

CONFIDENTIALITY STATEMENT
for
OREGON CONFERENCE BOARD MEMBERS AND SCHOOL EMPLOYEES

As an employee, ~~or~~ school board member, or member of a committee established by a school board or school administration within the Oregon Conference educational system, I accept and affirm my duty to adhere to the following:

I understand that I am required to keep confidential ALL matters that I read or hear in any executive session* of any board or committee of which I am a member. Matters to which I may not respond include: personnel-related matters, discipline issues, personal information of students or parents, and any information that I am not authorized by board action** to disseminate***.

I understand that I may not discuss, allude to, share written materials, or disclose in any way—either verbally, in writing, or electronically—information regarding confidential matters to other individuals, including family members or relatives. I also agree to safeguard any written or electronically generated materials that I may receive related to these matters so that they will not be inadvertently disclosed.

I understand that school board minutes and other materials shared with me—verbally, in writing, or electronically—to enhance or clarify board discussion are not to be shared with non-board members at any time. Rather, I understand that my obligation is to refer questions regarding board minutes or other board materials or proceedings to the principal.

I understand that, should I violate this agreement, action may be taken if confidential matters are shared. I also understand that I may be held individually liable if I breach the confidentiality of matters I have no right to pass along or share.

My signature affirms my acceptance of and agreement with this Confidentiality Statement.

Date: _____

Signature: _____

Title: _____

School: _____

** Executive session refers to a school boards voting to hold a confidential discussion in a closed session during which all non-voting board members or members of the public would be dismissed from the room.*

*** It is recommended that all boards designate a 'go to' person with each voted action that requires explanation or clarification.*

- Protocol would be for an authorized 'go to' person to speak on behalf of the board.*
- In the absence of an authorized 'go to' person the board chair, by default, speaks for the board.*
- Individual board members shall not speak independently of the board but shall refer all questions regarding board actions to the principal or board chair.*

**** Disseminate refers to the sharing of information by electronic, written, or verbal means, or by any other means that causes confidential information to become public.*