

Hancock County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date: 04/09/15
		Rescinds:	Issued:

1 The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings
2 of the Board.¹ A draft of the minutes of the previous meeting shall be sent to all board members with
3 the agenda for the upcoming meeting. Following their approval by the Board, the minutes shall be
4 signed by the chair and director of schools. The minutes shall become permanent records of the Board
5 and shall be made available to interested citizens and the news media upon request.^{2,3} A copy shall be
6 mailed to all board members, the president of the local education association, and to each of the
7 schools no more than thirty (30) days after approval by the Board.⁴

8 The minutes shall include:

- 9 1. The nature of the meeting (regular or special), time, place, date, board members present or
10 absent, and the approval of the minutes of the preceding meeting;²
- 11 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with
12 the names of the members making and seconding the motions, and a record of the members
13 voting “aye” and “nay” in the event of a roll call vote;²
- 14 3. Names of persons addressing the Board and the purpose of their remarks; and
- 15 4. A brief account of those items discussed, and whether or not any motions were made regarding
16 those items.
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Legal References

1. TCA 49-2-301(b)(1)(C)(D)
2. TCA 8-44-104
3. TCA 10-7-503(2)(A)(B)(i)(ii)(iii)
4. TCA 49-2-203(a)(11)