



MINUTES OF SCHOOL BOARD MEETINGS

Southeast Technical College Policy BEDG/STC

1. Purpose

To establish a record keeping policy governing School Board Minutes.

2. General Statement of Policy

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 Board, thus becoming the permanent and official record of the action of the Board. This 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 newspaper 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, showing the service rendered or goods furnished, a statement of receipts, and balance on hand. Expenditures and receipts of trust and agency funds will be published in total only.

The Board shall approve the minutes of every meeting within forty-five days after such meeting and the President and the Business Manager shall sign the minutes of all regular and special meetings after they have been approved. Any change or correction in the minutes after publication and prior to approval by the Board shall be reflected in the minutes of the meeting at which the changes are made.

A complete list of all the salaries of officers and employees shall be published as required by state law.

Within ten business days, the unapproved draft minutes of a Board meeting will be made available for inspection by the public or within five business days after a meeting, an audio or video recording of the meeting will be available to the public on the District website. The minutes will be submitted to the official newspaper within ten business days.

The Business Manager or his/her designee shall sign each legal publication submitted to the official newspaper.

3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References:

SDCL

- 1-27-1.17 Draft minutes of public meeting to be available - Exceptions – Violation as misdemeanor
- 6-1-10 Publication of payroll information
- 13-8-34 Approval and signing of minutes of school board
- 13-8-35 Publication of minutes of board – Contents = Changes after publication – Business manager to sign

Board Approved:

Policy	Board Action	(Formerly 9369)
adopted 05 -28 -68		
amended: 10 -25 -93	27458.2d.	
amended: 10 -24 -05	34245	
amended: 09 -14 -09	35488	
amended: 09 -13 -10	35817	
amended: 10 -14 -13	36737	
reviewed: 08 -13 -18	38110	
reviewed: 03.01.23	ST00708	