

Board of Trustees

Committee: Grievance

Primary Purpose of Committee:

The Grievance Committee's primary purpose is to review a complaint that has not been resolved at the staff or administrative levels and to provide mediation when appropriate. It is the job of the committee to evaluate any issue in a thoughtful and respectful manner without allowing any emotions involved to overwhelm their work. The committee will be as impartial as possible and strive not to prejudge any individual or situation.

Committee Accountability and Members:

The Grievance Committee shall be composed entirely of River Valley Charter School trustees. The committee shall at all times include at least two of the officers of the board. The committee shall at all times be chaired by a trustee other than an officer of the board. The committee shall have no fewer than five members.

Primary Responsibilities of Committee:

Review of Formal Complaints	The committee receives and reviews any and all complaints which have not been satisfactorily resolved at the staff or director level
Fact Finding with Involved Parties	If the committee believes that efforts to resolve the complaint have been exhausted at the staff or director level, the committee schedules meetings with all involved parties. The purpose of these meetings is to gather information, determine specific points of conflict, and identify possible solutions.
Written Response to Complaints	The committee provides an initial written response to a formal complaint within ten days.
Develop Plan to Resolve Complaints	The Grievance Committee reviews the conduct, decisions and policies that are involved in the complaint and works with each party to develop a plan that will address the concerns of all those involved. If necessary, the Committee will hold a meeting with all of the parties to present the previously identified concerns and solutions and work to mediate a resolution that is acceptable to all parties. The committee will issue a formal written response to the complaint at the end of this process.
Addressing Issues which May Threaten the Welfare of the Entire School	In the case that the Grievance Committee believes that an issue threatens the conduct or welfare of the entire school, the Grievance Committee may bring a complaint to the full Board of Trustees for a vote.