

---

## School Board Listening Time Procedure and Form

Your input to the Robbinsdale Area School Board is welcome and valued. Listening Time provides an opportunity for the school district community to present comments, concerns, questions and ideas to representatives of the school board and district administration. Respectful communication is essential to ensure full understanding of each topic presented. Listening Time is from 6:00-6:50 pm on the second school board meeting of most months. The School Board Facilitator will set time limits for each topic to ensure all topics are heard. When there are more than four or five different topics we may not be able to listen as long as we would like.

### Procedure for participation in the Listening Time:

1. Complete the "Request Form" below; copies are available online and at the Listening Time.
2. Present the "Request Form" to the School Board Facilitator at the Listening Time. Topics will be heard in the order in which they are received.
3. Individual or group time will be no longer than 10-15 minutes. In the case of a large number of attendees, the Board will ask for 2-3 spokespersons to speak per topic.
4. Everyone involved is asked to keep information accurate and concise. Due to data privacy laws and out of respect for individuals, discussions regarding specific people, including staff and students cannot be allowed.
5. If the School Board facilitator or an administrator determines follow up action is necessary, please do not expect a response until we have had time to inquire about your topic.

### REQUEST FORM

Name \_\_\_\_\_

Phone/Email \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Topic you wish to present: \_\_\_\_\_

\_\_\_\_\_

To whom in the District have you already talked to about your topic? \_\_\_\_\_

\_\_\_\_\_

Topic Summary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please use back of the page if you need more space.