

SPECIAL SCHOOL BOARD COMMITTEE MINUTES
(Review Committee of the Citizen Advisory Committees)

Monday, March 3, 2025 ~ 5:00 P.M.

King's Fork Middle School (Media Center), 350 King's Fork Road, Suffolk, VA 23434

Members Present:

Karen Jenkins, *Chair*

Dr. Dawn Brittingham

Tyron Riddick

One (1) Community Member Attended

CALL TO ORDER

- Call to Order:
Board Member Jenkins called the meeting to order at 5:00 p.m.

CREATE A CITIZEN ADVISORY COMMITTEE TRAINING MODEL for:

- School Health Advisory Board (SHAB)
- School Safety Audit Committee
- Parent Advisory Council
- Local Advisory Committee for Special Education
- Career and Technical Education Advisory Council

ESTABLISH A STANDING CITIZEN OVERSIGHT COMMITTEE:

- To receive and investigate all Committee grievances submit findings to the board.
- This committee will also serve as trainers for the committee Training session
- This committee will also monitor committee membership attendance and exercise recommendations for removal for none attendances.

APPOINTMENT PROCESS:

- a. Each Board Member will appoint one person, the board member appointee will not have a letter or recommendation, But board members are required to submit in names and addresses of appointees in writing for each committee to the board clerk by predetermined date.
- b. Remaining vacancies will be filled by an applicant process where each applicant will submit a letter of interest and a resume for consideration by the full board.
- c. Remaining vacancies will be appointed by the superintendent pending ratification by the full school board. (Superintendent appointment must also submit letter of interest and a resume to be considered by the board)

COMMITTEE MEETING MINUTES:

- The meeting minutes will be submitted to the board no later than 7 business days after each meeting. If meetings are recorded (audio/video) recording must be kept on file for record purposes for two calendar years. Records will be managed/stored by the School Board Clerk.

SCHEDULE A MEETING WITH OUR COMMITTEE ADVISORY CHAIR, TUESDAY, MARCH 18TH, 5-6 P.M., KFMS

- a. Request each committee chair to submit, in advance, their committees' guidelines/bylaws for review.
- b. Update Committee Membership Roster.
- c. Have each committee Complete a SWOT Analysis for each committee.

REPORTING DOCUMENTS

- a. Create Committee Minute Template
- b. Create Committee Calendar of Events
- c. Create a Budget Input Form
- d. Committee Grievance Form

ADJOURNMENT

There being no further business, Board Member Jenkins adjourned the Special School Board Committee for the Review of the Citizen Advisory Committees meeting on March 3, 2025 at 6:15 p.m.

Karen Jenkins, *Chair*
Special School Board Committee for the
Review of the Citizen Advisory Committees

Tarshia L. Gardner, *Board Clerk*