

1 **Boundary County School District No. 101**

2
3 **PERSONNEL**

5107

4
5 Informal Review

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7 The following events and circumstances create a right allowing the specified employees to
8 request an Informal Review for the Board's decision to not reemploy or reissue an employment
9 contract:

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11 1) Non-reemployment of Category B Contract teachers; and
12 2) An administrative employee reassignment; and
13 3) Non-reissuance of Supplemental Extra-Day Contracts for Category B teachers.

14 The parameters for the Informal Review will be determined by the Board.

15 The request for an Informal Review must be in writing and include a statement explaining the
16 reasoning for disagreement with the Board's decision. The statement must not exceed two pages.

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18 The district will use the following procedure:

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20 1) The employee must request, in writing, an Informal Review within 14 days of the date
21 notice of the events creating a right to Informal Review, discussed above is mailed or
22 hand delivered to the employee. The request must be submitted to the Board Clerk.
23 Failure to request Informal Review within 14 days will result in the employee waiving
24 the right to an Informal Review.
25 2) The employee will be given an opportunity to meet with the Board in executive session
26 within 30 days of the date that the request for Informal Review is submitted to the Board,
27 or alternately, at the next regularly scheduled Board meeting, as determined by the Board.
28 At the option of the Board, the employee may be permitted to provide the Board with
29 documentation in support of the employee's position. The Board, in its discretion, may
30 limit the amount of time allotted for presentation of any additional information by the
31 employee during the Informal Review.
32 3) The Administration shall have the right to be present during the Informal Review and
33 may respond to the employee's presentation and/or respond to any inquiries by the Board.
34 4) The Board shall make a decision to uphold the earlier employment decision, or make
35 some other decision regarding the issue(s) raised during the executive session. Such
36 decision must be made by the Board in open session, identifying the employee by number
37 or letter (i.e.: "Subsequent to the Informal Review, the Board upholds the prior
38 employment decision regarding employee "A").
39 5) The Board will notify the employee, in writing, of its final decision in the matter within
40 fifteen (15) days of the date of the Informal Review.

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42 The employee does not have the right to be represented by an attorney or a representative of the
43 state teachers' association, present evidence other than that detailed above and present and/or
44 cross-examine witnesses unless specifically agreed to by the Board. The Board may elect to ask
45 questions of the employee or administrator present at the Informal Review, but this does not
46 confer upon the employee the right to ask questions of the Board or the Administration.

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48	Cross Reference: 5105	Certificated Personnel Reemployment
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50	Legal Reference I.C. § 33-514	Issuance of Annual Contract
51	I.C. § 33-515	Issuance of Renewable Contracts
52	I.C. § 33-515A	Supplemental Contracts
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54	<u>Policy History:</u>	
55	Adopted on: May 14, 2012	
56	Revised on:	