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Fairfax County School Board Administration Committee Meeting, Wednesday, November 4, 2026

Date	Wednesday, November 4, 2026
Place	Fairfax County School Board, Virginia
Length	59m (video)

- Official meeting video (YouTube): https://www.youtube.com/watch?v=AodkWymLx78
- 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 2026-11-05. Each paragraph starts with its time [HH:MM:SS] in the meeting video.

[00:01:30] Stay tuned all right in order to comply with section 2.2 - 3 7 1 2 D

[00:03:23] Okay, there's a there's a fridge out here All right in order to comply with section 2.2 - 3 7 1 2 D of the code of virginia It is necessary for the committee to certify that since the fairfax county school board audit administrative administration committee

[00:04:00] Convene a closed meeting on november 4th, 2026 to the best of each board member's knowledge only public business matters lawfully exempted Open meeting requirements and only such public business matters as were identified in the motion convening the closed meeting Were heard discussed or considered by the committee during the closed meeting. Do I have a motion miss st?

[00:04:20] John cunning do I have a second miss lady all those in favor that is present for all voting board members present And mr. Dunn, that's everybody. All right Confirmation of action taken in closed meeting. There was no action taken in closed meeting Agenda item 3.04 approval of minutes. We will now Vote on the approval of minutes for the September 2nd 2026 meeting of the administration committee I would like to entertain a motion that the administration committee approved the minutes from the September 2nd 2026 meeting

[00:04:58] With leave for the clerk to correct any formatting technical or grammatical errors Would somebody so move miss lady so moves the st. John cutting seconds all those in favor that's unanimous for the committee members present all right update to agenda item 3.05 update to policy 1819 before full board consideration as folks will see on board docs since we last talked about 1819 I've talked to various

[00:05:35] colleagues one-on-one as is our way and made additional edits to try and push us in the right direction I know that based on conversations that we've had with each other that essentially what we're going to do here is people are going to take this revised version back with them and like they do in governance if you have line items that you'd like to share for edits for consideration at the next committee meeting you know we'll send you a timeline of when to get

[00:06:13] those in by etc and we'll give you the Google link to share your edits so that everybody can see them before the meeting and then we can expeditiously handle everybody's requests and changes before moving it back to the full board for consideration any questions on that agenda item all right agenda item 3.06 school board office SBO standard operating procedures SOPs during the November 4th 2026 meeting the committee is going to discuss as we are about to the SOP drafts for consideration to be sent to the full board previously the

[00:06:52] committee sent the drafts of several SOPs to the board for approval in fact I think we approved like a dozen of them at one of our most recent board meetings so kudos to everybody that was the first batch we've ever approved and that was the meeting following the changes to the governance manual that established the new process so I very much appreciate the clerks making sure all that stuff

[00:07:13] worked orderly let me go back to the agenda if you are following along in

[00:08:05] board docs you're going to click on 3.06 and the first item up for discussion is motion language and timelines and you'll see that there's an attachment as you'll recall just so we're we're always a little rusty in this committee because we don't meet every month we meet every other month because not every committee needs to meet every month but we have an established format that the clerks worked on and then worked through with the previous admin committee meeting to adopt that define the purpose the scope and then the roles of the different

[00:08:43] players in the office and how the timelines work and whatever kind of process or guidelines there are and just as a reminder the SOPs are for administrative functions of the clerk's office that deal directly with board members it's not for like when they want to get lunch like it's not like the inner dynamics of a team it's like their relationship to us and vice versa right and so the reason for that is so that a board member who's like I wonder how I do this thing that the clerks always do with like how do I get approval

[00:09:22] for an expenditure how do I let them know that I'm gonna do this professional development I want to do a motion and I need to give that to the clerks what does that look like that's how these things are being adopted and they're kept in the boards Google Drive and in the public play I believe on public board docs is that the goal so that you can consult those things and see that process is moving as it should. Chairlady. Should this particular one be

[00:09:57] something we vote on annually, like when we elect a new chair or the next meeting? The way that the governance manual currently talks about these things, I don't believe that there's a annual review cycle, but there is a process for when a board member has a desired change for it. So that could easily be

done by the next chair. For continuity's sake, it's not like a board policy right like you want people to become so familiar that they don't need the SOPs unless they're changed and the more that people get comfortable with it

