

## SAYDEL COMMUNITY SCHOOL DISTRICT

### BOARD MEETING MINUTES

Since the official minutes of the Board are the only basic legal record, it is important that they be recorded with extreme care and completeness. The Board Secretary will adhere to the following guidelines in writing board minutes:

**With respect to content, the minutes should show the following:**

1. The place, date and time of each meeting.
2. The type of meeting—regular, special, emergency, work session.
3. Members present and members absent, by name.
4. The call to order and adjournment.
5. The departure of members by name before adjournment.
6. The late arrival of members, by name.
7. The time and place of the next meeting.
8. Approval, or amendment and approval, of the minutes of the preceding meeting.
9. Complete information as to each subject of the Board's deliberation and the action taken.
10. Who made a motion and who seconded it, what action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
11. Complete text of all Board resolutions, numbered consecutively for each fiscal year.
12. A record of all contracts entered into, with the contract documents kept in a separate file.
13. A record of all change orders on construction contracts.
14. All employment changes, including resignations or terminations.
15. A record, by number, of the bills of account approved by the Board for payment.
16. A record of all calls for bids received, and action taken thereon.
17. Approval of all transfers of funds from one budgetary fund to another.
18. Important documents forming a part of a motion will be made a part of the minutes by exhibit and placed in the minute book along with the minutes.
19. Board policy and administrative guides will be made a part of the minutes by exhibit.
20. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.
21. A record of all delegations appearing before the Board and a record of all petitions.
22. At the annual meeting each year the record will indicate that the books of the treasurer and secretary and the Certified Annual Report have been examined and approved subject to audit.
23. The election or appointment of board officers.
24. The appointment of auditors to examine the books.

**Approved:** 1-20-97

**Reviewed:** December 2013

**Revised:** December 2013

**BOARD MEETING MINUTES CONTINUED**

**At the organizational meeting in September/October, the minutes should reflect the following:**

25. Appointment of a temporary chairperson if not specified in policy.
26. Oath of office administered to newly elected Board members.
27. Nominations taken for the office of President and Vice President.
28. Election of the President and Vice President, the votes and the oath of office administered to the President and Vice President.
29. The resolution to pay bills when the Board is not in session.
30. A resolution to automatically disburse payroll along with a roster of all employees under contract.
31. A resolution naming depositories along with the maximum deposit for each depository.
32. Resolution authorizing the use of a check protector and signer and the proper control of the signer.

**Approved:** 1-20-97

**Reviewed:** December 2013

**Revised:** December 2013