

## MINUTES

Minutes are taken at all open meetings, approved by the School Board in regular session, signed by the clerk and chairman of the Board, and kept and stored in accordance with the provisions of the Code of Virginia.

Minutes of open School Board meetings are posted on the school division's website within seven working days of their final approval.

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 as described in Policy KBA Requests for Public Records and Regulation KBA-R Requests for Public Records.

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. If minutes are required, they are posted on the school division's website within seven working days of their final approval.

Minutes are in writing and 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;
- a summary of the discussion on matters proposed, deliberated or decided; and
- a record of any votes taken.

Adopted: December 11, 1995

Amended: October 7, 1996

Amended: September 13, 1999

Amended: August 8, 2008

Amended: July 17, 2017

Amended: April 15, 2019

Amended: July 18, 2022

Amended: April 17, 2023

Amended: July 17, 2023

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3707, 2.2-3707.2, 2.2-3712, 22.1-74.

Cross Refs.: BDC

Closed Meetings

BDD	Electronic Participation in School Board Meetings from Remote Locations
BDDL (Optional)	Electronic Participation in Committee Meetings from Remote Locations
KBA	Requests for Public Records
KBA-R	Requests for Public Records