#### How to Watch Board of Education Meetings Online



# **Online Meetings**

On March 14, 2020, Governor Lamont established Executive Order 7B which grants Towns the ability to conduct public meetings via a remote platform. The Town of Madison has continued to develop a method for conducting these meetings in a manner that adheres to the regulations of this Executive Order.

Beginning Monday, April 13, 2020 all Town Meetings will be conducted via Zoom. Any member of the public will be able to access a meeting through a Zoom webinar link, or, to view the live stream of the meeting via Youtube.

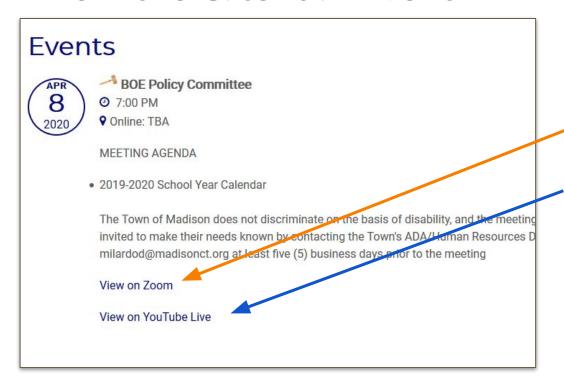
The link to the webinar will be posted with the Meeting Agenda on the <u>Madison Public Schools Website Calendar</u>. Any attendee of the Zoom webinar meeting will be able to view the meeting feed and listen to the actions of the meeting.

### Visit the School Website at www.madison.k12.ct.us

Scroll down to "UPCOMING EVENTS" on the homepage. If the meeting is one of the next 6, it will be displayed here. Click on the title of the meeting for more details.

You can also click on VIEW FULL CALENDAR to see more events on a monthly grid. UPCOMING EVENTS **BOE Finance Committee Special BOE Communications Committee** Board of Education Meeting ② 7:30 PM Meeting . **9** 5:30 PM @ 6:30 PM **♀** 700m **AGENDA ♀** 700m 700m Webinar PRC Meeting CANCELLED Cinderella CANCELLED . Cinderella CANCELLED ① 12:00 PM @ 7:00 PM @ 7:00 PM Paniel Hand High School Central Off Daniel Hand High School VIEW FULL CALENDAR

### From the Calendar Event



The calendar event displays the agenda for the meeting.

Click the View on Zoom link to join the webinar. You will be in Listen Only mode.

You can also watch the meeting on YouTube Live by clicking that link.

#### **Public Comment**

If the Agenda includes an option for Public Comment, you may raise your hand in Zoom and wait to be called on by the host. When you have been called on, please state your name and address for the record before making your statement. Or, you may add your comment in the Question & Answer field found at the bottom of the screen, again stating your name and address. Attendee microphones must be muted at all times unless you have been called on by the meeting host.

If you are unable to access the meeting via Zoom or if you watch the meeting via Youtube and you have public comment relating to a piece of action on the Agenda, then you may email the board at least 2 hours in advance of the meeting. Send your comment, along with your name and address via email to <a href="mailto:brighindiw@madison.k12.ct.us">brighindiw@madison.k12.ct.us</a>

## **Raise Your Hand in Zoom**

Q&A in Zoom

1. Click Raise Hand in the Webina Controls.



- 2. The host will be notified that you've raised your hand.
- Click Lower Hand to lower it if needed.



#### Note:

- Windows: You can also use the Alt+Y keyboard shortcut to raise or lower your hand.
- Mac: You can also use the Option+Y keyboard shortcut to raise or lower your hand.

# **View the Meeting After the Fact**

You can view the meetings after the meeting happens.

Visit our website www.madison.k12.ct.us

Click Board of Education

Choose Meetings & Minutes

#### Board of Education Meeting Minutes

#### - 2019-20

- July 16, 2019 Motions / Minutes / Video
- August 13, 2019 Motions / Minutes
- August 27, 2019 Motions / Minutes / Video
- September 10, 2019 Actions / Minutes / Video
- September 24, 2019 Motions / Minutes / Video
- October 15, 2019 Motions / Minutes / Video
- October 29, 2019 Minutes / Video
- November 12, 2019 Motions / Minutes / Video
- December 3, 2019 Motions / Minutes / Video
- December 17, 2019 Motions / Minutes / Video
- January 7, 2020 Motions / Minutes / Video
- January 21, 2020 Motions / Minutes / Video
- February 11, 2020 Motions / Minutes / Video
- March 10, 2020 Metions / Minutes
- March 24, 2020 Minutes / Video
- April 1 2020 Minutes / Video