

POLICY REVIEW COMMITTEE MEETING MINUTES

King's Fork High School
351 King's Fork Road, Suffolk, VA 23434
Media Room, 2nd floor
October 20, 2025

Present:

Members

- ✓ Mrs. Kimberly Slingluff, **Committee Chair**
- ✓ Mr. Sean McGee, **School Board Vice-Chair**
- ✓ Mrs. Karen Jenkins, **School Board Member**

Participants

- ✓ Dr. John B. Gordon III, **Superintendent**
- ✓ Wendell M. Waller, Esquire, **School Board Attorney**
- ✓ Renee Davenport, **Legal Administrative Assistant**

Attendees

None

➤ Call to Order.

- The meeting was called to order. The committee approved the minutes for the September 22nd, 2025 meeting.

➤ Unfinished Business

• POLICY SECTION 5-2.2:3 – Threat Assessment Team

- The committee agreed to the revised policy language recommended by Attorney Waller. The policy will be moved forward as a first reading on November 13th, 2025 to the full board.

• POLICY SECTION 7-7.4 – Fraternization Policy

- Committee member McGee requested that the policy be tabled until our next PRC meeting in November. This will give School Board Member Riddick additional time to review this policy. Attorney Waller asked the committee if they had considered the significant language modifications in the proposed policy and they affirmed that they had. Members will try to reach out to Mr. Riddick regarding the changes in this policy. The policy will be tabled until the next PRC meeting on November 17th, 2025.

➤ New Business

• POLICY SECTION 8-42.4 – Evidence of Progress

- This policy is being revised because of changes to the Virginia code. Attorney Waller informed the committee that the home school representative also commented on this policy to ensure that this additional language was added. There was no additional discussion from the committee regarding the policy. This policy will be presented for first reading to the full board at the November 13th,

2025 meeting.

- **POLICY SECTION 7-16.2 – Written Contracts Required**

- Committee Chair Slingluff questioned the semantics of “him and her” being replaced with “them and their”? Attorney Waller replied that this language is being proposed by VSBA most likely in an attempt to avoid any gender issues. There being no further concerns, the committee agreed that the policy will then be presented as a first reading at the November 13, 2025 meeting.

- **POLICY SECTION 7-20.2 – Certification Requirement**

- Committee Chair Slingluff asked Attorney Waller to explain the changes in this policy. Attorney Waller expounded that generally the school board cannot hire convicted felons. The Code now requires an exception which allows a felon to be employed if they have not been convicted of the rape, molestation, or abuse of a child and/or their rights have been restored by action of the governor. Whether to hire a convicted felon is left to the discretionary of the school division. Committee Chair Slingluff asked questions about the background checks and what does it reveal about the applicant. Dr. Gordon replied that background checks will list convictions and Attorney Waller pointed out that the that the background will also indicate when a charge has been “nolle pros.” This means that the prosecutor decided to withdraw the charges and not continue with the prosecution of a case; however, charges could be refilled. Questions arose regarding how those situations are handled. Dr. Gordon stated that the applicant is then brought in and additional questions are asked. HR then brings this information to the Chiefs to discuss and make a decision. Attorney Waller stated that the applicant has no recourse regarding this policy because “to hire or not to hire” is discretionary. It’s not mandatory that they be hired. Committee Member McGee asked who would assume the risk if there is fall out from the hiring of a felon. Attorney Waller replied that the only legal entity subject to suit is the “School Board.” The policy will be presented for First Reading at the November 13th, 2025 meeting.

- **POLICY SECTION 7-21.2 – Principal to Secure Substitutes**

- Attorney Waller informed the committee that this policy is a State Code change and it basically increases the number of days that someone can be employed as a substitute. Dr. Gordon explained the requirements of licensure for long-term substitutes and how HR handles this information. The policy will be presented to the full board for First Reading at the meeting on November 13, 2025.

- **POLICY SECTION 7-23.1 – Probationary Term for Teacher**

- Attorney Waller asked the committee to allow us to make the non-substantive changes to this policy without having to present this policy to the full board. The committee agreed to have the changes made by the legal department.

- **POLICY SECTION 7-26.3 – Professional Staff Development**

- Attorney Waller informed the committee that this is a State Code requirement. Committee Chair Slingluff questioned the language in Paragraph F. She wanted to know if training should be “optional”. The committee discussed the options for trainings. Attorney Waller shed guidance on Virginia being a “Dillion Rule” state. Local school board can only act consistent with the authority expressly granted by the legislative, or authority that is necessarily and fairly implied or essential for

governmental operations. Dr. Gordon will share this policy with Dr. McNair as an “informational only” item. The policy will be presented to the full board for First Reading at the meeting on November 13, 2025.

- **POLICY SECTION 7-31.4 – Dismissal of Teachers Generally**

- This policy is being revised because of changes to the Virginia code. The committee had no questions or concerns with this policy. It will be presented for First Reading at the meeting on November 13, 2025.

- **POLICY SECTION 7-31.5 – Suspension of Staff Members**

- This policy is being revised because of changes to the Virginia code. Committee Chair Slingluff asked how are board members notified and when are they notified? Attorney Waller explained that whatever shape or form it takes to notify board members should satisfy the code. Dr. Gordon explained what occurs when they are notified that someone is arrested. When the employee gets out on bail or bond, we then schedule to have a conversation with them depending on why they were arrested. Dr. Gordon sends the SB members information before it becomes official, so they are not blindsided after it hits the community. The school board is notified in the personnel report if the employee has to be terminated due to the charges. The committee had no further questions/comments regarding this policy and it will be presented to the full board for First Reading at the meeting on November 13, 2025.

