

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>BOARD MEETING MINUTES</b>	<b>Descriptor No:</b>  <b>BO 9</b>	<b>Date Adopted:</b>  <b>4/79</b>
	<b>Reviewed/Revision Adopted:</b>  <b>9/93; 2/01; 2/11</b>	

1 The secretary, or a competent clerk, shall keep complete records of the action of Board meetings.  
2 The minutes shall be a complete record of each meeting including resolutions and motions in  
3 full. Papers not a part of a formal motion may be omitted if they are referred to and identified by  
4 some method.

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6 Copies of the minutes of a meeting shall be sent to the members of the Board before the meeting  
7 at which they are to be approved. Corrections in the minutes may be made at the meeting at  
8 which they are to be approved. Permanent minutes shall be signed by the Director of Schools.

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10 Board meeting minutes will be placed on the school system website: [www.cityschools.net](http://www.cityschools.net), link  
11 School Boards, and will remain on the website for a two-year period.

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30 **Legal References:**

- 31  
32 T.C.A. 49-2-301(f)  
33 T.C.A. 8-44-104  
34 T.C.A. 10-7-503  
35 T.C.A. 49-2-203(a)(12)