

## Todd County School District Policy: BEDG

### MINUTES OF BOARD MEETINGS

The minutes of the meetings of the school board are the written permanent records of the school district. The business manager will keep minutes of all the official actions of the board. The minutes will include:

1. a record of all actions taken by the board, with the vote of each members recorded except in cases of unanimous votes;
2. resolutions and motions in full; this will include a detailed statement of all expenditures of money, with names of persons to whom payment is made and service rendered or goods furnished; a detailed statement of receipts, and balance on hand; and expenditures and receipts of trust and agency funds;
3. a record of the disposition of all matters on which the board considered, but did not take action; and
4. in the minutes of the first meeting following the beginning of the fiscal year, or within thirty days thereafter, or in the minutes of the first meeting following the completion of salary negotiations with employees for that fiscal year, or within thirty days thereafter, a complete list of all the salaries of all officers and employees, and thereafter shall publish once any salary paid to any officer or employee who has been added or whose salary has been increased.
5. at least monthly, a total of payroll by department.

The unapproved minutes will be available for inspection by any person within 10 business days after the meeting unless an audio or video recording of the meeting is available to the public on the District's website within five business days after the meeting..

Within 20 days after a Board meeting, minutes of the meeting will be submitted to the local newspaper, as in accordance with law. The business manager will sign each legal publication submitted to the newspaper.

The board will approve the minutes of every meeting within forty-five (45) days after that meeting. The presiding officer and the business manager will sign the minutes of all regular and special meetings after approval by the board. Any change or correction in the minutes will be reflected in the minutes of the meeting at which the changes are made.

All minutes will be open to inspection by the public during the regular office hours of the business manager.

LEGAL REFS.: SDCL 1-27-1.17; 6-1-10; 13-8-34; 13-8-35; 13-8-36; 13-8-43

ADOPTED: April 18, 1983

REVISED: November 8, 1993

REVIEWED: August 24, 2015

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