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Fairfax County School Board Administration Committee Meeting, Wednesday, September 2, 2026

Date Wednesday, September 2, 2026
Place Fairfax County School Board, Virginia
Length 1h 41m (video)

- Official meeting video (YouTube): https://www.youtube.com/watch?v=LMPV_56a-J0
- Official School Board page (FCPS): <https://www.fcps.edu/about-fcps/leadership/school-board>

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Speech-to-text: whisper.cpp, model large-v3-turbo. Produced 2026-10-26. Each paragraph starts with its time [HH:MM:SS] in the meeting video.

[00:00:04] It is 4:39 p.m. I call this meeting of the admin committee to order as I pull up the script the moment mr. Dunn will be joining us virtually and when he is

[00:00:34] here we will ring him in all right we will now vote to approve the minutes from the May 13th 2026 meeting of the administration committee do I have an order motion miss st. John Cunning would you read the motion we'll do it this way I have a motion to for the administration committee to approve the minutes from the May 13th 2026 meeting with leave for the clerk to correct any formatting technical or grammatical errors do I have a motion so

[00:01:14] moved miss st. John Cunning is there a second mr. moon all those in favor it's unanimous for board members present the motion carries we'll begin the conversation with some updates on rolling out the new evaluation process that we worked up last year I had a meeting with HR last week and wanted to update the committee so as you're aware last year's administration committee

[00:01:47] developed over the course of many months a new system for evaluating positions in the school board office and the school board members office that are unique to those environments in other words people that can't move around in the district, so that would be the clerk and deputy clerks, the auditor general, the district directors of board operations, staff aides, and staff assistants. We developed a system to use basically their job descriptions as the mechanism for evaluating them on a calendar, using the

[00:02:24] annual calendar instead of the school year calendar. Those were brought to the board for approval. They were approved along with a suggested timeline with the proviso that it wouldn't begin until calendar year 2027. And that's almost here, believe it or not. So I met with HR just to make sure that we were aligned so that they could help execute that work. And the update is as follows.

[00:02:52] In October, board members will receive an email outlining how this process works and providing them with all the documents that they'll need for that process. The staffers in question will also get an email that kind of outlines for them how the process works. Everybody will get calendar invites so they're aware of when things are coming up. And the mechanism for providing the evaluations will be similar to how we do it for the superintendent through a Google form which will be kept by HR so that that's how the transmission of the

[00:03:28] evaluation works. Like previously, the evaluations include a self-evaluation, a mid-year evaluation, and an annual evaluation. So all of that will take place. People will get an email in October, which is a good timing because in November board members are asked if they'd like to re-up any of the annual contracts that they have, and then come January we basically start all over again.

[00:03:53] So January through the end of the year will be that evaluation cycle on the new mechanism for the purposes of the deputy clerks and the auditor general the the clerk will get information on administering the evaluation of the deputy clerks and how they'll involve the board in that as they as is their want and the audit committee chair will get information about administering the

[00:04:29] auditor generals evaluation which will include feedback from board members and committee members etc but they'll be the ones that relay the evaluation to the auditor general she's aware of this she's been engaged in this process from the beginning so that is an update any questions for me just so that everybody's on the same page it'll be pretty straightforward people will get an introduction email that explains everything with a calendar of when the dates are. Those calendared dates will be on everybody's individual school board calendar so that they're aware of when they're coming up with updates you know

[00:05:05] two weeks out reminding people that these these timelines are approaching. Any questions? All right great so be on the lookout next month for for that communication. We'll move on to the standard operating procedures. Okay two things: last year there was some discussion about you know how these school board office standard operating procedures would work in practice would it be like the operating manual that we have for our committees for our advisory committees for example and so you may have noticed at the last board

[00:05:43] meeting on new business there was a requested revision to the governance manual adding a new appendix and a slight change to the commit to this committee's charge. The change to the appendix basically lays out two things: one, that the board will ultimately approve a final version of an SOP and that there are processes for revising these things. And so what we're doing here

[00:06:19] is we kind of continue considering these SOPs because we're weighing in much the same way that like the Governance Committee weighs in on policies or PEC weighs in on the operating manual for the advisory committees. We then will make our suggestion to the full board. The full board will review those draft SOPs.

[00:06:40] They may have amendments to them, they may not. I'm sure it'll be a mixed bag in that regard, and then they will vote to adopt formally. Then the clerk and the school board office will know these are

the SOPs as approved by a board majority and so they'll have the weight of board action on them when a revision is necessary it'll come back through the committee here if the timing is such that for some reason there's an extenuating circumstance we can always suspend the rules or it can be brought through the chair the board can be

[00:07:18] updated but nothing will be changed without the board weighing in as a body and making an update does that make sense so that'll be coming up at the next meeting on consent agenda just to formalize that process and so what I met with the clerks team and thank you for meeting with me to prepare for this meeting and I basically asked can you look at the SOPs that are on our plate and put them in order of priority like what are the the SOPs that the clerk

[00:07:54] and her team need most important from least for most important to least important not that any are unimportant but what's most urgent for the board to weigh in on and say yes this is how we'd like to proceed and so if you go to the agenda we've got lots of SOPs here for review by the committee and they are posted in that order so we will get started with discussions picking up the

[00:08:23] monitoring process report SOP the EL monitoring process report we previously adopted this template for pardon me this is the first one in I'm sorry the minutes process yep I'm sorry I was looking at the wrong list let's look at the minutes process which is partway through the number of attachments okay

[00:09:00] so as a reminder the purpose of these SOPs are to explain to board members how the clerk effectuates an aspect of their work that intersects with our work, right? So an SOP will always explain the school board offices process for something that impacts us or our staff. So in this case we're talking

[00:09:33] about the process for our minutes. Would anybody like to pick up the conversation miss st. John Cunning looking at this one of the things that where we talk about the rules and the clerk is also responsible for supervise supervising of the work of the support tech in terms of reviewing the minutes for accuracy what what I was thinking if we could have the clarifying language

[00:10:10] because it talks about the support tech tech doing this oh wait I'm in the wrong place hold on this the support tech doing this to do the committee meetings and I'm wondering if the language should be it is the responsibility of the member of the clerk team that staff the meeting like do should we get that specific or not I don't know like if we have to get down in the weeds or not that staff the meeting to write the minutes if I'm wrong but I think the reason they wrote it that way was the same reason that we have like the superintendent when we write a policy okay it says the superintendent even

[00:10:46] the superintendent might delegate it to instructional services. Ms. Brown. So we while we have these SOPs they're they are rather high level we have our own internal practices that kind of get into the weeds a little bit more on who's going to do what. The reality is sometimes the person who staffs the meeting might be out that next day and so we wouldn't be able to keep up with the timeline if we were that specific because it's not always that person who's reviewing it usually is like I just reviewed minutes today however it's not always the case and I wouldn't want to hold it to just that just so that we

