

POLICY REVIEW COMMITTEE MEETING MINUTES

**Curtis R. Milteer Sr. Recreational Center
Conference Room
132 Robertson Street, Suffolk, VA 23438
September 23, 2024**

Present:

Members

- ✓ Dr. Judith Brooks-Buck, ***School Board Member***
- ✓ Mrs. Heather Howell, ***Vice-Chair School Board Member***
- ✓ Karen Jenkins, ***Chair School Board Member***

Participants

- ✓ Wendell M. Waller, Esq. ***School Board Attorney***
- ✓ Renee Davenport, ***Legal Administrative Assistant***

Attendees

Member of the public.

➤ Meeting called to order.

- Dr. Brooks-Buck called the meeting to order and welcomed everyone.
- The minutes were reviewed and approved for the meeting of July 22, 2024.

➤ Unfinished Business

Note: The following policies under Unfinished Business were referred back from the School Board Meeting.

• POLICY SECTION 2-2.7

The following language has been added to this policy based on the discussion that was held at its last school board meeting. "Any request that is made by a Board Member and approved by the School Board to change and/or revise a policy of the School Board, the Policy Review Committee must make the change and/or revision that has been requested and submit the change and/or revision to the full School Board for consideration. 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." Members agreed that this language meets the intent of the concern brought up at the meeting.

There was a discussion among committee members that if language cannot be vetted at the policy review meeting, then it negates the purpose of the policy review committee and we are not going to get very far with the policies. We need to look very carefully at the decisions that we are making regarding these policies because our job is to vet these policies and decide if it makes any sense taking into consideration that there is a spill over in whatever we put in policy. Members also

discussed that if a board member requests a policy, then the Policy Review Committee should draft something for presentation to the full School Board. This is unlike policies recommended by the VSBA where the Policy Review Committee can decide not to send to the full School Board. The importance of Board members putting in writing their requested policy revision. The Committee agreed to forward to full School Board for first and second reading.

- **POLICY SECTION 2-3.2**

The proposed policy does the following: (1) limits the authority of the chair to make changes to the agenda once it has been published on ESB; with the limited exception of when it hampers the operations of the school division (2) allows members of the school board to add items to the meeting agenda during the public meeting; and (3) affords members of the public ample opportunity to sign up and comment on the revised agenda. The only thing that it doesn't allow is to have an item added on the agenda and then voted on the same night of the meeting. We have several policies that speak to allowing members of the public to address items on the agenda. The public would not have an opportunity to address these items if they are added to the agenda and voted on at the same meeting. Committee discussed clarifying and simplifying the language of when and how items can be added to the board agenda in the policy. The added language is under subsection E. Committee agreed to first and second reading.

Note: Committee also agreed to group all first reading and adoption policies together on the agenda.

- **POLICY SECTION 9-15.4**

A concern was raised at the Board Meeting regarding parent notification prior to search of a student. The added language is under subsection C. This policy outlines those situations in which you will not be required to notify a parent and these are very serious situations. Attorney Waller stated that there are legal parameters that govern the search of a student. It has to be justified at its inception and reasonable in its scope, so unless those two things are present, you can't conduct a search. Committee agreed to first reading and adoption.

- **POLICY SECTION 4-13.1:1**

Additional language was inserted based on the board's discussion. The board wanted to have a report from the superintendent indicating that he has considered all four (4) factors listed in this policy before recommending that property is no longer needed for school purposes. The policy also allows viewpoints from the community. Committee agreed to first and second reading.

➤ **New Business**

- **POLICY SECTION 5-5.2**

This language requiring participation in the federal National School Lunch Program and federal School Breakfast Program and to make lunch and breakfast available at

no cost to students is required by Virginia Code Section 22.1-79.7:1. When VDOE came and did the evaluation of the lunch and breakfast program, and policies of the School Board, VDOE required that this additional language be added to the policy. This language is verbatim. Suffolk Public Schools offer free lunch and breakfast. Committee agreed to first reading and adoption.

- **POLICY SECTION 5-6.6**

This policy requires Suffolk Public Schools to indicate the personal information that it collects on users making use of the school division's website. It provides that Suffolk Public Schools does not collect unnecessary information. Suffolk Public Schools collect communication protocol addresses from personal computers accessing the website, but does not place cookies on computers. This policy revision is required by Virginia Code Section 2.2-3803. Our website does not tract information and does not place cookies on the computers, per information sent by Dr. Gordon. Committee agreed to first and second reading.

