

School Board--Methods of Operation

REQUESTS FOR INFORMATION AND ASSISTANCE--BOARD MEMBERS

I. Information Requests Regarding Board Meeting Agenda Items

Individual Board members who have questions regarding the agenda or the supporting documents distributed for meetings of the Board should make their inquiries directly to the Superintendent of Schools or the appropriate administrator.

II. Information Requests Regarding other than Board Meeting Agenda Items

Board members who desire information on matters not pertaining to agenda items for meetings, should direct their requests to the Superintendent of Schools or to the appropriate administrator.

Reports and written information prepared by a staff member at the request of an individual Board member shall be sent to the Board member through the Superintendent of Schools; a copy will be sent to all members of the Board.

Requests by Board members for information which is not maintained on a routine basis by the staff or which would require more than a reasonable time to prepare, shall be made by formal Board action in a public Board meeting and receive the approval of the Board. Requests which would entail a special study or system wide survey within the school system or the securing of information from other school systems or agencies are within the category of requests requiring Board approval.

III. Board Member Requests for Staff Assistance

A Board member who desires assistance in the preparation of an agenda item to be presented to the full Board or who wishes assistance in securing information and materials for public statements or speeches concerning school affairs, should direct this request to the Superintendent of Schools or to the staff members designated by the Superintendent of Schools to provide such assistance.

Staff members directed by the Superintendent of Schools to furnish such assistance shall provide the information and materials requested. However, the judgment as to what the Board member will use, the content of any presentation, and the opinions expressed shall be the sole responsibility of the individual Board member.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.22(1),(2) and (5) F.S.

History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 3-22-78

Technical Changes: 10-23-96