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## Public Complaint Form

### YOU MUST REVIEW AND CHECK ALL BOXES BEFORE CONTINUING:

- I have first attempted to resolve my complaint with the building administrator and/or the local school board.
- 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 Minnesota Department of Education, not the Board of School Administrators. I understand that MDE has dispute resolution processes to resolve special education complaints that include, among other things, a mediation process to resolve disagreements between families and educators (found at <https://education.mn.gov/MDE/dse/sped/conf/med/>). I understand that usage/lack of usage of these processes will be considered by the Ethics Committee when reviewing my claim.
- 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 reviewed and understand the Public Complaint Guide.

### 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.

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#### Board Members

Chair: Nancy Antoine

Mary Francis Clardy, Dr. Jinger Gustafson, Drew  
Hildenbrand, Jill Lafold, Dr. Melissa Schaller, Christine  
Osorio, Dr. Scott Wallner, Dr. Tracy Reimer, Louise Sundin

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Name of school where administrator is employed

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

**PERSON FILING THE COMPLAINT**

Name

Date

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Mailing address

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Primary email address

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City

State

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Zip Code

What is the best cell phone number to reach you? \_\_\_\_\_

What outcome do you anticipate as a result of filing this complaint?  
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Type in Signature  
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**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 Schaub at [Karen.Schaub@state.mn.us](mailto:Karen.Schaub@state.mn.us)**

Once you have described your complaint scan form and supporting evidence and email to [Bosa.Ethics.Committee.MDE@state.mn.us](mailto:Bosa.Ethics.Committee.MDE@state.mn.us) You may also mail in the form to the address on this form.

The decisions of the Board of School Administrators are final and cannot be appealed.

**CODE OF ETHICS**

- A. A school administrator shall provide professional educational services in a nondiscriminatory manner.
  
- B. A school administrator shall take reasonable action to protect students and staff from conditions harmful to health and safety.
  
- C. A school administrator shall take reasonable action to provide an atmosphere conducive to learning.

D. A school administrator shall not misuse professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.

E. A school administrator shall disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws, and school district policies.

F. A school administrator shall not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications, or to the qualifications of other staff or personnel.

G. A school administrator shall not knowingly make false or malicious statements about students, students' families, staff, or colleagues.

H. A school administrator shall not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.

I. A school administrator shall only accept a contract for a position when licensed for the position or when a school district is granted a variance or letter of approval by the board.

J. A school administrator, in filling positions requiring licensure, shall employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been granted a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.

K. A school administrator shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

**LIST THE SPECIFIC CODE OF ETHICS FROM ABOVE YOU BELIEVE THE ADMINISTRATOR HAS VIOLATED**

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**LIST SPECIFIC EVIDENCE TO SUPPORT YOUR CLAIM. IF YOU ACCUSE THE ADMINISTRATOR OF VIOLATING CONDUCT (B) OR (C), YOU MUST PROVIDE EVIDENCE TO SHOW THAT THE ADMINISTRATOR DID NOT TAKE "REASONABLE ACTION" IN THIS SPECIFIC CASE**

**Continue the description of the complaint.**

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of the complaint.