MINUTES
Tuesday, May 1, 2018, 5:30 p.m.

Committee Members Present: Brenda Sheridan and Beth Huck
Other Board Members, Staff and Audience Members: Michael Richards, Karen Dawson, Stephen DeVita, and Rachel Johnson

I. Approval of Minutes. The Committee reviewed minutes for the meeting held on March 7, 2018. The minutes were approved 2-0-0-1 (Hornberger absent) with no revisions or additions.

II. Public Comment. None.

III. Legislative. Discussion on VSBA Legislative Positions, Additions and/or Changes as follows:
- Each year VSBA puts together a legislative packet and puts it in front of each county delegate. Mrs. Sheridan is Loudoun’s VSBA delegate.
- Chair Sheridan stated that she has not received any input from other School Board members to propose a legislative position to VSBA.
- Staff also requested input from Superintendent’s Cabinet and has not received any input for a proposal at this time.

IV. Policy Revision/Restructure. Policy 8630, Inspection and Review of Educational Records (Former Policy 8-73). Note that when the L&P Agenda was originally posted to BoardDocs, the March version of the policy was erroneously attached. Staff corrected the L&P Agenda just prior to the start of the meeting with the correct version of the policy. The Chair led a discussion as follows:
- This policy was brought back to Committee with the original copying provision added back in to paragraph C.3, Copies of Records.
- Staff reiterated the other notable changes to the policy:
  o Revised definitions to be consistent with the other records policies previously reviewed by the Committee.
  o Staff deleted Paragraph F., Waiver of Access Rights, as it is not dictated by policy, it is an operating procedure.
- The Committee directed staff to determine a fee structure for the copying charge and to cross-reference it to the Student Fees and Charges Policy & Regulation 4020.
- Division Counsel brought up an instance where a parent recently requested a teacher-generated test for their child which had personal identifiable information on it. The school was not amenable to provide the test to the parent in support of the teacher not having to recreate the test for the next course.
  o As this policy is currently written, it would require the school to disclose a copy of the teacher-generated test as an educational record. Exemptions apply to standardized and/or non-teacher copyrighted tests.
The Committee drafted a new sentence under Paragraph B.1., “However, teacher created test materials may be copied only with the permission of the principal, or their designee.” The Committee directed staff to involve the Department of Instruction (DOI) and review the drafted sentence. If DOI recommends the revision, staff will review the other records policies (8610 and 8640) to ensure compliance with this revision.

**ACTION:** None, the Committee requested that staff bring back the policy to a future meeting with input from the Department of Instruction.

V. **Adjourn.** The meeting was adjourned at 6:05 p.m.