

**SCHOOL BOARD
POLICY REVIEW COMMITTEE MEETING
AGENDA**

**School Administration Building
Einstein Lab
August 27, 2025 1:30 PM**

Attending: Carolyn Weems, Mark Bohensiel, Sharon Felton, Cheryl Woodhouse, Kamala Lannetti, Laura Beth Mattson

I. Call to Order:

II. Adopt the Agenda:

III. Adopt Meeting Minutes July 23, 2025:

IV. Old Business:

There is no old business to discuss.

V. New Business:

- A. Policy 3-23 Sale/Exchange/Lease/Disposal of Property
- B. Policy 3-25 Trust Funds
- C. Policy 3-26 Investments
- D. Policy 3-42 Financial Record Keeping of Individual School Funds
- E. Policy 7-44 Awards to Students

VI. Other Business:

VII. Next Meeting: September 24, 2025, at 4:00 pm

VIII. Adjourn: pm

**SCHOOL BOARD
POLICY REVIEW COMMITTEE MEETING
MINUTES**

**School Administration Building
Einstein Lab
July 23, 2025, 1:30 PM**

Attending: Carolyn Weems, Mark Bohenstiel, Cheryl Woodhouse, Kamala Lannetti, Laura Beth Mattson

I. Call to Order: 1:31 pm

II. Adopt the Agenda:

Ms. Lannetti explained the need to amend the agenda in Old Business to change Policy 6-36 to Policy 6-41 and to add Policy 5-62 to Old Business due to recent changes in legislation that need to be addressed prior to the start of fall sports practices.

Motion to amend Old Business to change Policy 6-36 to Policy 6-41 and to add Policy 5-62 was made by Ms. Weems. Second by Mr. Bohenstiel.

Ayes: 2 Nays: 0

III. Adopt Meeting Minutes June 25, 2025: Motion to adopt the June 25, 2025, Meeting Minutes made by Mr. Bohenstiel. Second by Ms. Weems.

Ayes: 2 Nays: 0

IV. Old Business:

A. Policy 6- (33 or 36) Internet Safety Policy, amended at the adoption of the Agenda to Policy 6-41

Ms. Weems explained that the Policy was coming back from the last Policy Review Committee meeting.

Discussion followed regarding the effect of AI on screen time. Dr. Goldberg, the new Director of Instructional Technology, shared the practices that are in place to minimize screen time as much as possible.

Motion to send Policy 6-41 to the next School Board Meeting on Information made by Mr. Bohenstiel. Second by Ms. Weems.

Ayes: 2 Nays: 0

B. Policy 5-62 Student Athletes – Sudden Cardiac Arrest Prevention Awareness, Cardiac Emergency Response Plans and Extreme Heat Safety and Protection

Ms. Lannetti asked to pull back the vote from last month and adopt the policy as amended today instead. The additions to Policy 5-62 are being made to include the language of recently adopted legislation that went into effect on July 1, 2025. Ms. Lannetti explained the proposed changes.

Discussion followed on current practices already in place by the School Division.

Motion to rescind last month's vote on Policy 5-62 and substitute last month's version with today's version of Policy 5-62 which adds the additional new statutory requirements and to send Policy 5-62, as amended at this meeting, to the next School Board meeting on Information, with the possibility of moving it right to Action made by Mr. Bohenstiel. Second by Ms. Weems.

Ayes: 2 Nays: 0

V. New Business:

A. Bylaw 1-36 Open Meetings and Closed Meetings

Ms. Lannetti explained the changes made and that this Bylaw on remote participation in Meetings and all virtual meetings must be adopted every year pursuant to FOIA.

Motion to send to Bylaw 1-36, as amended, to the next School Board meeting on Information, and Action if needed, by Mr. Bohenstiel. Second by Ms. Weems.

Ayes: 2 Nays: 0

B. Policy 2-57 Staff Members as Consultants Outside the School Division

Ms. Weems clarified that sick leave would not be approved for outside consultant work and that Administration approval means any supervisor, principal, chief, or director.

Motion to send Policy 2-57, as amended, to the next School Board meeting on Information made by Ms. Weems. Second by Mr. Bohenstiel.

Ayes: 2 Nays: 0

C. Policy 3-12 Capital Improvement Program (CIP)

Ms. Lannetti explained that this Policy is being reviewed as required every 5 years, but the only amendments are to the Related Link and Legal References.

Motion to send Policy 3-12, as amended, to the next School Board meeting on Information made by Ms. Weems. Second by Mr. Bohenstiel.

