

## SPECIAL INFORMATION

The Board or an individual Board member may, from time to time, need additional research before completing a policy or need information about school operations or issues. An individual Board member or members may ask the Superintendent or his/her designee to gather information or report findings and make recommendations. If the Superintendent or his/her designee determines that the request of an individual Board member(s) can be fulfilled in the ordinary course of the administration of district responsibilities, the Superintendent or his/her designee will appoint an individual to perform the task and the information or special report will be distributed to all Board members. If the Superintendent determines that the request of an individual Board member(s) cannot be fulfilled in the ordinary course of the administration of district responsibilities, the following guidelines will apply:

1. The Superintendent will present the request to the Board for consideration at the next appropriate meeting of the Board.
2. The Board will vote on the action to be taken.
3. The Superintendent will appoint an individual to perform the task.
4. The information or special report will be distributed to all Board members.

The Board as a body may at any appropriate meeting vote to direct the Superintendent to gather information or furnish special reports or recommendations which shall be distributed to all Board members. The Superintendent may appoint individuals to assist in the performance of that directive.

[Adoption date: April 12, 2001]