

NOTICE OF EXECUTIVE SESSION

(Name of District)

TO: *(Name of Person who is subject of the Executive Session)*

FROM: *(Name)*, Clerk of the Board

DATE: _____

Pursuant to A.R.S. §38-431.03(A)(1), you are hereby notified that the Board of Directors has scheduled an executive session at ____ on _____ for the purpose of discussing a personnel matter that involves you *(brief description of matter, see Note below)*. You are asked to be available to participate in this executive session. However, the Board of Directors may decline to include you in the session. You have the right to demand that such discussion as may occur takes place at a public meeting. Please indicate your desire below, sign and date this form, and return it to me as soon as possible, but not later than the date and time scheduled above. Thank you.

_____ I do not wish to have this discussion held in a public meeting.

_____ I do wish to have this discussion held in a public meeting.

Signature

Date

Note: A brief description of the reason for the executive session, sufficient to enable the person who is the subject of the session to reasonably make a decision as to whether or not the session should be held in private or in public, should be provided.

This notice must be provided to the person who is the subject of the executive session not less than 24 hours prior to the executive session.