[00:10:35] the more they get to focus on like their primary functions right and making sure that meetings run smoothly etc and we become more and more self-sufficient go ahead to give you kind of an idea the reason why I wrote this one is we had several emails from newer board members newer staffers on what was the timeline for when did we you know when do I have to have this motion and buy and things like that so I just added this one it actually wasn't on the list I added it on my own so haha but I I thought it would be a good place to be able to say

[00:11:13] hey you know here's kind of a timeline for motions here's how it should be crafted here's who you need to contact when you have an idea for one and here's who can contact so that's that's that maybe that was my question is maybe that was my question was should the board vote on that suspension of the rules

[00:11:49] annually okay sure this one came directly out of the changes in the

[00:13:08] recent regulation changes and just kind of the inner workings there are some things that are added kind of just to practice and so this will help be kind of a companion to the regulation and anything given out by the travel team just so that board members and their staff have a clear idea of the

[00:13:34] expectations um I think in here it said local travel reimbursement request should be submitted within 30 days of travel date that needs to be extended in my

[00:14:07] opinion because for example my tolls like they come after the fact so I just think that that 30 days is a little tight so we put the regulations is 90 days we put the 30 days in there because the travel team has asked me for that so that we can try to stay on top of it so they send me weekly reminders of you know what my travel queue looks like and where we are with things and I've

[00:14:43] gotten from Miss Arjawat that the request is is that travel from the previous month be approved as soon as possible to help the travel office stay on top of things so we put the 30 days in there because that's the request we're getting from the travel office into the travel office put that out to every one who approves travel in the entire county that I can't speak to that was just something that they've told me and dealing with travel because we deal with it so much I'm just saying it's good you can't do it if I traveled November 1

[00:15:19] you can't put it in by June 1 because I don't have no I download electronically because it's highlighted and it's not there to accompany it I mean maybe maybe 45 days but so per the regulation you have up until 90 days and the system will allow you to this is just a wish I think is that's why we put a should and not a shower well I'm fine with it I think this is helpful to get people to

[00:15:54] expedite it but can we just be 45 days instead of 30 that's up to the board if you want it to be 45 days I will tell the travel office that well otherwise I'm out of compliance with the SOP monthly I don't want to be out of compliance with an SOP every month that's fair that's why I'm at that's why I'm bringing it up so I honestly I think this is about what the board wants to have in its SOP so if you want 45 days then and to be honest that would actually help me with travel when they're asking why it's not been done

[00:16:32] with 30 days I can point to the SOP and say the board has passed an SOP that says within 45 days we can also explain why we're unique yes and I think we have hit this a lot with travel is that the board is unique in travel you are not like the rest of the division right you all have to take tolls a lot of times to places that many others don't because you have such tight timelines so there's things like that you do a lot more travel than your average FCPS individual

[00:17:06] so if I would like to be 45 days yes I would like to amend the SOP for local and non-travel and non-local travel under timeline to read scratch 30 insert 45 so it reads local travel reimbursement request to be submitted within 45 days of travel date Request submitted in online travel after 90 days the travel date will not be reimbursed all those is there a second any discussion?

[00:17:43] All those in favor. All right That's amended now would somebody like to make a motion to move this on to the full board

[00:17:52] Hang on. Just a second. Miss St. John Cunningham. So yeah, I have a question because I know this has been an issue before in terms of

[00:18:44] The clerk approving the local and non-local travel and being just one person that does it Should we put in here that in the event that the clerk cannot do it Should there be a backup because I know that other school board members have had issues with the timeliness of that And I understand that it's difficult for one person to do all of that and there's and I do understand why that was done But sometimes when you fix something then you have unintended consequences So I don't know how that would look and work for you and obviously want to work with whatever works best for you guys

[00:19:21] So I have asked travel about this. I asked them if there was a way to remove me Unfortunately as the program manager, I have to approve travel both local and non-local So they what they said is for instance with local we could put an intermediary and to do it to do the more in-depth But ultimately I'm still going to have to approve it It's not when the clerk approves like an expenditure of funds for anything right right so I as the program manager I have to have I have to approve it and in fact with non-local travel there was a level

[00:19:58] The second leg of the approval for non-local where previously I didn't have to do approvals And I have to because all program managers and FCPS have to approve non-local TPs as well. So unfortunately, there's not a way To take me out of it now the only way I think would be is if I'm on extended leave We could probably get an exception from travel for me to have Somebody for because they would have to change me out of the queue and put somebody else in but unfortunately There's not a way for so in every program. There's just one program manager that was able to do that

