

SCHOOL BOARD GOVERNANCE AND OPERATIONS

File: BDDG

MINUTES

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

Except as otherwise specifically provided by law, minutes and other official records of the School Board, including the School Board meeting agenda packets, shall be open to inspection and copying by any citizen of Virginia during the hours when the School Board office is regularly open to the public. Draft minutes and all other records of open meetings, including audio or audio/visual records, shall be deemed public records and subject to production pursuant to the Virginia Freedom of Information Act. The Superintendent is authorized to make a charge for the copying and search time expended by School Board employees in supplying requested records, provided such charges do not exceed the actual cost to the School Board in supplying these services.

Minutes may be taken during closed meetings of the School Board, but shall not be 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 committee 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 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: August 6, 1998
Revised: October 16, 2003
Reviewed: December 20, 2007
Revised: June 19, 2008
Reviewed: June 25, 2013

Legal References: Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3704, 2.2-3707, 2.2-3712, 22.1-74.

Cross References: BDC Closed Meetings
KBA Requests for Information

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