



Request to Address the School Board

According to School Board Policies 206 & 207, if a citizen wishes to speak to the School Board about an agenda item, the Superintendent's office must be notified.

Citizens must complete the 'Request to Address the School Board' form, which must be submitted in person or email to the School District Clerk, or other designee, by noon the day of the School Board meeting. The form may be dropped off at the District Office at 500 Sunset Drive, Jordan, MN 55352 or emailed to jpspubliccomment@isd717.org.

During the public comment part of each regular board meeting, up to 30 minutes of time will be allowed for district constituents to address the board. Each person may have up to 3 minutes of time to speak. The board is here to listen only and will not take action or discuss topics brought forward during the open forum. It may, at its discretion, ask questions for clarification of issues. The board may, if it deems appropriate, bring said issues forward at a subsequent meeting.

The following conduct is prohibited during the public comment period:

- *Speakers may not discuss or disclose any private educational data on any current or former student. As a result, speakers may not identify any current or former student during public comment. The only exception is that a parent who is speaking may choose to discuss private educational data on his or her own child.*
- *Speakers may not make allegations, charges or complaints against any student or employee. If a person wishes to make an allegation or to file a charge or complaint against a student or employee, the person should make the allegation, charge, or complaint to the Superintendent in writing or in a private meeting, or to the individual designated in District policy to receive the allegation, charge or complaint.*
- *Speakers may not make comments or gestures that are threatening, profane, lewd, vulgar, obscene, harassing, or abusive.*
- *Speakers may not make personal attacks against others, including, but not limited to, any student, parent, community member, employee, or School Board member.*
- *Speakers may not make comments that are defamatory or that would violate federal or state law, including laws protecting the privacy rights of an individual.*
- *Speakers may not make comments related to pending contract negotiations or to pending litigation to which the District is a party, including grievance proceedings.*
- *Speakers may not campaign for or against a political candidate during any part of a public School Board meeting.*
- *Speakers may not promote or advertise products that are for sale or purchase, unless the Board has invited the speaker to present the product as an agenda item.*



The open forum is the only opportunity for members of the audience to speak out during the meeting. Please attach the form and follow the guidelines for presenting your topic.

Name: _____ **Date:** _____
Phone Number: _____ **Email address:** _____

**This will only be used for follow-up to your shared issue/concern.*

Please specify the agenda item you will be speaking to: _____

Please specifically state your purpose for addressing the School Board.

It is highly recommended to first speak to a district employee to discuss your issue/concern.

Have you previously contacted a School Board member and/or school employee about this issue/concern? YES NO

If so, please state name of board member/school employee: _____

If proper procedures have been followed and the School District Clerk, or other designee, has determined that proper communication channels have been followed, your request will be submitted to the Board Chair. The Board Chair will then call you by name, state the purpose of your address, and invite you to the podium during the scheduled time for open forum/public comments.

School District Clerk

Date/Time Received