[00:20:36] Okay, I just wanted to make it easier to where it's it's a lot I also think though that it gets easier as the board has been on more or their staff has been on more frankly Because there's fewer errors in theory at least The more times a staff member is entering stuff in the more likely they already know how to do it And that's so one of the things we found too is like travel gives a training But they give a broader training that's for the division to the point that Miss Lady made because the board is so different One of the things that I'm working on right now is to do a training

[00:21:11] that we can provide front with the travel office for the staffers and it's going to be more on how exactly they have to enter travel what they need to say in the notes what they need to say in the reasoning usually the travel training is going over like what's permissible under the regulations but don't go into the

nitty-gritty and where we're having problems is to your point missing John Cunningham we have staff that turnover they don't know the nitty-gritty and that can delay us so I'm working on that travel training and hoping that that will address many of the issues well and sometimes they

[00:21:48] change the nitty-gritty and don't tell us there is also that miss lady so under the exceptions I think I'm just trying to understand some notes a should that be under non-local travel or should exceptions be its own bullet the way I crafted this the way it is is in the regulation itself exceptions are in their

[00:22:18] own area just to delineate from everything else okay okay would somebody like to move this to the full board Miss St. John Cunningham is there second Miss

[00:22:49] Lady with all those in favor and that is unanimous for board members present I would like to do a follow-on motion asking the chair of the board to send a short note to the travel office articulating in one or two paragraphs why we've adopted the 45-day parameter so that it makes it easier for all staff

[00:23:24] involved particularly around using FastPass. Is there a second? Ms. St. John Cunning, all those in favor? You can vote for it. Unanimous. All right so that one moves along as well. Up next we've got community participation. Will the clerk's office speak to this one? So this one again is just reinforcing kind of the

[00:24:02] guidelines the timelines everything like that that has to do the community participation this is a companion to the governance manual we do kind of feel that some of the things in the governance menu need to be clarified for example we're getting a lot of people bringing signs that are a little bit larger than they should be so we can put that you know in in various places but this just reinforces what we do in our office as well to get community participation up I know sometimes there's also questions from board members about that because they'll have questions from constituents so this just lays everything out and to be clear we're not debating how we do community

[00:24:40] participation we are discussing the clerk's effectuation of community participation anybody missing John Cunningham so what I'm going to go to in terms of how this is all done and do we have particular particularly for video testimony is there information available for translation services like even say that that I'm a Spanish speaker and I want to do a video in Spanish and how is that gonna work like and and the access for people that also want to come and speak is that all in regs and is that all clearly outlined for them to

[00:25:16] know how to do that it is in the governance manual I don't there I think there's a request on the form too if people need ATS services or if they're in need of interpretation services I think we could do a better job with it but we are re-evamping the form to make sure that we are catching all of the access issues. In terms of the videos I think we'd have to talk to comms about that and what could be done and what couldn't be done because a lot of times if you notice on our YouTube videos and things like that we do use AI and it's

[00:25:51] not as nuanced as it could be and so that might be kind of a downside because it would that turn around to translate and interpret a video might be a little bit not in line with the timeline okay yeah I kind of see that as a barrier if I want to speak to the board in a different language but then I can't because of a timeline and then if I'm speaking in Spanish or in Urdu who's going to interpret that for the rest of us I think that's a barrier for our

[00:26:28] non-English speaking community which is fine and I agree but the governance manual would have to stipulate that they have to figure out a way to make that other direction of the communication work right because right now with the governance manual and they can correct me if I'm wrong the way that it the initial reason that we did it was because there was a language question and then there was a disability services question that we had and sometimes I feel like Megan McLaughlin with like the weird like arcane stuff from like six years ago or whatever but and so they added it to the form and the idea was how do you this is what the board grappled with at that time was how do you get

[00:27:05] people so that they can address the board nobody touched the flip side of that coin when they did the governance manual of how does the board take in the feedback right so perhaps Peck could suggest the other side of that coin for the governance manual and then they could eventually update this for how they would effectuate that part of the process I think it's a good idea I think there is for recorded testimony you know there is AI that we use for

[00:27:39] translation. We don't use it. The system uses it, right? And I believe, if I'm not mistaken, if you're watching a Spanish portion of a video in an English speaking video, the translation does the same thing, right? But that doesn't mean that the board member in that moment is hearing the feedback in a way that they can understand. Just a wondering. I think it's a good idea to bring back to PEC because there's nothing that does that right now. Any other questions?

