

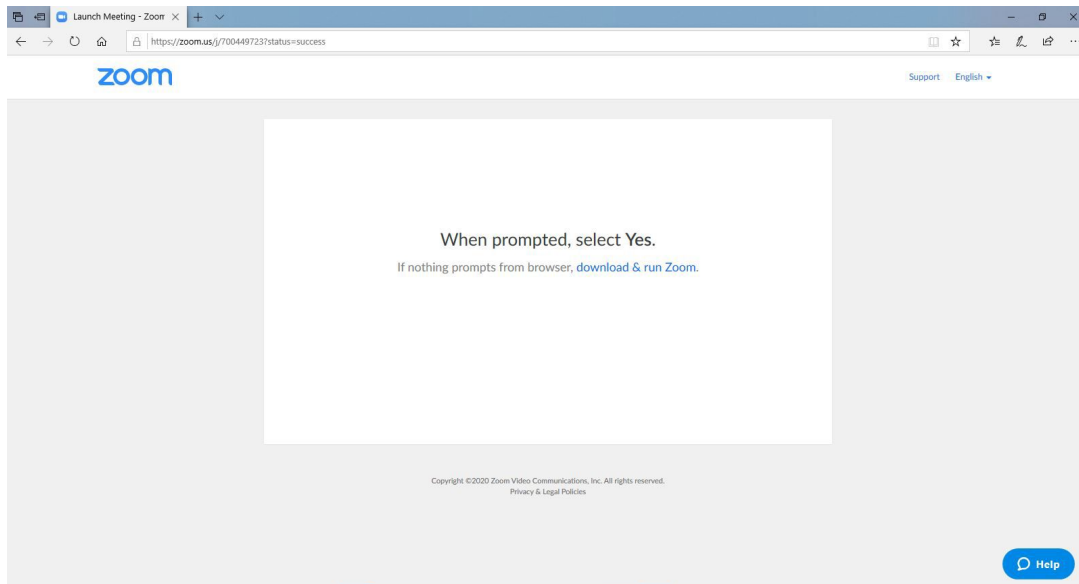
ZOOM Meeting Instructions for Board of Education Meetings

Due to the mandated closure of all New Jersey public schools and the current public health emergency, the West Deptford Township School District will virtually host the West Deptford Board of Education meetings in compliance with the [Open Public Meetings Act and enacted Amendments A3850/S2294](#). To ensure the continuity of School Board operations, while maintaining the necessary social distances to avoid the spread of COVID-19, the West Deptford Township Public Schools will utilize the ZOOM Webinar platform to host the public portion of our meetings. Please see the instructions below to access the virtual Board of Education meetings.

- [Access from a desktop or laptop computer](#)
- [Access from a touch tone telephone](#)
- [Access the online agenda via BoardDocs](#)

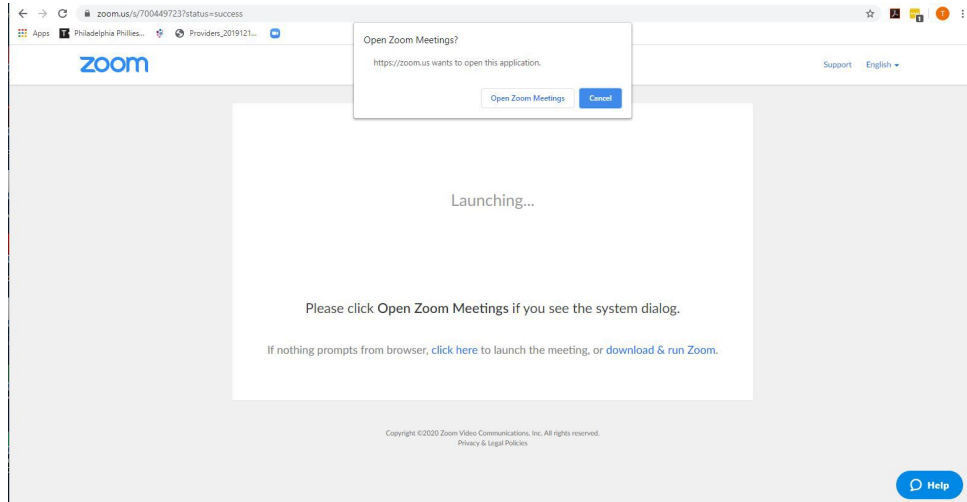
In order to access the meeting as a participant from your computer:

- Click the zoom link here:
<https://us02web.zoom.us/j/605783687?pwd=NEh1R08xQzl0WmwxaThCaVNrRnVldz09>
- Once you click the link, you should see this window:

