**SPECIAL MEETING NOTICE**  
Physical and Virtual Meeting Presence

The \_\_\_\_ Board of Education will be conducting a special meeting on the \_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_a.m./p.m.

This meeting will include teleconferencing and videoconferencing, but there will be parties present at (physical location if some will be at school address or in same location).

Those present at remote locations will be:

Via Teleconference:  (List names and position)

Via Videoconference:  (List names and position)

Those present at the physical meeting site will be:

(Include names and positions).

This notice was filed with the county clerk on the \_\_ day of \_\_\_\_\_, 2020 at \_\_\_\_ a.m./p.m. This notice was provided 48 hours in advance of the special meeting excluding weekends and state holidays.