

## MINUTES

Complete and accurate minutes of all School Board meetings shall be recorded by the Clerk, approved by the School Board in open session, signed by the Clerk and Chairman of the Board, and kept and stored in accordance with the provisions of the Code of Virginia.

Draft minutes and all other records of open meetings, including audio or audio/visual records, are public records open pursuant to the Virginia Freedom of Information Act.

Minutes may be taken during closed meetings of the School Board, but are not required. Such minutes are not subject to mandatory public disclosure.

Minutes are not required to be taken at deliberations of study commissions or study committees, or any other committees or subcommittees appointed by the School Board except where the membership of any such commission, committee or subcommittee includes a majority of the School Board.

Minutes are in writing and shall include, but are not limited to

- the date, time, and location of the meeting;
- the members of the School Board recorded as present and absent; and
- a summary of the discussion on matters proposed, deliberated or decided; and
- a record of any votes taken.

Adopted: July 1, 1993

Amended: March 24, 1997; December 11, 2003; August 14, 2008; October 23, 2014; August 24, 2017

---

Legal Refs.: Code of Virginia, 1950, as amended, §§2.2-3704, 2.2-3707, 2.2-3712, 22.1-74

Cross Refs.: BDC, Closed Meetings

BDD, Electronic Participation in Meetings from Remote Locations

KBA, Requests for Public Records Information