[00:11:21] wouldn't be able to have the whole team working as a whole rather than all on one specific person no that's helpful that that clarifies that I just wanted to make sure that thank you this lady chair lady thank you it's chair lady lady um so my concern is just looking at the timeline of approval um while i want things

[00:11:54] to be done in a timely fashion um i don't know if this is just if the five-day turnaround um is a little too quick maybe we should be a little give a little more grace in that right five business days right committee meeting five business days after the meeting the agenda is on board docs for the next committee meeting and voted on right by reading this correctly you are and I believe this is the result of a

[00:12:30] board consensus that was our board consensus before yeah okay okay okay I will say though for committee meetings because it is the deputies who are writing the committee meetings in order to allow our support tech one to focus on regular meetings and work sessions and keep up with those deadlines it can be a little hectic for the deputy clerks if they've got committee meetings and they're staffing regular meetings and work sessions we're trying to ensure that we have it the one area that I am a little bit worried on the timeline is committee meetings that it's five business days after the committee

[00:13:07] meeting regular meetings and work sessions I'm not as worried about us keeping up with that and that's not a problem but for the committee meetings that I was just explaining that that was the reason it's written this way is because of the board's consensus us suggesting to colleagues that we think it should be different is perfectly within our purview to make it different would require them to approve an SOP that says something different though so if we collectively as a committee think it should be a full week or whatever whatever the timing is the board would still have to say yes okay we've thought

[00:13:41] about it and yes we agree with you I guess it's interesting because I would have thought you would want more time for work sessions and regular meetings Because they're so much longer than a committee meeting and and what's the max number of committees a clerk staffs Last year I staffed admin pack governance audit and Govern no I already said governance. I know there's another one. I have four out of five So I was writing minutes for four out of five committees last year

[00:14:16] Was I able to turn them around in five days? Yes, if I had dedicated time to work on them But for your minutes like for governance it does take a little bit longer So like I had a little bit more difficulty with that. Well, are you staffing those this year? I am staffing Three out of five this year. Okay, so which which what are your three governance admin?

[00:14:42] Governance pack and audit. Sorry admin governance pec and audit. Yes, and Tiffany you have she will have CPDC and Admin. I mean, I'm here to support admin because I'm writing the SOPs, but okay, she'll be doing the minutes Well, I think if we're fully staffed So maybe there needs to be a notation in the SOP that if we're fully staffed that if not then it's ten days I don't know I'm just trying to think outside the box because we did have some issues last year when we weren't fully staffed Yeah, I mean I I think the reason that it was more restrictive was because of how far behind some of these things were

[00:15:22] so I'm open to Providing a little bit more wiggle room providing that we don't find ourselves in a similar situation And I don't think we will because it's you know, the concurrent production of minutes is fairly consistent now I mean at the same time Whenever you allow more time you wait to start the project so The sense of urgency has you do it more quickly and it's more memorable. That's from when you were sitting there So after talking around and around I'm okay five days

[00:15:56] Maybe something could be in here about how like if there is an extenuating circumstance they can get like a Dispensation from the chair of the board Or the committee as it were Mr. Fish we did have a thought on that because there are regular meetings that are More difficult than others like for example the 6/11 with some of those motions and the 7/9 So it would just be like if there is a meeting that has

[00:16:31] Unusual circumstances then that would be yeah, that would be ideal. How do folks feel about adding to? the roles Chair of the school board or school board chair Unless I'm more inclined to make it dependent on the person who's responsible for the meeting ultimately to provide the ability to have flexibility than a subjective kind of qualifier on what the meeting was because I expect that a committee chair or the board chair would be reasonable and

[00:17:11] determining of course you could have more time right could we add to the roles at the end of the last role additionally comma the school board

[00:17:38] chair may provide additional time for the what's the word production writing the creation of minutes for regular meetings and work sessions parentheses or other full board meetings because there are other things that we need

[00:18:12] minutes for like a retreat or what have you and the relevant committee chair may provide additional time for the creation of minutes for their committee does that work are people okay with that well actually let's do additionally comma on

[00:18:42] a case-by-case basis actually I'm sorry this is the fun of editing something live right rather than a case-by-case basis when there are extenuating circumstances comma the school board chair may provide additional time for the creation of minutes for regular meetings and work sessions or for other

[00:19:17] full board meetings and comma and the relevant committee chair may provide additional time for the creation of minutes for their committee are we good with that any other wordsmithing all right any other comments about this one missing John cunning okay do I have a motion to send this on to the board for consent miss lady is there a second missing John cunning all those in favor that's unanimous thank you very much that'll go on to consent up next

[00:19:56] telework. All right, I think one way to begin these conversations might be just to ask Janet if there's anything she'd like to add before we begin the conversation. Ms. Brown? In working on this I took the language exactly from the telework regulation, so this reference is throughout. Ideally after we approve

[00:20:34] this, this one I might want to send through to HR as we've done with some others just note the leave one and the overtime have both gone through finance who was actually the owner of it not HR so they were approved great any comments missing John Cunning yeah so and I just from the last question I asked I'm understanding the idea of the consistency but the last part where the very last sentence it's if dedicated space was available the program manager

[00:21:10] for each school board member staff would need to and I get why we're using program manager because school board members are the program manager but I think that kind of reads clunky you know I don't know we should just say you know the school board member staffers must obtain a written telework exception direct directly from their school board member if dedicated space is available like that no I want to just read just because that say that again so the last part where it says if a dedicated space was available the program manager the last part yeah yeah that that program manager which basically is a school

[00:21:50] board member I think I understand like by reading it where maybe say you know program manager is the clerk and the school board member I just think it breeds like when I read it I was like we don't have program manager well we are the program and do you know what I'm saying just well I think they're using program manager because that's what it is right but you could put parentheses right after

manager yeah and then put the school board number for school board members yeah yeah yeah because I read it my staffers read it they're like who's

[00:22:26] who's the program it read clunky to us so after the word the program manager yeah parentheses school board member yeah or relevant school board member yeah and parentheses no we're trying to rewrite this is just rewrite but that's fine whatever just to I mean I understand reading I put it as program manager for consistency with the regulation yeah so that's just why it's

[00:23:05] there so it should read relevant school board member and parentheses for each school board member staff would need to grant an exception for telework I mean I understood the reason and then that aligns with the policy I mean the

[00:23:33] regulation anybody else miss lady I guess it's kind of a question is there should there be a specific way in which people request telework like if this is a SOP and I am a deputy clerk and I want to telework is should that be in here as to how they make that make the request of telework so I can lay it out how we

[00:24:10] do it for the school board office staff so if my staff want to use one of their five telework days what they do is they send me an email in writing making the request I respond in writing back to them they then send me a calendar invitation so I have it in order to help me keep track from my Outlook calendar and then you have to per HR because we conferred with them on this you have to put it into my time for administrative leave for telework however that's because they have designated works exactly that's because they have

[00:24:49] designated workspaces for our school board staffers they currently do not have dedicated workspaces so they already have an exception and we did clarify that they do not need to put it into my time since they already have an exception under the regulation because of the lack of dedicated work that may change in the future but for now that's how it is right now we have four school board staffers sharing one cube so but to your point Miss lady I think it would be appropriate when the time comes if the time comes that much like the

[00:25:26] evaluation process is going to have a here's how it works I think that I'm just saying because we this became an issue right the procedure wasn't followed correctly but if the said procedure is in writing somewhere for my staff I do have in writing and they have all signed agreements that they understand the requirements perfect yeah and just to clarify really quickly so PS are all about the interaction of the school board office with us and our staff

[00:25:55] well if that's the case why do we even need this because this is in conjunction this is our relationship with the school board office but none of our people have to put this in my time so it's also laying it out just in the SOP what is expected of my staff from the school board and then I have guidelines or

[00:26:32] guidance right that I then use based off of this. Anybody else? Mr. Moon? Just to just to be sure, as of this point we do not have dedicated space for school board member staff. Or school board members. Or school board members. Therefore, there is nothing that we need to do as school board members. Currently that's the case.

