

**Information for Public Access of  
Remote Meetings of the School Board of Directors  
West Bath SAU**

The West Bath School Board of Directors will be holding remote meetings during and up to 30 days following the COVID-19 State of Emergency per [L.D. 2167 - An Act to Implement Provisions Necessary to the Health, Welfare, and Safety of the Citizens of Maine in Response to the COVID-19 Public Health Emergency](#).

**Public Access:**

- Members of the public can participate in the meeting remotely through a livestream link.
- The livestream link can be accessed on the calendar posting of the school board meeting at <http://www.westbathschool.org> or directly on the agenda that is posted here: <http://westbathschool.org/school-board-meetings/>
- The livestream link for the workshop and meeting of May 27, 2020 is: <https://www.youtube.com/watch?v=DT63VIP2RU>

**Public Comment:**

- There will be two public comment portions of the meeting as listed on the agenda.
- The first public comment will be for previously submitted items that relate to the agenda. The second public comment session will be for any other comments that are sent during the course of the meeting.
- Those who wish to provide a public comment should submit his/her comment by email to [publiccomment@westbathschool.org](mailto:publiccomment@westbathschool.org), by 4:00 PM of the day of the meeting. Public comments submitted should use, "Public Comment," in the subject line of the email.
- Those making public comment are required to sign the email with their full name to ensure the board knows who is addressing them.
- The board chair will pause the meeting prior to the second public comment session to gather any final public comments.
- As many comments as is practicable will be read aloud at the meeting, though all submitted comments will be included in the record of the meeting.

**Meeting Procedures:**

In order to help keep the focus on the meeting and not the technology, we will be using the following procedures:

- The board chair will announce that the meeting will be recorded and made available later in the week for viewing on the school website for those unable to view the livestream of the virtual board.
- Only board members and meeting participants/presenters will have links to the Google Meet. Livestreaming will be available for public participation.
- Attendance and votes will be taken by roll call voice response.
- Participants in the meeting will be asked to keep their microphones muted unless speaking. This will help to reduce background noise and feedback.
- If the technical performance of the conference deteriorates (poor video, sound is garbled or interrupted) the board chair may require that participants turn off their cameras and listen using the audio provided. Those with hearing impairments should continue to view the meeting with their camera and use the closed captioning option if they wish.
- Though present, the chat function will not be utilized for the meeting. Participants are asked to not use it. Anything submitted in the chat window will not be included in the record of the meeting.
- As many public comments as is practicable will be read aloud at the meeting, though all submitted comments will be included in the record of the meeting.