

Lakeland Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date: 10/03/16
		Rescinds: 1.406	Issued: 12/02/13

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

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9 The minutes shall include:

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

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31 Legal References:

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

Cross References:

LSS Policy 1.403