[00:27:02] so again just point of clarification the first sentence in the last paragraph when he says at the end they may be given an exception to telework may be given an exception does that also imply that they

don't they may not get that exception they may be given but they don't have to be given currently it is up to the board member whether we saw the board member we want them in their office co-working at workstations that's how it kind of works now yeah just

[00:27:41] wanted to make sure that's how that's gonna be interpreted thank you do we have a motion to move to this to consent mr. moon is there a second miss st. John Cuning all those in favor and that's everybody thank you very much that passes to consent up next we have the student leadership development program

[00:28:06] all right miss Brown would you like to kick us off so this has gone through a different iteration from when it was presented to the committee the last time we did take out the service-learning project just because the students who had participated in the program the feedback was that it wasn't meaningful to them especially one you know is our school board rep and he was like you know

[00:28:44] if I had any feedback that's the one I wouldn't do so please note while we're looking at this we have been refining this and what we're doing and so we are little bit behind the timeline on this but this is just the standard operating procedure as it would be best camera doesn't show me anyway so doesn't oh you'd like to see well I mean do you really need to but the this SOP was written for what we think is best practice for this the one question that we had again the feedback we had from the students was they really wanted to

[00:29:23] have more interaction with board members so whose responsibility would it be to do some of the some of the like the month of three monthly meetings kind of who would be driving that because some of the some of the students were more interested in hearing from board members than they were from the school board office I'll get us kicked off I think like many things it's difficult for us to mandate what school board members will or won't do so I like that this is

[00:30:03] not restrictive for a board member and simply indicates what their expectation is so I didn't see the need for any additional changes but I'm open to hearing what others think miss a junk honey um I mean I understand what Janet is saying but as as you say in terms of I mean my staff and I had a robust Robust discussion about whose role is it to provide the trainings who is supposed to be making all of this?

[00:30:41] Is it the clerks team is at the school board Nick? Who's whose responsibility is this? Because it did take a large degree of time from someone else from the school board office last year So we kind of were just discussing where that would land and who would make those decisions I'm just backing up what Janet said, but to very specific to this when we go to the third page where we talk about that the board chair will appoint the committee liaison for the school year I was just wondering like what the plan would be for this

[00:31:18] year or would this happen next year so I'm being that the the thought process process behind this was that that person would have been put in with the rest of liaison positions this is probably an aspirational for next year because this had not been approved by the time chair lady did the committee assignments so you know if the board wasn't all on board with that then we couldn't appoint someone so this is probably for next year and then the other question that came up because I know that we want to make sure that there's representation

[00:31:55] from all you know as many schools as possible and we do know that at largest get all of the resumes and so then the question was if there was like would we need a tiebreaker type of situation if

there was a certain number of students that all were from a certain number of schools or people would that be something necessary I know we've only done it for two years I don't know if this has come up and if it's been collegial to work it out so the way it's been done in the past is we actually ask at-larges to send us I believe it's

[00:32:32] five and so what happens is if a magisterial has picked somebody we generally go down to the second person if there are multiple students from a school we go back to the magisterial and at-larges and let them know we've got multiple students from a school do you want to change and it's been up to the board members sometimes they say yes sometimes they say no and then that's how we handle it I mean is that does that seem reasonable I mean thus far what we've seen is a decent amount of representation and so I I have not seen

[00:33:10] an issue it's only been two years I think this is also going to be quite frankly since we took a large break with this program because of covid and not being able to have students be in person and we just reinstituted it two years ago and this is going to be the third year I think this is one of those SOPs where we're going to potentially have to bring it back a couple of times as we make changes to the program and get more and more feedback from the board and from the students okay thank you I'd also just point out this is specifically

[00:33:47] about the selection not about the program itself so if there are it's mentioned but like the SOP itself is about the application and selection process and it may talk about what the role of the board member is in the program and it has a couple things in the timeline the bulk of this is about the application and selection process so I thought that I picked my person so this says November school board members send their top five choices to the

[00:34:23] school board office the clerk's team will send out acceptances and rejection letters so I'm sending my top five choices so generally that has been we do it like that. We always generally go with who the magisterial sends in.

[00:34:42] The top five, as I noted, generally comes into play if a magisterial and an at-large member have picked the same person. So generally, we go to the at-larges and say, the magisterial have picked somebody else. We're going to your number two.

[00:34:58] If there's any large amount of contention, or if we-- and sometimes we have issues where I believe there could be potentially overlap with the schools. And so that's also, as Miss St. John Cuning asked, and so if we go to you and say, we have two from Langley, for instance, what would you like us to do?

[00:35:21] Do you want us to go to your number two, or do you want to stay with who you are? We asked for the top five, so we are already ready to go, and we're not going back to you and saying, all right, well, now we've got two from Langley. We need you to re-evaluate all of your applications and give me who your number two would be, for instance.

[00:35:41] I guess I would just word it that, you know, November magisterial school board members will submit their top choice. Like, there shouldn't be overlap in that first round between the nine magisterial people.

[00:36:01] I mean, I guess, are you saying I and Carl could pick the same kid from McLean? No, we're saying that you all could pick two different students from McLean. OK, two different students from

McLean. Because he gets all of the McLean ones? I thought he only gets the one that lived in his magisterial district.

[00:36:18] He gets only the ones that live in his magisterial. Then it's not going to happen with magisterial. So why don't we say, no, we can't. You're not going to pick the same student. But you could pick a kid from McLean, and he could pick a kid from McLean. And so you've got two kids from McLean.

