

**Policy Committee Meeting - Regular School Board Meeting**

Duluth Public Schools, ISD 709

Agenda

Tuesday, December 15, 2020

VIA VIDEO CONFERENCE

Google Meet

Duluth, MN 55802

7:00 PM

**1. AGENDA ITEMS**

**2. POLICIES FOR FIRST READING**

A. MSBA Model Policy 520 - Student Surveys 2

Assistant Superintendent Anthony Bonds

Administration is recommending adoption of MSBA Model Policy 520 - Student Surveys. This is a mandatory school board policy, necessary to meet the requirements of state and federal law.

**3. POLICIES FOR SECOND READING**

A. MSBA Model Policy 206 - Public Participation in School Board 8

Meetings/Complaints About Persons at School Board Meetings and Data

Privacy Considerations

Policy Committee Chair, Member Rosie Loffler-Kemp

Suggested revisions: Yellow - revisions to model policy - Green - incorporate from existing district policy.

**4. REGULATIONS - Informational**

**5. POLICIES SUSPENDED IN RELATION TO COVID-19** 17

**6. POLICIES FOR REVIEW - FUTURE UPDATES**

Adopted:

MSBA/MASA Model Policy 520

Orig. 1995

Revised:

Rev. 2016

## **520 STUDENT SURVEYS**

***[Note: School districts are required by statute to have a policy addressing student surveys.]***

### **I. PURPOSE**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

### **II. GENERAL STATEMENT OF POLICY**

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

### **III. STUDENT SURVEYS IN GENERAL**

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

**IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM**

- A. All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
  - 1. political affiliations or beliefs of the student or the student’s parent;
  - 2. mental and psychological problems of the student or the student’s family;
  - 3. sex behavior or attitudes;
  - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
  - 5. critical appraisals of other individuals with whom respondents have close family relationships;
  - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - 7. religious practices, affiliations, or beliefs of the student or the student’s parent; or
  - 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
  - 1. The following policies are to be adopted in consultation with parents:
    - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent’s request for reasonable access to such survey within a reasonable period of time after

the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).
- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.
  - (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
  - (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
    - (a) college or other post-secondary education

- recruitment or military;
  - (b) book clubs, magazines, and programs providing access to low cost literary products;
  - (c) curriculum and instructional materials used by elementary and secondary schools;
  - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
  - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
  - (f) student recognition programs.
- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
- a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
  - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
    - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
    - (2) The administration of any third-party survey (non-Department of Education funded) containing one or

more of the items contained in Section IV.B., above.

- (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

- c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
- d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

## V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
 Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)  
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
 20 U.S.C. § 1232h (Protection of Pupil Rights)  
 34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)  
*C.N. v. Ridgewood Bd. of Educ.*, 430 F.3d. 159 (3<sup>rd</sup> Cir. 2005)

*Fields v. Palmdale School Dist.*, 427 F.3d. 1197 (9<sup>th</sup> Cir. 2005)

**Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

**First Reading: 12-15-2020**

## 206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

### I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public **discussion input** as well as to protect the due process and privacy rights of individuals under the law.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage **discussion input** by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free **discussion input** by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

### III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:  
  
Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for

the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
  4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
  3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

#### V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

#### VI. OPEN FORUM **(MOVED IN ORDER)**

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

## VII. PROCEDURES

### A. Agenda Items

1. ~~Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.~~

~~**Any individual may speak on a school related subject, or on his/her own behalf, or on behalf of an organization as its official representative. At the outset of the meeting the Chairperson of the School Board may ask if any delegation wishes to be called on during the designated public comment period. Delegates are expected to be as concise as possible and are not expected to enter into debate or actual deliberations of the School Board. The Board may question delegates for purposes of clarification and information but are not expected to enter into debate or discussion with delegates.**~~

1. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
2. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. 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.
3. 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.
4. Matters proposed for placement on the agenda 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.
5. The school board chair 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.
6. 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.

7. 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.

**8. Public comments will be taken on any issue at the boards regular monthly meeting. Public comment at other meetings will be limited to the issue(s) on the agenda for that meeting. Public comment may or may not be taken at meetings where there is no official action.**

**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.

**C. No Board Action at Same Meeting**

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

**VII. PENALTIES FOR VIOLATION OF DATA PRIVACY**

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)

- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
 Minn. Stat. § 13.43 (Personnel Data)  
 Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
 Minn. Stat. § 13D.05 (Open Meeting Law)  
 Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
 Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
 Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
 Minn. Stat. § 122A.44 (Contracting with Teachers)  
 Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
 Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)  
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
 Minn. Op. Atty. Gen. 852 (July 14, 2006)

**Cross References:** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
 MSBA/MASA Model Policy 207 (Public Hearings)  
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
 MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)  
 MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

First Reading: October 20, 2020  
 Second Reading: November 17, 2020  
 Adoption: December 15, 2020

## **8080 SCHOOL BOARD MEETINGS**

The School Board, as a representative body of the School District, wishes to provide an avenue for any citizen to express his/her interest in and concerns for the schools. Accordingly, the public is cordially invited to attend any and all sessions of the School Board.

In order that the School Board may fairly and adequately discharge its overall responsibility, citizens who wish to make requests, representations, or proposals to the School Board are requested to direct these to the Superintendent, who will deal with them according to rules adopted by the School Board. The intent of the policy is:

1. To allow everyone who wishes it, a fair and adequate hearing.
2. To allow the Superintendent to take direct action, or to recommend action to the School Board, when policies have already been established by the School Board.
3. To minimize the possibility of the School Board's making ill-advised, illegal, or improper rulings due to hasty action in the absence of adequate information and study, especially when a policy does not exist, a change in policy is proposed, or an exception to policy is specifically requested.
4. To see that the time so devoted does not interfere with the scheduled business of the School Board.

