Minutes and Records of School Board Meetings

I. General

The School Board takes all official actions during the open sessions of School Board meetings and speaks through its minutes; therefore, these documents are of considerable consequence in school operations. In addition, Virginia law requires the School Board and the Clerk of the School Board (Clerk) to maintain accurate minutes of all open meetings of the School Board.

II. Recording and Retention of Minutes

The Clerk and/or Deputy Clerk shall record the minutes of all open meetings of the School Board. Minutes, including draft minutes, and all other records of open meetings, including audio and audiovisual records, are public records subject to Virginia’s Freedom of Information Act. All such records, including the minutes and draft minutes, must be maintained permanently, as required by the retention schedules of the Library of Virginia and by the Virginia Public Records Act.

Minutes of the previous board meeting shall be read to the School Board only in case of corrections or omissions. An early procedural item on the agenda shall be the adoption of the minutes of the previous meeting, which shall be provided to Board members in advance of the meeting when the minutes will be approved. After approval the minutes shall be signed by the Chairman At-Large and Clerk. Minutes shall become official upon approval of the School Board and shall be maintained in the safekeeping of the Clerk who shall see that they are available for public examination during office hours.

III. Content of Minutes

Minutes shall be in writing and shall include (i) the date, time, and location of the meeting; (ii) the members of the School Board recorded as present and absent; and (iii) a summary of the discussion on any matters proposed, deliberated or decided, and a record of any votes taken. The minutes shall otherwise be as brief and simple as possible.

A record of all persons making presentations and the subject of such presentations shall be noted.

The Clerk and the Deputy Clerk shall be responsible for implementing and monitoring this policy.

This policy and any related regulations shall be reviewed at least every five years and revised as necessary.

Legal References: Va. Code §§ 22.1 77; 2.2-3707; 42.1-86.1.

Adopted: October 21, 1992
Reviewed/Revised: November 28, 2018

PRINCE WILLIAM COUNTY SCHOOL BOARD