[00:36:34] And sometimes board members have said to us, I don't want to pick from the same school that another magisterial at-largest picked. to your point I want more diversity and so that's why we typically ask you to send the top five just so we have it ready if there's any of these issues so you're gonna you're you're tracking them in order because they're ranked so if I send you five you're picking my number one yes and if it if there was an issue that was a McLean student and Carl picked a McLean student you would talk to both of us exactly okay it just keeps it faster though versus and then the

[00:37:11] piece about school board member will serve as the program's liaison each school year and will be selected by the board chair and approved by the board when it makes its committee and liaison assignments for the school year so I didn't I didn't do that obviously and it's not on my laminated sheet of everyone's assignments so as miss as Miss Brown noted correct and it didn't occur because that SOP had not been approved and so that wouldn't have been one so this would be for next year who's who's gig is it this year this year we

[00:37:46] don't have a school board liaison to the program so typically what we do is we come to the chair that's what we did last year okay have we not picked these people yet for this year I'm sorry I'm drowning so I couldn't remember if I did that or not it was last year the year before so I mean there are times when there's a typical appointments to like when mr. Dannon came on and we had to readjust them so this isn't part of the organ the annual organization piece

[00:38:26] that was done 16th instead of the ninth so if you as the chair and the prerogative decided you did want to do this once this SOP has been approved have at like it sounds like a good plan because we have not started the process of for this Yet just because we've been short-staffed. We're working on it starting next week. Okay in lieu of a formal process I don't think there's anything that would keep you from telling the board on chair notes We're gonna pick somebody let me know if you're interested

[00:39:01] I'd like to have a better outline of what the responsibilities of that liaison would be so I will work with the clerks to come up With something to make sure that works any other comments. We have a motion to move this to consent Miss lady it says the SPS LDP includes students we don't designate 12 do we want a number in there are we leaving that open for a reason I believe we're leaving it open for a reason because I do know that there has been conversation

[00:39:38] about whether we should expand this to two students per board member I will just say last year I think we got close to 400 applications and your own you only picked 12 so the success rate of getting picked if you were a student I think is it was harder than getting into an Ivy League from what I was told yeah I believe Peck is looking at that question is because what I would recommend is that we select one from every high school I would have the SOP say one representative from every single high school and we still do the same

[00:40:17] thing where the SOP is not that has nothing to do with the relationship of the school board office to the board the people who are in charge of developing like what the program is had always been

peck this is something they started talking about last year yeah it's just one quick comment about wanting to have a more than one board member as a someone who had to deal with the 400

[00:40:56] applications so many good ones I'm sure that you all had to wrestle with the same issue for your own magic registry that you know giving more opportunities to more students just make sense we are largest school district with her and I think and I also think because it's it's references principals and directors of

[00:41:20] student services and I thought it referenced a number in here so the way that it worked was that the principals are sending their kind of top choices you are welcome as a board member to have access to every single application magisterial or at-large but we asked the second year I think we asked the principals and DSS is to kind of give us their top five from each school because

[00:41:59] we received you know 65 applications from one school and then we received five applications for another so just for like equity sake we had asked to kind of give the top five just just to kind of make sure we had more diversity but again it's your prerogative as a ministerial member as well to ask for every single application from every school so this is by school yeah I understand that I guess I would want included in what came to me and maybe it was but if there was that note that those lists for my schools yes so that

[00:42:36] information should have been provided to you in this spreadsheet I think some board members use it and some board members choose to ignore it okay so and and some schools quite frankly don't do it some schools are you know it's too hard for us and some schools are yep we understand and we're going to provide it to you so if we get it from the schools we provide it to you and then it is completely up to you as a school board member whether you choose to use that information or not and as I said some school board members do and some school

[00:43:08] board members don't anybody else do have a motion to move this to consent the st. John Cunningham is there second mr. Moon all those in favor all right that's unanimous we'll move it on to consent up next school board member professional development miss Brown so for this one we took primarily from the code but what I did add in the guidelines because the code is not

[00:43:48] specific as to how much PD school board members should have and what would satisfy that PD so there and there have been lots of questions about that so I added that it would be five out at least five hours and then listed various items that would fulfill it like the annual conferences that you all go to if there's workshops school board retreats could fill it PD that the division offers could fill it so I did put in the guidelines a little bit more because

[00:44:24] when we have talked about this and and spoken to our professional learning team here in the division what we get is the board needs to set it if they want criteria and we this is something that I have to sign off on every year is that the board members have fulfilled this through our SOQs and one of the things that we also know in here is that board members would provide a form to the clerk at the end of every year certifying that they've met the

[00:45:01] requirements so first of all I think that you might be better served to change that June 30 to June 15 because it gives you more time to ensure that you can certify it I did we originally had it as June 15 I changed it to June 30th only because I know ISTE is a conference that some board members go to and it happens at the end of June and some board members because it crosses the

[00:45:32] year use some of those hours to fulfill their you could I mean that's fine the other thing is do you have the form that you're referencing developed we will develop it but it would be a simple name the number of the number of hours and I certify that I have completed it in compliance with the board's SOP and the law it's very similar if you can think back to the conflict of interest in

[00:46:08] FOIA certifications that we have you guys fill out that just says that you've done it because we're supposed to keep record then that's what we would do and then is there a minimum number of hours in the code no and that has actually raised a lot of questions several board members before have asked me how many hours they should do and I've said the board needs to set it so this would be the way for the board to set it the board is the code is very vague as to what exactly meets the professional development requirements so I guess I'm

[00:46:46] suggesting there should be a minimum number of hours in this SOP so in the guidelines I set that it says five down in the guidelines I set the five hours thinking about how like what a typical day at BSBA would be if you go to your sessions it's about five hours and so that's why I get the five so as soon as I achieve my five I could certify then I don't have to wait till June 30 correct should I should it be in here also as an SOP they're in the SOP that I tell you

[00:47:25] how I plan to get my five like should that be a beginning of the year this is how I plan to get my five because if I don't have a plan I'm like you can't certify anything by the 30th I guess I'm saying make every board member have to it's not a problem for me I love professional development but for some folks apparently it's a problem so it's like they'd have to be thoughtful around what they might be doing I don't know I'm not opposed to that and would be happily happy to implement I just don't know how every board member would feel about that and that what I'm required by law to certify is that you met your

[00:48:04] professional development so that's why I stuck to those guidelines within the SOP I would hate to add more paper chasing to the clerk and deputies I think the chair and clerk can put this in chairs notes months in advance I think they put the SOQ and FOIA training beginning like three months before it's due and even with that they're still stragglers so I think what this does do that we don't currently have is it defines all the things that people have questions about

[00:48:42] every year about whether or not they have met it what it means to meet it because just to be clear for anybody who later watches this on YouTube the law requires professional development by school board members it does not say what that professional development is and it does not say how much of it we need so So what we're talking about here is just developing a very baseline for tracking that, because the clerk has to confirm that we've done it.

[00:49:08] How can we expect the clerk to confirm that we've done it if we're not establishing a process that we all agree is the baseline? So in the timeline section, Miss Lady, go ahead. Thank you, Chair Frisch.

[00:49:27] In the timeline section, I don't know what a member's budget is, but I think I know what a member's budget is. I did correct that. Thank you. I'm not going to tell you what it is. In that vein, would it be helpful to have in chair's notes something, because there's more than just the PD and the FOIA training and the conflict of interest training.

