

**District:** Tupelo Public School District  
**Section:** B - School Board Operations  
**Policy Code:** BCBCA - School Board Member Access to District Data

Board members are entitled to reasonable access to District information necessary to perform the duties of the office and may individually request that the superintendent or his/her designee provide such information to them in a reasonable and timely manner. However, to avoid unnecessary disruption of the superintendent's or his/her staff's time and thus keeping the superintendent from adequately focusing on the District's mission of educating children, the following procedures shall be imposed:

1. The Board member requesting information shall submit a written request to the superintendent specifying exactly how the requested information will assist, in the course and scope of the Board member's duties, in the performance of his/her job;
2. The superintendent shall use his/her best judgment to determine if the request is a bona fide request and, if so, shall provide the information to the Board member in a timely manner and at no cost to the Board member;
3. If the superintendent determines that the request is not bona fide, the superintendent shall advise the Board member in writing of such determination and that the Board member may:
  - a. Appeal the superintendent's decision to the entire Board by having the issue placed on the agenda for consideration at the next regularly scheduled Board meeting; or,
  - b. Make a public information request for such information and individually pay all cost associated with this requests as specified in the District's policy on public access to District information.
4. Each Board member has an affirmative duty to protect the confidentiality of any confidential information to which he/she may have access.

LEGAL REF: AG Opinions 2003-0683, 2004-0263, 2005-0351  
MCA § 25-61-1

**Adopted Date:**

**Approved/Revised Date:**