

## MEETING NOTICE

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date and tentative agenda of board meetings. The public notice will be submitted to the local newspaper for publication, posted on the bulletin board in the central administration office, and on an exterior facing door/window so that community members may see the agenda when the building is physically closed. The agenda will be posted three (3) days prior to the board meeting; but, at the minimum twenty-four hours' notice will be given.

A copy of the public notice will be provided to those who have filed a request for notice with the secretary. A copy of the public notice will also be accessible to employees and students. After public notice has been given, board agendas will be available upon request to the board secretary to meet Americans with Disabilities Act compliance.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting using the same procedures as noted above.

It is the responsibility of the board secretary to give public notice of board meetings and work sessions.

Legal Ref.: *Dobrovolny v. Reinhardt*, 173 N.W.2d 837 (Iowa 1970).  
Iowa Code §§ 21.2-.4; 279.1, .2.

Cross Ref.: 210.0 Meetings of the Board of Education  
210.9-R Agenda Format

ADOPTED: 4/27/87  
9/23/88  
2/12/90  
4/26/93  
2/14/00  
11/12/07  
1/9/17  
3/26/18  
8/10/20  
9/11/23

Reviewed: 2/93, 1/5/00, 10/2/03, 10/4/07, 3/7/12, 12/1/16, 2/1/18, 3/5/20, 8/10/23