[00:49:51] There's a statement of economic interest. Would it be helpful to have kind of like a little grid in like helpful reminders, here's things you should do as a board member throughout the year, because we don't always have the dates exactly but we could have like here's all the things you have to do every year

okay great anybody else I know I just want to say that I picked up the same thing that miss lady did about the June 30th and the June 15th at the bottom that inconsistency and I I think you know when you said to have it to the clerk by June 30th and then at the bottom it says compliance report by June

[00:50:30] 15th so just and you explained why you did it but I think holding us accountable to telling you on the 15th even if it's going to overlap yeah and I got the budge thing too I could just see where because we say that I had the form will say I have completed that if they haven't done it yet if they haven't gone to ISTE yet where some board members would be hesitant to sign something that says I have completed I'd be hesitant to ask the clerk no but I think what we're saying is it needs to be consistent 30th for each yeah and we

[00:51:08] made that change all right do we have a motion mr. moon is there a second miss lady all those in favor this is for sending it to consent all right that's

[00:51:25] unanimous for all board members present community use miss Brown this is the SOP formerly known as back-to-school night at the June 13th retreat the budget was

[00:52:02] approved and extended this to all year instead of having to get things in by October 31st and it has very clear guidelines of what you all approved to be allowable for expenses so the changes made to this just extended the timeline and clarified what is allowable because some of the things we had in before as it turned out were you know not what the board wanted to have the money spent on questions comments miss st. John Cunning so just on the ordering and

[00:52:42] approving where it says you need everything at least 24 hours in advance I'm wondering if this is going to give me enough time just because it you know I know things can come up that might prohibit something happening within that 24-hour how can I put this like if someone gives you 24 hours in advance and the expectation is that this is done within 24 hours and there are things that come up like is that I don't want to burden your team just because I know that there can be things that can come up particularly when you're talking

[00:53:20] about looking at proofing things and understandably that should come that the school board member and their staff should have already proved it but I do know that there are times that it comes to you guys and somebody says hey is this what you really mean and then it has to go be done again with two business days yeah I'd say like 40 I don't want there to be undue pressure of why isn't this done within this time when sometimes things have I've seen it happen let's just say and then there and and I will say that I can sometimes be one of these people that has that urgency bring it the last minute it's

[00:53:58] like why is it done why is it today it's like well because you didn't prove it right type of thing I will say that that portion of it was written for the previous one and this was when we were doing back to school night only so there was a little bit shorter of a timeline now that there is a longer timeline.

[00:54:15] The clerk's suggestion was to have the language change to 48 hours before final purchase approval. And that way we know-- because in thinking of your note cards and things, I know what you're thinking of, Marcia. Those note cards took a while, and we apologize for that.

[00:54:32] But there are some of our offices, especially if we use-- and we love them-- TMPC, we have to get the quote back. And then if it's right in the beginning of the year, you know our teachers do take priority so yes I agree that this could be extended or altered so that it is final purchase but the intention of this when we originally wrote this was like forgetting pizza or things like that so it was we can't do same

day so yeah more grace is always appreciated so we'll work on that language I actually was not thinking of that to be honest can we

[00:55:10] change it to two business days rather than 48 hours yeah I was just thinking of that as well if you make the request on a Friday and we say 48 hours but so if you we did two business days I think that would work and if we did final approval just because to the points that have been raised if there are proofs involved sometimes they can take a while for the back and forth especially if a board member wants changes to the proofs in advance of the final approval of

[00:55:47] purchase okay miss lady so question about the guidelines when it says materials for school board member hosted events can we include food food I think we're missing because there should it should include food food is one of them so either another bullet but I'm saying it would be a hosted event it doesn't specify with who but a hosted event I would just include it among tablecloths

[00:56:25] printed materials handouts food so there's a separate there's a separate bullet that says food for SBA SBM hosted events where is that hold on it's not in there I'm fine if it's a dumb bullet I just want to add it to guidelines thank you then I have a question on the back the final page page

[00:57:04] three the number five any social media account information included must be the school board members official FCBS account it cannot be personal I don't understand I can explain all right so as elected officials people have one of basically three different kinds of social media accounts not saying all of them do but it's kind of what you have your purview to you have an official account ie your I am an FCPS school board member sharing official things

[00:57:43] about my school board work you've got your personal account which is not tied to these things and then you might have a campaign account when you share something when something is promoted using FCPS resources it is automatically an official account so my official account is Providence FCPS on everything that I use it doesn't have to be that for everybody else but that's what I have and I promote that in my newsletters I put it on any printed materials etc and to have something be official means that it's susceptible to

[00:58:20] to FOIA and other things like that and I don't own it it belongs to FCPS because I've used FCPS resources to promote it I don't get to walk away with that asset at the end that'd be like walking away with a computer how do I stop you how do you stop me yeah you have the passwords you have the access you how do you stop me from walking away with a computer well we could send the law after you you can do the same thing for another asset for a digital asset Carl I would want to

[00:58:56] reach out to who is the person who is responsible in comms for this because it may be that there's an overarching owner and they give you the password cuz I know that's the case for the student account where this person gives you the password but they can take it back at any time so that's not currently how school board members have it set up okay it could be it could be I think that's a step not necessarily too far the point is you could I could not print a handout or whatever or included my newsletter my personal account or my campaign account

[00:59:33] nor could it be because you will never find me using Providence FCPS to promote a campaign right promote a personal activity right and that's why it can be promoted by my newsletter my printed materials entities purchased or paid for sites no it's like Facebook Instagram those are all free well and to

be clear when something's free where the where the product they're selling so um to clarify it's not that the account is free it's that if you had a water bottle

[01:00:13] right and you put Robin lady for governor on it because you're running for governor and FCPS paid for that that's not the social media account you should use so your water bottle should say drains bills yeah so that's I like your water bottle it's very nice but that that's what this reference is so I don't know if we need to clarify that but it's fine how many people have this type of social media account moon does I do Marcia does Tom Kyle Sandy Seema I

[01:00:52] I don't you know I think we all do No, everyone everyone has access to it. I'd be happy to give you the name of the person who is over social media It's just everyone does not use their official FCPS one, but everyone has access to an account that was created Okay, that's my question was my understanding other than me. I think we all created our own accounts. Okay My what we were told by comms as if you wanted an official FCPS account it was there we've never done anything with comms when it relates to social media okay yeah since I don't

[01:01:28] have one I don't want to be wrong so I'm gonna go talk to comms if I'm gonna do one because you're welcome to but I'm just telling you that that's never been the case for the last two boards at least well I know but we have so is your question I think what you might be getting at because this was my concern when I started it my FCPS account is linked to my personal account that's the only way I could create it that's right yeah okay well it's linked to whatever email address you use so you could have created it with any email address you could have come up with a you could use your FCPS email address I mean I was

[01:02:05] concerned about having that and they when we were doing it and you know I'm not a tech person they told me this so my FCPS Facebook and Insta are linked to my personal and I kind of wanted it separate I didn't want it linked but they didn't you didn't have to have it linked if somebody told you that they were wrong. Okay well and I didn't know enough to know. So I think what your question is is like are those FCPS accounts I think what you're saying is what my question would be would it be a standalone FCPS account that would not be linked to any of our personal stuff. Just to be clear we're done that is a back-end question and not a forward-facing question right so when you

[01:02:43] share something on the internet what email address is attached to is of little consequence to people receiving the information at home right so So if you wanted to, what you're basically saying is that I created a page on Facebook for my official office.

