

MANCHESTER CITY SCHOOLS
Policy Manual

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

The minutes shall include:

- The nature of the meeting (regular or special), time, place, date, board members present or absent, and the approval of the minutes of the preceding meetings;
- A record of all motions, proposals, and resolutions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting “aye” and “nay” in the event of a roll call vote;
- Reports, documents and objects relating to a formal motion may be omitted from the minutes, if they are referred to and identified by title and date;⁶
- Names of persons addressing the Board and the purpose of their remarks; and
- A brief account of those items discussed, and whether or not any motions were made regarding those items.

The President of the Association may pick up a copy of the preliminary agenda for each Board meeting from its Administrative Building mailbox on the day of its preparation, after the close of the teachers’ workday. During the summer months, a copy of the preliminary agenda for each Board meeting shall be mailed to the home address, if requested, of the Association President on the day of its preparation. A copy of the previous Board meeting(s) minutes will be attached to the preliminary agenda.⁷

Legal References:

1. [TCA 49-2-301\(b\)\(1\)\(C\).](#)
2. [Robert’s Rules of Order Revised 10th Edition Article X Section 60 The Minutes](#)
3. [TCA 8-44-104\(b\).](#)
4. [TCA 10-7-503.](#)
5. [TCA 49-2-203\(a\)\(11\)](#)
6. [AGO 79-284\(June 11, 1979\).](#)
7. [MEA – School Board Contract Article IIC](#)

Cross References