February 25, 2021

Ron Freitas, Board President
Dr. Cathy Nichols-Washer, Superintendent
Lodi Unified School District
1305 E. Vine Street
Lodi, CA 95240

Re: Agreement for Services

Dear Board President Freitas and Superintendent Nichols-Washer:

Enclosed are two copies of the contract for the Board Self Evaluation workshop presented by CSBA GCS Consultant, Teri Vigil. The workshop is scheduled for April 1, 2021 between the hours of 12:30 PM and 4:30 PM. Along with the Board President, please execute both copies. Keep one copy for your file and return one copy in the self-addressed envelope provided to you in this package.

Virtual Sessions on Zoom or other virtual platforms require pre-planning in order to enusre the best and most productive use of time for both the Governance Team and the GCS Consultant. Please follow the protocols and best practices suggested below to ensure you have a seamless and successful workshop and to ensure your compliance with Brown Act requirements.

The Brown Act requires that this meeting be held in open session. Although you are holding your meeting virtually, you must still ensure that your agenda is developed and posted within the appropriate time limits and in the appropriate locations. Please note that for both regular and special meetings, the agenda must specifiy that members of the public be given ample opportunity to comment on any agenda item.

You may have participants that are unfamiliar with virtual technology. To accommodate all and ensure everyone is comfortable with your session, please follow these preparation details:

- Conduct a practice session/rehersal with your facilitator, your board president, and your executive assistant at least one day prior to your meeting. Check all equipment and pracitce audio volumes, sharing of documents, and, if necessary, the sharing of PowerPoint presentations.
- Open your meeting 15 minutes prior to the actual start of the meeting.

Review housekeeping details with your board and the public at the beginning of your meeting i.e.,:

- All participants should be on mute unless they are speaking.
- For those participating from home, be sure distractions such as pets, or children, or loud noises are minimized.
- Use the "raise your hand" feature and be recognized by the facilitator prior to speaking.
- Keep answers brief and speak to the topic at hand but feel free to provide feedback and input as necessary.
- Use the "Chat" feature to submit questions and/or concerns. These will be monitored by the Executive Assistant or a CSBA staff member and passed over to your GCS Consultant.
- Employ courtesy and respect as you interact with your fellow board members and/or the audience.
- Speak clearly and loudly enough to be heard by fellow board members and your audience.
- If you must leave the room for any reason, leave your laptop on mute and open until your return. Send a message, via Chat that you must be excused for a moment but will return.

Following are some samples of instructions you may want to pass on to your staff, your Board Members, and your Public:

GENERAL INSTRUCTIONS

1. This Board Workshop will be held virtually, via an online video conferencing tool called Zoom. You DO NOT need a Zoom account to participate in the meeting. You will simply need the meeting link or the phone number and Meeting ID provided, and can participate as a guest.
2. All meeting participants will have the option to join the meeting either: a. via the Zoom app on your laptop/desktop computer, cell phone, or tablet, b. via the Zoom website on your internet browser (be aware that this offers a more limited experience), or c. via conference call on your cell phone or landline, following the prompts provided when you call.
3. If you plan to join the meeting via the Zoom app, please click the meeting link to join about ten minutes early, to allow time for the app to download to your device. Or you can download it ahead of time here: https://zoom.us/download.
4. This Board Workshop will be monitored by a technical moderator, to ensure all participants have the proper settings in place for the duration of the meeting.
5. All meeting participants will first be placed into a virtual "waiting room" when they join the meeting, and will be admitted to the meeting prior to the meeting's start. If there is a closed session item, members of the public and non-essential staff will be placed back into the waiting room until the meeting returns to open session or the district may set-up two Zoom meetings, an open meeting for the public and a closed session meeting for the Governance Team.

BOARD MEMBERS

1. All members of the Board will have their audio ON during the entirety of the Board Workshop. Upon first entering the meeting, the microphone audio will be automatically turned OFF (muted). The moderator will manage the microphone audio settings to turn on the audio for each Director.
2. All members of the Board should have their video ON during the entirety of the Board Workshop. Upon first entering the meeting, the video will be automatically turned OFF, but you may "Start Video" upon entering the meeting. The moderator may manage the video settings to turn the video on as well, if desired.
3. All members of the Board should remain on the meeting from beginning to end. If any Board members must leave the meeting early, they should make the meeting moderator aware prior to disengaging.
4. No private conversations - any side conversations dramatically impair everyone's ability to hear the meeting.
5. When taking action, all votes of the Board will be by roll call.

PUBLIC

1. All public participants will have their video and microphone automatically turned OFF upon entering the meeting. They will still be able to hear everything that is being said by the Board members and staff.
2. All public participants will have their video turned OFF by the moderator for the entirety of the Board Meeting. (This means your own webcam; you will still be able to see Board members in the video conference, as well as any presentations provided.)
3. Members of the public will be able to contibute their comments during the Public Comment section of the meeting in the manner determined by the Board.
4. The Zoom chat feature should be used for questions related to technical difficulties during the Zoom meeting, or general protocol questions. Any message posted to the chat will be fielded and responded to by the meeting moderator only.

FOR TECHNICAL ASSISTANCE, PLEASE CALL: (Provide your board members and your public with a call-in number for technical assistance.)

Should you have questions or need further assistance, please do not hesittate to call me at (916) 669-3242 or reach out to your consultant directly. We look forward to working with your governace team.

Genuinely,
Darcel Harris Lee

Darcel Harris Lee
Director, Trainings

Enclosures: Agreement for Services