

**SCHOOL BOARD
POLICY REVIEW COMMITTEE MEETING
MINUTES**

**School Administration Building
School Board Room
August 27, 2025 1:30 PM**

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

This meeting was live-streamed.

I. Call to Order: 1:30 pm

II. Adopt the Agenda:

Motion to adopt the agenda made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

III. Adopt Meeting Minutes July 23, 2025:

Motion to adopt the July 23, 2025, meeting minutes made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

IV. Old Business:

There is no old business to discuss.

V. New Business:

A. Policy 3-23 Sale/Exchange/Lease/Disposal of Property

Ms. Lannetti explained that changes include reformatting and updating legal references.

Discussion followed regarding the sale, storage, or destruction of surplus items and where the public can access this information.

Ms. Weems confirmed that the addition of “and designee” was to be consistent with changes in other policies and requested clarification of the term unless required by law.

Motion to send Policy 3-23 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

B. Policy 3-25 Trust Funds

Ms. Lannetti explained that this policy is being reviewed in accordance with the 5-year review requirement, and there are no recommended changes.

Ms. Felton requested information from finance regarding a list of personal donations or estates that the Division may be a beneficiary of.

Motion to send Policy 3-25 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

C. Policy 3-26 Investments

Ms. Lannetti explained that this policy is being reviewed in accordance with the 5-year review requirement and there are no recommended changes to the policy; however, the legal references have been updated.

Discussion regarding the roles of trustee vs. investor. Ms. Felton had questions about how investments are handled and requested information from Crystal Pate, Chief Financial Officer, at the next PRC meeting.

Motion to send Policy 3-26 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

D. Policy 3-42 Financial Record Keeping of Individual School Funds

Ms. Lannetti explained there are minor scrivener’s changes and updates to legal references

Ms. Felton shared her concern about some funds that were raised by a school activity that were lost and asked about the ability to use electronic transactions. Discussion followed on the transparency in handling school vs. parent-run funds. Clarification was requested from Dan Hopkins in Business Services. The School Division is not responsible for how outside organizations run and handle finances. Ms. Felton would

like to see if there is any way to provide training for parent-run organizations on how to handle fundraising money.

Motion to send Policy 3-2 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

E. Policy 7-44 Awards to Students

Ms. Lannetti explained that this policy is being reviewed to meet the 5-year review requirement. The information in the Editor's Notes is being moved to Related Links as policies are being reviewed.

Motion to send Policy 7-44 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

VI. Other Business:

The Policy Review Committee was requested to determine meeting dates through the remainder of the school year to provide notice to the Department of Technology.

There was discussion regarding which days to avoid, generally, and Committee Members agreed on the following dates:

9/24 3:30; 10/22 3:30; 11/25 1:30; 12/18 3:30; 1/28/26 3:30; 2/25/26 3:30; 3/25/26 3:30; 4/22/26 3:30; 5/27/26 3:30; 6/24/26 3:30

Ms. Mattson mentioned the Committee could potentially complete the review of all policies required to be reviewed in 2025 in October, which would eliminate the need for a November and December Committee meeting. Ms. Weems has had a few requests from School Board Members to have specific policies reviewed this year, i.e., the dress code, the transfer rule specifically regarding teachers, and the policy on registering new students to align it with recent changes to the Virginia Code.

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

VIII. Adjourn: 2:08 pm