

# Procedures for Appeal Meetings

## 1510-30 | Procedures for Appeal Meetings

Date Approved: February 19 2014

Date Amended: November 07 2016

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An appeal meeting under Bylaw #4 Appeals will normally be convened by the Chairperson of the Board, and will follow these procedures:

1. Welcome and Introductions
2. The Chairperson will state the purpose of the meeting: to hear an appeal under Bylaw # 4
3. The Board will receive the report prepared by the Superintendent pursuant to Bylaw #4
4. Parent or spokesperson will be invited to make a written or oral submission
5. The employee whose decision is under appeal will be invited to make a written or oral submission.
6. The Board may receive any other information which, in the opinion of the Board, may be of assistance to the Board in disposing of the appeal
7. Trustees may ask questions of any person appearing at the appeal hearing
8. Parents and staff are excused from the meeting
9. Board deliberations and decision

The decision of the appeal committee will be communicated to the appellant by letter as soon as possible.