- **POLICY SECTION 8-10.1 – Drug, Alcohol, and Tobacco Education**

- This policy is being revised because of changes to the Virginia code. The committee had no questions or concerns with this policy. Dr. Gordon asked Attorney Waller if secondary students could also be included in the policy. Dr. Gordon went on to add that research indicates that we are starting to see middle school students getting exposed to opioids. Attorney Waller replied that it could be done if applied to the lower grades. Dr. Gordon will seek feedback from Sara Williford and do further research. Attorney Waller suggested that the general assembly may be changing it soon. The committee agreed to present for First Reading as is at the meeting on November 13, 2025.

- **POLICY SECTION 8-17.3 – Online Courses Allowed**

- Attorney Waller stated that this policy is a Code requirement. The committee had no questions/comments regarding this policy and it will be presented to the full board for First Reading at the meeting on November 13, 2025.

- **POLICY SECTION 8-42.2 – Declaration of Policy**

- This policy is being revised because of changes to the Virginia code. Chair Slingluff pointed out two corrections in paragraph B to change “eighteenth” to “eighteen”. Also, the bulleted items should have either only one “or” after bullet (iii) and remove the “and” on-bullet (iv). Aside from the minor corrections, the committee had no further questions/comments regarding this policy and it will be presented to the full board for First Reading at the meeting on November 13, 2025.

- **POLICY SECTION 8-42.6 – Availability of Advancement**

- This policy is being revised because of changes to the Virginia code. The

committee had no questions or concerns with this policy. It will be presented for First Reading at the meeting on November 13, 2025.

- **POLICY SECTION 8-42.7 – Non-Disclosure of Information**

- This policy is being revised because of changes to the Virginia code. Committee Chair Slingluff asked how would this disclosure come about? Attorney Waller responded that normally the parent would know that a federal or state agency is requesting this information. Then the school division would let the parent know that in order to provide this information, the school needs the parents' written consent. The committee having no further questions or concerns with this policy agreed to present it for First Reading at the meeting on November 13, 2025.

- **POLICY SECTION – 9-2.2 – Placement of Twins**

- This policy is being revised because of changes to the Virginia code. Often times parents will request for their twins to be in the same classroom. This policy enables the classroom teacher to override the parent if it's indicated that both children should not be in the same classroom. Dr. Gordon indicated that there is usually going to be some type of documentation and discussion with the parents when issues arise that lead up to this decision and the policy gives a clearer time line of the first 9 weeks. The committee discussed the schools' authority presently with or without the language added to this policy to separate twins. Attorney Waller also informed the committee that the policy gives criteria stating that if placement of twins in the same classroom is disruptive to the school or is harmful to the children's educational progress, they can then be separated. The committee having no further questions or concerns with this policy agreed to present it for First Reading at the meeting on November 13, 2025.

- **POLICY SECTION 9-5.2 – Mandatory Attendance**

- This policy is being revised because of changes to the Virginia code. The language such as student, pupil, child is suggested by VSBA and is interchangeable. Committee Chair Slingluff noted a correction in paragraph "E" to add the word "be" after "may" in the first line. The committee having no further questions or concerns with this policy agreed to present it for First Reading at the meeting on November 13, 2025.

➤ **Business by Committee Members**

- Committee member McGee stated that he attended the Safety committee recently and one of the things that was brought up was concerns regarding the security plans. Do we have anything in place that safeguards those plans or should there be a policy in place indicating that those plans aren't to be shared? Mr. McGee asked if those documents are protected from FOIA? Attorney Waller replied that they are specifically exempt from mandatory release.
- Committee member Jenkins informed the committee that she has received several complaints regarding that Safety committee meeting. They need a larger space to meet and the meeting was too long. Dr. Gorgon suggested that the agenda may need to be revised and shortened, possibly adding items to another meeting. Mrs. Jenkins said they may need to review the agenda with Mr. LeFevre before the day of the meeting. The Support Committee will meet with them in December to review issues and suggestions.

- Committee Chair Slingluff stated that her appointee for the Safety Committee has left the area. She has another person in mind and at what point can that person be put in as her new appointee? Where can she find the information about the meeting, there is no specific information mentioned? Dr. Gordon stated that he will find out where that information is listed.
- Committee member Jenkins inquired about the policy on school board members responding to constituents. Do we still need to get the chairs permission to respond, even if it's not right after they speak? Attorney Waller read the policy regarding responding to constituents. "School Board Members are to listen to Public Comment and Public Hearing presentations, but are not to comment, deliberate or take-action on them during the public comment time. However, at the conclusion of any public meeting, with the concurrence of the School Board chair, a Member of the School Board can request that the superintendent investigate any citizen comment or concern that specifically pertains to the operations of Suffolk Public Schools that was mentioned during public comments and report back to the School Board at a subsequent meeting." Attorney Waller stated that his thinking is that you don't want to chill someone's desire to come and speak before the board. You want people to feel free to come before the board, share whatever they want to say and not have any push back from a board member.
- Next meeting will be Monday, November 17, 2025 at 3:30 at King's Fork High School (Media Center).

➤ **Adjournment at 4:33 PM.**