

# School Board Meeting 101

SCHOOL DISTRICT: 

---

BOE WEBSITE: 

---

MEETING DATES: 

---

MEETING TIMES: 

---

MEETING LOCATION: 

---

Is there a capacity limit? NO YES (Capacity Limit: ) UNKNOWN

Is an overflow option available? NO YES UNKNOWN

If yes, what is the overflow option available?

---

---

---

Virtual Option: NO YES UNKNOWN

How to access virtual option:

---

---

---

Are meetings recorded? NO YES UNKNOWN

How to access recording after meeting:

---

---

# School Board Meeting 101

Are there different types of meetings? NO YES UNKNOWN

List Different Meeting Types:

---

---

---

Notes about other types of meetings:

---

---

---

Accessibility - what is offered for folks with different abilities (ASL interpretation, language translation, materials in other languages, etc.):

---

---

Do accessibility supports need to be requested before meeting: NO YES UNKNOWN

Who to contact about accessibility needs and questions?

---

---

Tech Notes - Are there any restrictions on technology in the meeting? (i.e. laptop devices may not be used, etc.) Is free Wifi available and accessible?

---

---

Safety Notes - what things should we know about safety?

---

---

# School Board Meeting 101

**Audience Participation - what type of audience participation is allowed (i.e. are signs allowed, is there public comment, are you allowed to record, etc.)?**

---

---

**Do you have to sign-up for public comment?** NO YES UNKNOWN

**If yes, how do you sign up for public comment?**

---

---

**Rules for public comment:**

---

---

**How long does each person get for public comment?**

---

---

**Other Public Comment Notes:**

---

---

**Board of Education Members:**

---

---

# School Board Meeting 101

Are there other spaces where the community organizes around school board advocacy (i.e. social media groups, discords, coffee shop meet-ups, etc.)?

NO YES UNKNOWN

If yes, list spaces where the community organizes around school board advocacy:

---

---

Other Notes: