



PLEASANT VALLEY SCHOOL DISTRICT

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CHARLENE M. BRENNAN

Acting Superintendent of Schools

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Director of Human Resources

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Assistant to the Superintendent

SUSAN H. FAMULARO
Business Manager

March 26, 2020

Dear Community Member:

The March 26, 2020, meeting of the Board of Directors of the Pleasant Valley School District will be held beginning at 7 PM virtually via an application called Zoom. Because of the stay at home order for Monroe County and the prohibition against meetings of more than 10 people, the administration building will be closed on March 26. Therefore, the only means of participation in the meeting will be virtually via Zoom. The meeting will be recorded and posted on the Pleasant Valley School District website to review the meeting at a later time for community members who cannot connect via Zoom or cannot participate for some other reason.

Zoom is compatible with Windows, Mac OS, and iOS (you can download the app for your phone through the Google or App Store). A webcam is not necessary to participate.

We have created two short videos to lead you through (1) how to download the Zoom application to your computer and join a Zoom meeting and (2) how to navigate within the Zoom meeting window after you have connected. If you have never used Zoom before to meet virtually, we recommend that you review these two videos before the meeting tomorrow. The videos can be found at www.pvbears.org *These videos are not perfect*, but we hope they will provide everyone with the basic information they need to get connected.

A FEW NOTES

1. This is our first attempt at holding a Board of Education meeting virtually. Please be patient as we expect there to be some glitches. However, we will work through those with you.
2. The public meeting will officially begin at 7 PM on Thursday, March 26, 2020. Participants will be able to join the meeting beginning at 6:45 pm.
3. The link to join the meeting is below, *but remember you will not be able to join the meeting until 6:45 PM tomorrow, March 26*. The link is also available on our website on the home page. We suggest if you have not used Zoom before that you watch the videos on our website.

Join Zoom Meeting: <https://zoom.us/j/885840803>

4. All participants on entry to the meeting will be muted. If your device has a camera, video will be enabled, but you can turn it off on your own. There is a video that leads you through the process to do this.
5. Public Comment - There are two opportunities for public comment during the board meeting. In Zoom anyone who would like to make a public comment should go to the Zoom toolbar at the bottom of the screen, click on "Participants," and when the participant window opens on the right, go to the bottom and click "Raise Hand." Wait for the host of the meeting to unmute you and call on you. Then state your name and address and make your comment. When finished the host will re-mute you. You should then go to the bottom of the window and click "Lower Hand." Our video on Introduction to the Zoom Meeting Window will show you how to do this.
6. If you will display your video so other meeting participants can see you, be sure your webcam is positioned correctly so everyone can see you clearly.

Again, we ask for your patience as we work through our first virtual board meeting. Thank you for bearing with us during this unprecedented time.

Sincerely,

A handwritten signature in blue ink that reads "Charlene M. Brennan". The signature is written in a cursive, flowing style.

Charlene M. Brennan, D.Ed.
Acting Superintendent