

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
- Amended: March 2, 2023

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