

P0275 REQUESTS FOR INFORMATION - BOARD OF EDUCATION

BOARD POLICY

The Superintendent, administration, and Board must maintain open lines of communication. The Board and Superintendent agree that the Board has a responsibility and a right to be informed. The Board must decide how much information it expects the Superintendent and/or administration to provide, how the information will be provided, the way it will be provided, and the time frame in which it should be provided.

Implemental Procedures:

1. All individual Board request for reports, analysis, or research shall be made in writing and in such form as the Board Clerk may request (“Board Request Form”).
 - a. No reports, analysis, or research shall be provided by District staff except pursuant to a Board Request Form.
2. Following each Board meeting, the Superintendent will consult with the Board President concerning the handling of outstanding Board requests.
3. The Superintendent will assign an administrator to fulfill each Board request and will provide an anticipated completion date to the Board President and the BOE member who made the request. All Board members will receive an updated BOE Requests report periodically.
 - a. If the Superintendent reviews a request with staff and estimates it will take more than two hours to complete, the Superintendent will communicate with the Board member who made the request about the amount of time estimated to complete the request. This will allow the Board member the opportunity to revise the request so it will take less than two hours to complete, or to withdraw the request.
 - b. If a Board member agrees to withdraw a request, this will be noted in the next BOE Requests report that is sent to the Board. The request will then be deleted from the BOE Requests report.
 - c. If a request is not revised or withdrawn, the Superintendent will bring the request back to the Board at its next business meeting for the Board’s consensus or a vote.
 - d. If a request is not fulfilled in a timely manner the Board member can consult with Board President and the Superintendent about the completion date. If necessary, the Board member, Board President, and/or Superintendent can bring a request back to the Board for further discussion.
4. Once a response has been prepared to any Board request, all Board members shall be offered a copy of the information at the same time.
5. Board members shall not bypass the Superintendent to request reports, analysis or research from staff. While a Board member may on occasion discuss issues with other staff members, it is important each member understand these discussions are brief and shall be limited only to information gathering. In order to achieve equitable access to information, any staff prepared documents will be offered to all Board members.

Board counsel has approved this policy as to legal form and content.

Administrative Responsibility: Board of Education

Latest Revision Date: March 2026

Previous Revision Date: December 2017