Ayes: 2 Nays: 0

D. Policy 3-14 School Board Funds

Ms. Lannetti explained that this Policy is being reviewed as required at 5 years, but changes have only been made to the Legal References.

Motion to send Policy 3-14, as amended, to the next School Board meeting on Information made by Mr. Bohenstiel. Second by Ms. Weems.

Ayes: 2 Nays: 0

E. Policy 3-16 Local Funds: Virginia Beach Education Foundation, Inc.

Ms. Lannetti explained that this Policy is being reviewed as required at 5 years, but changes have only been made to the Legal References and the Editor's Note has been removed.

Discussion followed regarding the definition of "whole child" and examples of services provided to meet the needs of the whole child.

Motion to send Policy 3-16, as amended, to the next School Board meeting on Information was made by Mr. Bohenstiel. Second by Ms. Weems.

Ayes: 2 Nays: 0

F. Policy 3-17 State Funds

Ms. Lannetti explained that this Policy is being reviewed as required at 5 years, but changes have only been made to the Legal References.

Motion to send Policy 3-17, as amended, to the next School Board meeting on Information made by Ms. Weems. Second by Mr. Bohenstiel.

Ayes: 2 Nays: 0

G. Policy 3-18 Federal Funds

Ms. Lannetti explained that this Policy is being reviewed as required every 5 years, and there are no recommended changes.

Motion to send Policy 3-18 to the next School Board meeting on Information made by Ms. Weems. Second by Mr. Bohenstiel.

Ayes: 2 Nays: 0

H. Policy 4-57 Licensed Personnel: Contracts

Ms. Lannetti and Ms. Enzmann explained the updates necessary because the law has a recent amendment that is effective until 2027, and then the law will change.

Discussion followed regarding what the law was prior to this year, what is expected to pass in the future, and how these amendments will affect staff.

Motion to send Policy 4-57, as amended, to the next School Board meeting on Information made by Ms. Weems. Second by Mr. Bohenstiel.

Ayes: 2 Nays: 0

I. Policy 6-39 Mathematics

Ms. Lannetti explained the changes are being made in response to changes in law.

Discussion followed regarding how much of this is already taking place in the School Division, notification to students and parents regarding opting out of the advanced placement, and that the criteria for recommendation to advanced courses will vary each year based on data received from VDOE.

Motion to send Policy 6-39, as amended, to the next School Board meeting on Information made by Ms. Weems. Second by Mr. Bohenstiel.

Ayes: 2 Nays: 0

VI. **Other Business:** No other business at this time.

VII. **Next Meeting:** August 27, 2025, at 1:30 pm

VIII. **Adjourn:** 2:17 pm

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Sale/Exchange/Lease/Disposal of Property

A. Generally

1. The sale of school property must be for the benefit of the School Division and consistent with good business principles. The School Board does not have the power to make a gift of school property, unless authorized by law.
2. No School Board member, employee, or any spouse or relative residing in the same household as any School Board Member or employee may accept, bid or benefit from the disposal of any surplus property.

B. Personal Property

1. The Superintendent or designee ~~is shall be~~ authorized by the School Board to sell or exchange personal property not exceeding five thousand dollars (\$5,000.00) in value. The Superintendent or designee shall make every effort to ensure receiving the best possible price or exchange.
2. Surplus vehicles are to be sold at public auction or by sealed bids. Use of public auctions by electronic means is permissible.

C. Real Property

The sale, ~~or exchange~~, or transfer of real property shall be in accordance with applicable law.

D. Lease of Property

The leasing of real and personal property shall be in accordance with applicable law.

E. Disposal of Surplus Personal Property

1. Personal property may be disposed of when it has been determined to be surplus, reported to the Superintendent, or designee, and approved in accordance with subsection B by the Superintendent (personal property valued at \$5,000 or less) or the School Board (personal property valued at more than \$5,000).
2. The following are examples of methods of disposal that may be used after approval:
 - a. Trade-in value on the purchase of other items
 - b. Repair and redistribution

- c. Transfer to city agencies
- d. Sale to other school divisions
- e. Sale by competitive bids or public auction. Use of public auctions by electronic means is permissible.
- f. Sale of items through a third party service for a fair market value.
- g. Repurpose.
- h. Dispose of as scrap.
- i. Donation to an affiliated group for public purposes.

