School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
August 28, 2026

Standard Operating Procedure
Minutes Process

PURPOSE:

To determine the School Board Office process for creating and maintaining Meeting Minutes as the public record of all official meetings held by the Fairfax County School Board.

SCOPE:

Per VA Code, school boards are required to maintain meeting minutes as part of the Virginia Freedom of Information Act and as part of the General Powers and Duties of the School Boards.

ROLES:

Clerk Team: The Clerk Team is responsible for taking notes during meetings and tracking time and attendance at meetings. The Clerk Team is also responsible for supervising the work of the Support Tech I. The Clerk Team will review minutes for accuracy, as needed. The Clerk shall sign the minutes for all meetings.

Support Tech I: The Support Tech I is responsible for writing the minutes for all regular meetings, work sessions, and special meetings (i.e. Joint Board of Supervisor and School Board Meetings, Public Hearings and Retreats). Committee meetings may be written by the member of the Clerk Team that staffed the meeting. The Support Tech I will support Committee Meeting Minutes, as needed. The Support Tech I is responsible for posting all meeting minutes in a timely manner. In addition to posting minutes after meetings, the Support Tech I is responsible for all Exhibit Files.

School Board Members: School Board Members are responsible for reviewing and approving minutes for all meetings. The School Board Chair or Committee Chair shall sign the minutes

once approved by the full Board or Committee. Additionally, when there are extenuating circumstances, the School Board Chair may provide additional time for the creation of minutes for regular meetings and work sessions (or other full Board meetings), and the relevant Committee Chair may provide additional time for the creation of minutes for their Committee.

TIMELINE:

The Support Tech I will follow the following timeline for minutes preparation:

- Regular Meetings:
    - Wednesday before meeting - prepare minutes draft
    - Friday after meeting - update motions, time, and attendance
    - Monday - post approved minutes and send draft minutes to Clerk

- Work Sessions:
    - Monday before meeting - prepare minutes draft
    - Wednesday after work session - submit draft minutes to Clerk

Timeline of Minutes Approval

Meeting Type	Draft Due By	Who Reviews	What's needed to complete the document?
Regular Meeting	The next weekly Chair's Meeting (Wednesdays).	Chair/Vice Chair	Consent Agenda on Board Docs at next Regular Meeting.
Work Session/ Budget Committee of the Whole	The next weekly Chair's Meeting (Wednesdays) *(not the day after WS, but the one after)*	Chair/Vice Chair	Consent Agenda on Board Docs, NOT at next Regular Meeting, but the one after.
Committee Meeting	Five business days after the meeting.	Committee Chair	Agenda on Board Docs for the next committee meeting and voted on

			by committee members.
Public Hearing	Five business days after the meeting.	Chair/Vice Chair	Consent Agenda on Board Docs at next Regular Meeting following the five business day period.
Board Retreat	Five business days after the meeting.	Chair/Vice Chair	Consent Agenda on Board Docs at next Regular Meeting following the five business day period.

GUIDELINES:

Per Virginia (VA) Code 1950, § 22-52; 1980, c. 559., all minutes of school board meetings shall be signed by the Chair of the Board (or Committee) and the Clerk.

Per VA Code § 2.2-3707, minutes shall be taken at all open meetings. The minutes shall include a) the date, time, and location of the meeting; b) the members present and absent; and c) a summary of the discussion and action taken in the meeting.

Per VA Code § 2.2-3707.2, *any local public body subject to the provisions of this chapter shall post minutes of its meetings on its official public government website, if any, within seven working days of final approval of the minutes*.