

SAMPLE MEETING NOTICE

The School Board of the McClusky Public School (hereafter referred to as "governing body") will be holding a(n) _____ **[regular, special, or emergency]** meeting on _____ **[Date]** at _____ **[Time]**. The meeting will be held in the _____ room at _____ **[Location of Meeting]**. In the event that any or all of the members of the governing body participate in the meeting by telephone or video, a speakerphone or monitor will be available at the location noted above.

At the time this notice is being prepared, the governing body expects the agenda of its meeting to include the following topics: **[Include all topics the governing body expects to discuss. Also include the topics to be discussed during and the legal authority for holding any anticipated executive sessions.]**

- 1.
- 2.
- 3.
- 4.
- 5.

Where noted, the discussion of some of the above topics may be held in executive session rather than during the portion of the meeting which is open to the public. If this is a regular meeting, additional topics may be discussed. If this is a special or emergency meeting, the governing body's discussion will be limited to the topics and executive session listed above.

Date of Notice: _____ Name of Person Preparing Notice: _____

Posting Instructions:

1. Post at the main office of the public entity, if the entity has a main office.
2. Post at the location of the meeting, if held somewhere other than the entity's main office.
3. File with the county auditor(s) or post on the district website.
4. Provide a copy of the notice to any individual who has requested notice of the meeting.
5. For special or emergency meetings, notify the entity's official newspaper, if any, and any other media representative who has asked to be notified of such special or emergency meetings.

End of McClusky School District #19 Exhibit BC-E