

Board Communications & Standard Operating Procedures- *Adopted November 18, 2020*

1. There will be one email for the Board (school-board@gallatingatewayschool.com), whereas the board chair will be the only one to respond to the emails and will do so within 24 hours with a response that will thank the individual for their email and tell them how it will be handled (i.e. reviewed at the next agenda setting or regular meeting).
2. All correspondence to the board is reviewed & discussed during the agenda setting meeting and it will be decided which correspondence should be added to the agenda and which correspondence can be referred to the Superintendent or other District employee to address.
3. The following disclosure statement in all email correspondence from the Board and to be posted on the district website: *“DISCLOSURE: Please be advised that when you email individual trustees or the Board as a whole, such email communications are treated as public records, are required to be maintained by the District as an official public record, and are subject to further disclosure to members of the public. The only exception to public disclosure is when the contents of your email communication infringes on an individual’s right of privacy that clearly exceeds the merits of public disclosure.”*
4. The Board will individually deal with text messages and facebook private messages. They will encourage people to only communicate about district business using their district email address.
5. The following procedures and process will be followed for virtual (Zoom) meetings:
 - a. Setup of the meeting: All meetings will be set up using the Webinar add-on in Zoom
 - b. The zoom links will be on the school calendar on the district website and the following statement will be on all agendas that have the option to participate via Zoom:

ZOOM MEETING INFORMATION:

1. *Login details are on the district website-- [See District Calendar](#)*
 2. *Please ensure your mic is muted until called upon by the Committee Chair*
 3. *Public Comment is accepted two times during the meeting:*
 - a. *During non-agenda public comment for items not on the agenda*
 - b. *When the Committee Chair opens it for public comment as determined appropriate*
 4. *To participate from a mobile device or computer:*
 - a. *Please use the “Raise Hand” button under “Participants” button at the bottom of your screen*
 - b. *Once called on please unmute yourself to provide comments*
 5. *To participate from a phone when dialed in:*
 - a. **9 to raise and lower hand for public comment*
 - b. *Once called on please press *6 to unmute yourself to provide comment*
- c. Statement for Board Chair or other presiding office to read at the beginning of the meeting:
 - i. *“The Board recognizes the value of public comment and the importance of involving the members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the board will permit public participation in the following ways throughout this meeting: 1) during the “Public comment on non-agenda items” portion of the agenda; 2) prior to a final decision on presented motions; and 3) at the discretion of the Board Chair on any matter of significant interest to the public. It is important to note that all participants remember Board meetings are held in public, but are not public meetings, Therefore, public comment is not intended to be a question and answer session between the Board and public. In addition, public participants*

may be interrupted or terminated if comments are out of order, too lengthy, personally directed, abusive, obscene, irrelevant, or violates the privacy of another individual.

For agenda items requiring action, the Board's process is to present a motion , a second, conduct Board discussion, and then receive public comment. The Board will then engage in further discussion prior to voting on the issue.

*As the Board Chair, I will limit comments to one per person on each agenda item and each person is limited to _____ minutes. If you wish to participate, please wait until the Board asks for public comment and raise your hand. If you are on a mobile device or computer, please use the "Raise hand" button at the bottom of your screen, if you're participating by phone press *9 to raise and lower your hand. As the presiding officer I will acknowledge you and you will be unmuted to provide your comment. Prior to providing your comment, please identify yourself to the Board.'*