



206.1FRM PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS - PROCEDURE & REQUEST FORM

To speak during the public comment portion of a regularly scheduled board meeting, please review the procedures below, complete this form, and submit it in person to the district office at 1000 W. 11th St., Hastings, MN 55033 or by email to: lhumble@isd200.org.

This form, along with any documents you plan to provide to the board, may be submitted the day after the last regular board meeting and must be received no later than 8:00 a.m. on the day before the meeting at which you intend to speak.

PROCEDURES AND LIMITATIONS:

1. Speakers must have a direct connection to Hastings Public Schools, ISD #200. A “direct connection” includes being a parent or guardian of a current student, a district employee, a local business owner, or a taxpayer within the district;
2. The public comment portion of the meeting is limited to a maximum of five speakers;
3. Speakers will be called in the order their requests are received. Each individual is allotted up to three minutes to speak;
4. After being recognized by the board chair, each speaker will identify themselves/the group they represent, if any. If the speaker is part of a group that plans to speak on a topic, he/she will be expected to designate one individual to speak on the topic, so other speakers have an opportunity to be heard on other topics;
5. Public comment is not the place to address matters related to specific students or staff. Please reference [Policy 103](#) (Complaints - Students, Employees, Parents, Other Persons) for the appropriate method to be heard on those matters or bring concerns to district personnel, such as the building principal or superintendent;
6. Personally identifiable information, including, but not limited to names of students or school district personnel must not be disclosed in the course of public comment;
7. Speakers are expected to refrain from the use of profanity or obscenities or conduct that poses a substantial or material disruption to the board meeting;
8. If a speaker violates the procedures and limitations set forth herein, he/she may be ruled out of order, which will result in forfeiture of the remainder of the speaker’s time. Continued or repeat violations of the procedures and limitations may result in the loss of the privilege to address the board at future meetings; and
9. The school board will not engage in discussion during this time, however, if a citizen's comments include inaccurate or incorrect information, the chair may provide accurate or clarifying information following the conclusion of the public comment period. The chair may respond at a later time and/or direct administration to follow up with the speaker.

Speaker Information:

Name: _____

Date of board meeting at which you plan to speak during public comment: _____

Are you a resident of ISD 200? ☐ Yes ☐ No

If not, what is your direct connection to the school district?

If you will be speaking as a representative of a group, name and/or description of the group:

Topic:

Do you plan to comment on an agenda item?

☐ Yes – Identify the agenda item _____

☐ No - Topic of public comment _____

Have you contacted district personnel about the topic? If so, who and when?

What would you like the school board to do in response to your comments?

I acknowledge that I have read and that I understand the procedures and limitations for public comment, as outlined on this form as well as in [Policy 206](#) (Public Participation in School Board Meetings), and I agree to abide by them.

First and Last Name (please print)

Signature

Date: _____

Phone Number

Email Address

Reviewed: ~~10-05.2026~~ 10-05.2026

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Adopted: 06.17.2026