

**SCHOOL BOARD POWERS AND DUTIES REGULATIONS***School Visits by Individual Board Members and by Board Committee*

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

When possible, when a Board member makes such a visit to a district school, he/she will notify the office upon entering the building, as they may either add some suggestions to make the Board member's visit more meaningful. 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 a 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.

Ref: Education Law §§1604; 1604-a; 1701; 1708; 1709; 1710  
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)

**Adopted by the Board of Education: December 16, 1996**