



Sample script to be read at the beginning of every virtual board meeting. A version might be appended to the notice of the meeting.

Welcome to the regular meeting of the [District] Governing Board.

On March 30, 2020, Governor Doug Ducey announced that Arizona schools would be closed for the rest of the year due to the COVID-19 health crisis. In early April, when his stay-at-home order was issued, governmental functions – including school board governing board meetings – were exempted from the order. So, while it is legal to have an in-person school district governing board meeting, our district is choosing to exercise safe social distancing for our meetings by using a virtual meeting platform. The following will be the rules we are using for our meetings.

1. Although members of the board are not gathered in a central, physical location, we do have a quorum in attendance at this meeting by videoconference or telephone call.
2. We are meeting by use of _____ software application which allows for members of the public to view and/or listen to this meeting. If you need accommodations, please contact _____.
3. [Identify your process for call to the public during virtual meetings here]
 - If the board is not taking public comments (as they are not required to by law) they may state : At this time, the board has elected to suspend call to the public. Questions or comments can be directed to the office of the superintendent at _____.
 - If the board is taking public comment, describe the process by which comments will be included.
4. All other meeting procedures will adhere to board-adopted procedures to the extent practicable.
5. An audio recording or minutes from this meeting will be available to the public no later than [Date 3 business days following the meeting].
6. This software application allows for _____ number of people to view the meeting at a time. Others may still join by phone to listen to the meeting live.

We apologize in advance for any unforeseeable difficulties and ask for your patience as we navigate unprecedented conditions.