

Board Requests for Data and Reports

The Northeastern Clinton Central School District's Board of Education believes that given the lean administrative staffing model in place for the school district, it is - and will be - important to establish a suitable policy for seeing to it that Board requests for data and reports will not place district employees in a situation where such requests might duplicate efforts or create an 'overload' situation for particular district employees any particular week or month.

Board members will channel requests for data gathering or reports from staff or administrators or supervisors through the Superintendent, rather than requesting it from an administrator or operations supervisor or employee directly.

Intent

By channeling requests through the Superintendent, we can make the process and timetable of information gathering requests more 'doable' for all involved, and the Superintendent 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 will work with the Board President or the Board to resolve the situation.

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

First reading	December 3, 2013
Second Reading	January 7, 2014
Adopted	February 4, 2014