



Book	POLICY MANUAL
Section	100 SCHOOL BOARD OPERATIONS
Title	Public Complaints Regarding School Board Members
Code	167
Status	Active
Adopted	March 18, 2024
Last Revised	August 26, 2024

The School Board believes that the School District should welcome and respond to concerns and complaints from the public. A concern is defined as "a cause of anxiety or worry." A complaint is defined as "a statement that a situation is unsatisfactory or unacceptable." For the purposes of this policy, the terms are used interchangeably and the process for resolving concerns or complaints, and the process for resolving concerns or complaints is identical.

Nothing in this policy or its implementing procedures is intended to supersede timeline or procedures specified in other policies of the District or in other applicable legally-mandated timelines or processes.

The individual members of the School Board (Board) will conduct themselves in a manner consistent with all applicable School Board policies. The School Board understands that from time to time a citizen of the District may believe that an individual School Board member has acted in a manner that is not consistent with School Board policies and may file a complaint involving an individual School Board member. All such complaints should be submitted to the School Board President by written letter or email, and signed by the complainant. If the complaint involves the School Board President, the complaint should be submitted to the School Board Vice-President.

The School Board member involved will be informed, and will be given every opportunity for explanation, comment and presentation of the facts as he/she sees them. If the nature of the complaint allows disclosure of the citizen filing the complaint, then he/she will also be given the opportunity to meet with the person(s) making the complaint, if the complaining party is willing to do so, for the purpose of resolving the matter.

The School Board will be notified of the complaint and will be provided with a copy of the complaint. Depending on the nature of the complaint, the name of the citizen filing the complaint may not be immediately disclosed.

The complaint may be forwarded to the District's legal counsel for review and additional fact-finding as needed. The District's legal counsel will make a recommendation to the School Board as to whether the complaint should be dismissed as there is no potential violation of Board policies or if it should be advanced to the full School Board for a determination as to whether the conduct occurred and if so, whether the conduct violated School Board policy.

The School Board member who is the subject of the complaint may be present if the District's attorney presents a legal review and recommendation but may not participate in the discussion or determine whether to advance the complaint to the full School Board. If the complaint is not advanced to the School Board for consideration, the complainant will be notified in writing as to the dismissal of the complaint and the reasons for such dismissal.

If the School Board decides to consider the complaint at a regular meeting, the complainant and the School Board member who is the subject of the complaint will be provided an opportunity to provide any facts or other information that is relevant to the complaint to the School Board. The complainant will be able to have a person of his/her choice accompany him/her to this meeting as an advocate/witness pursuant to legal applicability under FERPA (Family Education Rights and Privacy Act). Any such meeting will be conducted in open session unless the nature of the complaint meets one of the statutory exceptions to the open meetings law. The meeting is not an evidentiary hearing. The School Board member, who is the subject of the complaint, will not

be allowed to participate in the School Board's discussion of the complaint or vote on any School Board action concerning the complaint. If the complainant and individual School Board member are not present when the School Board takes action on the complaint, they will be notified in writing of the School Board's decision. The School Board will conduct any such meeting in a fair and equitable manner.

School Board members are elected officials and can not be removed from office by the School Board. In the event of a School Board member's mistaken, willful and/or continuing violation of policy, the School Board may address the issue by conversation, removal from leadership or committee positions, or censure as a means of separating the School Board's focus and intent from those of the offending member.