

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <h2 style="text-align: center;">Minutes</h2>	Descriptor Code: <b>1.406</b>	Issued Date:
		Rescinds: <b>1.406</b>	Issued: <b>05/21/14</b>

1 The Superintendent of Schools shall keep, or cause to be kept, complete and accurate minutes of all  
 2 meetings of the Board.<sup>1</sup> A draft of the minutes of the previous meeting shall be sent to all board  
 3 members with the agenda for the upcoming meeting. Following their approval by the Board, the  
 4 minutes shall be signed by the chair and Superintendent of Schools. The minutes shall become  
 5 permanent records of the Board and shall be made available to interested citizens and the news media  
 6 upon request.<sup>2,3</sup> A copy shall be sent to all board members, the president of the Williamson County  
 7 Education Association, and on request to any supervisor or principal.<sup>4</sup>

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;<sup>2</sup>
- 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;<sup>2</sup>
- 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.

17 The official copy of the approved minutes shall be signed by the Chairman of the Board and the  
 18 Superintendent of Schools.

19 All regular and special called meetings of the Board of Education shall be audio recorded. Audio  
 20 recordings will be kept for four calendar years. Committee meetings and work sessions need not be  
 21 recorded.

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Legal References

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

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Cross References

Duties of Officers 1.201