

TIPS FOR DISTRICT LEADERS JOINING digital meetings



Assess your space.

Where you join can have an impact on the quality of your experience. Lighting, sound and internet connectivity are all important to others being able to see and hear you. Consider the following:

- Choose a quiet location, preferably where you can close a door.
- Plug in device and ensure it can stay connected to power throughout the meeting/webinar.
- Place device on a flat, steady surface about eye-level, 1-2 feet from the camera.
- Sit with a wall or cabinet directly behind you for a neutral background.
- Avoid reflective backgrounds (windows, TVs, mirrors, etc.).
- Test different lighting options so that your face is illuminated and the light isn't coming from directly behind you.
- Test your internet connectivity to ensure it is strong enough for clear audio and, if using, video streaming.
- Silence or remove any electronics in your location that could disrupt during the meeting.

Test your technology.

You can join digital meetings from your phone, laptop or tablet. Each device should have integrated microphone and speakers, but PSBA recommends using headphones if you have them.

- Test your sound (if using, headphones).
- Test your microphone (on device or external).
- Familiarize yourself with the platform by creating a free account and exploring supporting documents and tutorials.
- In Zoom, you can create a profile picture, select virtual background and run a test meeting.
- Send any questions or issues to the designated district person supporting digital meetings.

Join the meeting.

Meeting etiquette is important, and participants should consider how to familiarize themselves with the platform, features and options. Just as in a physical meeting, your attention, body language and tone are important.

- Join the meeting early to ensure no glitches and test equipment again.
- Mute your microphone unless you are speaking.
- Be aware of your eye contact and attention.
- Do not multitask during the meeting — stay focused on the agenda and discussion.
- If your video is off, identify yourself when making a motion or submitting a vote: "This is Audrey."
- Follow guidance from your board leadership, district support staff and district administration regarding local procedures including public comment.



PSBA in partnership with CM Regent Insurance is offering an Enterprise Education Zoom License to all school district and CTC members for one year. To gain access to your license and opt-in for specific Zoom training, complete the form at paschoolsready.org.

For more information on transitioning to digital board meetings and for a more comprehensive guide for using Zoom for school board meetings, visit myPSBA.org to view recorded training in the store, share best practices in the discussions, and download additional guidance from resources. Email edandtraining@psba.org for direct inquiries about using Zoom.