

POLICY REVIEW COMMITTEE MEETING MINUTES

**Curtis R. Milteer Sr. Recreational Center
Conference Room
132 Robertson Street, Suffolk, VA 23438
December 2nd, 2024**

Present:

Members

- ✓ Mrs. Karen Jenkins, ***Chair, School Board Member***
- ✓ Mrs. Heather Howell, ***Vice-Chair School Board Member***
- ✓ Mrs. Kimberly Slingluff, ***School Board Member***

Participants

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

Attendees

➤ Meeting called to order.

- Ms. Jenkins called the meeting to order and welcomed everyone.
- The minutes were reviewed and approved for the meeting held on October 28, 2024.

➤ Unfinished Business

- **POLICY SECTION 9-26.1**

The School Board had tabled action on this policy to receive comments from the SEAC committee. SEAC recommends that management of aggressive or violent behavior of students with disabilities in emergency situations be carried out by trained personnel. This wording has been added to the policy in subsection A. The Committee agreed to forward to the full board for first and second reading.

- **POLICY SECTION 2-2.7**

As requested by the School Board, language has been deleted from this policy that would require policies of the School Board be “informed by the Virginia School Board Association”. Language has also been deleted that “The Policy Review Committee may also recommend to the full School Board approval or disapproval of the proposed policy change and/or revision that was requested by the Board Member.” The Committee agreed to forward to full School Board for first reading and adoption.

- **POLICY SECTION 2-3.2**

Several changes were recommended to this policy. In subsection D, once an agenda has been published on the Electronic School Board (ESB) and released for public viewing, agenda topics or line items that were not on the agenda when first published cannot be added to the published agenda. However, up to and including the day of the actual meeting of the School Board, the clerk is allowed to (a) make

grammatical corrections to the published agenda; and (b) add attachments to the agenda that directly pertain to topics and/or line items that are listed on the published agenda.

Another revision is found in subsection E. Members of the school board will be allowed to add items to the agenda by motion at the board meeting. And because items can be added at the meeting, the previous language requiring written notice to add an item 14 calendar days before a board meeting appears unnecessary. Therefore, this language is recommended for deletion.

After an item has been added to the agenda by majority vote, the Board can then discuss whether to approve or disapprove the added item. If the added item impacts students or employees, a vote to approve or disapprove the added item must take place at the next regularly scheduled meeting of the School Board, unless the School Board determines that it would be in the best interests of SPS to add the item and then proceed to vote at the same meeting.

The committee discussed two options, one being the process for getting things on the agenda using the 14 days for both “action” and “info” items, and the process of adding items on the agenda during the meeting. What is the evolution of the policy? Discussion ensued about having more time to digest items added on the agenda. Items, especially big decision items, should be presented at a month ahead of time to be decided on the next month at the board meeting. Board members are encouraged to read the information that they receive regarding the agenda. The consensus of the committee is to reinsert section E and make it 16 calendar days and eliminate the language at the end of section E regarding objections from Board members. Attorney Waller will tweak the language and send it back to the committee for review in time to be considered at agenda review. Wording may include “If any three board members are in agreement to add an item to the agenda”. Wording regarding adding items at the meeting will remain the same. Attorney Waller will also look at the history trail of the policy. The Committee agreed to forward to full School Board for first reading and adoption.

➤ **New Business**

- **POLICY SECTION 8-13.1**

This policy was also tabled to receive comments from SEAC. Suggested changes from SEAC are highlighted in yellow. In subsection A, language was inserted in line 6 to read, “who are not disabled” in place of “without disabilities.” In subsection C, inserted the words “by the division according to.” In subsection E, inserted the word “printed”. And in subsection E, the third sentence was deleted. The Committee agreed to forward to full School Board for first and second reading.

- **POLICY SECTION 9-23.2**

No concerns were expressed from SEAC regarding this policy. In subsection A, parts 5 & 6, expands the definition of a child’s educational records to include electronic communications such as emails and facsimiles regarding the disability of a child. The Committee agreed to forward to full School Board for first and second reading.

- **POLICY SECTION 9-23.5**

In Subsection B, Suffolk Public Schools will retain special education records for at least seven years and parents will be notified of the opportunity to obtain those records during the retention period. This is provided for by Virginia Code Section 22.1-289(1). Dr. Gordon questioned how did the General Assembly come up with seven years? If a special education student is aged out at 21 years of age, why do we need to save a record another 7 years after that? This would amount to 10 years after they graduate from school. Attorney Waller responded that the reasoning maybe to assist the child in applying for benefits through Social Security Administration. The Social Security Administration will sometimes rely on student records such as testing in finding someone eligible for receipt of benefits. If there is an email regarding a student, the email should be printed and placed in the student's educational record. Dr. Gordon told the committee that we save a lot of things digitally, especially after moving Mr. Napier's team to another facility. The committee discussed what can be done so that so data does not have to be saved unnecessarily and archived. This legislation was just changed in the 2024 session, so it could turn out that local school divisions may find that it is impractical and may it may be something that the General Assembly will revisit. Dr. Gordon stated that the superintendent association may push back on it. The Committee agreed to forward to full School Board for first and second reading.

- **Business by Committee Members**

- **None.** Next meetings will be decided by 2025 School Board Policy Review Committee members.

- **Adjournment**