[00:28:15] comments to the full board is there a second Miss lady all those in favor that is unanimous for board members present all right moving right along up next we have school board invitations and school board member event checker let me pull

[00:28:51] that one up will the clerk's office speak to that one please so this one came out of the school board member invitations process being revamped as part of EL 8 and so just having that new system for making sure that everyone gets invitations equitably. The event checker, I keep calling it the tracker and other things, but it's event checker has implications for FOIA and things like that. So just kind of outline how important it is to use both and who's

[00:29:31] responsible for what. And that includes events that one or more board members might be invited to or attend because Virginia FOIA requires notice of those gatherings those numbers might change in the year or two ahead but for now this is what it is miss lady so in the very last bullet under guidelines I'm a suggestion that we bold that last sentence just to delineate that the

[00:30:03] staffer is the one who'll be yes how about underlining it or highlight it I don't know that's fine without objection seeing none seeing none I do have a question about this just because some of this has come up well that was without objection to the change so I don't know if we need to be more specific and

[00:30:39] clarifying for example like if there's the one-on-one briefings right you know like I go meet my principal like like and I don't know if this is the function of like do those have to be included not should we clarify that here because I think maybe for new member for new staffers or people they might be confused about that um i i think they're all really concerned about the fact that they might be fine which i and i might they might be overly cautious so i don't know if we want to be more

[00:31:11] prescriptive in how we define some of this and it does say when three or more yeah um i feel like of all the things that we talk about when we're new those are the things that get drilled into us the most is how many people can be together yeah what you know what foia what can be foia'd all that kind of

stuff okay actually that there's more confusion when board members don't have a role at an event and they're like we're in the same room what if somebody says something about school board it's like well the reason

[00:31:49] the meeting is noticed is for the off chance that that happens okay so what we have told staff missing John Cunningham when it comes to things like if it's a one-on-one meeting and it is not intended for there to be any other board members say you're checking in with your counterpart at the Board of Supervisors we've explained to them not to put things like that on there however if there's no particularly a public event or meeting that a board members and been invited to oftentimes both FC FCPS we've streamlined that but

[00:32:26] external events individuals send you guys individual invitations and the only way we know that three or more of you have received that invitation is to put it on the event tracker so that's what we have counseled them to do I think that's where the confusion is like if we're getting a single invitation that's just to me but that entity is sending a single invitation to mr. Frisch and then a single invitation right so that's where okay I think that's and that's why they're trying to make it uniform like of disclosure they can catch it we often get invitations for people that have been on the board in years yeah so like

[00:33:04] part of it is making sure that the person who replaced the person who replace the person is getting the invitation right right no I think that's where the confusion is with the single invitation okay gotcha got that totally makes sense now and that's the new piece isn't it the actual tracking of like individual board members saying I was invited to this people might as well so we ask that staff put anything where it's a public event or so that even if it's not intended to be fully open to the public so that we can deal with the

[00:33:39] fact that maybe your staff doesn't realize that Miss Lady staff and mr. Frisch's staff have also gotten it one of the other things is that external folks tend to only invite magisterials and forget about at-large board members but that large board member sometimes wants to attend and so if one magisterial gets it and an at-large season is like oh I want to also go to that we also need to know that that's happening or if you know Miss Lady sees an event and it's like oh I think that that would be something that dr. Anderson might want to go to or that miss mayor might want to go to and she happens to

[00:34:17] tell them we need to also know those so there's a lot of situations with those but if you're having a private one-on-one meeting and you're not inviting another board member and you don't intend for another board member to show and you know for sure they haven't we've told staff they can leave that off The tracker. Yeah, I think I see where the confusion occurred. I can totally see where that was the confusion. Any other questions?

[00:34:45] Do we have a motion to move this forward to the full board? Miss St. John Cunningham, is there a second? Miss Lady, all those in favor? Motion carries unanimously by board members present. All right, up next we have school board meeting schedule, annual work plan, and calendar invites.

