

# Pennsbury School District

## School Board Policy

Effective Date	Supersedes Index No.	Index No.
<b>12/12/13</b>	<b>011.4</b> of 6/14/12	<b>011.4R1</b>

**Title:** School Directors or Administrators Requests for Information

**Purpose:** The purpose of this Policy is to provide guidance to School Directors and administrators on dissemination of information to School Directors and access to legal counsel by School Directors.

**Policy:**

1. The Pennsbury School Board recognizes that information is basic to all School Board decisions. Accurate, timely information is vital to enable the School Board to make prudent decisions. It is the responsibility of the Administration to provide sufficient information on all issues upon which the School Board makes decisions. For the purposes of this policy, *information* is defined to mean factually based material in the possession of the School District Administration or material that could be readily compiled by the School District Administration, excluding legal opinions prepared by the School District Solicitor, that will not compromise an employee's due process rights and employee rights under HIPAA, and any student confidentiality rights.
2. On major issues brought to the School Board by the School District Administration, the School Board can expect to be provided with the information and a report including the background of the issue, the alternatives which were considered, and a summary of the Administration's recommendation.
3. When individual School Board Members find that they require information on a school topic, they shall make a written request to the School Board President, who will relay that request to the Superintendent. In the event that the request will require an inordinate amount of administrative time as determined by the Superintendent, the School Board, as a committee of the whole, shall decide whether or not the request should be honored.

4. Any information, reports and/or legal opinions elicited by a single School Board Member or less than a majority of School Board Members will be circulated to all School Board Members.
5. Individual School Board Members who desire to obtain a legal opinion or advice from the Solicitor shall make that request through the School Board President. This applies at all times, including during School Board meetings, committee meetings and Executive Sessions. At School Board meetings, all requests for legal opinion shall come from the School Board President.
6. In the event that the Solicitor issues any legal opinion that is legally confidential under the Family Educational Rights and Privacy Act or under any law that would protect employee or student confidentiality (confidential legal opinion) that confidential legal opinion shall not be shared with an Administrator, unless the School Board President so agrees.

**Responsible  
Administrator:** Superintendent