

EARLY COLLEGE HIGH SCHOOL @ DELAWARE STATE UNIVERSITY

PROCEDURES FOR PUBLIC COMMENT AT BOARD MEETINGS

Members of the Early College High School community are encouraged to resolve all matters of concern at the school level prior to initiating a request of the Board.

A. INITIATION OF REQUEST

1. Any parent of a student at the Early College High School @ Delaware State University (School) or any other member of the public desiring to make a presentation to the Board of Directors of the School should **first** contact one of the Board's public liaisons - the School Director or the parent representative on the Board - by calling the School office at 302-678-3247. This initial contact should be made at least 7 days in advance of the meeting at which the applicant wishes to address the Board.

2. The Board's liaison will review the matter and propose a resolution which may or may not involve making a presentation to the Board. The proposed resolution may involve a referral of the matter to the appropriate Board Committee, e.g., Personnel Committee or Finance and Facilities Committee, before consideration of a request to address the full Board. Matters which are not appropriate for consideration at a public Board meeting include discussions of competency or behavior of a particular employee or student. These matters should be addressed pursuant to the School's Parent Grievance Procedures. The Board liaisons shall report to the Board on all requests to make presentations to the Board.

3. If the applicant is not satisfied with the resolution or recommendation of the Board's liaison, the applicant may then submit a written request to the President of the Board using the *Request for Presentation to the Board* form setting forth the general nature of, and the grounds for, making a presentation and stating why the resolution proposed by the Board's liaison is not satisfactory. The applicant shall also make known all parties who are to participate in the presentation. The President will determine if the matter is appropriate for adding to the agenda for a meeting of the Board and will so notify the applicant.

B. PROCEDURE AT BOARD MEETING

1. From time to time the Board shall set the time for public comment on the Agenda and the time allotted shall generally not last more than 15 minutes. Any one presentation shall generally be limited to 3 minutes.

2. Any person wishing to address the Board who has not given the advance notice described in Section A.3 above, may request to address the Board by completing the *Request for Presentation to the Board* form (available at the meeting) which identifies all persons wishing to address a particular issue and the issues that the person(s) wish to address. The President will determine if the matter is appropriate for adding to the agenda of the meeting. If the person has not utilized the advance notice procedures described in Section A.3 above, the President may refer the matter to the appropriate Board Committee, e.g., Personnel Committee or Finance and Facilities Committee, before consideration of the request to address the full Board. In any event, in the case of any matter that has not been through the advance notice procedures described in Section A.3 above, the

Board is likely to take the matter under advisement, with a response after the occurrence of the next regularly scheduled Board meeting.

3. The Secretary of the Board shall note in the minutes of the Board meeting the names of the parties appearing and the substance of their comments.

4. The Board may continue, adjourn, or postpone a presentation for good cause. The Board may comment, take any action or refuse to take action with respect to a presentation as it deems appropriate.

C. RESOLUTION OF MATTERS

1. Matters resolved at the School Leader level shall be included in the School Leader Report. Information shall be shared in such a manner as to not compromise the confidentiality of individual students or staff members.

2. The resolution of matters referred to the Board or any committee of the Board shall be reported to the Board by the assigned liaison under Old or New Business, as appropriate.

