

## 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.

~~Except as otherwise specifically provided by law, minutes and other official records of the School Board 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 charge a fee 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~~ not required. Such minutes ~~shall~~ are 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 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

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Legal Refs.: Code of Virginia, 1950, as amended, §§~~2.2-3701~~, 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