[01:03:02] It's attached to my account because you need an account on Facebook to create a page. Well, you could create a new Facebook account and give that page admin rights to your page.

[01:03:18] I'm getting way too technical for what we need to know. But there's a way of doing it that is not attached to your personal. I don't think it ends up mattering because what we're saying is you can transfer the ownership of the page at any time. So when I leave the board at some point in the future, I will give over Providence FCPS on Instagram, Twitter, Facebook, all the other social medias to whoever comes after me.

[01:03:41] And they can do with them what they want, but they belong to FCPS. You can reassign an ownership, you can make somebody else an admin, whatever you need to do. We're talking about the

forward-facing sharing of content. And so what makes something official is that you cannot share any non-official things on there.

[01:04:00] Yeah, I get all that. I get all that. That's clear. Yeah. Yeah, I'm just asking the questions because I didn't realize that Fairfax County officially owned, in theory, if I create Drainsville FCPS or whatever you guys call it, because it doesn't exist.

[01:04:20] Nobody handed me that. Yeah. So. think it's a free asset and the second you start promoting it using FCPS resources it becomes an asset with a value because of your ability to promote it with FCPS resources right right right because you wouldn't be able to promote another account to your 30 or 40,000 people in your email list to get them to

[01:04:45] follow you etc okay and in years past there have been colleagues who may not have held as strict to that rule and had to be reminded of that separation because to what extent is my opinion as a board member when we say the word official it does not mean that you have to speak the the word of the board it's

[01:05:23] it is like a digital extension of you as a board member what you say out in public as a board member is what you can share on social media okay you don't have to share Mr. Moon's Mr. Moon's view in your posts just or the board's view right there's nothing but you it's the same rules around like printed materials right like you can't do electioneering you can't do business stuff you can't do your day job stuff but you can do anything related to your work as a

[01:05:53] school board member got it any other questions do I have a motion to move this to consent Ms. St. John Cunning Mr. Moon seconds all those in favor all - All right, that's unanimous for everybody.

[01:06:15] Leave request and leave approval. - Please note this one has a slight change in language that was added at the request of the clerk.

[01:06:30] That is added at the very bottom. So if you've printed this out before today, it might not have the information. - One second, is that it?

[01:06:45] - I'm just pulling it up so to show you where this stuff is.

[01:07:01] - So this language added here about using correction memos in lieu of approving in my time was added. other than that I'd like I said this has gone through finance and they said that the information it was accurate all right this lady isn't my time going away I didn't think about that when I was writing it I can certainly change it to HCM yes I don't want to approve something that's a monthly when we're going to a weekly and we're going to no proxies and we're going to it's all

[01:07:36] different than this I got June starts in December with a certain group of people and then it is everybody later but I think we can get that timeline and see because it's been pushed back a couple times I mean either that or revising it when we have a new system in place yeah I mean it's gonna have to be so that's why I don't know whether or not you want to put in here that school board

[01:08:09] should approve my time on a weekly basis to start building the habit because that's what's gonna be required that is a fair point I think it's going to be also getting staff to put in their time on a weekly basis because I think that's part of the problem when we've talked to some of the board members some of the issues is their staff also doesn't get the leave in so I struggle with that reality I mean if I had an emergency and I was in the hospital that's one thing

[01:08:47] great praise the Lord in my 30 years I'd had nothing like that happened so I took a sick day I went in and put my sick leave in or I filled out the slip the second I got back to the building if I'm taking leave that's personal I put it in the second I decide I'm taking it like I don't understand why people just don't do that other than an emergency I think with some of this staffers and this is where I think we've got to get things settled and figured out is especially with our staff assistants because they can only work 40 hours is people end up

[01:09:21] flexing so they may end up it may be that they're going to take leave but then when it's all said and done at the end of the week they find oh I've ended up working 48 hours instead of 40 and now instead of taking leave they work out with their board member that they're going to flex that time and so I think that leads to some delays by staff and putting things in that flexing has to be within that the same week cannot do it outside the week you can't go above 40 because we don't pay the overtime so at least the staff members should be by

[01:09:59] weeks end be able to reconcile whether they actually took leave or not because you can't have work 48 hours and I take eight back from next week because you can't do that I understand that you understand that I don't know if that's being held by every board member with every staffer to be very frank and is

[01:10:21] that articulated in here or is that in the overtime one technically we can't flex right I get that too but I think this is a different type of job and so I think that's different like if I need you know something a meeting staffed I'm out of town for a budget town hall with my board of supervisors colleague I want someone there from my team and if it only ended up being my staff aid then I

[01:11:01] would have to flex that time right so I get the systems perspective on flex because you can't do it but it's a little different based on our job descriptions but you can't go over the 40 that's got to be clear at all board members and staff mr. moon I think I'm learning this each and every day and hopefully becoming a better supervisor that I think you know school board members should benefit from being a perhaps trained or educated by HR

[01:11:37] personal to come in and and what the rules are related to our flex flexing time taking sick leaves personal leaves whether a going to my time as a program manager will know whether somebody is submitting a leave request whether that person has enough leave to do it or is that automatically built into the system that if somebody doesn't have enough leave they just cannot put the request

[01:12:13] actually they get docked pay so if they put in beyond what they have then they get docked pay okay I don't even know whether I don't even know that that's allowed no no mr. moon's point yes we can do a training because there are things that I am realizing that I got a long way to go before I become fully let's say they're capable to work as a program manager in that area I just say

[01:12:49] one more thing they can see in their own view of my time how many hours of leave they have you can't because we don't have hours of leave right like and I you know so but we could get HR do a training I think it's a good request any other comments or edits for this missing so I guess if we're gonna go ahead and do this and then revise it when the new one comes I think getting when you said it's gonna go to weekly we've good we got we need to get board members to start doing the monthly they're trying it's on your calendars no I I appreciate

[01:13:26] that and I know I'm someone that has no I am someone that has done my time so I think someone that you know that reminder I really appreciate that you face have done that there are also things that yeah I know some of us have our board member our colleague or our staffers putting their things on the calendars reminders and so there's lots of different tricks and things I think there are a number of things that board members would be benefit benefited by a training for sure yeah no I do I think but the one thing that I did want to go to and I know that this this just has come up and I don't know if we wanted to add the language here for right now because you're saying that the proxy situations not going to exist anymore but I know that sometimes if if we wanted

