

## **BOARD REQUEST FOR DATA AND REPORTS**

As is becoming common practice in many school districts, given the leaner staffing levels in the district's offices, board members will channel requests for data gathering or reports from administrators or supervisors through the Superintendent of Schools, rather than requesting it from an administrator or operations supervisor directly.

### **Intent**

By channeling requests through the district office, we can make the process and timetable of information gathering requests more 'doable' for all involved, and the Superintendent of Schools will be able to better see that employees are not duplicating efforts or placed in 'overload' any particular week or month.

### **Protocol**

If at any point in time it appears that requests for data and reports, along with the increasingly frequent federal and state mandated data collection and reporting functions would exceed the capacity of the remaining staff to gather, collate and/or copy information requested on a timely basis, the Superintendent of School will work with the Board President or entire board to resolve the situation.

The Superintendent of Schools is charged with making clear to administrators and operations supervisors the intent of this policy and the protocol detailed above.

Adoption date: May 13, 2003