



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **Board Policy Statement**

#### **4136.00/4236.00 - Board Level Grievance Hearings**

Approved on June 1, 2009 | Revised on April 5, 2021

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The Board will establish hearing dates for the school year at its regular board meeting in December. Hearing dates will be set on a standard day and time of the week (currently Thursdays at 6PM). Meetings will be scheduled approximately 4 to 6 weeks apart. The schedule will then be communicated to the Unions.

All Board members will be given the opportunity to serve on a grievance committee on a rotating basis based on availability. Most union contracts call for five (5) board members on grievance committees. If availability of board members for any meeting becomes a challenge, hearings maybe conducted with three (3) board members with union concurrence.

For each grievance committee hearing, one member of the committee shall serve as chair. It will be the role of the chair to establish the ground rules for the hearing and to maintain order in accordance with the following guidelines. Board hearings are in public. Confidentiality issues must be strictly adhered to; i.e. no student names may be revealed. Additionally, FOIA regulations need to be strictly adhered to: i.e.

- Personnel files, with the exception of evaluation documents are not protected from release as appropriate.
- Investigation reports are not privileged communications and can be released.

Each grievance will be called to order separately to open the grievance hearing. All questions and responses will be directed through the chair.

Once all grievances are heard the committee will go into a closed session to deliberate on each grievance. Only votes to grant or deny will be entertained and delivered in public. The Clerk for the Board will normally record the committee votes. The ruling voted by the committee shall be final. The committee will provide a signed copy of the ruling within a reasonable timeframe of the conclusion of the hearing. Once finalized, the Clerk for the Board will prepare and forward the appropriate correspondence to each union on behalf of the grievance committee in accordance with their contract.