[00:35:02] Mr. Dunn, did you hear our last vote? All right, great. No worries. Mr. Dunn with unanimous consent will be included with the affirmative in the last vote all right up next we've got school board meeting schedule annual work planning calendar invites will the clerks give us a little overview or a long overview you know I

[00:35:38] do want to be here all evening so this one came out of again this year where we had a little bit of confusion at the beginning of the year because the calendar wasn't a hundred percent solidified for things like work sessions so this is just giving board members kind of an expectation of here is the general of course they're going to be exceptions because the sport is exceptional the overview and kind of timeline of when to expect drafts of the calendar calendar invites when to be voting on the calendar etc and to be

[00:36:14] clear this is putting it in paper someplace this is generally how it's happened for like the last four years any comments or questions Miss Lady yeah Yeah, my only thought is the suggestions that we've talked about regarding Ledge Committee and that they'd like to do some of their work in, like, May and June for the following Ledge year.

[00:36:42] Does that have anything to do with what's written here, or is that something we can just do on our own? The obstacle that you have with that is that the terms for committee assignments are annual for everybody at the same time. So you'd have to change the governance manual section about that, which would probably have a crescendo impact on all of the appointments for the following year as well.

[00:37:07] I think one thing that's interesting is, like, the custom around budget chair, for example, right? Like, it wouldn't, if you were looking for continuity for a legislative committee, it wouldn't be as weird for, like, the vice chair of legislative to move into chair the following year or whatever.

[00:37:23] You'd still have the continuity between them. the other thing is now that I'm thinking about but this is not admin but they could still do that work and then hand the baton to who's coming in I mean it's not like to say here's the conversations we've had and it's not like the work of this committee starts over just because there's new people on the committee so I have no questions about this one I mean it's the nature of being in a position where you have to run a meeting right like you're not going to finish everything you wanted to get done when you were chair as much as you'd want to and you just kind of hope that the next person picks up the baton as it were any

[00:38:03] other comments or questions somebody like to make a motion miss lady would somebody like to make a second to move this on miss st. John Cunning all those in favor that is unanimous for board members present or all board members rather who are at the meeting rather so that'll move forward up next we have

[00:38:29] community use and FC FS direct go ahead clerk's office so this one came out of have again more questions FS direct is our way to reserve rooms and community use making sure that everyone understands what the regulation states for what's our obligation for paying for community use you know if you have to pay for AV equipment etc etc so all of this is just in one place making sure

[00:39:06] everyone understands it builds on the previous one we did the community use back-to-school night and constituent fund SOP this is what do you I do with my money now that I have it any comments miss lady just a clarification in the at the very beginning standard operating procedure for school board members community use of school buildings I mean that should be self-evident but it's

[00:39:37] about our use I know okay so I think the precipitating events that led to

[00:40:32] something like this is that we incur an expense in the program budget whenever a school board member makes a request for space and so when a school board member is invited to a boundary meeting by a RAS or a boundary captain or whatever we're calling it a champion that is the FCPS meeting

it is not the board members meeting and the board member is not in need of making a request for space but

[00:41:03] But let's say that I have a desire to bring somebody from pedestrian and traffic safety to a meeting that I am holding, it's not being hosted by the PTA or whatever, because I'm initiating that event, regardless of the fact that I've invited somebody to come, it's incurring an expense, and somebody has to pay from their program budget, it wouldn't necessarily be

[00:41:34] fair to require other program budgets to absorb our costs when they're not the ones initiating the work and I think there was also a concern that because it is coming out of our program budget you might have board members who decide well now that we have a defined route of doing this I'm gonna have a meeting here about that and a meeting here about that and we don't have a an infinite sum of

[00:42:11] money so we'll look through the clerks want to speak to any more of that I mean I think to your point mr. fresh part of the reason is when we had meetings that are being booked particularly at schools and it's the school board member hosting the schools have been eating the cost the extra cost associated with it so this is part of the reason we also wanted to do an SOP and since the board members can now use that we expanded the back-to-school funds to be community use back-to-school constituent funds we wanted to make sure you understood how

[00:42:49] to actually do community use and what's the responsibility clerk's office what's the responsibility of board members it was happening more I don't think most board members indicated that they weren't aware that that's how the process worked and so now it's on paper I think they're you know depending on how frequently it's used and that would be something we would get in the the annual report from the clerk's office about the budget it'd be interesting to see how often it was used year to year and see if it needs to grow or shrink and as a frugal board member I think most of us end up piggybacking on things

