

289—6.3(257) Hearing procedures.**6.3(1) Request for appearance.**

a. A school district requesting an appearance before the SBRC is required to submit a written request to the committee stating the reason for the appearance. Confirmation of each request will be sent to the school district upon receipt of the request.

b. A request must be received by the committee at least one month prior to the date of the scheduled hearing.

c. School districts with similar requests may appear and present their requests jointly.

6.3(2) Notification to districts.

a. School districts scheduled for hearings will be notified three weeks prior to the hearing.

b. School districts scheduled for hearings will be listed as to time and place, and notice will be sent to school officials involved not later than two weeks prior to the hearing.

c. A school district desiring to withdraw its request to appear before the SBRC should immediately inform the committee, local media, and legislators.

6.3(3) Material for agenda.

a. Any information requested by the committee must be provided by the school district within the timelines requested by the committee in order for the school district to be included on the agenda for a hearing. Ten copies of written material shall be submitted at least two weeks prior to the scheduled hearing. A summary not to exceed two pages of the school district's request must be submitted to the committee.

b. It shall be the responsibility of the administrative officials and board members to present information and materials in support of the school district's request to the committee.

6.3(4) Permission to speak during the hearing. Any person wishing to appear before the committee shall submit a request in writing prior to the hearing date. Permission may be granted to a request made at the hearing upon a majority vote of the committee members present.

6.3(5) Decisions by the committee.

a. A decision shall be made no later than the end of the day of the hearing to either table, deny, or grant an adjustment where a school district has made a request.

b. If the decision is made when the school district representatives are not present, the school district shall be informed of the decision by telephone the next working day following the hearing.

c. On all decisions, the school district shall receive written confirmation of the final action taken by the committee.

6.3(6) Routine action by the committee. School districts do not need to be represented when action under consideration is for such items as cash reserve levies, gifted and talented, drop-out programs, special education negative balances or other situations which could be considered "class action" decisions.