

Board member _____ introduced the following Resolution and moved for its adoption:

**RESOLUTION MODIFYING REGULAR MEETING SCHEDULE
AND PUBLIC COMMENT PROCEDURES**

WHEREAS, the School Board desires to conduct efficient and orderly meetings;

WHEREAS, the School Board recognizes that its regular meetings are scheduled in the evenings and wishes to be respectful of individuals' personal schedules and time by not conducting meetings that unnecessarily extend late into the evenings;

WHEREAS, the School Board's existing public comment structure is set up such that the full School Board considers public comment between 7 pm and 7:30 pm for a total of 25 minutes prior to its monthly regular business meetings, which begin at 7:30 pm;

WHEREAS, the public comment period does not always last a full 25 minutes, which results in inefficiency because the Board cannot begin its regular business meeting earlier than the 7:30 pm start time listed on the Board's regular meeting schedule without complying with the requirements of the Open Meeting Law for a special or emergency meeting;

WHEREAS, the School Board wishes to create a public comment structure that will allow the Board to immediately proceed with its regular business meeting in the event a full 25 minutes is not necessary to receive public comment from interested speakers; and

WHEREAS, the Board wishes to update its existing public comment guidelines as part of modification to the timing of when it receives public comment.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 14 as follows:

1. Effective September 1, 2026, the School Board will discontinue the practice of conducting a separate public comment period from 7 pm to 7:30 pm prior to the start of the Board's regular business meetings. The School Board's regular business meetings will commence at 7 pm. The District's administration is authorized and directed to update the Board's regular meeting schedule to reflect the new start time for the Board's regular business meetings and to take any other action required to comply with the meeting notice requirements set forth in Minnesota's Open Meeting Law.
2. Effective September 1, 2026, the School Board's business meeting agenda will include a public comment period of no more than 25 minutes. If all speakers who submit a public comment speaker card in accordance with the Board's public comment guidelines address the Board before the 25 minutes allocated to public comment have expired, the Board will end the public comment period and will immediately proceed with the remainder of its business meeting agenda.

3. The agendas for the School Board's work sessions, special meetings, and emergency meetings will not include a public comment period, except in situations where a public hearing is specifically required by law.
4. The Board hereby adopts the updated "School Board Guidelines for Public Comment" attached hereto as Exhibit A. The District's administration is authorized and directed to update the Public Comment section on the District's website to incorporate the updates shown on Exhibit A.

The motion for the adoption of this Resolution was duly seconded by Board member _____ and, upon a vote being taken thereon, this Resolution was declared duly passed and adopted.

EXHIBIT A

School Board Guidelines for Public Comment

These guidelines are for individuals who wish to speak during the public comment portion of the School Board's regular business meeting agenda. The prohibited conduct listed in these guidelines will apply any time an individual addresses the Board during a public meeting, including during public comment.

The School Board will give citizens a reasonable opportunity to be heard through a public comment period, subject to reasonable time, place, and manner restrictions. This opportunity will be balanced against applicable legal requirements, District policy, the Board's need to conduct its meetings in an efficient and orderly manner, and the Board's overall need to utilize its regular business meetings to conduct official business. The School Board strongly encourages citizens to consider sending comments and feedback to the School Board in writing as an alternative to public comment. The District-issued email addresses for all School Board members are publicly available on the District's website.

At least 15 minutes prior to each regular business meeting, a speaker card will be available at the regular business meeting site for citizens to sign up to provide public comment during the designated public comment period. Individuals may also access a speaker card on the School District's website and submit the card to cox@isd14.org prior to the regular business meeting date. Individuals who wish to address the School Board during public comment must complete and submit a public comment speaker card by no later than 7 pm on the date of the regular business meeting at which they desire to address the Board. The Board will stop accepting public comment cards at 7 pm. If an individual is unable to submit a public comment card prior to the 7 pm deadline, the individual may either submit a public comment card for the Board's next regular business meeting or submit their comments to the School Board in writing.

Public Comment procedures are as follows:

1. Speakers may not address the School Board for public comment until they have been recognized by the Board Chair. The Board Chair will recognize one speaker at a time in the order in which speakers submitted speaker cards. Only the individual who has been recognized to speak may address the Board.
2. If there are more speakers than designated public comment time, speakers who submitted a speaker card and did not have an opportunity to address the Board will have priority for addressing the Board during public comment at the next regular business meeting.
3. Each speaker will be permitted to speak for up to three minutes. Individual speakers are responsible for being concise with their comments and being prepared to complete their comments within the designated three-minute period. The Board Chair will not extend this three-minute limit for any reason. Speakers must immediately end their comments upon being notified that their time has expired.

