

**SUBJECT:**                    **BOARD MEMBER SERVICES/REQUESTS OF STAFF**

**Supersedes:**                BH  
**Effective:**                 September \_\_\_\_, 2008  
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**Approved by:**             Detroit Board of Education

**1.0    Policy**

Secretarial and other staff services for Board members will be provided as Board business may require.

**Services to Individual Board Members**

In order to achieve the educational purposes and plans of the District, it may be necessary for a Board member to obtain additional District reports and/or detailed information directly from staff. In most cases that information can be secured through requests at Board informational sessions, committee meetings, Board general meetings and/or through direct communication with the General Superintendent.

Should information be needed on a more timely basis, the Board member may verbally contact the staff member to make such request. In the event that the information requested is not readily accessible, the Board member will submit such requests to staff in writing and a copy to the General Superintendent with a reasonable due date required for a response. Verbal information requested should be readily available and not require extensive work on the part of the staff member. Staff members not able to respond to the Board members verbal request within a reasonable period of time are required to inform the member of same and what alternative means are available to secure information sought. Both Board members and staff should use appropriate professional decorum during any verbal and/or written exchange of communication.

With approval of the Board, the Board Secretary and/or General Superintendent shall implement certain procedures to ensure compliance of this policy with District staff.

This policy supersedes any prior policies, procedures or directives that conflict.

**Attachments to Policy 3.21:**                None

**See also:**                        None

**Legal References:**            None

**Labor Contract References:**            None