

## **LEGAL SERVICES INFORMATION – JANUARY SCHOOL BOARD MEETINGS IN A SNAPSHOT**

### **BOARD MEMBER OATH OF OFFICE REQUIREMENTS:**

- Members must take the oath of office.
- The oath must be administered by a notary public or qualified person.
- The oath must be signed by the board member and the person who administers it.
- File the signed oath with the appropriate circuit court clerk's office.
- The oath may be administered any time after being elected or appointed.
- The oath must be taken and filed within 30 days of the beginning of the board member's term.

### **BOARD ORGANIZATION REQUIREMENTS:**

- Elect a president, vice president, and secretary within 15 days of start date of term.
- Appoint a treasurer of the board and the school corporation.
- At the organization meeting, the board may review compensation.
- Board members may receive up to \$2,000 per year for service, plus per diem.
- Anticipate maximum per diem as \$150 for regular meetings and \$75 for other meetings.

### **BOARD OF FINANCE - ANNUAL MEETING REQUIREMENTS:**

- Meet between January 2, 2025, and January 31, 2025.
- Elect a president and secretary.
- Review a written report that summarizes the investments made during the 2024 calendar year.
- Review the overall investment policy of the school corporation.
- Receive and review a written report on the financial condition of the school corporation.
- This report must be given by the superintendent or the superintendent's designee.
- Must use the fiscal and qualitative indicators [DUAB: School Corporation Fiscal Indicators](#).

### **ADVERTISING REQUIREMENTS:**

- The organization meeting must be open to the public.
- The organization meeting must be advertised.
- The board of finance meeting must be open to the public.
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- The meetings may take place on the same day.
- The best practice is to advertise the meetings at different times.