4. Individual speakers may not give their time to another speaker.
5. Comments during public comment must be directed to the School Board as a whole, not the audience or any individual District representative present at the meeting.
6. The School Board and Superintendent will not respond directly to a speaker's comments during the public comment period, but may follow up with the speaker after the meeting if requested and appropriate under the circumstances. Following comments to the Board, the Board Chair may ask the Superintendent or a designee to respond or provide clarifying information to the School Board. As a general matter, the School Board will not act on any comments that were made during a meeting and do not relate directly to an agenda item for the meeting.
7. Speakers are encouraged to avoid repeating comments other speakers have made. Redundant presentations are not helpful and can deprive other individuals of the opportunity to speak during public comment.
8. The public comment portion of the School Board's regular meeting will last for no more than 25 minutes. The Board Chair will not recognize a new speaker if the individual's comments cannot be completed within the 25-minute public comment period time.

The following conduct is prohibited:

1. Speakers may not discuss or disclose any private educational data on any current or former student. Private educational data is broadly defined in Minnesota Statutes section 13.32. As a result, speakers may not identify any current or former student during public comment. This includes making allegations, charges or complaints against a current or former student. The only exception is that a parent or guardian who is speaking may choose to discuss private educational data on their own child. Complaints against a current or former student should be directed, in writing, to the appropriate building principal, the Superintendent, or the specific individual designated in District policy to receive the complaint.
2. The purpose of public comment is not to provide an opportunity for the public to weigh in on or otherwise evaluate the performance of a specific individual District employee, including the Superintendent. To that end, speakers may not make allegations, charges, or complaints against any employee. Likewise, public comment may not be used to provide a positive evaluation of an individual employee's performance. A positive evaluation of an individual's performance should be submitted to the School Board in writing with a copy to the Superintendent's office. Unless a specific District policy provides otherwise, complaints against a specific employee should be addressed as follows:
 - a. The complainant should first attempt to discuss their concern directly with the individual employee;

- b. If directly discussing the concern with the individual employee is not possible or is not successful, the complaint should be directed to the individual employee's supervisor;
 - c. If the individual employee's supervisor is unable to resolve the issue, the complaint should be directed to the Superintendent's office; and
 - d. Complaints involving the Superintendent should be directed, in writing, to the School Board.
- 3. Speakers may not make comments or gestures that are objectively threatening, profane, lewd, vulgar or obscene.
- 4. Speakers may not make personal attacks against others, including, but not limited to any student, parent, community member, employee, or School Board member. A personal attack is a criticism focused on an individual's character, traits or identity rather than a criticism of an idea, action or argument.
- 5. Speakers may not make comments that would violate federal or state law, including laws protecting the privacy rights of an individual.
- 6. Speakers may not campaign for or against a political candidate during any part of a public school board meeting.
- 7. Speakers may not promote or advertise products that are for sale or purchase, unless the Board has invited the speaker to present on the product as an agenda item.
- 8. Members of the public may not engage in conduct that materially and substantially disrupts any part of a School Board meeting, or that otherwise impedes the School Board's ability to conduct its business in an orderly and efficient fashion. The following are examples of conduct that is generally considered to be prohibited under this standard:
 - a. Making comments that incite violence;
 - b. Making comments that reasonably instill fear, such as threats of violence;
 - c. Interrupting a speaker who has been recognized by the Board Chair;
 - d. Making comments from the audience when the person making comments has not been recognized by the Board Chair;
 - e. Interrupting the Board Chair or any other Board member or school official who is speaking;
 - f. Clapping, cheering, booing, vocalizing approval, or vocalizing disapproval for a speaker during the speaker's presentation, unless a Board member or school official is presenting an award to a person or is describing an honor or award that a person received;
 - g. Addressing the audience rather than the School Board;
 - h. Bringing a weapon into the meeting room or onto school property, except as allowed under Minnesota law;
 - i. Violating room capacity requirements; and
 - j. Violating any law or School District policy.

Addressing prohibited conduct:

1. If a speaker violates any of established procedure or engages in any prohibited conduct, the Board Chair will rule the speaker out of order.
2. If the speaker is presenting to the School Board, the Board Chair may require the speaker to immediately end their presentation.
3. If the speaker persists in violating any procedure or rule, the speaker will be directed to leave the premises and not to return, a no trespass order may be issued, and a referral may be made to law enforcement.
4. If repeated disruptions occur during public comment, the Board Chair may call a recess and order that the room be cleared until the meeting resumes.
5. If repeated disruptions occur, any School Board member may make a motion to immediately end public comment. If the motion passes, citizens may use alternative avenues of communication to share their views with the School Board, including written communications.
6. If repeated disruptions occur during multiple meetings, the School Board may vote to suspend public comment at meetings and to require that all public comments be in writing.