

## THE BOARD OF TRUSTEES

### Public Participation in Board Meeting

All regular and special meetings of the Board shall be open to the public, but any person who disturbs good order may be required to leave. The Board of Trustees encourages all citizens of the District to express their ideas and concerns. The comments of the community will be given careful consideration. In the evaluation of such comments, first priority will be District students and their educational program.

### **NOTICE**

**DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION.**

**"A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLHOUSES OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR." Idaho Code§ 33-512 (11).**

Any complaint about the District, including instruction, discipline, District personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator
4. Board of Trustees

Please also see District Policy No. 4110 regarding public complaints.

Members of the public will not be recognized by the Chairman as the Board conducts its official business except when the Board schedules an interim public discussion period on a particular item. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At each Regular and Special meeting of the Board the agenda may provide time for public comment before the Board. Persons wishing to address the Board will be required to submit a "REQUEST TO APPEAR BEFORE THE BOARD" form. Forms are available from the Board Clerk and will be available at each meeting.

Total time allotted for public comment will not exceed one (1) hour. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to five (5) minutes. All speakers will be allowed to speak at least once before a speaker is allowed to address the board a second time. Public comment will be taken from the public on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the public are encouraged to select a representative(s) to summarize their position. Additionally, the Board Secretary will accept written comments for distribution to the Board.

Written materials for Board Members must be submitted to the Board Secretary. The written material must include the name, address and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board Members if received by noon the Friday preceding the Board Meeting. Materials should not be sent directly to Board Members. Materials may be presented or mailed to the Board Clerk at 19291 Ward Road Caldwell, Idaho 83605.

If a topic is being considered by a committee established for that purpose, the Chairman may refer the public comment to that committee.

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chairman may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board of Trustees as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

If a special meeting has been held to obtain public comment on a specific issue, the Chairman of the Board may not recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

## REQUEST TO APPEAR BEFORE THE BOARD

### NOTICE

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4. Board of Trustees

If these channels have been exhausted, this form should be filled out and handed to the board chairman, charter director, or secretary prior to the beginning of the meeting.

The Board of Trustees follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, at the appropriate time, the chairman will announce your name.

You will have the floor a maximum of **five minutes**.

The Board of Trustees encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Clerk. Written Comments must include name, address and telephone number.

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chairman.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to five minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than five minutes.
3. The board Chairman may shorten or lengthen an individual's opportunity to speak. The Chairman may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past two months.

4. The Board Chairman shall have the authority to determine procedural matters regarding public participation not otherwise defined in board policy.

**REQUEST TO APPEAR BEFORE THE BOARD**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

REPRESENTING \_\_\_\_\_

\_\_\_\_\_

Brief Description of Reason to Appear Before the Board \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

The Board is interested in receiving valid complaints and suggestions. Public complaints and suggestions shall be submitted on the Uniform Grievance Procedure to the appropriate-level staff member or District administrator. Each complaint or suggestion shall be considered on its merits.

Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken from any decision of the Board.

## **Community Relations**

### Uniform Grievance Procedure

It is the Board's desire that administrative procedures for settling complaints and grievances of any and all persons (i.e., staff, students, patrons, hereinafter "Grievant") be an orderly process within which solutions may be pursued. Further, that the procedure provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each grievant be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

### Grievance Procedure

This grievance procedure should be followed if a grievant believes that the Board, its employees or agents have violated the grievant's rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

### Level 1: Informal

A grievant with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

### Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance-and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Charter Director review the principal's decision. This request must be submitted to the Charter Director within fifteen (15) days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Charter Director within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Charter Director agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Charter Director rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

### Level 3: Charter Director

Upon receipt of the request for review, the Charter Director shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Charter Director shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Charter Director agrees with the recommendation of the principal, the recommendation will be implemented. If the Charter Director rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Charter Director.

If either party is not satisfied with the decision of the Charter Director, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Charter Director's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Charter Director to the Board bears the burden of proving a failure to follow Board policy.

### Level 4: The Board

Upon receipt of a written appeal of the decision of the Charter Director, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting if the appeal is filed a minimum of seven days prior to the next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

**COMMUNITY RELATIONS**

Vision Charter School District

**Concern You Would Like Addressed**

(Please keep your presentation to one sheet. Thank you.)

Name: \_\_\_\_\_ Date \_\_\_\_\_ Mailing \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Subject:

Problem:

Examples that validate the problem:

Results:

Suggested Solutions:

Response Date: \_\_\_\_\_

Person Responding