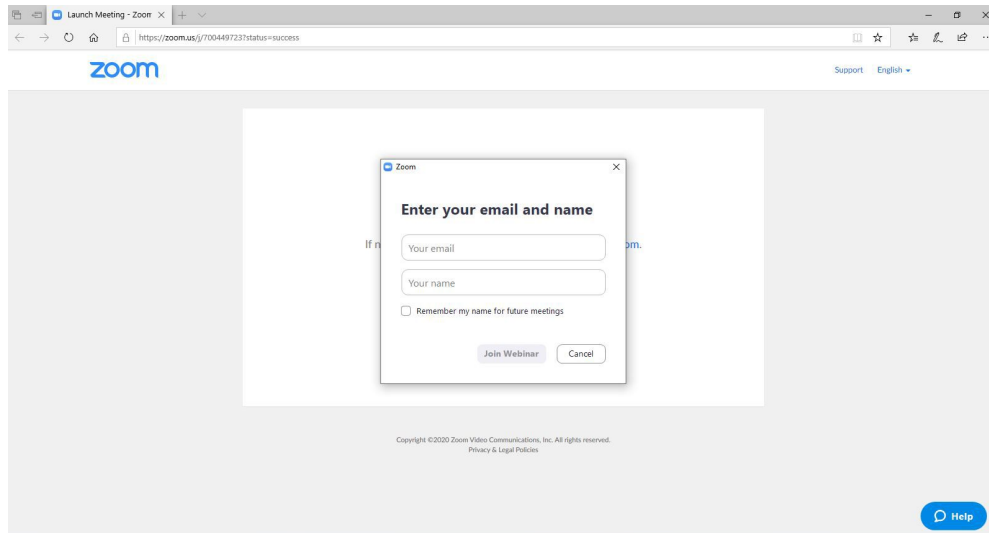


- From there, this prompt will show up, and you should click “Open Zoom Meetings”:

ZOOM Meeting Instructions for Board of Education Meetings

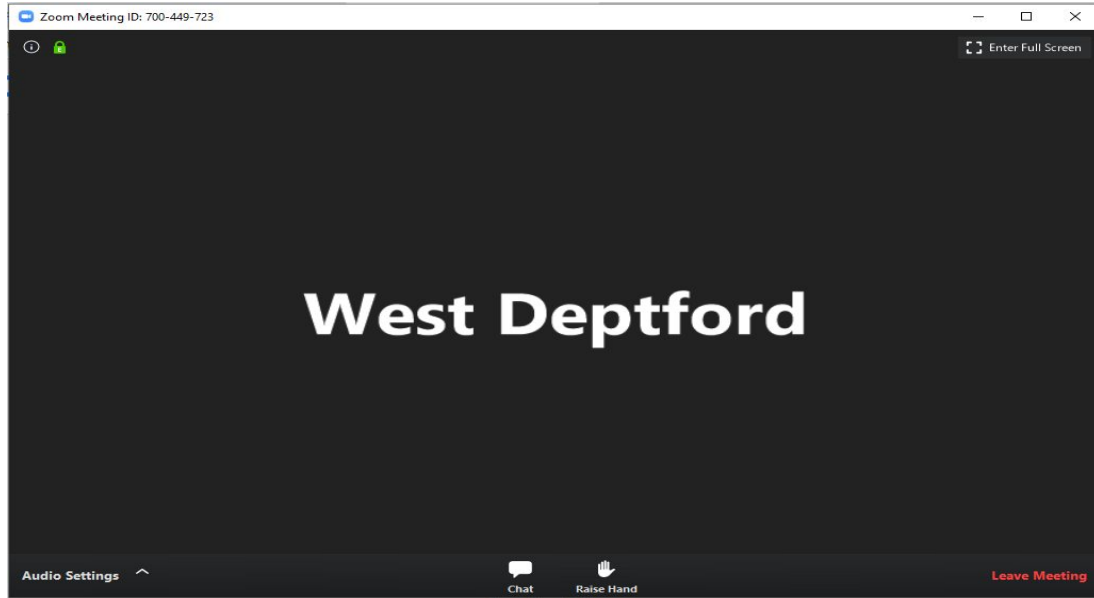


- Once Zoom opens, you will be prompted to enter your email and name in a pane that looks like the photo below. Please enter your email and your first and last name and click **“Join Webinar”**



Once you join the webinar, a new window should open that is the meeting. It will look like this or a live video of the Board Members; this is where the meeting presentation will take place:

ZOOM Meeting Instructions for Board of Education Meetings



- You can join audio via your computer if your computer has a microphone.
- **Please note:** In order to address the BOE, you must use the “**Raise Hand**” button at the appropriate time in the meeting and you will be called upon and invited to speak.

Joining the meeting via telephone:

- Please use your phone and dial into 646-558-8656
- Zoom will then prompt you for your meeting number, please enter 605 783 687
- Zoom will then prompt you for a password, please enter 742880
- This will place you in the meeting and allow you to hear the Board of Education Meeting
 - If you want to make a comment or ask a question during the Public Comment section of the agenda
 - Please dial *9 on your phone and you will hear a notification that you have raised your hand. This signifies to the President and the Board that you have a comment
 - The President will say your name or the last 4 digits of your phone number to let you know that it is your turn to comment
 - You should then provide your full name and address for the benefit of the Board Secretary, and can then state your comment or ask your question

To view the agenda:

The link to access the BoardDocs paperless agendas is located on the same page as the current agenda and minutes for the West Deptford Township Public Schools.

ZOOM Meeting Instructions for Board of Education Meetings

Go to <https://www.wdeptford.k12.nj.us/> and under the Board of Education tab, select BOE Home, then BOE Agendas then click the link for WDBOE BoardDocs site or [Click here!](#)

Once on the BoardDocs site, select the meeting you would like to view.

- At this point you can view or print the agenda.
- If you click the “View the Agenda” tab you will see the Categories on the left hand side of the page with the “Agenda Item Details” on the right.
- The first item is listed as 1. Meeting Opening, with subcategories A. Meeting Called to Order, B. Pledge of Allegiance C. President’s Announcement of Meeting Notice, etc..
- As you scroll down the left side of the Agenda, click on the item and more detail will appear on the right side of the page.
- If you are looking for a detailed version of the agenda in page form, select the printer icon, then select the “Detailed Agenda” tab, at the top on the left side of the page. This view will allow you to see the agenda in a printable form, without actually printing it. If you would like to print a copy of the Agenda, select “print” at the bottom of the page.
- To go back to the main menu, click the gray “x” in the right corner of the screen. Once you have finished, you can exit the program.