

Transitioning to Digital School Board Meetings



Step 1: Assess

- Assess your team and designate someone beyond the superintendent, board chair, and board secretary to be the Zoom host.
- Assess your technology for microphone, video, and Internet speed capabilities.
- Assess your timeline for public notice, device distribution and/or training, and accessibility accommodations.

Step 2: Plan

- Understand the difference between Zoom Webinar and Zoom Meeting. PSBA recommends using Zoom Webinar for digital school board meetings.
- Schedule Zoom Webinar and advertise registration link along with livestream information.
- Adjust settings to ensure secure and effective meetings.
- Educate public and board on how public comment will be facilitated in the digital meeting.

Step 3: Test

- Hold one-on-one tests for each member of the board and district administration team.
- Hold a practice webinar for board to join prior to public meeting, emphasize to all participants that discussion will be limited to testing platform and technology.
- Ensure digital materials are saved locally to Zoom host device and one alternative host device.

Step 4: Launch

- Set expectations and review public comment policy during welcome remarks.
- Announce that test was conducted, and school board meeting will be recorded (if applicable, and livestreamed).
- Share agenda with image of a flag to conduct pledge.
- Roll call, voting, and motions should all proceed with school director identifying him/herself by stating full name.
- Hold public comment by using Raise Hands feature in Zoom Webinar to be acknowledged by Zoom host and have microphone unmuted to submit comment to the board.



Thank you to CM Regent Insurance for partnering with PSBA to offer 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](https://www.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](https://www.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.