

## Listening Session Guidelines

Listening Sessions are for the School Board to listen to community members. Opinions and ideas contributed by students, parents, staff and other citizens are valuable to the School Board. The Board will receive such input without comment to any items brought forth. The Board may direct the Superintendent of Schools to consider such an item or at a subsequent meeting.

- Those wishing to speak at a Listening Session must sign up by Monday at noon prior to the Listening Session and can be done in one of the following ways:
  - Email [superintendent@isd709.org](mailto:superintendent@isd709.org)
  - Call the superintendent's office at 218.336.8752
  - Complete the [Google Form](#) linked on the school board webpage on the district website.
  - In person at 709 Portia Johnson Dr.

Your name, whether you are a Duluth Public Schools student, staff, parent, and/or Duluth resident, contact information either phone number or email address (for internal use), and topic to be addressed must be included in the request. This allows us the ability to communicate with you.

- You should also submit any handouts ahead of time, giving school board members time to review them before the listening session.
- The Board asks that each individual limits their comments to three (3) minutes.
- Persons addressing the Board may not merge their time in order to allow one person to speak for more than three minutes.
- Whenever possible, if there are more than three (3) individuals from an organized group wishing to speak about the same topic, the Board encourages participants to identify three (3) individuals to speak on behalf of the group.
- Please follow the [civility code](#) when making your comments.

If you would like to send comments to school board members, without having them part of the listening session record, you can email all board members at [schoolboard@isd709.org](mailto:schoolboard@isd709.org)