F. Donation of Obsolete Educational Technology

The School Board authorizes the Superintendent or designee to donate obsolete educational technology hardware and software being replaced pursuant to Virginia Code § 22.1-199.1 (B)(4). Such donations must be made in accordance with applicable law.

G. Trade-in of ~~Non-Surplus~~Non-Surplus Personal Property

The Superintendent or designee shall be authorized by the School Board to trade-in non surplus personal property on the purchase of new property/equipment provided that the trade-in value of the item(s) is \$50,000 or less. The Superintendent or designee shall make every effort to ensure that the School Division receives the best possible trade-in value for the property.

Legal Reference

Code of Virginia § 22.1-129, as amended. Surplus ~~real~~ property; sale, exchange or lease of real and personal property.

Code of Virginia §22.1-129.1, as amended. Transfer of assistive technology devices.

Code of Virginia § 22.1-199.1, as amended. Programs designed to promote educational opportunities.

Adopted by School Board: July 21, 1970

Amended by School Board: November 21, 1978

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: February 16, 1993

Amended by School Board: January 6, 1998

Amended by School Board: August 2, 2000

Amended by School Board: May 20, 2003

Amended by School Board: April 18, 2017

Amended by School Board: January 28, 2020

Amended by School Board

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Trust Funds

Funds or other property held by trustees for purposes of education in the School Division shall be periodically reviewed by the School Board as mandated in the legal reference to this Policy.

Legal Reference

Code of Virginia, § 22.1-111, as amended. Trust funds.

Adopted by School Board: February 16, 1993

Amended by School Board: January 28, 2020

Reviewed by School Board:

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Investments

The School Board shall see that funds not immediately needed are invested in a manner consistent with fiduciary responsibility as mandated in the legal reference to this Policy. Individual schools may invest school activity funds not immediately needed in certificates of deposit in a manner consistent with the fiduciary responsibility. Proceeds from these investments shall accrue to the school fund from which they originated.

Legal Reference

Code of Virginia § 2.2-4302, as amended. Investment of funds of Commonwealth; political subdivisions, and public bodies in “prime quality” commercial paper.

Code of Virginia § 2.2-4500, as amended. Legal investments of public sinking funds.

Code of Virginia § 2.2-4501, as amended. Legal investments of other public funds.

Code of Virginia § 2.2-4505, as amended. Investment in certificates representing ownership of treasury bond principal at maturity or its coupons for accrued periods.

Code of Virginia § 2.2-4507, as amended. Investment of funds in overnight, term and open repurchase agreements.

Code of Virginia § 2.2-4509, as amended. Investment of funds in negotiable certificates of deposit and negotiable bank deposits.

Adopted by School Board: February 16, 1993

Amended by School Board: October 19, 1993

Amended by School Board: January 14, 2020

Amended by School Board

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Financial Record Keeping of Individual School Funds

A. Generally

The **S**uperintendent or designee shall establish and maintain an active and continuing program for a safe, economic and efficient management of financial records.

B. Responsibility

The **S**uperintendent or designee shall ensure that an accurate record of all receipts and disbursements of school funds is kept.

C. Individual Schools

All school funds, including student activity accounts and athletic funds handled by school employees or students, shall be properly maintained and recorded. The superintendent or designee shall ensure that each school maintains an accurate account of all funds and that these funds be audited at least once each year.

Legal Reference

Code of Virginia § 22.1-68, as amended. Records.

Code of Virginia § 22.1-89.2, as amended. Financial records retention and disposition schedule.

Code of Virginia § 22.1-115, as amended. System of accounting; statement of funds available; classification of expenditures.

Code of Virginia § 22.1-116, as amended. How and by whom funds for school division kept and disbursed

Related Links

School Board [Policy 3-51](#)

Adopted by School Board: February 16, 1993

Amended by School Board: September 16, 2014

Amended by School Board: August 25, 2020

[Amended by School Board](#)

COMMUNITY RELATIONS

Awards to Students

The School Board approves of community-sponsored awards for students who achieve high academic standing, fine arts, dance or musical accomplishment, outstanding citizenship, physical or athletic accomplishment, and other characteristics that will make them better citizens. The School Board, however, does not approve of giving awards to students where the basic purpose is commercialism, or as incentives in fund raising or promotional drives.

Editor's Note

For awards for in-school achievement see School Board Policy 5-29 and any implementing regulations.

Related Links

School Board [Policy 5-29](#)

School Board [Regulation 5-29.1](#)

Adopted by School Board: October 20, 1992

Scrivener's Amendments: June 10, 2014

Amended by School Board: October 29, 2020