

**ROCHESTER JOINT SCHOOLS CONSTRUCTION BOARD
COMMUNICATIONS POLICY
(REVISED DECEMBER 2017)**

The Rochester Joint Schools Construction Board (the "Board") conducts itself using an open, transparent process. To that end:

1. Time will be set aside at the beginning of each meeting for the public to address the Board. At its discretion, the Board may elect to limit each speaker to three minutes and limit total time for all speakers to 60 minutes.
2. The Board will ensure that all Freedom of Information Law ("FOIL") requests are reviewed and completed in accordance with applicable law. The Executive Director for the Board is the designated Records Access Officer under FOIL. In the absence of an Executive Director, the Board Clerk is the designated Records Access Officer. The Appeals Officer under FOIL shall be the Vice Chair of the Board. The Executive Director and Vice Chair may consult with Counsel to the Board as necessary in performing his/her respective duties and responsibilities as Records Access Officer and Appeals Officer.
 - a. Records maintained by the Board will be available to copy and/or inspect by appointment only at the Board's office located at 70 Carlson Road, Suite 200, Rochester, NY 14610 during the Board's normal business hours of 8:30 a.m. to 5:00 p.m. on Monday through Friday, subject to holidays.
 - b. Fees for copies of records apply, and are as follows:
 - i. Twenty-five cents per photocopy for pages up to 9"x14"; or
 - ii. The actual cost of reproducing the record (except when a different fee is prescribed by statute).
3. Meeting notices will be posted in accordance with the Open Meetings Law, including as applicable, distributing such notices electronically to Rochester news media, posting such notices on the RSMP, Rochester City School District and City of Rochester websites, and posting such notices at the Board's meeting site.
4. Communications to the Board shall be addressed to the Chair and Vice Chair for distribution to the full Board by staff. Communications received by staff will be distributed to the full Board at the next Board meeting following receipt. Board members will refer all vendor inquiries to staff.