

SCHOOL BOARD POWERS AND DUTIES REGULATION

School Visits by Board of Education Members

Board of Education members shall inform Building Principals of school visitation upon entering the building or, whenever possible, in advance. Concerns or opinions related to the educational program in individual school buildings shall be directed to the Superintendent of Schools.

Access to Personnel Files

A member of the Board of Education may review employee personnel records provided that:

1. the Superintendent is requested in advance to present the file at a regularly scheduled open meeting of the Board of Education;
2. the file is reviewed during an Executive Session in the presence of a majority of the Board of Education or their designee;
3. the personnel records are returned in their entirety to the Superintendent at the conclusion of the Executive Session; and
4. no reproduction of the records is made and no written notes are taken of the contents of employee personnel records.

The information contained in such records shall only be used by the Board of Education for the purpose of aiding Board of Education members in decisions regarding personnel employment matters, such as appointments, assignments, promotions, demotions, remuneration, discipline or dismissal; development and implementation of personnel policies; or such other uses as are necessary to enable the Board of Education to carry out its legal responsibilities.

Cross-ref: 9510, Personnel Records

Ref: 8 NYCRR, Part 84
Gustin v. Joiner, 95 Misc 2d 277 (1978)

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