

South St. Paul School Board Stakeholder Comments to the Board Guidelines

Board members and the Superintendent value Stakeholder input in the deliberations and decisions of school district members. Stakeholder Comments to the Board is an informal setting for stakeholders of South St. Paul Public Schools (students, families, staff, community members, etc.) to share comments or school/district concerns with Board members.

The SSP School Board provides the following two opportunities for community members to address the Board:

- **Electronic form submissions:** Accepted for all regular School Board meetings, form submissions are done through the district's website [<https://www.sspps.org/about/school-board/meetings>] and will be acknowledged by the Board Chair and/or Superintendent on-air during the meeting. The Board Chair and/or Superintendent will follow-up personally with the individuals submitting a Stakeholder Comment to the Board form.
- **In-Person:** SSPPS Stakeholders may attend an In-Person Stakeholder Comment to the Board session on the second Monday of each month. Sessions begin at 6:30 PM at the District Office (104 - 5th Avenue North).

How Stakeholder Comments to the Board sessions work:

1. Please make every effort to sign-up for the Stakeholder Comments to the Board session at least 8-hours in advance by visiting the School Board website at [<https://www.sspps.org/about/school-board/meetings>] and completing the Stakeholder Comment to the Board form.
2. We realize life happens, so you may also sign-up prior to the start of the Stakeholder Comment to the Board session by completing the Stakeholder Comment to the Board card located at the session.. Completed cards should be given to the Board Chair or the Manager of Administrative Services and Communications.
3. School Board members, in addition to the Superintendent of Schools, will be present at the Stakeholder Comment to the Board session location from 6:30 - 7 PM. If no speakers submit the online Stakeholder Comment to the Board form or an in-person card by the beginning of the Stakeholder Comment to the Board session, the session will be adjourned.
4. The Board Chair will facilitate the Stakeholder Comment to the Board session and will call on speakers, in the order that people signed up.



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5. Individuals and groups will be allotted a maximum of five minutes for their comments to the Board. If there are a number of individuals/groups signed up to speak on different topics, the time allotted will be divided equally among the number of people signed up.
 6. Time is limited, so if you are coming as a group, please designate one spokesperson to speak on behalf of the group.
 7. If additional conversation or follow-up is necessary, the facilitating Board Chair will direct a staff member to contact you.
 8. One person at a time will speak so everyone can hear.
 9. Law prohibits the School Board from discussing concerns about individual employees or students in public meetings. Please forward comments regarding individuals to the superintendent.
 10. Personal attacks by anyone addressing the School Board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the School Board.
 11. The School Board can impose limitations and restrictions as necessary to provide an orderly, efficient, and fair opportunity for those present to be heard.
 12. Board members may ask clarifying questions or seek additional information, but they will not make decisions.