



River Forest
Public Schools

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To: Ed Condon, Superintendent
From: Kevin Martin, Director of Technology
Re: Board Meeting Live Streaming Recommendations
Date: October 25, 2021

At your request, I am sharing my recommendations about how the District might wish to mobilize new technology to support the efficient operation of Board of Education meetings under the lingering challenges of the pandemic. It is my suggestion that District Board meetings continue to use Zoom Webinars as the platform for live streaming and recording of these meetings. However, I would suggest that a Swivl device be utilized for the filming and recording of the in-person Board Members and attendees. In-person board members would no longer need to sign in as participants to the webinars on their own devices as their image and voices in the room would be captured by the Swivl and the associated satellite microphones. This change will significantly reduce the distractions caused by audio feedback and the need to mute and unmute microphones.

Remote meeting presenters would still join the webinar as participants and be able to see and hear the in-person attendees via the Swivl. In-person members would be able to view and hear the remote presenters via a single, on premise, device screen broadcasting the webinar video and audio.

In order to best and most easily implement this suggested change I would recommend that the Board meetings be shifted to either the Roosevelt auditorium or LLC since the projection and audio capabilities for the screen sharing of remote attendees will be more easily facilitated. Please let me know if you or the Board of Education would like any further clarification or explanation of the suggested change. Thank you!