

## BK SCHOOL COMMITTEE MEMBER REQUESTS FOR INFORMATION

The Committee wishes to ensure that Committee members have adequate access to the information necessary to provide responsible oversight of the District. At the same time, the Committee wishes to avoid overburdening the administration with requests for information.

Requests by Committee members for information shall be channeled through the appropriate subcommittee chair or, if the subject of the request does not fall within the purview of any subcommittee, then through the Committee Chair, either of whom may choose to forward the request directly to the Superintendent-Director or to place the matter on the agenda for consideration at an upcoming meeting. The Superintendent-Director will coordinate the timely response to information requests forwarded in this manner.

If the relevant chair or subcommittee denies or unreasonably delays forwarding the request, or if the Superintendent-Director fails to respond within 10 working days after receiving a properly forwarded request, the individual member may appeal to the full Committee.

### Appeal Procedure:

1. Member submits written request to the Committee Chair with copy to the Superintendent-Director.
2. School Committee Chair places request on the next regular School Committee meeting, subject to requirements of the Open Meeting Law (MGL 30A:20-21).
3. Committee determines whether and in what form to refer the request to the Superintendent-Director.

In its deliberation and vote, the Committee may consider input related to the specific nature, relevance, availability, and estimated time or cost to fulfill the request, as well as confidentiality or other special concerns that may apply. Any information assembled by the Superintendent-Director or other District staff acting upon such a vote of the full Committee will be provided to all of its members.

Communications between the Committee and the Superintendent-Director may be further governed by law, by other District policies, and by elements of the Superintendent's employment

**ORIGINAL ADOPTION:**

**REVISION:** 12/16/21

**FIRST READING:** 11/17/09

**SECOND READING:** 12/15/09

**ADOPTION:** 12/15/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

contract. Nothing in this policy is intended to preclude or prevent an individual Committee member from exercising their rights under the Public Records Law (MGL 66:10).

CROSS REF:                   BBAA School Committee Powers and Duties  
                                  BCA School Committee Code of Ethics  
                                  BDD School Committee/Superintendent Relationship  
                                  Superintendent's Contract  
                                  BHC School Committee-Staff Communications (also GBD)

LEGAL REFS:               Mass. Open Meeting Law: MGL 30A, S. 20-21  
                                  Mass. Public Records Law: Ch. 66, S. 10

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