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Superintendent

MICHAEL MARSTROM
Principal

LAURIE SEYMOUR
Business Manager

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Student Information
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COMPLAINT AGAINST A SCHOOL DISTRICT EMPLOYEE

Prior to submitting this complaint form we suggest that you meet with the individual with whom you have the misunderstanding. You will be treated courteously and will have an opportunity to resolve the issue directly. If you are still not satisfied, complete the form and return it to the district office. (Note) All complaints should be submitted in a timely manner (within two weeks), so the issue can be promptly resolved.

TO: Superintendent _____ Date _____

Name of the person(s) against whom the complaint is made: _____

Have you met with above employee? _____ Yes _____ No

Date of incident: _____

Description of complaint (include all necessary details, names, place, etc.):

Result of discussion(s):

I understand that:

1. The School District may request further information about this complaint, and if such information is available, I shall present it upon request.
2. A copy of this complaint will be given by the School District to the person, against whom this complaint is being made, and he/she will be given the opportunity to respond in writing to this complaint, and that I will receive from the School district a copy of such response.
3. If a hearing is held on this complaint, it will be done in executive session with the press and public excluded, and I will be informed of the date, and place such hearing will be held.

Signature(s)

Address(es)