

Raymond School District Policy – BEE-R\*

SCHOOL BOARD HEARING POLICY

Procedure – Administrative

1. The Superintendent of Schools shall attempt to resolve any matter that might otherwise result in an appeal to the School Board. If the attempt is unsuccessful and the matter is a proper subject for School Board action, the following provisions shall apply.
2. An appeal to the School Board must be filed in writing with the Superintendent. The appeal shall concisely allege the background of the action appealed from the specific grounds upon which the action is claimed to be in error.
3. The Superintendent may

Pre-Hearing Conference

1. Within fifteen (15) days of receipt of an appeal of a matter over which the School Board has jurisdiction, the Superintendent may set up a pre-hearing conference between the parties or their representatives, and the Superintendent or his/her representative. Counsel for the parties may also attend this conference. Failure to appear may result in a determination by the School Board that the absent party may not appear before the School Board.
2. Three (3) days prior to the conference, each party shall submit to the Superintendent the following:
  - a. a complete statement of the issues and the facts relating thereto
  - b. a written list of the names and addresses of all witnesses who may be called by each party
3. At the conference, each party shall be prepared to consider the following:
  - a. the simplification of the issues and an agreement of the facts
  - b. a limitation on the number of witnesses
  - c. possibility of settlement
  - d. such other matters as may aid in the disposition of the matter
4. The Superintendent shall make a report which recites the action taken at the conference.

Procedure – Hearing (RSA 189:14-b\_

1. Whenever the issue for appeal is set for the agenda of the School Board, interested parties shall be notified in writing at least ten (10) days prior to the meeting so that they may be present or represented to the extent deemed suitable.
2. Parties may be represented by legal counsel.
3. The party or counsel for those making the appeal will first present to the School Board the reasons for the appeal and offer documents and testimony.
4. The party or counsel for those against whom the appeal is brought will then offer such evidence or testimony as deemed suitable to explain their position.
5. During or after the presentation of evidence, the School Board may question witnesses.
6. Each party may offer such evidence as it desires but irrelevant, immaterial or unduly repetitious evidence will be excluded. Each party shall produce such additional evidence, as the School Board may deem necessary to an understanding and determination of the issues. The School Board shall determine the relevance and materiality of the evidence offered; and strict conformity to legal rules of evidence shall not be necessary.
7. The School Board may receive and consider the evidence of witnesses by sworn statement but shall give it only such weight as they deem it entitled to after consideration of any objections made to its admission. Witnesses should appear in person, unless extenuating circumstances prevent them from such appearance. Exhibits when offered by either party may be received in evidence by the School Board.
8. After the conclusion of testimony, the School Board may make a decision. If circumstances warrant, an executive session may be held.
9. A decision by the School Board will be communicated to the parties in writing no later than fifteen (15) days subsequent to the meeting at which the decision was made.

Adopted: September 18, 1975

R/R: 4/21/88, 8/6/98

Revised: June 6, 2002