[01:14:06] to add that if a board member was incapacitated or in unreachable that then the like if we wanted to put it in writing because I know that happened to me once when I was in Italy that I couldn't do it and so then the chair did it for me at the time I don't know we want to put that in writing I can't proxy in so it's not going to be allowable for the chair to do that once we get a system proxy in my time right now as anybody we can they should have made this let me check with HR because they should have made the switch when you switched over to chair to allow that but unfortunately it's not going to

[01:14:45] we're not going to be able to do that proxy which is why we have the note in there that the time correction memos should only be for extenuating circumstances yeah I so users that you're able to become done so in the again this is just a bigger question so I know those correction memos are a pain and so HR and this is and I'm at this point I'm thinking as a school board member for the entire system if there's not going to be that proxy ability I can

[01:15:24] just see so many what the proxy is going to be so much quicker than those correction memos are really well I don't know within the new system but that is a pain and I can't just division-wide that having to be an issue I will say we did we flagged this when we originally were told we were moving to a system it was actually when Mr. Fresh was chair of the board he checked with Dr. Reed and we were told that proxy was not going to be available under the new system and there was nothing we could do I mean at this point it's going beyond you can imagine that nightmare at every school system like if that's not available you have to do correction memos for employees because I mean we've got one

[01:16:03] school building and you have all that my time and somebody couldn't approve it you have to do correction memos for that entire school building I mean that's not a here issue that is a broader issue just a thought I don't know anybody else all right Miss lady I guess the reason we're gonna bring this to consent is because we need to have an SOP based on the current system correct and we

[01:16:41] need people to follow okay so to that and I can be amenable to moving it but we I just don't know how we communicate with them that you know there's a new process coming but I think that chairs notes would be perfect for communicating that once it's approved and that we're planning a training perhaps around the next retreat we can have an HR training on these various pieces so and with the knowledge that we will have an updated SOP in the future when the new system is

[01:17:16] online for us for our program do we have a motion to move this one to consent miss St. John Cuning second Mr. Moon all those in favor that's everybody who's present not exempt employees over time miss Brown so this is another one that was sent through to finance and they approved it this was written based off

[01:17:56] of the consensus from the May 17th retreat to with the inclusion of staff assistants who we know are non-exempt that the school board members would not use overtime meaning that they would

limit the hours of their non-exempt staff to 40 hours per week and so this just outlines the process of what would happen should you have to pay overtime and what the board agreed on regarding overtime miss lady I've always thought that non-exempt for people who cannot

[01:18:33] get over time it's counterintuitive to my brain but can we put under non-exempt school boards office staff parentheses which positions so it's clear yes so it's the administrative assistant one this support tech one and the support tech two and the staff aides staff assistants yeah yes correct so we already have the staff assistants individual school board members the non-exempt school board office staff is referring to my staff and so that's

[01:19:10] those three positions both myself and the deputy clerks are exempt from over time anyone else there's just one typo on the back page second line where it says 40-hour work week and then it's for should be space for exempt yep at the

[01:19:49] top of the second page it where it says for non-exempt there needs to be space between for and non maybe it's a little different on yours it's the paragraph that begins clerk and deputy clerk great anyone else we have a motion to move this to consent miss lady is there a second is there a second mr. moon all

[01:20:27] those in favor I moved it all right that's miss lady mr. moon myself all those opposed and miss st. John Cuning that's unanimous all right meeting manager process this Brown so for this one this is built out of the process that we started to develop when I started working for the board in 2024 this just

[01:21:05] kind of goes through what is the responsibility of the board office for setting up these meetings the only thing I thought about as I was redoing this one was do we want to add in language about the legislative committee which acts more like the board on the budget committee and that I traditionally do set up the budget committee meetings but I did help with legislative happy to do so going forward but also not typical of what I would do so on this this is the

[01:21:43] meeting manager one right that's all right yeah yeah I don't I wouldn't necessarily call the meeting managers right there committee chairs so I think that that could be handled by the normal process for assisting committee chairs okay so on this one where we have the guidelines that if a school board members unable to attend the work session that they should let this there

[01:22:20] you know to let the school board chair and clerk to know as soon as possible I know that this is done a year out and so I was wondering like if we could talk about like if somebody looks at it a year out and knows that if we could have the language that says that you let people know so that then that person has the opportunity to attend the pre meeting manager meeting with staff so staff doesn't have to read I know sometimes if you get sick that's different can you explain that one more time so like the meeting managers are set for the year right so then if I look at the schedule right now and say well I'm

[01:22:57] not going to be able to go to that like you're saying that you have to let somebody know at least five business days but I should let you know ahead of time I don't know we want to be specific enough so that I can say I should let you know now so that whoever is going to be the meeting manager would have the time to meet with staff to have the prep of course if I get sick the day before and I can't that's a different ball of wax yeah so that is a good point because the media manager meetings to go over the materials with leadership which is what this is setting up largely are done two to three weeks before each

[01:23:36] meeting depending on timeline so what do you propose for the language isn't the language around the function of the meeting manager in the governance manual yes but I will say it needs to be

updated it does but I what I'm here this seems to articulate I don't see the five days in here I do remember it being in

[01:24:10] the governance manual if I'm not mistaken oh it's it's not there I think okay well then I think maybe what Miss St. John Cuning is advocating for would be at the end of the school board member role and it could be a sentence

[01:24:48] that's like if a board member is unavailable for their designated work session or for their designated meeting manager responsibility comma they should let the clerk know as soon as possible parentheses but not less than five days in advance and parentheses to help facilitate the smooth selection of a replacement meeting manager they should let the clerk's office know as soon as

[01:25:25] possible parentheses but no later than five business days in advance or I guess to be before but no later than five business days before the work session so actually plus this should doesn't say shall and parentheses and then actually

[01:26:02] did have to help to facilitate the smooth selection of a replacement do you want it before the work session or do you want five business days before the meeting manager meeting what if folks think meeting manager meeting yeah if you know I mean if you know if I before the meeting manager meeting I would say

[01:26:24] great is that right so sometimes people are not as willing to take over for work sessions if the you know they've not seen the materials ahead of time and seen and worked to kind of discuss them because that's the whole point of the meeting managers there they've seen the documents ahead of time right so I mean I would think it'd be the media manager meeting but we all know if you're sick

[01:27:01] we're not gonna be like no man you got to be there no thanks I'm just saying in those I mean people do you have like you guys make the schedule and then you can look at and you go oh no I have a wedding I'm a wedding though I'm not gonna be able to do it that's what I'm talking about I'm talking about if you know in a head ahead of time and it gives the other board member and you don't have to you know obviously if you get sick or whatever that's a different ball of wax anybody else to have a motion send this to consent is there a

[01:27:38] second miss lady miss st. John Cuning and then miss lady all those in favor that's everybody quorum and attendance tracker this one's straightforward okay so I do have to see John Cunningham well actually miss Brown do you have anything first oh yeah so the purpose of this was just to codify the use of the

