

Board Meeting Checklist



Physical Meeting:

All board members present at the same physical location

- Meeting Notice
 - File appropriate meeting notice with the county clerk. For regular meetings, notice was due to clerk in December 2019. Special meetings require 48-hour notice to county clerk's office (excludes weekends and state holidays) of the time, date, and physical location of the meeting.
- Agenda Requirements
 - Follow all previous existing legal requirements, except hard-copy posting at the principal location and meeting location.
 - Post electronic copy of agenda on the district's website.
 - Post a hard copy of agenda at the principal business and physical meeting location if the school district does not have a website. Posting only to Facebook page does not meet electronic posting requirements.
- Board Member Attendance
 - All board members who wish to participate in the meeting must be physically present. Once the agenda is posted, members can't change their minds and decide to participate remotely.
- Public Attendance
 - All members of the public **must** be allowed to attend at the physical location of the meeting even if a live broadcast feed is available. Openness/transparency laws supersede CDC gathering guidance.
 - A public body can (and probably should, if possible) move its meeting to a larger space to assist with social distancing procedures.
 - A public body can set up an additional room/location at the physical meeting space to help with social distancing, but it must provide an audio and video feed between the rooms/locations.
 - The meeting **may** be broadcast so the public can view it at a remote location. This is not a requirement, but it may help reduce the number of people who want to attend the meeting in person.
- Public Participation
 - Public comments may be allowed consistent with the district's public participation policy.
- Record of Meeting

- The board must maintain written minutes of the meeting.

Blended Meeting:

Board members in physical and virtual locations

- Meeting Notice
 - File notice with the county clerk at least 48-hour notice prior to the board meeting (excludes weekends and state holidays).
 - Include a listing of who will participate via physical presence, teleconference, or videoconference.
- Agenda Requirements
 - Post in the same time frame as existing law.
 - Post electronically on your district's website and through any existing distribution list but does not need to be posted at the principal or physical location.
 - State time, date and physical location of meeting.
 - State how each board member will participate.
 - State how the public can access teleconference/videoconference (call-in number or video link).
- Board Member Participation
 - Board members identified on the agenda as participating through teleconference or videoconferencing can decide to come to the physical meeting location and participate.
 - Board members identified on the agenda as participating at the physical meeting location can't change their minds and decide to participate remotely. They must be at the physical meeting location to participate.
- Public Attendance
 - All members of the public **must** be allowed to attend at the physical location of the meeting even while a live broadcast feed is available.
Openness/transparency laws supersede CDC gathering guidance.
 - A public body can (and probably should, if possible) move its meeting to a larger space to assist with social distancing procedures.
 - A public body can set up an additional room/space at the physical meeting space to help with social distancing, but it must provide an audio and video feed between the rooms/locations.



- All members of the public must be allowed to access a broadcast feed. The audio/video broadcast feed must not have a limit on the number of viewers/participants. This may require boards using teleconferencing or videoconferencing tools to purchase an upgraded plan.
- The audio/video broadcast feed must be widely available – it can't be made available only at the physical location.
- ☐ Meeting Information/Materials
 - Materials shared between board members during a virtual meeting should be made available to the public. This can be accomplished by making the materials available on the district's website and, if it exists, the district's electronic distribution list.
- ☐ Voting
 - Publicly cast and record all votes.
- ☐ Executive Session
 - A board can meet in executive session during a blended meeting.
 - An executive session can be accomplished by creating a separate virtual meeting room or conference line exclusively for the executive session.
- ☐ Public Participation
 - The board may allow public participation consistent with its policy.
- ☐ Technical Issues
 - If an audio/video stream of the meeting cuts out while the meeting is being conducted, it must recess until the connection is re-established.
 - If a connection can't be re-established, the meeting can't continue and must either stand in recess or adjourn. A board member could opt to join the meeting at the physical location.
- ☐ Record of Meeting: The board must maintain a record of the meeting either through written, electronic or other means. It would be best practice that in addition to written minutes, the board also maintain an electronic copy of a meeting in the manner in which it occurred (audio/video).



Virtual Meeting:

All board members in virtual locations

- Meeting Notice
 - File notice with county clerk at least 48 hours prior to the board meeting (excludes weekends and state holidays).
 - Include listing of who will participate via teleconference, or videoconference.
- Agenda Requirements
 - Post in the same time frame as existing law.
 - Post electronically on your district's website and through any existing distribution list but does not need to be posted at the principal or physical location.
 - State time and date of meeting.
 - State how each board member will participate.
 - State how the public can access teleconference/videoconference (call-in number or video link).
- Board Member Participation
 - Board members must participate only through teleconference or videoconferencing. If they were listed as teleconference, they cannot switch to videoconference and vice versa.
- Public Attendance
 - The audio/video broadcast feed must not have a limit on the number of viewers/participants. This may require boards using teleconferencing or videoconferencing tools to purchase an upgraded plan.
- Meeting Information/Materials
 - Materials shared between board members during a virtual meeting should be made available to the public. This can be accomplished by making the materials available on the district's website and, if it exists, the district's electronic distribution list.
- Voting
 - Publicly cast and record all votes.
- Executive Session
 - A board can meet in executive session during a virtual meeting.
 - An executive session can be accomplished by creating a separate virtual meeting room or conference line exclusively for the executive session.



- Public Participation
 - The board may allow public participation consistent with its policy.
- Technical Issues
 - If an audio/video stream of the meeting cuts out while the meeting is being conducted, it must recess until the connection is re-established.
- Record of Meeting: The board must maintain a record of the meeting either through written, electronic or other means. It would be best practice that in addition to written minutes, the board also maintain an electronic copy of a meeting in the manner in which it occurred (audio/video).



