



The South St. Paul School Board and Superintendent value stakeholder input in the deliberations and decisions of the school district. **Stakeholder Comments to the Board** provides an opportunity for South St. Paul Public Schools stakeholders (students, families, staff, community members, etc.) to share comments or concerns related to the Board meeting agenda.

The School Board offers two opportunities for stakeholders to address the Board:

1. **Electronic Form Submissions**

Stakeholder comments can be submitted electronically through the district's website:

<https://www.sspps.org/about/school-board/meetings> and completing the [Stakeholder Comment to the Board form](#).

- Submissions will be acknowledged on-air during the business meeting by the Board Chair and/or Superintendent.
- A personal follow-up from the Board Chair and/or Superintendent will be provided within five business days.

2. **In-Person Comments**

Stakeholders may attend **In-Person Stakeholder Comments to the Board sessions**, held on the second Monday of each month, with the exception of July and December, at **6:30 PM** at the District Office (104 - 5th Avenue North).

How Stakeholder Comments to the Board Sessions Work

- **Sign-Up in Advance:** Stakeholders are encouraged to sign up 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](#).
- **Same-Day Sign-Up:** If advance sign-up isn't possible, you may sign up before the session begins by completing a **Stakeholder Comment to the Board card** and submitting it to the Board Chair or Lisa Brandecker, Manager of Administrative Services and Communications.
- **Facilitation:** The Board Chair will lead a **30-minute session** and call on speakers who have signed up to comment. Only one person will speak at a time to ensure all voices are heard.
- **Time Limits:**
 - Individuals and groups are allotted a **maximum of two minutes** each to speak.
 - If many speakers sign up with different topics, the time may be divided equally among participants.
 - For group comments, please designate **one spokesperson** to represent your group.

- **Follow-Up:** If additional discussion or follow-up is required, the Board Chair or a district staff member will contact you directly.
- **Prohibited Topics:** The **open meeting law** prohibits discussing concerns about individual employees or students in public meetings. Please direct such comments privately to the Board Chair or the Director of Human Resources.
- **Respectful Conduct:** Personal attacks are not allowed. If an individual persists in making inappropriate remarks, their privilege to address the Board may be revoked.
- **Board Limitations:**
 - The Board may impose limitations to ensure the session is orderly, efficient, and fair for all attendees, which may include turning off public microphones, the board moving their meeting into recess, or other at the discretion of the board.
 - Board members may ask clarifying questions but will not respond to public comments or make decisions during the Stakeholder Comments session.