



## Sara M. Richmond

### Member

srichmond@bsk.com  
10 Bank Street, Suite 1120  
White Plains, NY 10606-1946  
(914) 306-7872  
(646) 253-2384 fax

600 Third Avenue, 22nd Fl  
New York, NY 10016-1915  
(646) 253-2304

### Profile

**A member of Bond's School Law and Employment practice groups, Sara regularly counsels public, private and charter schools in Westchester County, on Long Island and within the greater New York City region.**

In addition to serving as president of a city school district's board of education, Sara brings to her practice a deep understanding of the dynamics underpinning school operations. She counsels clients on matters relating to student discipline; special education and disability related issues; drafting and formulating of Board of Education policies; sexual impropriety matters; cybersecurity and data privacy matters; contractual relations; compliance with the Freedom of Information Law and Open Meetings Law; as well as compliance with federal and state anti-discrimination laws.

Sara has developed a proficiency in professionally handling crises, from the moment they arise until they are resolved. She understands which information the school community should hear at each stage of the process while also protecting the privacy of the people involved. A large part of her practice is advising school administration and boards on minimizing and addressing risks inherent in the operation of educational communities.

Sara also advises clients on employment issues, including: reductions in force; terminations of employment; defense of discrimination claims; compliance with the Family Medical Leave Act and the American's with Disabilities Act; the creation and review of employee handbooks and policies; and negotiation and drafting of employment agreements for staff and administrators.

Sara prides herself on keeping both herself and her clients updated on all changes in the law as they relate to schools, such as those that impacting the vaccination requirements, social media and data security and privacy. She also regularly provides client and professional organization training on a variety of issues, including: student discipline; special education; board/ Superintendent relationships; LGBTQ issues for both students and employees; proper use of social media and updates on data privacy laws.

Sara is also a trained mediator with the commercial division of Supreme Court of the State of New York and has been trained in mediation by JAMS/Endispute and the CPR (Center for Professional Resolution) as well as the Council of Better Business Bureaus.

### Education

- Benjamin N. Cardozo School of Law (J.D., *magna cum laude*, 1989)  
Samuel Belkin Scholar
- Johns Hopkins University (B.A. 1985)

### Bar/Court Admissions

- New York

### Practices

- Cybersecurity and Data Privacy
- Labor and Employment
- Exempt Organizations
- School Law

## Honors & Affiliations

- Westchester Women's Bar Association
- New Rochelle Bar Association
- Association of the Bar of the City of New York, Education and the Law Committee

## Representative Presentations

- Obligations of a Student's District of Residence vs. District of Location, Committee on Special Education, New York State Bar Association, February 15, 2024
- Legal Issues Affecting Transgender and Gender Nonconforming Students in K-12 Schools, 23rd Annual School Law Institute, Practising Law Institute, May 19, 2023
- An Interview with Louis DiLorenzo and Sara Richmond, Bond's New Westchester Office, Legally Bond Podcast, October 11, 2021
- Current Legal Issues Relating to COVID, Lower Hudson Council of School Personnel Administrators, October 1, 2021
- Be in the Know: Legal Requirements to Safeguard Student Data, New York City Charter School Center Webinar, May 20, 2020
- Smart Social Media Policies for Students and Staff, New York City Charter School Center, March 4, 2019
- Panelist, Bridges to Success, Westchester Putnam School Boards Association, December 10, 2018
- Panelist, From Rowley to Endrew F.: The Meaning of a FAPE, Special Education Law: Past, Present and Future; New York Law School and City Bar Symposium, March 23, 2018
- Creating a Discipline Policy that Works, New York City Charter School Center, November 2, 2017
- Legislative and Legal Update, Charter School Risk Management Round Table, March 2, 2017
- A Presentation and Roundtable Discussion Addressing Charter Schools, Westchester Women's Bar Association Education Committee, October 17, 2015

## Other Activities

- Member of Giving Circle of Westchester
- Past President, Board of Education, City School District of New Rochelle