

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

8503

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

The Milford School District Board of Education 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 form will be made available before every regular meeting to request time to address the board. Requests will include the full name, address, and phone number of the speaker along with the topic or concern. Any request that does not include the required information will not be accepted. A form to request public comment via each meeting's online broadcast will be made available through an electronic link found on each meeting agenda and on the Milford School District website. Any member of the public requesting to comment online must do so no later than 24 hours prior to each meeting and comply with guidelines included on the form.
3. No personnel issues may be discussed in open session. Names of Board members or employees of the District should not be used in public comment.
4. Each person signed up for public comment will receive three (3) minutes to speak. The three-minute time period is non-transferable.

ADOPTED: 7/14/75

REVISED: 8/22/05; 10/21/24; 10/20/25

NEXT REVIEW DATE: October 2030