



Regulation BBI-R(1): Board-Staff Relations - Board Member Requests for Information and Staff Assistance

Status: ADOPTED

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Board Member Requests for Information and Staff Assistance

Board members are responsible for district governance and are allowed to request information needed to make informed decisions. However, to ensure the district runs efficiently and staff can fulfill their primary responsibilities, requests for information and staff assistance must be reasonable, routed through the superintendent, and balanced against available resources.

1. Requests for Information from Staff
 - a. Board members must submit requests for district information through the superintendent.
 - b. Requests must be reasonable in scope and aligned with the board's role in governance oversight, and policy-making.
 - c. If a request requires excessive staff time or resources, the superintendent may:
 - i. Require that a majority of the board agrees with the request before providing the information.
 - ii. Provide a modified or summarized version of the requested information.
 - iii. Suggest alternative sources where the information may already be available.
2. Requests for Staff Assistance or Presence
 - a. Board members may request staff assistance or presence for school visits, meetings, or other activities through the superintendent.
 - b. Requests must be reasonable and not interfere with staff's ability to perform their primary duties.
 - c. Requests must be made at least two weeks before the date staff assistance or presence is desired.
 - d. If a request would significantly disrupt staff schedules or burden district resources, the superintendent may:
 - i. Deny the request with an explanation.
 - ii. Offer a more limited form of assistance that aligns with staff availability.
3. Ensuring Fair and Efficient Governance
 - a. These guidelines ensure board members receive the information and support without overburdening staff or diverting resources from daily operations.
 - b. If a board member believes a denied request is essential, they may discuss it with the superintendent or bring it to the full board for consideration.

Navigating the Dual Roles of Board Member and Parent

Board members who have children in the district have the same rights as other parents to attend school events, meetings, and handle personal matters related to their children. However, they should take steps to avoid any perception of overreach or special treatment.

1. Follow Standard Visitor Procedures
 - a. Board members do not need to notify the superintendent to visit their child's school for personal matters.
 - b. Board members must sign in at the front office and follow normal visitor protocols.
 - c. Board members should not reference their board roles unless necessary for transparency.
2. Maintain Boundaries in Advocacy
 - a. When advocating for their child, board members must follow the same procedures as any other parent by following the chain of command.
 - b. Board members must not use their position to bypass policies or seek preferential treatment.
 - c. When sending emails to school staff regarding personal matters, board members should use their

personal email account.

3. Be Mindful of Perceived Authority

- a. Even in casual settings, a board member's presence may create pressure on staff.
 - b. Board members must not make comments or requests that could be interpreted as district directives.
 - c. A personal visit should not be used to evaluate staff, assess district policies, or inquire about administrative decisions.
 - d. If concerns arise, a board member may address these concerns later with the superintendent.
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