

**ARLINGTON PUBLIC SCHOOLS**  
Work Session on Policies  
April 12, 2016

**Item C-1-b**

The Arlington School Board convened on Tuesday, April 16, 2016 at 7:30 PM at 1426 N. Quincy Street, Arlington, Virginia.

**Present were:**

Emma Violand-Sánchez, Chair  
Nancy Van Doren, Vice Chair  
Reid Goldstein, Member  
Barbara Kanninen, Member  
James Lander, Member  
Melanie Elliott, Clerk

**Also present were:**

Dr. Patrick K. Murphy, Superintendent  
Raj Adusumilli, Assistant Superintendent, Information Services  
John Chadwick, Assistant Superintendent, Facilities and Operations  
Cintia Johnson, Assistant Superintendent, Administrative Services  
Deirdra McLaughlin, Assistant Superintendent, Finance and Management  
Dr. Kristi Murphy, Interim Assistant Superintendent, Human Resources  
Connie Skelton, Assistant Superintendent, Instruction  
Dr. Brenda Wilks, Assistant Superintendent, Student Services and Special Education  
Ellen Kennedy, Director, Employee Relations  
Welcome and Introductions

Dr. Violand-Sánchez called the meeting to order and Dr. Murphy provided a brief overview of the work session agenda.

Dr. Michael Korff, consultant, presented a plan to perform a comprehensive review of policies and policy implementation procedures (PIPs). Dr. Korff described the model adopted in 2000, and shared the definitions of a policy and of a PIP. The Code of Virginia requires regular policy review every five years and the proposed process will provide a structure to meet this requirement. Summarizing the status of current policies, Dr. Korff outlined a process for policy review, including the types of revisions to be made and timeline by Department. Community consultation may be part of the review process.

**Discussion**

Recognizing the extensive process needed, the group discussed how to prioritize policies for review to determine those that need more immediate action. Board members suggested specific policies that should be reviewed first. They also discussed aspects of the review process, and it was confirmed that while ongoing review is occurring, this process will ensure a more structured approach. Board members recognized their responsibility for policy development, and provided

suggestions to be incorporated into the review process. The group recognized this is a sizeable task, and also discussed how a timeline will facilitate management of this review process.

To illustrate the review process, Dr. Kristi Murphy and Ms. Kennedy then provided an example of revisions to three Human Resource Policies. They explained only minor changes are proposed, and they affirmed the Board will have an opportunity to review changes before approving the revisions. The expectation for this process is for proposed revisions to be shared in each Friday Letter before being presented for information and Action at Board meetings. Also discussed were mechanisms to ensure that Board input is received in a timely manner, and how community input will be received and considered. The Board may also choose to hold a work session to discuss potential changes to some policies, and requested that the proposed revisions be clearly identified in the documents so that the changes can be understood. The group recognized that the goal of this review process is to ensure clear, concise guidance for staff and the community.

In closing, Dr. Violand-Sánchez thanked staff and again encouraged Board members to identify any policies they believe are priorities.

The meeting adjourned 9:07 PM.

**ATTEST:**

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Melanie Elliott, Clerk  
Arlington School Board

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Emma Violand-Sánchez, Chair  
Arlington School Board