

## MEETING NOTICE

Reasonable advance public notice shall be given for meetings and work sessions held by the board by a method designated and recorded in the board minutes. The usual method of giving advance notice of meetings of the Board of Education of the Loup City Public School District shall be by posting, and such posting shall occur by posting notice in at least three (3) public places throughout the school district not less than two (2) days prior to such meeting, unless such meeting is an emergency meeting, in which event notice will be given as required by law. Such notice shall be placed in the lobby of the Loup City Post Office, the bulletin board in the lobby of the Heritage Bank, in the lobby of Citizens Bank, on the front window(s) of the Loup City Public School, and on the school's website. The board may also, but is not required to, publish notice of its meetings in a local newspaper.

Public notice shall indicate the time, place, date and tentative agenda of board meetings. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The notice shall be transmitted to the public and a copy kept readily available for public inspection at the district office. Except for items of an emergency nature the agenda shall not be altered later than 24 hours before the meeting.

A copy of the public notice will be provided to those who have filed a request for notice with the superintendent. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. Public notice of emergency meetings shall be given as soon as practical and possible in light of the situation. Reasonable efforts shall be made to notify news media who have requested notification of meetings.

In the event a meeting must be cancelled for any reason, notification shall be sent in the same manner as regular school cancellations and will be posted on the district's website. Notice for a make-up meeting will be handled in the same way as all other meetings.

It shall be the responsibility of the superintendent to give public notice of board meetings and work sessions. The superintendent shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification of the time and place of each meeting and the subjects to be discussed.

Legal Reference:                   Neb. Statute 84-1408 to 1414  
  79-554  
  79-560  
  79-561

Approved 06/11/2012 Reviewed 02/13/2017 Revised 10/09/2017