

## SCHOOL BOARD POWERS AND DUTIES REGULATION

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

Whenever possible, advance notice of official school visitation by individual Board of Education members shall be given to the Building Principal. Unless provided with authority of the Board to represent the Board, individual Board members have no more authority than other individual members of the public,

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When a Board member makes such a visit to a district school, the Board member must notify the Principal upon entering the building. Prior to such a visit, the Board member will contact the Superintendent of Schools, as he/she may either add some suggestions to make the Board member's visit more meaningful or notify other Board members who might also like to observe a school program. Concerns or opinions related to the educational program in individual school buildings shall be directed to the Superintendent of Schools.

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### Access to Personnel Files

A member of the Board may review the personnel records of a specific employee, provided that:

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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), *aff'd* 68 A.D.2d 880 (2 Dept. 1979)  
*Appeal of Meyer*, 46 Ed. Dept. Rep. Dec. No. 15,436 (2006)  
*Matter of Bruno*, 4 Ed Dept Reg 14 (1964)

Adoption date: November 14, 1994

Revised: February 5, 2015

Reviewed and maintained without change: May 9, 2019

Revised: \_\_\_\_\_

***FOR SECOND READING 4-10-25 [RECOMMENDED REVISIONS  
SHOWN IN TRACK CHANGES]***