

**BOARD MEMBER ACCESS TO EMPLOYEE PERSONNEL RECORDS**

Examination of school employee personnel records by the Board of Education shall be conducted only at Executive Session of the Board. Any Board member may request the Superintendent to bring the personnel records of a designated employee or employees to an open meeting of the Board. The Board shall then determine whether to conduct an Executive Session for the purpose of examining such records. The Superintendent of Schools shall present such records to the Board at the Executive Session. Such records shall, in their entirety, be returned to the custody of the Superintendent at the conclusion of the Executive Session of the Board. The purpose of presentation of the information to all Board members in Executive Session is to ensure that if a question or concern exists on the part of one Board member about a personnel issue, that all members are provided with timely, relevant information about the matter.

Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members of the Board to fulfill their legal obligations in making assignments, promotions, demotions, remuneration, discipline or dismissal, or to aid in the development and implementation of personnel policies or such other uses as are necessary to enable the Board to carry out legal responsibilities.

Adopted: June 21, 2006

Reaffirmed: May 6, 2009

Revised: January 23, 2013

Reaffirmed: April 6, 2016