Preparing for a Blended or Virtual Meeting

- Consider the health risk of a blended meeting to board members, district staff and the general public since on-site attendance can't be limited.
 - Ensure a physical location is set up to promote social distancing, including meeting in a larger space.
 - Ensure if any board members meet at a physical location, extra space has been set up with a broadcast feed to promote social distancing.
 - Consider consolidating the roles of administrative staff and removing unnecessary business from the agenda so fewer school employees must be in attendance.
- Assess the technology resources of board members, staff members and the general public.
- Identify an appropriate platform for teleconferencing/videoconferencing that considers the available resources and connectivity.
 - The platform must not limit the number of viewers/participants.
- Ensure board members have appropriate technology for virtual participation; this could require the district to provide or purchase technology for board member use.
- Ensure board members have an appropriate internet connection for virtual participation.
- Ensure meeting participants are muted upon entrance to the meeting.
- Ensure board members and staff know how to operate the mute/unmute function of the teleconferencing/videoconferencing platform and device.
- Establish a procedure for using the mute/unmute functions during the meetings to ensure a smooth flow to the meeting. Some platforms allow participants to virtually raise their hands and then be unmuted.
- Consider public participation during a virtual meeting. If a district allows public participation at its meetings, it may want to consider a temporary change to public participation that requires advance written or electronic submission of public comments. Any change should be communicated clearly to the community, and comments submitted in advance should be read in the public meeting.
- Practice the blended/virtual board meeting set-up from the location where each board member plans to participate to ensure the device and connection will function as needed. This can be accomplished by practicing the connection in groups so as not to violate open meetings/transparency laws. The focus should be on technical support; school business should not be discussed during practice sessions.



- Ensure board members have access to meeting materials to prepare for the meeting and during the meeting.
- Identify a mechanism to make meeting materials available to the public in accordance with the law.
- Announce at the beginning of a blended/virtual meeting what will happen if a connection issue arises. For example, limit reconnection attempts to 30 minutes and announce in advance when a meeting will be reconvened if reconnection attempts are unsuccessful.
- Ensure the broadcast set-up limits who can share their screen with meeting participants/viewers.



Blended/Virtual Board Meeting Preparation for Board Members

- Create a dedicated space from which to virtually participate in a meeting.
- Observe what will appear in the background of your video feed.
- You must remain visible on the video feed. Make sure you are comfortable with your clothing choices.
- Notify family members or others in the home you will be participating in a board meeting and should not be interrupted.
- Observe the background noise that can be heard from your microphone and try to ensure a quiet space. The use of earbuds with a microphone can help minimize background noise and ensure you can hear meeting audio more clearly.
- Ensure you know how to operate the mute/unmute function of your teleconferencing/videoconferencing of your platform and device.
- Limit other internet activity on your home network while participating in the meeting. This can help ensure your connection remains strong.
- Remember you are on LIVE video. Please try to minimize distractions and keep your attention focused on the meeting.



OSSBA Resources for Blended/Virtual Meetings

Sample Policies, Meeting Notice Templates and Agenda Templates: OSSBA has created sample policies, meeting notice templates and agenda templates for blended/virtual meetings. They are available [here](#) under the open meetings area.

Assemble Meetings: OSSBA's Assemble Meetings paperless meetings service streamlines the agenda preparation process so that agendas can be created collaboratively and remotely. It also ensures board members are viewing all board meeting information at the same time during a meeting. Contact Anne Beck at anneb@ossba.org for more information.

Virtual Meeting Resources Review: Learn more about the different videoconferencing platforms available to help with virtual meetings by [clicking here](#).

Using Assemble with Zoom: [Click here](#) for **video** guidance about pairing Assemble Meetings with Zoom for blended or virtual meetings.

Blended/Virtual Meeting Platforms: [Click here](#) for **video** guidance about virtual meeting platforms that can be used with or without Assemble.



VIRTUAL MEETINGS RESOURCES

To assist you with conducting virtual meetings, OSSBA has created a list of meeting platforms that are free or offering extended free accounts for educators with brief descriptions

1. [Zoom Meetings](#)

Zoom is offering free upgraded accounts to educators and removes the 40-minute time limit. To take advantage of this offer, schools must verify their school. You can verify your school [here](#). You can also access their FAQ [here](#).

Zoom Training Resources <https://zoom.us/docs/en-us/covid19.html>

2. [Google Hangouts Meet](#)

Google is offering their Enterprise for Education at no additional cost until July 1, 2020. You can upgrade your existing Google for Education Account [here](#).

3. [Life Size](#)

Lifesize is offering free, unlimited accounts for 6 months for nonprofits and education. You can sign up for a free account [here](#)

4. [Jitsi Meet](#)

Jitsi.org is a free, open source platform your school can continue to use at no cost. Jitsi is easy to use and requires no login. With Jitsi, there are no restrictions on how many users that can join the meeting. You can create and join a Jitsi Meet [here](#)

5. [Webex Meetings](#)

Webex Meetings is offering a free 30-day account for education. If you sign up for a paid account, you will receive an additional month free. If schools sign up annually, they will receive four months of free service. You can learn more about Webex Offers [here](#).

Many of you are also asking questions about how you can stream your meetings to the public without additional logins. If you are a Google Apps for Education School, your domain has a YouTube channel that will allow you to stream online. You can learn more about how to setup your YouTube Channel [here](#).

If you have resources you would like to share, please fill out this short [form](#).

Questions? Contact Anne Beck at anneb@ossba.org.