

Items to Address	Collaborators	Notes
Connect with officers and add to PRC Agenda	Dr. Daniels and Director Alt	Target August PRC to launch in alignment with the new school year -
Confirm online registration capability	Aaron, Lisa	7/30 Lisa Lake confirmed that our website can facilitate a similar process to the online registration in Richfield. (sample)
Review an update of Policy 206 along with guidelines/regulations during a work session with School Board	Board and Dr. Daniels	Outline of suggested edits to our policy 206 Section VI: Listening Session Protocol and suggested edits for the guidelines/regulations Richfield Policy 216 Richfield Public Comment Guidelines
Collaborate with MSBA and MSOPA for additional resources and input	MSBA, MSOPA	Investigate successful practices in other districts
Investigate options for folks who were unable to make a request in advance of the meeting		See Richfield's written comment option
Request review of plans at the Aug 19, 2025 PRC Meeting	PRC	
Target a first Reading Aug 28, 2025	Board	Tentative goal to roll out at start of the school year.
Target a Second Reading Sep 9, 2025	Board	
Post updated Policy to Website	Carrie	
Update Guidelines sheet and post	Sarah	
Update website under listening session guideline	Aaron, Lisa	
Add online registration form to website	Aaron, Lisa	
Develop Communications plan to share changes with the public	Aaron	

VI. LISTENING SESSION PROTOCOL

Agenda Items

1. Members of the public who wish to present on a subject discussed at a public school board listening session ~~must be encouraged to notify~~ sign up in advance by emailing or calling the superintendent's office, or filling out the form available on the District website. Advance sign-up may occur until noon the Monday before a board meeting. ~~in advance of the listening session.~~ Each speaker must provide their name, the name of group represented (if any), relationship to the district, and the subject to be covered or the issue to be addressed.

~~2. At the start, or in advance (by notifying the district office at 952-707-2005), of the listening session, any person wishing to speak will complete and submit a card with their name, name of group representing, if any, and topic.~~ Individuals should note if their public comment will address something directly related to an agenda item on an upcoming board meeting or a non-agenda related item.

3. The facilitating board member will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. ~~Only those speakers who have registered in advance as outlined in completed a card in section VI.A.2. of~~ this policy shall be recognized to speak by the facilitating board member. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave. ~~Speakers may be asked to submit a written copy of their prepared statement in advance of the meeting.~~

4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.

5. Matters proposed for presentation at a listening session which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The facilitating board member shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.

7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to

provide an orderly, efficient, and fair opportunity for those present to be heard. **If multiple individuals wish to address the same subject during the listening session, they may be asked to select a representative to speak for the group.**

9. The school board reserves the right to conclude the listening session in the event that audio or video recordings are being made and when such recordings may present a barrier to participation.

10. If an interpreter is needed for a listening session or public comment, please contact the school board administrative assistant at least 1 week in advance.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.

4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

Guidelines for Listening Sessions

Welcome to a listening session hosted by members of the Burnsville-Eagan-Savage School District 191 Board of Education. We appreciate you taking the time to be here tonight.

The purpose of the listening sessions is to gather ideas, concerns, feedback and questions from our One91 community (see Policy 206 for public comment participant definition). Board members and the Superintendent value public input in the deliberations and decisions of school district matters. (? - Include section about options if sign-up deadline is missed)

At listening sessions, Board members or the Superintendent may ask clarifying questions or seek additional information but they will not make decisions.

How this works:

1. ~~Please complete sign-in card and give to the superintendent or designee.~~ All listening session participants must have **pre-registered by noon on the Monday** prior to the listening session in which they are requesting to speak. Registration for the listening session can be done by emailing or calling the board administrative assistant, or by filling out the form available on the District website.
2. Two Board members and the Superintendent or designee will be present at the listening session location from 5:45 pm - 6:15 pm. If no speakers ~~submit a card by the beginning of the listening session,~~ **are pre-registered by noon on the Monday before the meeting,** the session will be ~~adjourned~~ cancelled.
3. Board members will call on speakers in the order that people signed up.
4. One person at a time will speak so everyone can hear.
5. Time is limited, so if you are coming as a group, please designate one spokesperson to speak on behalf of the group.
6. The facilitating Board member shall promptly rule out of order any discussion by any person, including School Board members, that would violate the provisions of state or federal law, Policy 206 or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the Board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the School Board.
8. The Board can impose limitations and restrictions as necessary to provide an orderly, efficient and fair opportunity for those present to be heard.
9. The school board reserves the right to conclude the listening session in the event that audio or video recordings are being made and when such recordings may present a barrier to participation.
10. If an interpreter is needed, please contact the board administrative assistant 1-week prior to the meeting.

Please be aware that listening sessions must end at 6:15 p.m. so Board members and the Superintendent can be in place for the start of Board meetings.

Thank you for your participation.