- **POLICY SECTION 7-14.1**

This policy provides that no regularly employed teacher can be paid from public funds unless the teacher holds a license issued by (i) the Board of Education; (ii) a provisional license issued by the Board of Education, superintendent or School Board; or (iii) a local eligibility license issued by the school superintendent. The school superintendent is allowed to issue a provisional license to employ a career and technical teacher who is seeking license with an endorsement in the career and technical education to allow the teacher time to attain the required credentials. The School Board can issue a provisional license to a teacher upon receiving from the school superintendent a recommendation for a provisional license and a satisfactory performance evaluation during the local eligibility period. The Board of Education can also issue a one-year non-renewable license to an individual who needs to complete coursework but otherwise meets the requirements for licensure. Additional requirements for issuance of a local license by the school superintendent are also spelled out in this policy. This change in policy is required by Virginia Code Section 22.1-298.1, 22.1-299 which is set to expire July 1, 2030, Virginia Code Section 22.1-299.5 and Section 22.1-299.6. Committee agreed to first and second reading.

- **POLICY SECTION 7-26.3**

This policy provides that the School Board provides high quality professional development in implementing the Virginia IEP, and the referral, evaluation, reevaluation and eligibility forms and worksheets required by Virginia Code for each teacher with a provisional special education license or an endorsement in special education curriculum in grades K-12, special education deaf and hard of hearing preschool through grade 12, and special education blindness and visual impairments preschool through grade 12. High quality professional development is also provided for other grades referenced in the policy. The requirement to complete cultural competence training for the 2022-2023 has been deleted; however, the requirement to complete cultural competence training remains a part of this policy. This added language is required by Virginia Code Section 22.1-253.13:5 under Standard 5 of the Standards of Quality. This has already been done in Suffolk Public Schools per

Dr. Gordon. Committee agreed to first and second reading.

- **POLICY SECTION 8-1:1**

This policy revision will allow the School Board to enter into an agreement with a community college under the Passport Program. This will enable students to earn general education credits at participating Virginia public institutions of higher education. The policy revision also includes language that the School Board's literacy program of instruction is aligned with science-based reading research and provides evidence-based literacy instruction to students in grades K thru 8 and is consistent with the School Board's division wide literacy plan. This change in policy is required by Virginia Code Sections 22.1-237.3 and 22.1-253.13:1 Standard 1 of the Standards of Quality. The Passport Program is a dual credit program that allows high school students to get that high school diploma and associates degree. Dr. Gordon already has this in the works and Attorney Waller has already reviewed the agreement. Committee agreed to first and second reading.

- **POLICY SECTION 8-1:3**

This policy also pertains to the dual credit courses. This policy revisions requires the local school board to provide, as part of the student's Academic and Career Plan a list of the top professions in Virginia, skills required for each, and top degree programs at colleges and universities in Virginia as compiled by the Board of Education. This policy also provides that School Board may enter into agreements that will enable students to receive postsecondary credits. The College and Career Access Pathways Partnerships must specify (1) options for students to take courses as part of the CTE curriculum that will lead to course credit or industry-recognized credential, certification, or license concurrent with high school diploma; (2) credit, credentials, certifications, or licenses that are available for such courses; (3) industry-recognized credentials that will be accepted as substitutes for certain high school credits; and (4) available options for students to participate in pre-apprenticeships with the pursuit of a high school diploma. This change in policy is permitted by Virginia Code Section 22.1-253.13:1(G) Standard I of the Standards of Quality. This policy gives students more opportunities, it enables students to find out what are some of the top professions in Virginia, and the requirements to get into those professions. Committee agreed to first and second reading.

- **POLICY SECTION 8-1:4**

This policy also pertains to the dual credit courses. This policy provisions provides that each qualified high school student will be provided access to courses at each high school that are sufficient to complete the Passport Program and the Uniform Certificate of General Studies Program at a public institution of higher education at no cost to the student. The deleted language is not included in the VSBA model policy. This language is required by Virginia Code Section 22.1-237.3(B). Committee agreed to first and second reading. Committee agreed to have the strike-through language remain in our policy as it is pertinent information for parents. The policy will have a first and second reading.

- **POLICY SECTION 8-7.1:1**

This policy includes language regarding employment of reading specialists. One reading specialists for each 550 students in grades K thru 5 and one reading specialists for each 1,100 students in grade 6 thru 8. Reading specialist also serve as advisors on dyslexia and related disorders. This change in policy is required by Virginia Code Section 22.1-253.13:2 Standard 2 of the Standards of Quality. Members discussed the cost and need to have more reading specialists. Committee agreed to first and second reading.

