

**SAMPLE MEETING NOTICE**

The School Board of the **Apple Creek 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 \_\_\_\_\_ **Apple Creek School**. 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:

1. Agenda approval
2. Prior Meeting Minutes
3. Financial Reports
4. Old Business
5. New Business
6. Adjourn

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.