

Adopted: 2/20/2007
Revised: 6/17/2008

EXHIBIT - Saint Paul Public Schools 206.01

206.01 GUIDELINES FOR PUBLIC COMMENT

1. Public Comment is the part of the board agenda where the public has an opportunity to address the Board of Education regarding issues they wish to comment on or bring to the Board's attention.
2. It is preferred that persons wishing to utilize public comment call the Board's secretary (651) 767-8149 to be placed on the schedule at least two weeks prior to the board meeting. Information to be provided to the board secretary will be:
 - Name
 - Mailing Address
 - Phone number
 - E-mail (if available)
 - Subject to be addressed
3. Persons not calling in ahead of time to sign up for public comment may sign up the evening of the board meeting prior to 5:30 p.m..
4. Each person desiring to speak must sign in on the "SIGN-IN LOG" and complete a "SIGN-IN FORM" including as much detail as possible on what they are speaking on and what action is asked of administration. Provide a printed/written copy of the speaker's presentation (if one is available) when they arrive at the Board meeting.
5. The *Sign-In Log & Sign-In Sheet* will be located at a table near the entrance door. The forms may be given to either the individual handling sign-in or to the Board secretary the evening of the Board Meeting.
6. 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.
7. Speakers are advised that:
 - Board meetings are telecast live as well as being taped for the official record.
 - 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.
 - 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.
8. Each speaker should state their name only at the beginning of their presentation, no additional information (such as address) is necessary.
9. Each presentation will be timed. There is a Black Box on the ledge next to the microphone that will show the timing. The light will turn green as the speaker begins, an amber light will indicate when one minute remains. Several chimes will sound and the light will change to red when

time is up. When the light turns red, speakers are asked to complete their statement and allow others their turn to speak.

10. Speakers wishing to speak to an agenda item will be called first, others in the order of names received. Individuals will be allotted 3 minutes. If a situation arises where time runs short and not everyone can be accommodated in the 45 minute period, those who have spoken in public comment within the last three months may be taken off the list and the time allotment may be reduced for others. If a large group wishes to address one subject, they may be asked to coordinate amongst themselves in order to present their subject within a time allotted by the Chair.