

---

## **BOARD OF SCHOOL TRUSTEES OPERATIONS - TRANSACTION OF BUSINESS**

Adoption Date: July, 1978; Revised February 1982, May 8, 2001, April 17, 2018  
Legal Ref: IC 5-14-1.5 *et seq.*; IC 20-26-4-8  
Cross Ref:

The Board of School Trustees shall transact all business at a meeting open to the public, except for executive sessions as permitted by law. The Board shall only take official action on school matters at an open meeting.

The president and secretary of the Board are entitled, on behalf of Westfield Washington Schools (WWS), to sign any contract, including employment contracts and contracts for goods and services with approval by a majority of the Board. In absence of either the president or secretary, the vice president is entitled to sign the contracts with the other present officer. Board members shall not have the power to act in the name of the Board outside of the Board's meetings except when such an action or agreement is authorized at a regular or special meeting of the Board with the necessary quorum.