

CORNING – PAINTED POST AREA SCHOOL DISTRICT

TEMPORARY PROTOCOLS FOR BOARD OF EDUCATION CONDUCTING MEETINGS ELECTRONICALLY PURSUANT TO EXECUTIVE ORDER 202.1 (“EO”)

The School Board will meet through the electronic ZOOM format at this time. Quorum requirements of at least five members participating is still in effect. The public will be able to view or listen to the electronic meetings. The public notice of meetings will refer to the place of meeting as a weblink that the public can use to view or listen to the meeting. The notice will also be published on the District website. The notice of the meeting will not include the address of the place from which Board members are attending the meeting pursuant to current regulations.

All meetings will be recorded and transcribed automatically or transcribed later by the Board Clerk. Recordings of meetings will be retained by the Board Clerk. Transcribed meeting minutes will be approved by the Board at its next regular meeting.

Meeting agendas will be devised by the Board Executive Committee per the usual process. Public Comment sections will be removed from the agenda and Board Member Comments will be confined to the end of the meeting.

The public may submit comments or questions about agenda items prior to the meeting by e-mail to the President of the Board at dwexell@cppmail.com. The President will share those items with the Board during the President’s Report at the meeting. Submissions that violate the privacy rights of any individual or are vulgar or obscene will not be accepted. If appropriate, submissions may be referred to the Superintendent for further investigation or action.

Executive sessions of the Board will be held at the beginning or end of regular Board meetings, if at all possible, to facilitate meeting flow. Unless circumstances require a video conference, Executive Sessions will be conducted by a separate teleconference with a confidential access code. In any event, for the Executive Session a public link will not be offered and the new meeting with appropriate access will be initiated in order to ensure confidentiality. The Board may then terminate that Executive Session and return to the regular Board meeting with public access as needed. Prior to the Executive Session commencing, the Board President will explain what occurs with meeting access for that Session and how public access may be restored when the Board returns to the regular meeting.

CORNING – PAINTED POST AREA SCHOOL DISTRICT

TEMPORARY BOARD MEMBER PROTOCOLS FOR ELECTRONIC MEETING PARTICIPATION

1. Dress appropriately, preferably business casual.
2. Keep background distractions to a minimum. Note that the cameras are recording your home and family members (if present).
3. Keep food and drink items out of camera view although drinking water is OK.
4. At all times raise your (utilize “raise hand” feature in ZOOM) hand to be recognized by the Chair if you wish to speak. This is critical to maintaining an orderly discussion and ensuring that transcription is accurate.
5. In making motions and seconds, please follow this sequence:
 - a. Chair will ask for a motion.
 - b. A Board member will say their last name and state that “(use last name) moves the resolution”:
 - c. Chair will ask for a second.
 - d. A Board member will say their last name that “(use last name)” seconds the resolution.
 - e. Chair will conduct a vote asking for all of the “ayes”, followed by asking for all of the “nays”, followed by asking for any “abstentions”. Chair will announce tally.
 - f. Clerk will conduct a roll call vote in the event of a “nay” or “abstain” wherein each Board member states their last name and states their vote. The Clerk will then report the tally.
6. Robert’s Rules of Order still apply during the meeting. If you need advice, consult the Chair with a Point of Order. Points of Order take precedence over all other motions.
7. Written statements by Board members and read verbatim during the meeting may be submitted to the Clerk of the Board to facilitate transcription.
8. In Executive Sessions, be sequestered and out of range of hearing and sight (use headphones if helpful) from anyone in your home to ensure confidentiality.
9. If you feel the need to request an Executive Session, please inform the Board Chair ahead of the meeting, if at all possible, so that appropriate arrangements can be made before the meeting. This does not preclude requesting a Session during a meeting as is everyone’s privilege.
10. Good humor is welcome.