

# TRI-TOWNSHIP CONSOLIDATED SCHOOL CORPORATION

## POLICY

### REGARDING

### NOTICE AND MEETINGS

Public notice shall be given by the Board by posting a copy of the notice at the Superintendent's Office and at the entrance to the location of the meeting and by delivering notice to all persons including news media who have filed with the Board by January 1<sup>st</sup> of each year an annual written request for such notices.

Regular Meetings - Notice of regular meetings shall be given once each year. In addition, the regular meeting dates will be posted on the School Corporation website. The Office of the Superintendent shall make reasonable efforts to notify the exclusive representatives of any group of employees of regularly scheduled meetings. However, in the event a regular meeting's date or location is changed by the Board, all Board members and the news media shall be provided notice thereof at least forty-eight (48) hours prior to such meeting and the notice will be posted on the entrance to the location of the meeting.

Special meetings – Notice for special meetings called by the School Board President or by the Superintendent of Schools will be delivered to each Board member personally, sent by mail, fax, e-mail or telephone specifying the time and place of the meeting so that each member has at least seventy-two (72) hours of advance notice. Such special meetings shall be held at a place designated by the President and/or Superintendent of Schools.

Executive Sessions – Executive Sessions will be held in compliance with the requirements of Indiana law. Public notice of executive sessions will state the subject matter by specific reason as stated in the executive session law. Memoranda from the executive session will identify the subject matter considered. The governing body shall certify by a statement in the memoranda and minutes of the governing body that no subject matter was discussed in the executive session other than the subject matter specified in the public notice. Such statement will be signed by all board members present at the meeting.

No persons other than Board members and the Superintendent shall be admitted to executive sessions except by permission of the Board. No votes will be taken by the Board in executive sessions.

Adopted by the Tri-Township Consolidated School Corporation School Board this 8<sup>th</sup> day of April, 2013.

Reviewed and approved on April 21, 2016