Requests from individual board members for information relating to an upcoming board discussion, deliberation or non-agenda item(s) shall be made in writing (e.g. email) directly to the superintendent or the board administrative secretary and copied to the board president.

Requests for information that requires more substantial and/or unreasonable staff time or resources will be accommodated at the discretion of the superintendent and in consultation with the board president.  The superintendent and board president may require full board authorization before fulfilling the request.

Board members, however, will not be refused information by the superintendent that the District would be obligated to provide to a member of the public.