



School District of Altoona

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Greg Fahrman, Superintendent

www.altoona.k12.wi.us

ALTOONA BOARD OF EDUCATION
Special Meeting
District Board Room
November 7, 2011
5:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Anticipated Closed Session as Per Section 19.85(1) (b), (1)(a) - Wisc. Statutes
 - a. Considering charges raised by a parent against an employee – 19.85 (1)(b)
 - b. Board deliberation after hearing the charges raised by a parent against an employee, and the investigation thereof – 19.95 (1)(a) (An additional closed session has been scheduled on the Regular Meeting agenda, should the School Board need more time for deliberations)
6. Reconvene into Open Session and Take any Necessary Action
7. Adjournment

In partnership with our students, their families and the community, the vision of the School District of Altoona is to build a foundation for life-long learning and the emotional well-being of our students as we offer “large school opportunities with a small school approach” on our unique single campus setting.

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

Constructive criticism of the schools is welcome through whatever medium when it is motivated by a sincere desire to improve the quality of the education program and to equip the schools of this district to their task more effectively.

The board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful or negative criticism and complaints.

Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment and presentation of the facts as he or she sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved, may request an executive session of the board for the purpose of further study and a decision of this body. Generally all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted as well as emotional feelings, except those directly related to the facts of the situation.

The board shall conduct such meetings in as fair and just a manner as possible. The board may request a disinterested third party to act as moderator to help it reach a mutually satisfactory solution.

Initial Adoption: 6/1/81
Final Adoption: 6/15/81

SCHOOL DISTRICT OF ALTOONA
REQUEST FOR RESOLVING PUBLIC COMPLAINTS

This form is to be prepared by any individual from the public who wishes the District to process a concern about an employee or a program of the District.

I wish to have the District process my concern about the services of the following individual or program:

(Individual or Program)

1. These are my specific concerns. It is my opinion that _____

2. I have received/discussed these concerns with the following school district employees

3. My recommendation for improving the performance of the Individual or Program

4. I have observed the situation myself. _____ Yes _____ No

Submitted by: _____

(Address)

(Address)

(Phone)

(Signature)

(Date)

Cross Ref: KL, KL-R, KLD

Approved: 03/05/90

ADMINISTRATIVE PROCEDURE TO IMPLEMENT PROCESS TO RESOLVE CONCERNS

Steps:

Date:

- 1) Superintendent forwards concern to principal for resolution if appropriate at school level. _____
- a) Principal gives copy to employee or program director. _____
- b) Principal attempts to settle at local level. Meets with person(s) requesting resolution of concern and employee and program director _____
- c) If settlement is reached, principal sends copy of process to resolve concern and a short report describing the settlement to the superintendent; signed by all parties.. _____
- d) If the problem is not resolved, principal sends concern to superintendent for further action. _____

Signature of Principal

- 2) Superintendent conducts a resolution process or selects a special reviewer if 30 work day limit can't be met. _____
- 3) The reviewer contacts the principal and the person filing the concern; then he/she meets with principal and employee. _____
- 4) If the concern is not resolved, the superintendent will adjudicate. Copies of the report adjudication are sent to administrator, person presenting concern, principal, and person named. _____
- 5) If either disagrees with the superintendent's decision, it may be appealed to the Board. _____

The process to resolve concerns should be completed within 30 work days.

Cross Ref: KL, KL-R, KLD

Approved: 03/05/90