

# POLICY REVIEW COMMITTEE MEETING MINUTES

King's Fork High School  
351 King's Fork Road, Suffolk, VA 23434  
Media Room, 2<sup>nd</sup> floor  
August 18<sup>th</sup>, 2025

## Present:

### Members

- ✓ Mrs. Kimberly Slingluff, **Committee Chair**
- ✓ Mr. Sean McGee, **School Board Vice-Chair**
- ✓ Mrs. Valerie Fields, **School Board Member<sup>1</sup>**

### Participants

- ✓ Dr. John B. Gordon III, **Superintendent**
- ✓ Wendell M. Waller, Esquire, **School Board Attorney**

### Attendees

None

## ➤ Call to Order.

- The meeting was called to order at 3:30 PM. The committee approved the minutes for the July 28th, 2025 meeting.

## ➤ Unfinished Business

### • POLICY SECTION 7-16.1 – Hiring by School Board

- This policy was returned to the Policy Review Committee (PRC) to add language regarding hiring recommendations by the superintendent for the position of assistant principals. The committee discussed including “building administrators” to encompass all administrators (e.g., principals, assistant principals, deans etc.) Committee Chair Slingluff commented that she would like to have insight into all who hold top tier positions or those who are in leadership positions in the schools because they share the main responsibility of schools. Committee member McGee asked Attorney Waller if that was in our wheel-house of oversight. Attorney Waller responded that the School Board votes to approve all new hires, but what is recommended by the school superintendent and how the superintendent arrives at his recommendation are all part of day-to-day operations. Discussion continued regarding the necessity of inserting the language “building administrators.” The committee agreed that the policy will be presented as a first reading on September 11, 2025 to the full board by adding the language “building administrators”.

## ➤ New Business

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<sup>1</sup> Comments made by School Board Member Valerie Fields are not included in the minutes because she was not appointed to serve on the PRC. Board member Fields should have only been permitted to attend as an observer and not allowed to offer comments during the meeting.

- **POLICY SECTION 8-5.4 – Generative Artificial Intelligence (AI) Programs**

- Attorney Waller stated that the policy gives an overview of how and what consideration should be taken into account when the schools decide to use AI in the classroom. He further explained that this policy incorporates both the executive order and guidelines for AI integration for administration under the orders of Governor Youngkin. Committee member McGee asked if this was being handed down by the VSBA. Attorney Waller replied that this is not from the VSBA, however, some of the northern schools already have policies and suggested that it would be better to get in front of this instead of behind. Dr. Gordon informed the committee that AI guides were already being used at SPS starting last year with the Magnet School and there was also training provided by VDOE in partnership with VASS. This policy was also reviewed by the Technology department. The committee agreed to present the policy for first reading at the September 11, 2025 meeting.

- **POLICY SECTION 9-2.3 – Student Identification Badges**

- Attorney Waller informed the committee that he thought it was necessary to have a policy in place since badges will be rolling out soon and there is no policy that addresses badges. The policy also indicates that the superintendent will be issuing regulations. Attorney Waller will develop regulations for the superintendent to review. The committee agreed to present the policy for first reading at the September 11, 2025 meeting.

- **POLICY SECTION 4-4.1 – System of Accounting Required**

- The committee had no issues with this policy. The policy will be presented for First Reading at the September 11<sup>th</sup>, meeting.

- **POLICY SECTION 5-4.4 – Food Service Records**

- The substance of the policy does not change at all. Committee Chair Slingluff questioned the language “periodically report” and asked Dr. Gordon when does he currently report and how often? Dr. Gordon answered that some aspects are reported in the payment of bills and payrolls presented each month to the School Board. This also includes when Dr. Whiting is getting reimbursement back from the USDA, and depends on when things are processed at the national level. The committee agreed that this policy can be changed without the policy going to the full board for approval because no substantive change was being recommended.

- **POLICY SECTION 7-4.3 – Prohibited Conduct, Bus Drivers**

- This policy is a VSBA recommendation policy but is also required by federal law. Committee Chair Slingluff asked about the language of “safety sensitive functions”. Attorney Waller answered that the terminology of “safety sensitive functions” in the federal statutes pertain to those who have a “CDL” (commercial driver’s license). Chair Slingluff also asked regarding language in paragraph C.1, who is the person designated to answer driver questions about materials. Dr. Gordon answered that the Director of Transportation is the designated person. Committee member McGee asked Dr. Gordon if a bus driver is involved in an accident, is that an automatic drug test. Dr. Gordon responded that if the driver is at fault, it is. The committee had no problems with this policy and it will be presented to the full board for First Reading at the meeting on September 11, 2025.

