

Zoom Governing Board Webinar Information & Instructions

Ganado Unified School District

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The Ganado Unified School District will use the Zoom app to broadcast all Governing Board Meetings. Regular Board Meetings are on the 1st Thursday of each month at 6:00PM (Denver, USA). Special Board Meetings may be scheduled anytime during the week at various times.

All official board meeting notices will be displayed at the Ganado Unified School District Administrative Offices. As a courtesy, a posting may be displayed at the Ganado Post Office, the local chapter houses within the District's boundaries, or on the District's website (www.ganado.k12.az.us).

Zoom App/Website Instructions

If you have Internet Access, you may join the Governing Board Webinar by downloading and installing the Zoom app on your computer, smartphone, or tablet. Go to the Zoom website (www.zoom.us), the App Store, or Google Play to download the free Zoom app.

To join the Public Zoom Meeting on your computer or mobile device, use the information below. You will have "audio and video" accessibility.

1. Go to URL..... www.zoom.us/j/81476914933 or
start the **Zoom app**.
2. The Meeting ID is **814 7691 4933**

Telephone Only Instructions

If you do not have Internet Access, you may join the meeting by "calling in" from any telephone.

To join the Public Zoom Meeting on your telephone, use the information below. You will have "audio only" accessibility.

1. Call one of these numbers [\(346\) 248-7799](tel:(346)248-7799)
..... [\(312\) 626-6799](tel:(312)626-6799)
..... [\(669\) 900-6833](tel:(669)900-6833)
2. The Meeting ID is **814 7691 4933 #**
3. Your Participant ID is..... **#**

Attendee vs. Panelist

When you connect, Zoom will automatically make you an "attendee" and mute your microphone. If the Governing Board quorum calls on you, the host will make you a "panelist" in which you can then address the quorum or answer any questions. After your presentation, you will be moved back to "attendee" status.

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Public Zoom Meeting Start Time

The host will be the moderator for the Governing Board Meeting. The host will...

1. Start the Public Zoom Meeting fifteen minutes before the posted meeting time.
2. Display a visual indicator noting when the meeting will start.
3. It is recommended that any “Call to the Public” submissions happen at this time.

Call to the Public Submission

If a member of the public would like to address the Governing Board during the “Call to the Public” section of the meeting agenda, the requestor must be logged into the Public Zoom Meeting and...

1. Send a “chat message” to “All Panelist” with the following information.
 - a. Full Name,
 - b. Contact Information, and
 - c. The subject or topic that will be addressed to the Governing Board.
2. The requestor’s chat message must be submitted to the host on or before 5:59PM.
 - a. Late submissions will not be honored.
3. The host will respond to the chat.
 - a. At the appropriate time, the host make the requestor a panelist when it is his/her time to present to the Governing Board.

Executive Session Procedure

If the board quorum votes to enter Executive Session, they will use the following procedure.

1. The Board President will announce which session number they must join.
2. The quorum will exit the Public Zoom Meeting and join the Executive Session Meeting.
3. While the Executive Session is in progress, the Public Zoom Meeting session will stay active.
 - a. A visual indicator will be displayed on the Public Zoom Meeting screen.
 - b. The audio will be muted.
 - c. The host will periodically announce the Board is still in Executive Session.
4. When the Executive Session is over, the Board quorum will re-join the Public Zoom Meeting and continue with the meeting agenda.