

# Lakeland Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Minutes</b>	Descriptor Code: <b>1.406</b>	Issued Date: <b>12/02/13</b>
		Rescinds:	Issued:

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

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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;<sup>2</sup>
- 13  
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 voting  
16 “aye” and “nay” in the event of a roll call vote;<sup>2</sup>
- 17  
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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30 Legal References: \_\_\_\_\_

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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)
  - 36 5. **LSS Policy 1.403**
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