

Part 3 Chapter 12: Board of Education Operations

Rule 12.5 Minutes

1. The minutes of the SBE shall be kept in accordance with Miss. Code Ann. § 25-41-11.
2. All proposed minutes shall become the official minutes after adoption by the SBE.
3. All proposed minutes shall be provided with the agenda to each SBE member within seven (7) calendar days prior to any SBE meeting.
4. The minutes shall be prepared by the Executive Secretary; however, the Executive Secretary may secure such assistance as is necessary for the preparation of the minutes.
5. All minutes shall be posted to the MDE website once approved.

Source: *Miss. Code Ann. § 25-41-11 and § 37-1-3 (Rule Revised 05/2023)*