

 <p data-bbox="276 325 430 430">SEATTLE PUBLIC SCHOOLS</p>	<p data-bbox="600 252 966 357">CITIZEN INPUT REGARDING PERSONNEL MATTERS</p>	<p data-bbox="1136 252 1258 357">E07.00 Revised 1995</p>
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**BOARD ADOPTED  
PROCEDURE**

Introduction

Procedure E06.01, Item IV, specifies that confidential personnel matters shall not be discussed in open Board meetings. This procedure clarifies the proper method for citizens with concerns about personnel matters to bring such matters to the attention of the District, and ultimately to the Board in executive session.

Procedure

To assure that citizen concerns regarding employee actions and performance are heard, members of the public with such concerns shall be advised that their comments are to be addressed through the chain of administrative organization from Principal to Superintendent, in turn, as appropriate. In such instances, the administration at each step will respond and, if applicable, will attempt to inform concerned citizens of any employee due process or other legal rights which must be respected. Following consideration and response by the Superintendent, the concerned citizens, if still aggrieved, may file a complaint with the Board, which the Board will hear in an executive session limited to thirty minutes, providing an opportunity for the affected employee to be present with a representative and to respond. In situations involving allegations of poor performance addressable through statutory or District evaluation procedures, the Board shall confine its role to hearing the citizen concerns; the Superintendent shall retain all legal authority to evaluation and affect the employment status of individual employees.

Revised Sept. 1995

Former Code: F02.02