

## **KEB - PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, EMPLOYEES, STUDENTS OR ADMINISTRATION**

Any complaint presented to the Board about school personnel, employees, students or administration, will be referred back to the Dean. The Board will not hear or review complaints until such complaints have first been brought forth through the appropriate and applicable administrative procedures and the Dean or his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint, which will interfere with its ability to serve as an impartial body in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the school under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the Dean, the individual who is the subject of the complaint may be advised of the nature of the complaint and may be given an opportunity for explanation, comment, and presentation of the facts. The Dean shall seek to resolve the matter and report to the Board.

Complaints about the Dean may be made directly to the Board through the chair, but only after reasonable efforts have been made by the complaining party to resolve their complaint directly with the Dean. The Board may, to the extent it is appropriate, advise the Dean of the nature of the complaint and may give the Dean an opportunity for explanation, comment, and presentation of facts.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Dean. The Dean will investigate the complaint or will delegate the investigation to a designee. Unless delegated by the Board, individual Board members shall not provide direct responses to the person making the complaint.
2. If the member of the public will not personally present the complaint to the Dean, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Dean for investigation.
3. If the person making a complaint believes that a satisfactory reply has not been received from the Dean, he or she may request that the Board hear the complaint. The Board will hear and act upon the complaint only by majority vote. The Board may decline to act on any complaint which, in its sole judgment, would interfere with the Dean's ability to properly administer the school. If the Board does hear and act upon the complaint, all Board

decisions shall be final.

4. If the Board decides, in accord with Paragraph Three, to hear and act upon a complaint that pertains to personnel, employee, student or administrative matters, it shall determine whether the complaint shall be heard in public or non-public session in accord with RSA 91-A:3 and the laws pertaining to student and family privacy rights. The Board shall also determine whether it is appropriate to inform the individual who is the subject of the complaint of the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of the facts to the Board.

5. If the Dean is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in accord with RSA 91-A:3. The Board may, to the extent it is appropriate, advise the Dean of the nature of the complaint and may give the Dean an opportunity for explanation, comment, and presentation of the facts.

TFA Policy Committee Approved: November 24, 2014

TFA Board of Trustees Adoption: 1/21/2015