

206.01.01 GUIDELINES FOR PUBLIC COMMENT

Pursuant to Board Policy 206.01, Public Comment provides multiple opportunities for the public to bring issues or comments to the attention of the Board of Education.

A. On-Line Submission of Public Comment

- a. Public Comment may be made on-line at the following web address:
<https://www.spps.org/publiccomment>.
- b. Online submissions will be provided to Board members on a regular basis.
- c. The name provided by the commenter and the topic of on-line submissions will be included in the record in the same manner as in-person public comments.

B. In-Person Public Comment.

- a. In-Person Public Comment will occur as part of the Agenda at regular meetings of the Board of Education.
- b. Submittals of pre-recorded videos in lieu of in-person comments will not be accepted.
- c. Public Comment is an opportunity for the Board to listen. The Board will not engage in dialogue and, as a general rule, the Board will not comment on or respond to any comments made by speakers.
- d. Individuals wishing to speak at Public Comment should contact the Board Secretary at (651)-767-8149 or register via the Online Public Comment Form prior to 3:00 p.m. on the day of a regular Board meeting in order to be placed on the schedule. The following information is requested to allow for follow-up as necessary:
 - i. Name;
 - ii. Mailing address;
 - iii. E-mail (if available);
 - iv. Whether the speaker is a student, parent, or community member; and
 - v. Subject to be addressed.
- e. Persons who have not signed up to speak prior to 3:00 p.m. on the day of a regular Board meeting may sign up the evening of the regular Board meeting using the sign-in sheet located outside of the Board Room prior to 5:30 p.m.
- f. All individuals wishing to address the Board must complete the Sign-In Log and may also complete an optional Public Comment Information Form with a detailed description of the topic and the action or response being requested from the Board or District administration. These forms will be at a table outside of the Board room. The Information Form may be given to either the individual handling sign-in or to the Board's secretary the evening of the Board meeting.

- g. Speakers should state their names only at the beginning of their presentation. No additional information (such as an address) is necessary.
 - h. In general, speakers will be prioritized as follows:
 - i. Students;
 - ii. Speakers wishing to speak on an Agenda item;
 - iii. Speakers who have not spoken at public comment in the last three months;
 - iv. Others.
 - i. Public comment shall occur during the regular board meeting for a maximum of 45 minutes. If there is less than 45 minutes of public comment, then the Board may proceed with the next item on the agenda.
 - i. Individuals will be allotted three minutes to speak. The meeting Chair may reduce the time allotment to accommodate additional speakers.
 - ii. The meeting chair may increase the time allotment to accommodate speakers requiring a translator.
 - iii. Each presentation will be timed. The speaker will be notified when there is one minute remaining in the allowed time and when the allowed time has expired. At that point, speakers are asked to complete their statement and allow others their turns to speak.
 - iv. If a large group wishes to address one subject, the group may be asked to coordinate among themselves in order to present their subject within the allotted time.
 - v. All speakers are advised that:
 - 1. Board meetings are telecast live as well as taped for the official record;
 - 2. For the speaker's own legal protection and the legal rights of staff, public comments should not include names, titles, or location for any staff.
 - 3. For the speaker's own legal protection and the legal rights of staff, any complaint or issue related to personnel must be made in writing.
 - 4. For the speaker's own legal protection and the legal rights of students, public comments should not include the names of students other than those of the speaker.
 - j. Speakers who have a written version of their comments are asked to bring a copy to leave with the District ombudsperson.
 - k. The speaker's name and topic of comment will be included in the public record.
- C.** These guidelines will go into effect at the January 2023 regular meeting of the SPPS Board of Education (BOE).