MINUTES
Tuesday, September 5, 8:30 a.m.

Committee Members Present: Brenda Sheridan, Beth Huck, Eric Hornberger (late arrival)
Other Board Members, Staff: Michael Richards, Vince Sheivert, Rachel Johnson, Karen Dawson
Audience Members: Douglas Fulton, Brenda Jochems, Mike Jacques, Tinell Priddy

I. Approval of Minutes. The Committee reviewed minutes for the meeting held on August 8th. The minutes were approved 2-0-0-1 (Hornberger absent) with no revisions or additions.

II. Public Comment. None.

III. Policy Revision/Restructure.

1. Policy 8610, Student Records (Consolidation of Former Policies 8-71 & 8-72. The Chair led a discussion as follows:
   - Old policies 8-71 and 8-72 are being consolidated for simplicity purposes.
   - The schedule of the retention of records has been moved to the regulation so when it is updated by the Library of Virginia, it will enable staff to easily revise the regulation to stay in compliance.
   - Defined terms were made consistent throughout the policy.

   ACTION: The Committee voted 3-0 to recommend restructured policy 8610 to the full School Board for consideration as an Information Item at its next regularly scheduled meeting.

2. Policy 8620, Acceptance of Electronic Signatures and Records. The Chair led a discussion as follows:
   - This is a new policy and was recommended by the VSBA about two years ago.
   - With the addition of this policy, it gives staff the capability of streamlining all school paperwork for parents by signing documents electronically through various LCPS applications.
   - Hardcopies will be readily available to parents who do not have access to electronic devices.
   - Documents will be stored in the student’s electronic record.

   ACTION: The Committee voted 3-0 to recommend restructured policy 8620 to the full School Board for consideration as an Information Item at its next regularly scheduled meeting.

IV. Update on Legislative Activities.

   - Dr. Richards shared the legislative timeline for the 2018 Legislative Program and asked for confirmation of the dates provided (attached).
   - Dr. Richards continues to work to set up individual meetings with the delegation, starting with the members that were not met with last year (for him and Chair Sheridan).
   - Dr. Richards shared a handout (attached) from Division Counsel on the Committees questions about:
     o Hiring of school board family members after a school board member is elected. Topics of discussion:
       - Four planning districts in the south of Virginia already allow this with stipulations.
     o Disclosure of personal interest when school board member acts on a matter affecting an employee-spouse. Topics of discussion:
       - Current law mandates written disclosure and there is a requirement for oral disclosure when it affects the spouse.
• Any action by the School Board members can be broadly interpreted as affecting the spouse.
  ➢ When does the COIA law apply?
  ➢ How do you fulfill the law?
• Clarification of the COIA law is needed.
• Delegate Minchew has asked for an Attorney General Opinion position on the special assigned Commonwealth Attorney’s position.
• The Committee requested that staff send an email to the other School Board members asking if they have positions they would like to add to the 2018 Legislative Program.

**ACTION:** None, discussion item only.

**V. Adjourn.** The meeting was adjourned at 8:50 a.m.