It is the policy of the School Board to announce in advance, whenever practicable, through the newspapers and such other means as may appear appropriate, the date, time, and place of all regular and special meetings and the major topics to be discussed there at. It shall be the duty of the School Board clerk to supervise the execution of this policy.

In accord with confirming the right and desirability of the public expressing its point of view to the School Board, delegations or individuals are welcome at regular meetings, subject to the following regulations designed to expedite deliberations and provide for full consideration of problems and questions:

- Matters concerning an individual school shall be discussed first with the principal of that school.

### Operational Problems

1. If the problem cannot be resolved at the school, it shall then be brought to the Superintendent.
2. If the problem cannot be resolved with the Superintendent, it shall then be brought to the School Board in the following manner.
  - a. An appointment to meet with the School Board must be established at least one week in advance of the meeting.
  - b. Questions and problems must be submitted in writing at the time of the request for an appointment.
  - c. Delegates shall indicate whom they represent and shall be asked to comment on their questions or problems.
  - d. The School Board will take questions and problems under advisement and issue responses after due deliberation, usually at the next meeting.

- e. If questions or problems relate to personalities, the School Board may go into executive session to receive such presentations.
- f. In cases of emergency, of which the Superintendent and/or School Board shall be the judge, stipulations concerning prior conferences and appointments may be dispensed with by unanimous vote of the School Board members present.

#### School Board Agenda Items

While public comment on any issue will be taken at the board's regular monthly meeting, public comment at other meetings will be limited to the issue(s) on the agenda for that meeting. Public comment may or may not be taken at meetings where there is no official board action.

Any individual may speak on a school related subject, or on his/her own behalf, or on behalf of an organization as its official representative, at a time on the agenda specified for delegations. At the outset of the meeting the Chairperson of the School Board may ask if any delegation wishes to be called on at a time when a specific agenda item is to be discussed by the School Board. Delegates are expected to be as concise as possible and are not expected to enter into debate or actual deliberations of the School Board. The Board may question delegates for purposes of clarification and information but are not expected to enter into debate with delegates.

***Legal Reference:*** MSA 471.705

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995

05-20-2008 ISD 709

## Public Comment Guidelines

The Public Comment portion of the meeting is 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 at an appropriate place on the agenda or at a subsequent meeting.

- Those wishing to speak during the Public Comment portion of the meeting should sign up on the sheet on the table at the front of the board meeting room listing their name, address and the matter on which they will speak.
- The Board has **set aside up to 45 minutes for this purpose**, and 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.
- **If there are more than three (3) individuals wishing to speak about the same topic, the Board suggests participants identify three (3) individuals to speak on behalf of the group, and to submit the remaining comments in writing.**
- If you have handouts for the Board, please give them to the School Board Secretary located in the back of the room
- Persons addressing the Board shall confine their comments to matters pertaining to the agenda or relevant to matters of administrative concern.
- **If you need an interpreter for public comment please contact ???**

During this time that the public is not allowed to attend the meetings due to the pandemic you have two options for submitting public comment:

- Use the public comment voicemail  
State and spell your name, state the topic you are speaking to - you will have 3 minutes to speak  
**The voice messages will be played (up to the 45 minutes allotted) at the regular monthly meeting**
- Submit an email to [publiccomment@isd709.org](mailto:publiccomment@isd709.org)  
**The emails will be attached to the regular meeting agenda as a public document**
- Please follow the civility code when making your comments.

**When the public comment period opens the School Board Chair will ask the voice messages to be played (up to 45 minutes).**

**All emails will be attached to the School Board's regular agenda as a public document, and not read outloud. Please note that all board members receive the public comment emails and voice messages as they come in.**

**Other ideas discussed that weren't included:**

- **Have a listening session prior to the board meeting - 5:30-6:15?**
- **Read emails (after playing the voice messages) up to the 45 minutes**
  - **Pick emails with different subjects?**
  - **Pick emails by the timestamp received?**

Policy Number/Link	Policy Title	Person Recommending Suspension	Reason for Suspension	Date Requested	Approve By Supt	Action
<a href="#">624</a>	Online Learning Options	Assistant Superintendent	Current language in the policy is specific to the ALC and AEO with regard to hybrid scheduling and digital attendance	8/2020	xx	
<a href="#">503</a>	Attendance	Dir Curr & Instruction	Not actually recommending suspension but would like to see a COVID-19 addition somehow. <a href="#">Attendance is defined in mde planning guide.</a>	9/3/2020		Regulation is on Policy Committee for revision 10/8/20
<a href="#">503R</a>	Attendance Regulation	Dir Curr & Instruction	Updated regulation to new learning plan from Spring			On Policy Committee for revision 10/8/20
Handbook Regulation	Grading	Dir Curr & Instruction	Updating to reflect "do no harm" provision in MDE guidance.	9/17/2020		On Policy Committee for revision 10/8/20

Other Items for considerations - process/school handbooks/etc.					
Location	Regarding	Requested By	Reason	Date	
High School Handbook policy	Dropping Classes	Dir Curr & Instruction	Current language states students will have ten school days after the start of the first grading period to drop without a penalty. With the start of the year being 9 days of orientation and a reduced emphasis on content, will need to be extended.	9/3/2020	