



Public Documents / Freedom of Information Act (FOIA)

Excerpted from the Achievement First Family Handbook 2018-19

The school fully complies with the Freedom of Information Act (FOIA). Any requests for school records or information from the school must be in writing and submitted to the principal or to his/her designee(s). Within five business days of receipt of a written request, the school, depending on the requested information, responds by:

- Making the information available at the school itself during normal business hours to the person requesting it;
- Denying the request in writing; or
- Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied.
- If the person requesting information is denied access to a record, he/she may, within 30 days, appeal such denial to the principal or to his/her designee(s). Upon timely receipt of such an appeal, the school, within 10 business days of the receipt of the appeal, fully explains the reasons for further denial or provides access to the record(s) sought. The school also forwards a copy of the appeal, as well as its ultimate determination, to the Committee on Open Government. If further denied, the person requesting information may further appeal through an Article 78 proceeding.
- The school may deny access to requested records if:
 - Such records are specifically exempted from disclosure by state or federal statute;
 - Such access would constitute an unwarranted invasion of personal privacy;
 - Such records, if disclosed, would impair present or imminent contract awards or collective bargaining negotiations;
 - Such records are trade secrets and which, if disclosed, would cause substantial injury to the competitive position of a commercial enterprise;
 - Such records are compiled for law enforcement purposes for which disclosure is precluded by state or federal law;
 - Such records, if disclosed, would endanger the life or safety of any person;
 - Such records are computer access codes; and/or
 - Such records are internal materials which are not statistical or factual tabulations of data, instructions to staff that affect the public, a final policy, nor external audits.

The school may charge a copying fee for each page requested to be copied. The fee can be no more than the fee allowed by state law.

Open Meetings Laws

1. All meetings of the Board of Trustees and all committees of the Board ("Board meetings") will be open to the general public.
2. The school will provide notice of the time and place of any Board meeting that is scheduled more than one week in advance to the new media and shall conspicuously post such notice in one or more public locations at least 72 hours in advance of the scheduled meeting.



3. The school will provide the time and place of any Board meeting that is scheduled less than one week in advance and will conspicuously post such notice in one or more public locations at a reasonable time in advance of the scheduled meeting. Public notices will be placed on the bulletin board in the reception area. Public notices will reflect the location of Board meetings or any location changes.
4. To the extent possible, the school will publicly post notices of Board meetings immediately after each meeting date is determined.
5. For the purposes of determining a quorum, Trustees must be present at the meeting, with Directors deemed present as determined in the bylaws, which may allow for participation via videoconference; members not present may join discussions via telephonic or other means but may not vote.
6. Written minutes will be recorded of all Board meetings. Minutes will include:
 - a. The date and time of the meeting
 - b. A summary of all motions, proposals, resolutions, and other matters formally voted upon
 - c. In the case of an executive session, the minutes will include a record of the final determination of any action that was taken.
7. All executive sessions shall be conducted as part of an open meeting; they are not considered separate meetings per se. An executive session may be called via motion and majority vote by the Board; the motion must specifically identify the general area of areas to be considered.
8. All Board members may participate in the executive session, and the Board may authorize others to be present as well.
9. No public funds may be appropriated during an executive session.
10. An executive session can only be conducted by the Board for consideration of one or more of the following matters:
 - a. Matters which imperil the public safety if disclosed;
 - b. Matters related to students about which state and federal privacy laws apply;
 - c. Any matter which may disclose the identity of a law enforcement agent or informer;
 - d. Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
 - e. Discussions regarding proposed or pending litigation;
 - f. Matters which apply to school employees or collective negotiations which are within the scope of Article 14 of the Civil Service Law;
 - g. The medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation;
 - h. The preparation, grading, or administration of examinations; and

The proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value.