[00:43:25] anyways if the board member is asking for translation for the event they're hosting yes that would be covered under your community use slash back to school slash constituent funds but not if you're doing a boundary meeting with the school division that's planned and they're going to hold it whether you're there or not so I'd like I'd like a clarification two clarifications

[00:44:04] actually so like if the division has a set of prescribed meetings on a certain issue say boundary or say when we were doing the fentanyl crisis right and we had those meetings then I as a school board member said I want to add an extra meeting because in this particular school I have noticed that there's been an increase in you know drug related things so then and I'm asking the division to do it so that's where I think there's like a lot of nuance there is it gonna be like mine or is it gonna be the division because the division

[00:44:43] already has a series of programs and I'm requesting an extra one so that just a division well if you think of it as what role do you have as a school better board member to command the work of the school division you don't right and so there are ways to do this right if the board directs the superintendent to do something I would hate to see the board getting to a direction where we're directing meetings to be had as a board right if the board directs something to be done and the superintendent has to effectuate that that is the school

[00:45:17] division doing something but I think the difficulty comes in is that the school division has said and obviously you're right there is nuance here right but like school divisions doing ten events we'll say right and you're like we We really need an 11th or 12th, right?

[00:45:37] And that may, on paper, look completely justified, but what if you are making that decision for every single kind of event that the school division is hosting, and as a result, one board member is now responsible for the school division, it's not like there's no expense if somebody else is paying for it, somebody else is paying for it, right?

[00:46:07] The money has to come from somewhere. No penny is not allocated. So it's like, does it come from us or does it come from the school where it's being hosted? Yeah, I think that's a distinction that we might have to consider.

[00:46:22] The other thing is when you said... Well, I mean, that's what this does, is it does consider that. But the other thing is in terms of translation services, those are two different things. So my community use, for me to go to a school and use community... I'm just saying this from when I was at the school and community use.

[00:46:38] But translation services is an extra fee. So it's not within community use. then if I'm requesting interpreters they're saying that it's not either what we have on our side is each one of the board members per the other SOP that we adopted which now will have a individual board member has control over a finite amount for community use and interpretation and interpretation and what's the other word like replacing the back-to-school line item okay okay that yeah no I just thought that in the response I heard that community use it's like slash slash slash yeah well I thought community use included

[00:47:17] interpretation services I know that's not that that's not the case unless you did both at the same time yeah no you because I mean your funding is yeah you're not required you have to find an interpreter right yeah separate from community use right okay I just thought it had been put together I was like no that's it's put together for the purposes of your board member budget right not for how they actually spend the money okay okay I just want to get Sure, that was clarified, because I was an interpreter too.

[00:47:47] And this is another one where a year of living underneath this, we might have some adjustments to make or want to shift some funding around because people ate through it really quickly. We do have a little bit of a pad, but I think this is a goal to really get tighter on how money is being spent because when the school division cut funding from the budget last year, we did the same thing, the same percentage cut in the school board office budget.

[00:48:17] so any other questions on this one it would somebody like to make a motion miss agent honey would somebody like to make a second miss lady all those in favor that's unanimous all right we're almost done moving on to onboarding new staff would the clerks like to address that one please yeah I'll address it

[00:48:53] before I pull it up these next two are pretty quick this is it came out of having more staff and so we in the clerk's office had a process where we go through kind of the general to make sure that everybody had the same information and then knowing full well that each office kind of has their own inner workings but this kind of puts it on paper that there is parity that everyone knows you know how do I how do I get availability to do my newsletter how do I get access to the website you know who do I who do I need to contact

[00:49:30] active XYZ so this just again puts you know for this one and the next one which is departing staff it puts everything in order for just how our office works thank you Miss Lady spelling under scope where it says district director slash staff aide I believe that you have an e thank you and then when you get down to rolls we're talking about the school board members the school board members

[00:50:06] are responsible for onboarding with assistance from existing staff members is that like if I lost Caitlin Wendy helps me or is it other other existing staff members that actually depends on what you want typically would be Wendy would help you but what has happened before is that sometimes board members have gone to staff other staffers with the blessing of their board members and said your staffer has been here for a really long time and seems to know how things operate could you could they help train my staff so that's why we kind of left

[00:50:45] it a little bit amorphous is because it should be your staff but we know board members have also gone to some of our staffers who have been here a really long time and asked them to help out as well so it's intentionally vague yes okay and then just from a like a wordsmithing proper I'm not an expert in English but individual school members to whom or to who the last sentence on enrolls should

