

TIPS FOR A MEETING HELD IN PUBLIC, **NOT** A PUBLIC MEETING!

As we maneuver through the uncharted territory of live streaming board meetings, the NASB Board Leadership Team is working cooperatively with our members and SPARQ staff to provide your district with resources to support effective protocols and procedures for conducting electronic board meetings.

As a result of the Governor's Executive Order No. 20-03 Corona Virus – Public Meetings Requirement Limited Waiver and the Association is sharing the following tips to support temporary modified meeting procedures:

The Attorney General recommends:

- 1) Public bodies that conduct meetings under the Order to keep in mind that we are all operating under an emergency situation. He recommends only essential, time-sensitive matters that require action by the public body be considered.
- 2) Public bodies that wish to conduct virtual meetings in accordance with the Order indicate this in the meeting notice. The notice should clearly state how the members of the public and media may access the meeting. The notice should also indicate that since the meeting will be held electronically, and no quorum of the public body will be physically present together, there will be no public in-person attendance.
- 3) All local governmental entities should **confer with their legal counsel to determine the best way to reconcile compliance with the Open Meetings Act** with the interests of public health and safety.

The Association advocates for boards to also consider best practice during this unprecedented time by:

- 1) You must still provide advance publicized notice and comply with the agenda requirements in Neb. Rev. Stat. § 84-1411(1)
- 2) providing a link in the meeting notice to ensure the public has access to the meeting of the board
- 3) posting the link on the district website
- 4) distributing a secure link with the specific password to board members and administrators utilizing features of the online meeting application to protect the integrity of the meeting from internet invaders.
*Note: A recent survey of Association members indicates a majority of our members utilize the Zoom app; therefore, we have utilized this app as an example.
- 5) The following link provides guidance for conducting secure meetings:

Link I: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Link II: <https://blog.zoom.us/wordpress/2020/03/20/keep-the-party-crashers-from-crashing-your-zoom-event/>

Link III: <https://www.edsurge.com/news/2020-03-27-holding-class-on-zoom-beware-of-these-hacks-hijinks-and-hazards>

- Tips:** a) Utilize a unique ID; b) Require a meeting password; c) Establish a waiting room; d) Host only shares screen; e) Create an Invite-Only Meeting; f) Lock the meeting once it begins; g) Remove someone by putting them on hold; and h) Disable someone's camera if necessary;
- 6) consulting with school attorney prior to going into closed session
 - 7) with conducting a practice run to ensure the system is working properly and staff feels prepared for managing the electronic meeting and platform
 - 8) considering streaming the online meeting on Facebook or YouTube
 - 9) considering features that allow the district to provide meeting access to non-English speaking patrons (bit.ly/lgo-zoom), this allows individuals to select their preferred language
 - 10) coordinating with your district's attorney on how to enable public comment
 - 11) preparing board meeting minutes and make available according to policy

Communicate, communicate, communicate! This is an uncertain time for everyone, clarity builds trust among board members, staff and community. The board that works alongside the superintendent, ensures that the district is providing a consistent message, maintains a focus on what is most important right now and provides the reassurance that the district is focused on what is in the best interest of all students!

Meeting protocols to consider during electronic board meetings:

1. Turn off all other technology:
 - a. Operating multiple programs simultaneously may interfere with technology quality and performance during the meeting.
 - b. Eliminating distractions (E-mail, Facebook, Twitter, etc.) will prevent the quick glance if a notice pops up and loss of attention.
2. Keep your video on:
 - a. Maintaining engagement of all participating in the meeting is easier with live feeds of everyone.
 - b. Actively participating is validated when video feed is on and ensures everyone is actively engaged and paying attention to the business at hand.
3. Mute your microphone, unmute to talk, and return to mute when finished talking.
 - a. Distracting noises in the background, voices, and house pets are often times amplified through the technology and can override voices.
4. Take turns speaking.
 - a. Talking over each other is common, pause before speaking.
5. State your name and role (e.g., Administrator/Building, Board Member/Officer role each time you speak).
 - a. Remember there may be audience members who are not familiar with who you are this is a great opportunity to introduce yourself as one of the community leaders.
6. Follow along by keeping personal notes throughout the meeting.
 - a. Disciplined note taking keeps the hands and the mind focused on the task instead of other things.
7. Maintain participation until meeting is adjourned.
 - a. Refrain from stepping away until the meeting is complete (electronic meetings do not mean that you may excuse yourself from the board table whenever you desire.
8. Enable the technology staff handle the unforeseen technology hiccups. When something goes wrong, take a breath and exercise patience.
 - a. Even the best technology sometimes goes wrong.
 - b. Even the most skilled remote participants make mistakes.
 - c. Be patient and be kind. Next time it might be you.

In accordance with the Governor’s Executive Order No. 20-03 Corona Virus – Public Meetings Requirement Limited Waiver, the (name) School District Board of Education, we certify the following:

- I. Notice of this meeting was provided according to Policy No. (Meeting Notice) the meeting notice was posted and included on the district website.
Although members of the board are not gathered in a central, physical location, we do have a quorum in attendance at this meeting by videoconference or telephone call.
- II. The (name) School District Board of Education is meeting by use of (named) software application which allows two-way communication for members of the public.
- III. A link to the Nebraska Open Meetings Act is provided in the public page of our meeting. Statutory language pertaining to the Nebraska Open Meetings Act may be accessed through the following links:
<https://nebraskalegislature.gov/laws/statutes.php?statute=84-1411>
<https://nebraskalegislature.gov/laws/statutes.php?statute=84-1412>
- IV. According to Policy No. (Public Comment Policy) members of the public who have followed the instructions on the meeting notice for registering to speak during the public comment portion will be unmuted for __ minutes to speak.
If you would like to provide comment at a future meeting conducted by videoconference or telephone call, please follow instructions on the meeting notice.
- V. All other meeting procedures will adhere to board-adopted procedures to the extent possible.
- VI. Meeting Call to Order: The regular (month) meeting of the (Name) School District Board of Education is called to order on (day/date) at __ P.M.
 - A. Nebraska Open Meetings Law
 - B. Publication of Meeting
 - C. Roll Call
 - D. Pledge of Allegiance
 - E. Approval of Agenda