- **POLICY SECTION 8-7.1:2**

This is a new policy that outlines reading intervention services for students in grades K thru 8. It specifies parent involvement, what is included in the student's Reading Plan, and provided services. Intervention services are recommended in the model policy by VSBA and is required by Virginia Code Section 22.1-253.13:1(H)(1)(2) and (3) of Standards 1 of the Standards of Quality. The actual SOQ talks about the need for reading intervention services, it doesn't lay out how those services are to be carried out. VSBA has given us a road map on how to carry out those intervention services. Committee agreed to first and second reading.

- **POLICY SECTION 8-9.1**

This policy requires as a component of the physical education program a program of instruction on menstrual education in grades 4 thru 8. Suggested program topics are also set forth in the policy. This policy also provides that the School Board accepts participation in the JROTC as fulfillment of physical education requirements, and in grades 9 or 10 research-based hazing prevention instruction. Menstrual instruction is optional. Hazing and mental health awareness instruction is required. This is provided for by Virginia Code Section 22.1-207. Discussion of whether menstrual education is currently part of the family life curriculum and if so, should we have a policy indicating that menstrual education is optional? Component of Hazing is already implemented per Dr. Gordon. This policy is tabled by the Committee to confirm with Dr. Gordon that family life covers menstrual education.

- **POLICY SECTION 8-10.1**

This new language requires in grades 9 thru 12 fentanyl education and awareness information. It requires that this information be made available to students during the first two weeks of school. The first two weeks of school requirement is found in the model policy of VSBA. The requirement for fentanyl education is required by Virginia Code Section 22.1-206.01. Committee agreed that language should indicate this information be made available in the first sixty days of school. Confirm with Dr. Gordon that we have the information to be released regarding fentanyl education. Committee agreed to first and reading adoption.

- **POLICY SECTION 8-13.1**

The added language provides that parents of students with disabilities will be provided guidance from VDOE regarding availability of credit accommodations to earn a standard diploma and limitations of the Applied Studies Diploma. This information will be provided to parents at the annual IEP for grades 3 thru 12 when

curriculum or statewide assessment decisions are being made. Beginning with the current school year, a faculty member will be designated to serve as a special education parent/family liaison who will serve as a resource to parents and families. The School Board is also required to post the name of the designated parent/family liaison on its website. This is required by Virginia Code Section 22.1-253.13:2 (R) Standard 2 of the Standards of Quality. Discussion ensued as to who would be responsible for this, possibly the Special Education case manager. Committee agreed to first and second reading.

- **POLICY SECTION 8-16.1**

Each high school principal is required to notify each English Learner of the availability of testing accommodations that are available for industry certifications, state licensure examinations, national occupational competency assessments, the Armed Services Vocational Aptitude Battery and Virginia workforce readiness skills assessment before any such test or exam is given. This is required by Virginia Code Section 22.1-253.13:4 (D)(6) of Standard 4 of the Standards of Quality. Committee agreed to first and second reading.

- **POLICY SECTION 8-18.5**

Requires that students and parents are notified of the College and Career Ready Virginia Program and the Passport Program. This is required by Virginia Code Section 22.1-237.3(B) and 22.1-253.13:1(D)(11) of Standard 1 of the Standards of Quality. Committee agreed to first reading and adoption.

- **POLICY SECTION 8-18.6**

The additional language allows for industry-recognized credentials to be accepted as substitutes for credits required for high school graduation and options for students to participate in pre-apprenticeships and apprenticeship programs at community colleges concurrent with their pursuit of a high school diploma and will receive college credit and high school credit. This is required by Virginia Code Section 22.1-253.13:1 (D)(10) of Standard 1 of the Standards of Quality. Committee agreed to first and second reading.

- **POLICY SECTION 8-33.3:4**

This is for the Virginia Program Assessment tests. The added language in (A)(2) is found in the VSBA Model Policy but not found in 8VAC20-131-30. Committee agreed to first and second reading.

- **POLICY SECTION 9-7.1**

This added language provides that when a student is under a kinship care arrangement and moves to a different school during the school year as a result of being (1) safe to return home; (2) emancipated; (3) transitioned to a new kinship care arrangement, the current kinship care arrangement remains in effect for the school year. Committee agreed to first and second reading.

