

Board Operations**Methods of Operation****Public Notification of Board Meetings**

The Watertown Unified School District Board of Education recognizes the public is entitled to the fullest and most complete information regarding the affairs of the Board as is compatible with conducting Board affairs and the transaction of Board business.

As a governmental body, the Board must give public notice of all meetings according to state statute. In order to provide accurate and complete information to the public and media, notice of each meeting shall appear on the District website and in the Watertown Daily Times. Additionally, notices shall be posted at the Educational Service Center and at each of District schools.

Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than two (2) hours in advance of the meeting.

In the event that a matter arises that is not included on the previously distributed Board meeting agenda notice, and it is determined by the Board President with the advice of the Superintendent that the matter should be included on the agenda, the agenda will be revised with the additional item. Notice of revised agenda material will be given in the same manner as the original agenda notice, unless such notice is impossible or impractical due to extenuating circumstances.

Said notices will include the date, time, location and subject matter of each regularly-scheduled meeting of the Board, including subjects intended for the consideration at any closed session. The notice shall also contain the name and address of the District and its telephone number. Unless otherwise indicated, regular meetings shall convene at 6:00 p.m. on the fourth Monday of each month at the Education Service Center at 111 Dodge Street.

Policy Approved: December 18, 1985

**Policy Revised: December 16, 2013
December 18, 2017**