



School Board Chair Script for Use During Meetings Held by Telephone Conference or Other Electronic Means

[Insert School District Name] – General Process for Remote School Board Meetings

Opening Statement by Board Chair

Due to the current federal and state emergency declarations, the Minnesota directive to residents to stay at home, and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, this meeting of the [Insert School District Name] School Board is being conducted in accordance with Minnesota Statutes 13D.021— Meetings by Telephone or Other Electronic Means.

Due to the health pandemic, the school board determined that it is not feasible for at least one board member, the superintendent, or the school district's legal counsel to be physically present at the regular meeting location and that it is not feasible for the public to attend this meeting at the regular meeting location due to the health pandemic.

Persons may monitor this meeting from a remote location by [Insert the means by which a person may join the call/other electronic means—and include live-stream information if applicable].

School board members are reminded to mute their microphone or phone when they are not speaking.

School board members wishing to speak should [Insert the method board members will use such as raise their hand, use the chat feature via meeting platform used Skype, Zoom, Google meets, etc.] then wait to be recognized by the Chair.

The chair will determine the order in which board members wishing to speak will be recognized. When recognized, the board member should unmute the microphone or phone, speak, and then mute their device.

All votes will be conducted by roll call. Each school board member should wait until their name is called before voting.

Insert following line if applicable: Persons monitoring this meeting from a remote location may submit a comment by [Insert email address or other instructions for submitting a comment].

Insert following line if applicable: This meeting is being recorded. Access to the recording will be made available on the school district's website as soon as is reasonably possible.