- **POLICY SECTION 9-23.2**

The added language expands the definition of a student educational record to include

electronic communications or facsimiles regarding any matter associated with the child. This is provided for by Virginia Code Section 22.1-289. We do get requests for emails for students in different cases especially in custody issues. Committee agreed to first and second reading.

- **POLICY SECTION 9-23.4**

This policy change will require the superintendent upon receiving notice that a student has been found guilty of an offense listed in Virginia Code Section 16.1-260(G), but the student is not enrolled in the school division, the superintendent is to send the notice to the superintendent of the school division where the student is enrolled or intends to enroll. This language is found in the VSBA Model Policy and is consistent with Virginia Code Section 22.1-288.2. This is already the practice of Suffolk Public Schools. The Office of Student Services is responsible for sending the notices. Committee agreed to first and second reading.

- **POLICY SECTION 9-23.5**

This policy change pertains to retention of educational records of for a minimum of seven years after a child with a disability graduates, ages out, or leaves the public schools. The school is also required to notify the parents of the opportunity to obtain the records during the retention period. This change is required by Virginia Code Section 22.1-289(I). Dr. Gordon will confirm that we are keeping the records for 5 years presently. Committee agreed to first and second reading.

- **POLICY SECTION 9-23.8**

This policy revision deletes language that copies will be .20 cents per page for educational records and inserts in its place that fees for copies are charged in accordance with state and federal law and regulations, including the VFOIA. The Family Educational Rights and Privacy Act allows schools to charge for copies of educational records, but not for searching or retrieving records. But copying charges should be reasonable and should not be result in a denial of FAPE. If a parent says that they need a copy of the records for such reasons as being involved in a due process case, and they cannot afford to pay for copies, we have to provide the copies free of charge. Committee agreed to first and second reading.

- **POLICY SECTION 9-23.10**

This change in policy provides when a student transfers to another school division, a copy of the scholastic record, including the complete disciplinary file and any relevant correspondence and any records regarding placement in an alternative program, is transferred to the receiving school division. This is required by Virginia Code Section 22.1-289(B). Dr. Gordon will look into what is meant by relevant correspondence but this is part of the practice of SPS. Attorney Waller stated that an example may be email exchanges. Committee agreed to first and second reading.

- **POLICY SECTION 9-23.11**

This policy pertains to Directory Information and what can be released without parent consent. It includes language that the parent or eligible student can indicate in writing that directory information should not be released and parents and eligible students

(18 or over) are notified of their right to prohibit release of this information and the time in which this request must be made. Eligible students can indicate what they do not want released in their record and they have to be given notice of that right and the time period of when they can exercise that right. This is required by Virginia Code Section 22.1-287.1. Committee agreed to first and second reading.

- **POLICY SECTION 9-25.5**

This is a duplication. Section 8-9.1. This policy is being tabled for a future meeting to receive additional information.

- **POLICY SECTION 10-2.1**

This added language is recommended by VSBA to comply with Virginia Code Section 22.1-253.13:7 Standard 7 of the Standards of Quality regarding school community communications and community involvement. The VSBA has outlined ways in which this can be accomplished by the school board. Committee agreed to first and second reading.

- **POLICY SECTION 10-5.1**

The added language provides that students are allowed to address the School Board during a public meeting, but they must follow the same sign-up procedures, rules and restrictions that are applicable to all citizens who sign-up to speak before the School Board. This policy is permitted by Virginia Code Section 22.1-78. Committee agreed to delete the section in 4 (D). Committee agreed to first and second reading.

- **POLICY SECTION 10-13.1**

The added language provides that the School Board may impose reasonable conditions on its acceptance of gifts. This language is suggested by VSBA in the Model Policy and consistent with Virginia Code Section 22.1-126. Committee agreed to first and second reading.

- **POLICY SECTION 10-15.1**

The added language to this policy prohibits schools from endorsing or implying endorsement of any product. School organizations must secure approval from the principal before soliciting advertisements for school publications. This change in policy is provided for by Virginia Code Section 22.1-89.4. Dr. Gordon advised that they we may need to add a reference to the name, image and likeness policy for students. Attorney Waller will talk to Dr. Gordon regarding this.

➤ **Business by Committee Members**

- We will need to discuss the school board engagement policy that has been sent to Board Member Riddick as well as the cell phone policy. Next meeting will be scheduled on Monday, October 28th, 2024.

➤ **Adjournment**

- **Meeting was adjourned.**