

PENN MANOR SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED: January 18, 2011

REVISED:

006-BOG. PUBLIC NOTICE OF BOARD MEETINGS

Public notice of a Board meeting will comply with the following requirements:

1. Advertisement of the date, time and place of the meeting in a newspaper(s) of general circulation.
2. Posting of a notice of the date, time and place of the meeting in the district administrative office or at the public building in which the meeting will be held.

The chart listing the requirements for the various types of meetings will serve as a guide for public notice of meetings.

Types of Meetings	Publish	Post	Notice to Interested Parties
Regular/Work Session	Yes	Yes	Yes
Committees	Yes	Yes	Yes
Special	Yes	Yes	Yes
Rescheduled	Yes	Yes	Yes
Recessed/Reconvened	No	Yes	Yes
Executive Session	No	No	No
Emergency	No	No	No
Conference	No	No	No