

<b>MARION SCHOOL DISTRICT 60-3</b>	<b>NEPN Code: BEDG</b>
<b>SCHOOL BOARD GOVERNANCE AND OPERATIONS</b>	

## **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 School Board. The record shall be open to inspection by the public during regular office hours of the business manager.

Within twenty 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 business manager 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.

The business manager or designee shall verify and sign each legal publication submitted to the newspaper.

**LEGAL REFERENCE:** SDCL – 6-1-10 – Publication of Payroll Information  
SDCL – 13-8-35 – Publication of Minutes of Board  
SDCL – 13-8-34 – Approval and Signing of Minutes of School Board

**REVISED:** February 15, 2011