

## SCHOOL DISTRICT OF BAYFIELD

## BOARD MEMBER REQUESTS FOR MATERIALS

In order to be certain that the administrative staff is not deluged with requests for information and statistics to the point that other administrative duties must suffer, and in keeping with the knowledge that Board members have authority only as a part of the Board and not as individuals, Board member requests for information and data shall be made through the Board unless an individual Board member requests statistics and reports that are readily available without additional time and expense being expended by district staff.

The Board member may also request materials in accordance with Policy 823 – Access to Public Records, and Policy 823 – Rule – Access to Public Records.

APPROVED: February 11, 2008