

## SCHOOL BOARD POWERS AND DUTIES REGULATION

### *School Visits by Individual Board Members and by Board Committee*

Whenever possible, advance notice of official school visits by individual Board of Education members shall be given to the Building Principal. When a Board member makes such visit to a district school, he/she must notify the Principal 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 appoint a committee of Board members to inspect schools annually and report its findings to the Board at its next meeting.

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

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