

**6Gx53-1.012 OPERATIONAL PROCEDURES FOR SCHOOL BOARD MEMBERS:**

I. Requests for Information during a Board meeting:

Board members will present request(s) at a regular Board meeting for any information that requires staff time or expenditure of funds to compile. A majority of the Board shall be required to support such request(s). If it later appears that an extraordinary amount of time will be required the Superintendent shall advise the School Board at its next meeting and the School Board shall determine whether or not the information is necessary.

II. Requests for Information outside of Board meeting:

- A. The Board office staff and the Superintendent (or designee) may be contacted via telephone or FAX with requests for information. A form shall be established, supplied to Board members and maintained by the Board office to assist Board members and staff with such requests. The Board office staff and the Superintendent (or designee) shall confer to ensure that such requests are addressed, without duplication, and to estimate the involvement required for completing the request. If the request is determined to be too demanding, the Superintendent will notify the Board member. The request may then be submitted by the Board member to the Board for consideration at a regularly scheduled meeting.
- B. Agenda Item Information: For information on agenda items, Board members may call the person directly responsible for the particular item or the Superintendent (or designee). The Superintendent (or designee) will contact each Board member at least two business days before the Board meeting to determine if there are any questions or concerns.
- C. School-related Requests: For information concerning school-based issues, Board members should contact the superintendent (or designee).
- D. Department-related Requests: For information concerning department-based issues, Board members should contact the Superintendent (or designee) or the Board administrative assistant who will then relay the request to the Superintendent (or designee).

*The School Board of Polk County, Florida*  
*Policy 1.012*

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- E. Responses from Staff: For any information, memos or letters that are sent or faxed to Board members from the district staff will be distributed through the Superintendent's office and a copy forwarded to the Board office.

Statutory Authority: Florida Statutes 1001.32, 1001.41, 1001.42, 1001.43

Laws Implemented:

Adopted: September 21, 2004

Amended: