

BGA - BOARD COMMUNICATION WITH THE PUBLIC

As members of the Jamestown Public School Board, individual board members may be contacted by the public with questions, comments, or concerns related to school matters. When approached by the public for these reasons, Jamestown Public School District School Board members shall comply with the applicable portions of the following procedure:

1. Explain that individual board members have no authority to act on behalf of the Board.
2. Explain that because board members serve as the neutral and impartial factfinders and decision-makers when a licensed staff member (e.g., teacher, principal, or superintendent) is considered for nonrenewal or discharge, board members must maintain their impartiality in the event of a due process hearing. Consequently, board members must not hear, consider, investigate, or be involved with complaints about licensed staff. An exception is only made when complaints are made about the Superintendent or Business Manager which should be routed to the Board President under the applicable policy for the complaint.
3. Explain that the Board has developed procedures to handle public concerns and complaints and refer the individual to the appropriate source under policy for further investigation.

If the communication concerns a comment or concern about the Jamestown Public School District School Board or for which the Board has not established a policy, the matter shall be referred to the Jamestown Public School District School Board President.

To ensure compliance under the open meetings law, board members shall not forward or discuss correspondence from the public with other board members outside the context of an open meeting except as otherwise stipulated above. In addition, the Board shall comply with the protocol contained in all policies related to complaints, some of which may prohibit an appeal to the Board or discussion or consideration at a board meeting.

Complementing Policies:

AAC-BR1, Discrimination and Harassment Grievance

AAC-BR2, Title IX Harassment Grievance

BCAB, Board Meeting Procedures

BCAD, Executive Session

BCBA, Public Participation and Board Meetings

GAAC, Review and Complaints About Instructional and Resource Materials

HEBC, Fraud Prevention and Investigation

KACA, Patron Complaints

KACB, Complaints About Personnel

End of Jamestown Public School District Policy BGA Adopted:3/2/2020 Amended 6/15/2026