

MINUTES

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

Minutes of open School Board meetings are posted on the ACPS 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 and Regulation KBA-R.

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

It is the policy of the Alexandria City School Board that minutes will be taken at all deliberations of Board-appointed committees and subcommittees and posted on the ACPS 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: October 24, 1996
- Amended: September 9, 1999
- Amended: March 21, 2002
- Amended: June 18, 2009
- Amended: April 30, 2015
- Amended: October 12, 2017
- Amended: December 5, 2019

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
- KBA-R Requests for Public Records Regulations

MINUTES

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5 signed by the Clerk and Board Chair, and kept and stored in accordance with the provisions of the
6 Code of Virginia.

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9 days of their final approval.

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12 public records open pursuant to the Virginia Freedom of Information Act as described in Policy
13 KBA and Regulation KBA-R.

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16 minutes are not subject to mandatory public disclosure.

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18 It is the policy of the Alexandria City School Board that minutes will be taken at all deliberations
19 of Board-appointed committees and subcommittees and ~~made publicly available~~ posted on the
20 ACPS website within seven working days of their final approval.

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Commented [1]: Per the amendment to Va. Code § 2.2-3707

Commented [2]: Does the School Board have a window/deadline for approval?

Commented [3R2]: Under Roberts Rules of Order they typically approved the minutes from the previous meeting as one of the first acts in the next meeting. In ACPS this is part of the Consent Calendar, items the Board approves without additional discussion.

Commented [4]: Per the enactment of Va. Code § 2.2-3707.2

Commented [5R4]: When we make changes to policy like this, who is responsible for notifying impacted staff of such changes?

Commented [6R4]: We put them on the revision team. In this case the Clerk is part of the team as this is their responsibility.

Commented [7]: Is this required by VA code? I'm not sure if our advisory committees currently turnaround their minutes this quickly.

Commented [8R7]: Yes, it's required. Its after approval so assuming they approve at their next meeting the Board Clerk would have 7 working days to post them. Its on Susan's brand new process documentation.