

## **2710 BOARD MEMBER COMMUNICATIONS**

The Board of Education recognizes its responsibility to adhere to the Open Meetings Law and to protect the public's right to observe its meetings and deliberations. The Board must adhere to the spirit and intent of this law and agrees that private, informal communication will not be used to replace board meetings.

Voting, action, and/or deliberation by a board may only occur at a meeting during which a quorum of board members has physically convened or convened by means of video-conference.

While individual board members may communicate to share information or expertise, the Board does not condone any communication (i.e., telephone, conference call, mail, or e-mail), directly or serially, which has the intent or effect of circumventing the Open Meetings Law.

### Freedom of Information Law

In addition, the Board recognizes that communications maintained in either electronic or physical form, including e-mail or text messages, that are received or prepared for use in board business or containing information relating to board business may be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by state or federal law.

Board members must avoid reference to confidential information about employees, students or other matters in e-mail or text communications because of the risk of improper disclosure. Board members must comply with the same standards as school employees with regard to confidential information.

Cross-ref: 1120, School District Records  
2160, School District Officer and Employee Code of Ethics

Ref: Public Officers Law §§ 102, 103, 108  
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g

Adoption date:

**Rye Neck Union Free School District**