[01:28:15] quorum quorum and attendance tracker make sure everyone understood like things like the distinction between medical virtual personal virtual and what it means to be like disability caregiver and just kind of home in on why this is important for you know knowing we have quorum for meetings and our tracking afterwards for minutes and such great mistake I'm cunning and I think that one of the things too for this is also like for people to understand what you know the qualifications are for virtual like if you exceed certain you know meetings and stuff I don't know this is like the

[01:28:53] board responsibility or not if we should put this in here but should we put for example that I mean the wording we were thinking of is and I don't know who would do it like the blank shall monitor the quorum and attendance tracker and provide an automatic notification or warning when a board members within one or two meetings of reaching the Virginia statutory limit for personal versus virtual

participation I don't know if that's something we want to say it's the responsibility of the board member or do we want to put it in SOP and who would track it like just we typically track it so my office typically tracks it so if you look at the bottom of the quorum tracker right now for this year we I actually just went through and did the number of

[01:29:33] meetings that board member how many have been personal virtual and how the percentage so that board members are aware and then actually also added the attendant of the absence stat because some board members have asked me for that and so I would not be opposed to having that in because we have to track it for the purposes of approving and working with the chair the committee chair to approve you it because if a board member hits their 25% legally we cannot let them participate virtually if it's for personal reasons which is part of our resolution could you repeat your language okay so this would go under

[01:30:13] guidelines yeah it would go under where it says the quorum attendance tracker I see it then or what either rolls or a guy actually would go under a clerk's team a new paragraph under clerk's team where's the percentage you said it's in the quorum truck it's at the bottom yeah I mean I've seen I've seen what yeah so the language would be and it would be the would it be the deputy clerk or the clerk the clerk's office shall monitor the quorum and attendance

[01:30:43] tracker and provide an automatic notification when a board member is within one or two meetings why don't we just say two okay to me okay of reaching the Virginia statutory limit for personal virtual participation as

[01:31:22] detailed in the virtual participation res the board's virtual participation resolution that work yeah and then just a typo under timeline the second paragraph it says during the calendar there should be a space between the and calendar okay anything else anyone else do I have a motion to send it to consent

[01:32:02] there's a question it's not about 25% is that you can't for virtual participation for non-medical virtual participation for personal virtual yeah but the board member can miss as many meetings as they want there's no rest for just for virtual participation and so what is it a strange what typically happens when a board member gets close to the before the board chose to make the 25% of all meetings and we were doing it by meeting type and

[01:32:39] board members were getting close or went over what ended up happening is they have to miss the meeting if they can't be there in person so because I've been asked before what happens if a board member hits the 25% threshold and what happens is they either have to attend in person or they have to miss the meeting because the code does not establish well they just can't participate in the meeting they can attend that's true they could watch it but not actually participate but there's nothing that says here's a percentage that you have to attend meetings there's a I believe that there's a town counselor nearby that

[01:33:18] didn't attend like 80% of their their meetings and they're still on the town council so all right it's left up to the electorate to make that decision do we have a motion Miss St. John Cuning is there a second Miss lady all those in favor Miss St. John Cuning okay that's everyone EL monitoring process report

[01:33:44] miss Brown so the purpose of this SOP is just to talk about the monitoring report process this is the forms that you get to fill out at the end either virtually digitally or on paper to say you know if you

think the superintendents in compliance what you think she could do better what you think she's doing amazingly and at the end of the year this this kind of information is included

[01:34:24] in the evaluation process anyone want to start us off Miss lady so just curious this is all for end of year eval well the executive limitations can help a board member in their evaluation of the superintendent the governance manual says that it is not board members are not required to use it in their

[01:34:59] evaluation but the materials that we receive as you know provide robust helpful information for that purpose if board members choose to use that it's not it's just for their own record-keeping it's not shared with dr.

[01:35:27] Reid board members provide a written EL evaluation if they'd like to that is provided to dr. Reid yes after every yellow port can happen or at any time okay yeah do we know if any board members do that we know that some do most board at this point I think all board members have taken to doing it digitally we have the hard copy form that you can fill out but yes the board members who choose to do it are doing it digitally because that enables them to

[01:36:05] do it whenever so we're all taking part in the process whether we write something down in that moment or not in theory this is about the ELs anyone else do we have a motion to move this to the consent agenda Miss lady is there a

[01:36:40] second mr. moon all those in favor of moving this to the consent agenda that's everyone it moves along final one school anniversary proclamation recognition miss Brown so this one came out of the process to streamline school anniversaries and recognitions as we know the proclamation section was changed in the governance manual this just kind of talks to what our office

[01:37:16] does to prepare it's a lot of work but they are very fun so that's just over it's an overview of our process in our office of how we get these get the information for the anniversaries and how we get the meeting set up great anyone want to get us started I mean miss lady oh thank you thank you for recognize me you're welcome I it's gratifying to know that I can just start

[01:37:48] speaking in our regular board meetings okay so I'm losing my train of thought I think that these recognitions should be done at the schools so this is just providing guidance based on what is in the governance manual the governance manual stipulates this is how we do it this is what the board office does to facilitate what's in the governance manual so if you want to change the governance manual I would go to the governance committee okay I'm not saying

[01:38:27] that I agree or disagree with what where you're going because I think many people would much rather attend an event in the cafeteria at the school that where their kids go then traps across the county to go to a school board meeting where they're not entirely sure what time they're going to be there but that is all to say that is the purview of governance it's in the governance manual yeah I'll talk to governance because schools want to celebrate themselves but they're not coming to a board meeting and it feels obligatory for certain leadership there at a school to do that and they'd rather share with their full

[01:39:02] school yeah yeah I would much rather attend a school event where I'm part of the program doing that then anyways beside the point this is the board clerk's office articulating how they will facilitate what we have in the governance manual currently do we have a motion to move this to consent mr. moon all those in favor or is there a second Miss St. John Cunning all those in favor that is everyone all right so

that is the last one we will have more at our next meeting as you know from the calendar that you've been given we'll let you know two weeks in advance of the next meeting whether we are going to

[01:39:42] move until the next meeting so it's basically every other month this year and the in-between months are all holds just in case we end up somewhere where need a little bit more work any questions before we adjourn for the night mr. moon something not exactly related to what's been posted and discussed but our annual work calendar is that posted somewhere besides bull dock in terms of the annual work plan work plan calendar we have we can ensure

[01:40:21] you have the link but the link is included in chairs notes every week to the annual plan. It's not updated on the board doc. There is the public version of the annual work calendars also on board docs in the library. Okay yeah in the libraries I don't see any meeting manager's name. I'm trying to see, you know, we're working on getting the meeting managers and we will have this scheduled to you hopefully tomorrow or early next week at the very latest. Because I have a certain plans and I want to see whether I am missing so I need to notify I need to know if I

[01:40:58] gotta give a five day notice if there are meetings or work sessions that you don't think you're gonna be available that would be helpful if you could let miss Brown now and so she can ensure I need to go to thank any final other comments all right with that 6:20 p.m. I will give you 10 minutes back and we

[01:41:20] adjourned thank you guys for all that work thank you



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