obtained without a substantial commitment of administrative resources, it will be provided to the Board member (and board as a whole) as soon as possible.

3. If the information is not easily accessible and cannot be obtained without significant resource and/or commitment of administrative resources, the Superintendent will so inform the Board member. The Superintendent will make this determination within twenty-four hours of the request for information.

4. When the Superintendent advises a Board member that the request for information cannot be supplied without a substantial commitment of administrative resources, then the information request, with the consent of the Board member requesting the information, will be listed as an item of "new Business" on the next Board agenda. In the event the Board member chooses to

abandon the information request, then the matter will not be included on the next Board agenda.

5. At the next regularly scheduled action meeting of the Board of Education, the Board will determine, by majority vote:

    a. Whether administrative resources should be committed to the information gathering project requested;

    b. The scope of the project; and

    c. How the information gathered will be disseminated.