

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

## **SCHOOL BOARD GOVERNANCE AND OPERATIONS**

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

A complete record of minutes, including “yes” and “no” votes shall be kept of all meetings of the School Board. The minutes shall be reproduced in the minute books of the School Board, thus becoming the permanent and official record of the action of the Board. The record shall be open to inspection by the public during regular office hours of the Finance Director.

Within twenty (20) days after such meeting, the board shall cause to be published in the official legal newspaper with the district, a full account of the unapproved proceedings of such meeting giving a detailed statement of all expenditures of money, with the names of persons to whom payment is made, and the service rendered or goods furnished. The School Board shall approve the minutes 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.

The minutes shall include the personnel report.

Within ten (10) business days, the unapproved draft minutes of a Board meeting will be made available for inspection by the public. The minutes will be submitted to the official newspaper within ten (10) business days.

The Finance Director or designee shall verify and sign each legal publication submitted to the newspaper.

#### **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

**ADOPTED:** January 22, 2001

**REVIEWED:** February 12, 2007

**REVISED:** June 25, 2012

**REVIEWED:** October 24, 2016