

**SCHOOL BOARD
POLICY REVIEW COMMITTEE MEETING
Minutes**

**School Administration Building
School Board Room
September 24, 2025, 4:00 P.M.**

Attending: Carolyn Weems, Mark Bohenstiel, Sharon Felton, Cheryl Woodhouse, Kamala Lannetti, Laura Beth Mattson, Daniel Hopkins, Crystal Pate, Stephanie Enzmann, Darnita Trotman, Anna Cleveland

I. Call to Order: 4:01 p.m.

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 August 27, 2025:

Motion to adopt the August 27, 2025, Meeting Minutes made by Ms. Felton. Second by Mr. Bohenstiel.
Ayes: 3 Nays: 0

IV. Old Business:

Mr. Dan Hopkins was present to address questions raised at the previous meeting regarding the budget, scholarships, investments, and financial record-keeping. Discussion covered:

- A. Policy 3-25 (Division Beneficiary of Estates): Clarification on scholarships and donations; Information for scholarships is provided to students through a hub.
- B. Policy 3-26 (Investments): The City Treasurer manages investments. Schools are permitted to hold CDs, and all monies earned from the CDs are kept in the bank account for the individual school.
- C. Policy 3-42 (Financial Recordkeeping): Ms. Felton expressed concerns regarding training for parent groups and accountability for booster/PTA funds. Mr. Hopkins assured the Committee Members that he would include a mention of the school division PowerPoint for parent organizations at the next quarterly bookkeepers' meeting to remind all bookkeepers that they should provide it to each of their parent-run booster clubs. However, the School Administration noted that booster and PTAs

are private organizations and the School Division is not responsible for their compliance with accounting and tax procedures.

V. New Business:

A. Policy 3-27 Borrowing

This policy is being presented for review to comply with the 5-year requirement; there are no proposed changes.

Motion to send Policy 3-27 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

B. Policy 4-2 Employee Conduct

Ms. Lannetti explained that this policy is being presented for review at the request of a School Board Member to review the employee dress code.

Discussion followed regarding professional attire, specifically the policy on wearing jeans. The Committee determined that Policy 4-2 is sufficient as written. Ms. Weems will contact the School Board Member who requested the review and communicate the Policy Review Committee's decision on this issue.

C. Policy 4-12 Assignment, Reassignment and Transfer, and Regulation 4-12.1 Teacher Assignment and Transfer

Ms. Lannetti explained that this policy is being presented for review at the request of School Board Members.

Ms. Woodhouse explained how transfers work for teachers specifically. Dr. Trotman confirmed the current process and shared that there has been only one teacher who has requested special consideration for a transfer before the completion of the three-year probationary requirement since 2019. Ms. Felton inquired about transfers for staff other than teachers.

Ms. Woodhouse suggested to Ms. Weems that staff who have concerns regarding transfers should have a conversation with their building administrator and reach out to Human Resources.

Ms. Weems will contact the School Board Members who requested review of this policy and communicate the Policy Review Committee's decision on this issue.

D. Policy 5-10 Admission Requirements

Ms. Lannetti explained that this policy is being presented for review at the request of a School Board Member. Ms. Weems presented language directly from the Code of Virginia that she would like included in this policy.

Discussion followed regarding federal reporting requirements and potential inclusion of “other” in ethnicity designation. The Committee requested that Ms. Woodhouse gather more information from staff on this issue to be presented at the next Policy Review Committee meeting in October.

E. Policy 5-40 Student-led Assemblies/Demonstrations and Regulation 5-40.1 Demonstrations

Ms. Lannetti explained that this policy is being presented for review at the request of a School Board Member. As presented, there are minor scrivener changes; however, this policy needs review for amendments after recent events at a high school.

Discussion followed regarding the protection of First Amendment rights and clarifying distinctions between assemblies and demonstrations. The Committee requested to bring back a revised draft that will include separating the two distinct matters: assemblies and demonstrations, into individual policies. Ms. Weems requested that the drafts be given to the Committee as soon as they are available, allowing Committee Members time to adequately review the proposed amendments and provide comments.

F. Policy 6-28 Driver Education

Ms. Lannetti explained the proposed amendments.

There was a brief discussion regarding the procedures for obtaining a driver’s license.

Motion to send Policy 6-28 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

G. Policy 7-2 Notification of School Board Meetings

Ms. Lannetti explained the proposed amendments to align with the Code of Virginia on this policy. Ms. Felton suggested a grammatical correction under A in the third line; specifically, for the “and” to remain.

Motion to send Policy 7-2 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

H. Policy 7-13 Appeals of School Board Decisions

This policy is presented for review to comply with the five-year review requirement; there are no recommended changes.

Motion to send Policy 7-13 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

I. Policy 7-21 Citizens' Advisory Committees

Ms. Lannetti explained the minor scriveners' changes.

Motion to send Policy 7-21 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

J. Policy 7-51 Use of School Board Equipment

This policy is presented for review to comply with the five-year review requirement; there are no recommended changes.

Discussion followed regarding what types of equipment are loaned out and to which organizations, and there were questions regarding the process to request the use of School Board vehicles. Additional information was requested from staff and Committee Members who would like to review the policy regarding the use of school board vehicles presented at the next Policy Review Committee Meeting.

K. Policy 7-58 Relations with Governmental Agencies

Ms. Lannetti explained the minor scriveners' change and that this policy is being reviewed to comply with the five-year review requirement.

Motion to send Policy 7-58 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

VI. Other Business:

Policies set for review in October will include restraint and seclusion, and facilities-related procurement.

Ms. Weems requested that Committee Minutes be provided to her within the next week for review and a copy of the draft agenda seven to ten days before the next Committee Meeting. Additionally, Mr. Bohenstiel requested that the agenda include hyperlinks to the policies as it is set up on the School Board Agenda.

VII. Next Meeting: October 22, 2025, at 3:30 p.m.

VIII. Adjourn: 5:30 p.m.