**Hancock Central School 2340**

 **NOTICE OF MEETINGS**

 The Board of Education believes that public notice of its activities is essential to ongoing, proactive cooperation between the Board and the community it serves.

 To this end, and in accordance with state law, notice of meetings shall be sent to all members of the Board of Education, Superintendent of School, District Treasurer, and to the newspapers of the district. The time, date and place of regular Board meetings are established at the Reorganizational Meeting. If a meeting is scheduled at least a week in advance, notice must be given to the public by posting in one or more designated public places not less than 72 hours prior to the meeting.

 The District Clerk shall be responsible for notifying members of the date, time and place of all regular and special meetings.

 When a meeting is scheduled less than a week in advance the Board shall provide public notice to the extent practicable. Said notice shall be conspicuously posted in one or more designated public locations.

Place of Regular and Special Meetings

 All meetings of the Board shall be held in the Board Room of the Hancock Central School unless it shall have been decided that another place shall be selected. In case any meeting is held in a different place, the District Clerk shall notify each member. Such meetings to transact official school business must occur within the boundaries of the district.

Ref: Open Meetings Law, Public Officers Law §§100et seq.

 Education Law §§1606; 1708; 2504; 2563

Adopted: 09/13/1993