

**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 Board Chair, 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.

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 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: October 24, 1996  
Amended: September 9, 1999  
Amended: March 21, 2002  
Amended: June 18, 2009  
Amended: April 30, 2015

Legal Refs.: Code of Virginia, 1950, as amended, sections [2.2-3701](#), [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