

SCHOOL BOARD POWERS AND DUTIES REGULATION

School Visits by Individual Board Members and by Board Committee

Board members are encouraged to visit school facilities. Individual board members do not represent or speak for the Board of Education unless provided with such authority by the Board.

When a Board member makes a visit to a district facility, he/she must notify the office upon entering the building. Concerns or opinions related to the educational program in individual school buildings shall be directed to the Superintendent of Schools.

It is the duty of the Board to inspect schools annually.

Access to Personnel Files

A member of the Board 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;
2. the file is reviewed during an Executive Session in the presence of a majority of the Board;
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 for the purpose of aiding Board 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 to carry out its legal responsibilities.

Cross-ref: 9510, Personnel Records

Ref: Education Law §§1604; 1604-a; 170 1; 1708; 1709; 171 0
8 NYCRR, Part 84
Gustin v. Joiner, 95 Misc. 2d 277 (1978), *aff'd* 68 AD2d 880 (1978)
Matter of Bruno, 4 EDR 14 (1964)

Note: Regulation added

Policy Adopted: July 24, 1996

Wayne Central School District