- **POLICY SECTION 8-42.3 – Remediation Efforts Explained.**
  - The policy was be presented for First Reading at the August 14<sup>th</sup> meeting and was not previously reviewed. The committee had no issues with this policy. The policy will be presented for Second Reading at the September 11<sup>th</sup>, meeting.
- **POLICY SECTION 9-20.14 – Goal of Policy Stated**
  - Attorney Waller stated that this policy is a state code requirement regarding concussion management if someone should suffer a concussion while participating in a sporting event. The committee had no issues with this policy and it will be presented to the full board for First Reading at the meeting on September 11, 2025.
- **POLICY SECTION 9-26.1 & 9-26.2 (Tabled)**
  - The committee agreed that these two policies will be tabled until the next PRC meeting on Sept. 22, as both have been sent to the SEAC committee for review and/or recommendations.
- **POLICY SECTION 10-1.1 – Goals and Standards**
  - This policy is a code requirement. The committee had no issues with this policy and it will be presented to the full board for First Reading at the meeting on September 11, 2025.
- **POLICY SECTION 10-7.5:2 – Surveys funded by Federal...**
  - This is a new policy that is recommended by the VSBA. Attorney Waller informed the committee that this policy protects the school division if some outside group or organization is interested in conducting a human research study and wants to involve SPS students as part of that study. It sets forth what that outside organization must have in place in order to perform such a study. The state code does have guidelines in place and what requirements must be met for such research. This policy has incorporated guidelines from the state code should a local school division decide to participate in such a study.
  - Dr. Gordon informed the committee that our division gets survey requests all the time. However, unless it comes from one of our state organizations such as VDOE, the request is sent to our research and planning teams, Dr. Kristal Taylor, and Shawn Dickerson to see whom does the survey benefit, what are they requesting, and whether other school divisions are participating, etc. Often a lot of the surveys are done through people who are doing their dissertations and may have not gone through the proper protocols at their universities. Universities will have a “gatekeeper” who reviews these requests, but some may have taken it upon themselves to submit a request. These requests have increased recently which is the likelihood for the policy. The committee had no questions regarding this policy and the policy will be moved on to First Reading at the September 11<sup>th</sup> meeting.

➤ **Business by Committee Members**

- Committee member McGee asked Attorney Waller if we have a policy on the five (5) minutes for citizens comments and the use of our sergeant of arms. Attorney Waller affirmed that there is a policy for citizens time limits and it can be reduced depending on the number of citizens requesting to speak. The informal rules do

not specifically address removing a citizen from a meeting who becomes disorderly. However, when citizens are scheduled to speak, they are informed in the statement read by the Clerk, that an officer is in charge of the meeting areas. This informs members of the public that the police officer is authorized to address any misconduct that occurs in the meeting area.

- When it comes to board members, it may not be necessary to have a policy that they can be removed when acting disorderly because the Chair is responsible for the orderly conduct of the meeting. Anytime the Board Chair feels like the meeting is getting out of order, the Chair is empowered to do what is necessary to bring the meeting back into order, even if that means requesting the assistance of a police officer.
- Committee member McGee also asked if we have policy that determines when a person that is absent is allowed to vote? The practice has been to allow the virtual board member to vote in the open meeting but not in the closed. When a member is in a closed meeting, there is no way to monitor if a third party is also listening in that discussion, so it would violate the confidentiality of the closed meeting. Attorney Waller elaborated that in the last closed meeting, live-in person testimony was not part of the closed meeting. All of the information regarding the case was in ESB, which enabled all Board Members to be fully aware of the issue that was under consideration and vote accordingly. A board member wouldn't be allowed to vote on a disciplinary situation if it affects that individual board member. When voting on any matter coming before the School Board, Board Members should not have a vested interest and should be able to vote objectively.
- Next meeting will be Monday, September 22, 2025 at 3:30 at King's Fork High School (Media Center).

➤ **Adjournment at 4:22 PM.**