

MINUTES

Minutes are recorded 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.

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 made publicly available.

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:](#)

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

BDDD Electronic Participation in Meetings from Remote

Locations

KBA Requests for [Information Public Records](#)

KBA-R Requests for [Information Public Records](#) Regulations