

DR. TONY KINKEL, EXECUTIVE DIRECTOR

Citizen Complaint Form

YOU MUST REVIEW AND CHECK ALL BOXES BEFORE CONTINUING:

- I have reviewed and understand the Citizen Complaint Guide.
- I understand that state law does not require charter school administrators to be licensed unless they are Directors of Special Education. Complaints about academic officers and directors of charter schools may be directed to the charter school's school board or authorizer. If the accused has a valid Minnesota license, the complaint may be directed to the Board of School Administrators.
- I understand that enforcement of special education law is the responsibility of the Department of Education not the Board of School Administrators.
- I understand that each allegation is investigated and considered individually to determine if there is sufficient factual evidence to conclude whether the alleged behavior occurred and if it violated Minnesota Statutes or the Code of Ethics.
- I understand that the Minnesota Board of School Administrators does not hire or fire administrators nor is the board authorized to force the district to take certain employment related disciplinary action against a licensed administrator.
- I understand that the Board of School Administrators is not empowered to change or reverse a local district administrator's decision.
- I have attempted to resolve my complaint with the administrators at the local building first and, if not resolved, the local school board.

CHECK BOXES FOR CONSENT

- I give my permission to release my name and information contained in the complaint.
- I understand that the information I provide is classified as private data, pursuant to the Government Data Practices Act. However, other laws may require that information provided to the board and/or the Attorney General's office be disclosed to other persons, entities, or the administrator against whom the complaint is filed.
- I understand that even though I am the complaining party, the status of any ongoing investigation is private and cannot be disclosed to me or any other individual.
- I understand that the Board of School Administrators may take up to 12 months to complete the inquiry into the matter.

Board Members

Chair: Mary Mackbee

Nancy Antoine, Tracine Asberry, Kim Hartung, Deb Henton,
Robert Meyer, Daniel Naidicz, Tracy Reimer, Louise Sundin

COMPLAINT AGAINST

Name of school district and school building or worksite where administrator is employed

Name of the administrator (a separate form must be completed for each accused administrator) Date of incident

PERSON FILING THE COMPLAINT

Name _____ Date _____

Mailing address _____ Primary email address _____

City _____ State _____ Zip Code _____

What is the best cell phone number to reach you?

What outcome do you anticipate as a result of filing this complaint?

Type in Signature

FILING THE COMPLAINT

On the next two pages below, describe the complaint and how the administrator violated the Minnesota Statutes or the Code of Ethics. You may attach evidence to support your claim. If you have question when submitting your complaint, please contact Karen Millar by phone at 651-582-8754 or email at Karen.Millar@state.mn.us.

MN STATUTES ON REVOCATION FOUND AT: <https://www.revisor.mn.gov/statutes/?id=122A>

THE CODE OF ETHICS MAY BE FOUND AT <https://bosa.mn.gov/BOSA/CodeEthics/index.html>

Once you have described your complaint:

1. Save file to desktop.
2. Email the form to Anthony.Kinkel@state.mn.us
3. Attach the citizen complaint form to the email.
4. Scan and attach any supporting document.
5. The decisions of the Board of School Administrators are final and cannot be appealed

IN THE NEXT TWO PAGES, DESCRIBE THE COMPLAINT AND HOW THE ADMINISTRATOR VIOLATED MINNESOTA STATUTES OR THE CODE OF ETHICS.

Continue the description of the complaint.