

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

8503

**PUBLIC AND EMPLOYEE PARTICIPATION**  
**AT BOARD OF EDUCATION MEETINGS**

The Board recognizes its responsibility to hear from the public and its employees regarding their concerns. Therefore, a Public Comment period will be a standing agenda item on all school board meeting agendas. Since it is the Board's intent to complete meetings in a reasonable amount of time, the presiding officer is directed to enforce the following rules regarding public comment.

1. Public Comment is meant to be an opportunity to address the board. To comply with Sunshine Laws and FOIA rules, the public comment period is not to be considered a conversation. The board will not respond to any comments made during the public comment period unless the topic is included in the meeting's agenda, and then only during the appropriate board discussion period.
2. A sign in sheet will be made available before every regular meeting to request time to address the board. Requests should include the name and address of the speaker along with the topic or concern.
3. No personnel issues may be discussed in open session. Names of personnel, board members, or any employees of Milford School District should not be used in open session.
4. Each person signed up for public comment will receive three minutes to speak. The three-minute time period is non-transferable. The presiding officer may extend the time allotted at their discretion.

ADOPTED: 7/14/75  
REVISED: 8/22/05; 10/21/24