

## MINUTES

Minutes are recorded at all open meetings, approved by the School Board in regular session, signed by the clerk and chair 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 as described in Policy KBA Public Records and Regulation KBA-AR Requests for Public Records.

Minutes may be taken during closed meetings of the School Board, but are not required. Such minutes shall not be 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 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: MAY 1996  
Revised: JULY 2017

Revised: NOVEMBER 1999  
Revised: APRIL 2019

Revised: APRIL 2002

Revised: JULY 2008

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 Information
	KBA-AR	Requests for Information