[00:51:14] it be to who or to whom okay then the last sentence under guidelines I think you need more clarification when it says please do not reach out to first of all I don't think I'd use the word please I don't think if I think just do not reach

[00:51:51] out to IT or the related offices on your own like and then who should not I mean certainly can reach out to like is this directed specifically at staffers so should it say staff like district district directors and school board assistants so we've had some staffers who in an abundance of trying to help have reached out to IT and complicated the process I know I just I'm asking for

[00:52:31] clarity because it just says do not reach out it doesn't we could should we could put that school board staff should not reach out or staffers should not reach out to IT or the related office because to your point board members it's a board members have the ability to do so and then I don't know that you need on your own I mean you just said do not reach out to related offices or should not super staffers end of that sentences where it says on your own the implication would be that it'd be permissible with somebody else who's the

[00:53:07] somebody else yeah the school board member of the clerk's office yes so it should say that right so it would be school board staff or school board office and school board whatever the right phrase is there should should not reach out to IT or related offices without coordinating with their school

[00:53:27] board member or the clerk's office comments or questions would somebody like to make sorry yes this is the yeah this is the onboarding new staff for the

[00:54:07] school board office somebody like to make a motion miss lady with somebody like to second miss st. John Cunning all those in favor that's unanimous and the last one is departing staff it's very similar what the clerks like to revisit again yep so this one was built out of if we have people retiring if they're

[00:54:42] released or people resigning from the school board office it just clarifies whose roles are what when collecting back tech, things like that. Because we have a little bit different rules and responsibilities for maintaining correspondence and things like that, we found it was best to have our office handle all of that to make sure that things did not get, yeah, get

[00:55:11] erased. Ms. Stingham-Cunning? Yeah, so and I see right here where the IT office we'll do all the backup but you just said because it's different than you guys are the ones that are helping IT like in terms of correspondence so is it IT local Denson when we say it so we have it listed technically is the functional application specialist - that's the ensign who does it and what

[00:55:51] we're saying too is that because we have different rules sometime also clarifying for board members that they need to let the clerk's office know if staff is departing and that they're aware rather than just working with HR because HR isn't always aware of the different rules that we have under FOIA as the board because we have much more stringent rules than the rest of the school division so we have to back up a lot more and can't erase we have dancing has to do a lot more preserving and so it's just clarifying that we need to be kept in the loop so that we can take care of that part of it rather than

[00:56:28] Asking HR to take care of that part of it. Okay, that was my misunderstanding because I thought IT in general versus it have Okay, that's fine. That's because I was like wait a minute How we don't want to lose this stuff and FOIA and constituent stuff that we need access to okay miss lady Um, I mean it depends on how detail we need to get but under rolls the last one school members in the second line where it says

[00:57:02] Notifying the Human Resource Department of Fairfax County Public Schools and the Clerk's Office of the Departure. Maybe it should say of the staff member departure. I'm assuming you're talking about our staff members. Otherwise, it's like, of whom? I mean, it's inferred, but...

[00:57:21] Of their staff member's departure. Perhaps. Yeah. Without objection for their staff member's departure. All right. Seeing none, it's adopted. Okay. Anybody else? Would somebody like to make a motion?

[00:57:38] No. Go ahead, Miss Lady. Nope. Would somebody like to make a motion? Miss St. John Cunningham, would somebody like to second? You sure you don't want to second, Mr. Dunn? all right mr. Dunn seconds all those in favor that is unanimous all right do the clerks have it so without objection all of the moat all of the SOPs advanced by the committee will move to the consent agenda by the board do the clerks have

[00:58:15] any questions before we finish up I'm just about all the way through the medium priority ones I think there's a couple outliers if you have an idea of something that is really pressing and you notice is something that we kind of need more clarification on I'm about at the end of my list so I have a few low priority ones and then some others but I don't really have that much more to go which is fantastic but you know I will have those for the next meeting and I think once we get through those we can probably ask the chair to like do a

[00:58:53] short survey on the board and make sure the board members are aware of where things live and stuff like that since it's still new to everybody all right any other comments or conjecture mr. John Cunning yeah I just really want to commend and the clerks team for doing all this work because I know amidst of the thousands of other things you did you have to do you did this so thank you all right at 6:26 and 36 seconds we're giving three minutes and 30 seconds away back to the board members we are adjourned yay



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