

NOTICE - COVID-19 PUBLIC HEALTH EMERGENCY: COMMITTEE MEMBERS TO ATTEND VIRTUALLY

Pursuant to the Governor's Executive Order N-25-20, all members of the BSEP Planning and Oversight Committee as well as District Staff will join the meeting via phone/video conference and no teleconference locations need be posted.

TO JOIN OR OBSERVE THE MEETING:

- To observe the meeting by Zoom video conference, you may wish to [download the Zoom app](#) before the meeting, if you don't have it already. At the noticed meeting time, or a few minutes before, click on the [MEETING LINK](#) you may have received by email or [Google calendar](#) notice on the BUSD website.

Instructions on how to join a meeting by video conference are available at:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.

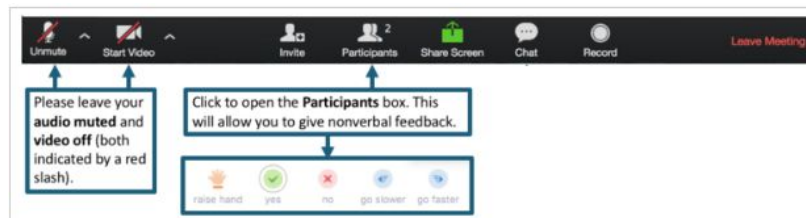
- To listen to the meeting by phone, please call at the noticed meeting time (669) 900 6833 , then enter Meeting ID 333-338-440, then press "#". If asked for a participant id or code, press #.

Instructions on how to join a meeting by phone are available at:

<https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

MEETING PARTICIPATION FOR MEMBERS OF THE COMMITTEE OR BUSD STAFF:

- Join the meeting with your [video off](#) in order to preserve bandwidth.
- The meeting will open with [all members muted](#). We ask that you keep your microphone muted throughout to minimize background noise
- The Meeting Chairs and BSEP Director will co-host the meeting and will unmute microphones when it is time for presentations, reports or questions. P&O Members may use the "raise hand" Zoom function to be recognized. Click on the Participants button as shown below and select "raise hand" to be called upon.



MEMBERS OF THE PUBLIC, AND PUBLIC COMMENT

Members of the public may observe the meeting with video off and audio muted. There are three ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- To comment by video conference, click the Participants button and select "Raise Your Hand" to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted.
- To comment by phone, you will be prompted to "Raise Your Hand" by pressing "*9" to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted.
- Email Comment. Please send an email to bsep@berkeley.net with a brief email comment. Please note that email Comment submissions close fifteen (15) minutes before posted meeting time.