

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: BEDG</b>
	<b>POLICIES AND REGULATIONS</b>	

### **MINUTES OF SCHOOL BOARD PROCEEDINGS**

The minutes of the meetings of the School Board are the written permanent records of the school district. The finance director or designee will keep minutes of all the official actions of the Board. The minutes will include:

- A record of all actions taken by the Board, with the vote of each member recorded except in cases of unanimous votes.
- Resolutions and motions. This will include a detailed statement of all expenditures of money, with names of persons to whom payment is made for service rendered or goods furnished; a detailed statement of receipts, and balance on hand; and expenditures and receipts of custodial accounts.
- A record of the disposition of all matters on which the Board considered, but did not take action.
- The salaries of all employees will be published after the July organizational meeting, and total payroll by department monthly.

Within ten (10) business days, the unapproved minutes of a Board meeting will be made available for inspection by the public. The record shall be open to inspection by the public during regular office hours of the Finance Director.

Within twenty (20) days after a board meeting, minutes of the meeting will be published in the official newspaper-of the district. The Finance Director or designee shall verify and sign each legal publication submitted to the newspaper.

The School Board shall approve the minutes of every meeting within 45 days after that meeting and the president and Finance Director shall sign the minutes of all regular and special meetings after they have been approved. Any change or correction in the minutes shall be reflected in the minutes of the meeting at which the changes are made.

Following each annual school election held pursuant to §13-7-10, the school board, within 60 days of the official canvas, shall include in the school board minutes the following information:

- The number of registered voters of the school district on the date voter registration closes;
- The number of registered voters of the school district who voted in the election;
- The percentage of registered voters of the school district who voted in the election;
- The date of the election, and if the election was held in conjunction with a regular municipal election as provided in §13-7-10.1 or with the regular June primary as provided in §13-7-10.3.
- If the annual election was not held because there was not a contested vacancy for the school board and no question was submitted to the voters, the school board shall provide that information in the school board minutes.

**LEGAL REFERENCE:**

SDCL 1-27-1.17 Draft minutes of public meeting to be available – Exceptions

SDCL 6-1-10 Publication of Payroll Information

SDCL 13-8-34 Approval and Signing of Minutes of School Board

SDCL 13-8-35 Publication of Minutes of Board

SDCL 13-16-21 Custodial Funds-Reports and Audits

SDCL 13-7 School district elections

SDCL 13-8-43 Records of business manager open to public inspection

**ADOPTED:** January 22, 2001

**REVIEWED:** February 12, 2007

**REVISED:** June 25, 2012

**REVIEWED:** October 24, 2016

**REVIEWED:** October 24, 2022