

# **ARTICLE V: METHODS OF OPERATION**

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## **POLICY 1-5.1 COMMITTEES**

### **Standing Committees**

The Poquoson City School Board shall operate without standing committees.

### **Special Committees**

The School Board Chairman may appoint temporary committees as may be expedient to gather information, conduct surveys, or to perform such other tasks as may be assigned by the School Board. The work of special committees shall be confined to their specific assignment and they shall have only such authority as is directed by the School Board. They shall make their reports directly to the School Board as a whole. Such special committees shall be temporary and shall terminate upon presentation of their final report to the School Board or at the direction of the Chairman. The School Board shall appoint advisory councils or committees of citizens for consultation regarding specific matters pertaining to local schools and for such purposes as are required by applicable law.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, § 22.1-78, 22.1-86, 22.1-253.13:1 through 22.1-253.13:4, 22.1-275.1, 22.1-279.8.

*Adopted: November 2002*

*Revised: July 2005*

## **POLICY 1-5.2 BOARD-STAFF COMMUNICATIONS**

The Poquoson City School Board supports and encourages the concept of two-way communication between the School Board and its employees. The division superintendent is the official representative of the School Board as its chief administrative officer in its relations and communications with its employees. The two-way communication system shall be described elsewhere in the Poquoson City School Board Policy Manual.

The School Board desires to develop the best possible working relationship with the employees of Poquoson City Public Schools. The School Board welcomes the viewpoints of employees and it shall allow time at its meetings for employees to be heard. The School Board shall not discriminate against any employee by reason of his/her membership in an employee organization or participation in any lawful activities of the organization.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, § 22.1-253.13:7.B.1.

*Adopted: November 2002*

*Revised July 2004*

## **POLICY 1-5.3 BYLAWS ADOPTION, AMENDMENT AND SUSPENSION**

### **Adoption and Amendment**

Poquoson City School Board bylaws proposals and suggested amendments to or revisions of existing bylaws shall be approved only by majority vote of the School Board. Such proposed additions, amendments, or revisions shall be presented to the School Board in writing.

### **Suspension**

Bylaws of the School Board shall be subject to suspension upon a majority vote at a regular meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of all members of the School Board where there is no written description.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, § 22.1-78.

*Adopted: November 2002*

## **POLICY 1-5.4 BOARD POLICY MANUAL**

The Poquoson City School Board shall be guided by written policies that are readily accessible to the School Board, division employees, students, and citizens. The School Board Policy Manual shall be reviewed at least every five years and revised as needed. A current copy of all division policies and regulations will be posted on the division's website. Because the School Board makes its policies available online, the School Board will ensure that printed copies of the policies and regulations are available to citizens who do not have online access. The division superintendent shall ensure that an annual announcement is made at the beginning of the school year and, for parents of students who enroll later in the academic year, at the time of enrollment, advising the public that the policies and regulations are available in such places.

### **Policy and Regulation Adoption**

Generally, it is the responsibility of the School Board to adopt policies for governing the schools. The power to enact policy cannot be delegated to an employee or agent such as the division superintendent or a single member of the School Board. Policy is a basic statement of the intent of the School Board, which creates rights and responsibilities for the conduct of the school system's business. Being of a dynamic nature, policies are subject to revision by the School Board. Regulation is the manner or method of implementation of policy by the division superintendent, subject to change as conditions and/or circumstances may dictate.

#### Policy Adoption

The School Board, representing the people of the school division, is the legislative body which determines all questions of general policy to be employed in the conduct of the public schools. Proposals regarding School Board policies and school division operations may originate at any of several sources, including a member of the School Board, the division superintendent, a citizen, a civic group, a School Board employee, a professional associate, a school study committee or a consultant.

Policies shall be developed and presented to the School Board evidencing the consideration given to the views of the school division's community and applicable legal references. The final authority for adoption rests solely with the School Board.

Policy proposals and suggested amendments to or revisions of existing policies shall be submitted to all members of the School Board and to the division superintendent in writing prior to a regularly scheduled School Board meeting in which such proposed policies, amendments, or revisions shall be read and discussed. A vote for adoption shall take place at the next regular meeting of the School Board. A majority vote shall be needed for the adoption of a policy. Unless otherwise provided, when policies are altered or replaced the new or revised policy shall become effective upon adoption.

#### Regulation Adoption

The School Board delegates to the division superintendent the functions of specifying actions required under adopted policies and designing the detailed arrangements under which the policies will be implemented. Such actions and detailed arrangements shall constitute the administrative regulations governing the public schools. They must be consistent in every respect with the policies adopted by the School Board.

In the absence of applicable policy, the division superintendent is authorized to establish needed regulations, after an informal poll of the members of the School Board, subject to later confirmation in policy should the School Board so wish. Any such regulations shall be brought to the attention of the School Board no later than the next regular meeting subsequent to such establishment. It shall be the duty of the division superintendent to inform the School Board promptly of such action and of the need for policy.

The School Board itself shall formulate and adopt administrative regulations only when specific Virginia laws require School Board adoption and may do so when the division superintendent recommends School Board adoption in light of strong community attitudes or probable staff reaction.

The School Board reserves the right to review and veto administrative regulations should they, in the School Board's judgment, be inconsistent with School Board policy.

### **Policy Suspension**

Policies of the School Board shall be subject to suspension upon a majority vote of the School Board members at a regular meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of all members of the School Board where there is no such written description.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-23.3, 22.1-70, 22.1-78, 22.1-253.13:7.

*Adopted: November 2002* 22.1-23.3

*Revised: July 2004, July 2007, August 2013, September 2021*

**POLICY 1-5.5 ANNUAL REPORT**

The division superintendent shall assist the Poquoson City School Board in preparing an annual report for the Virginia Board of Education according to a timeline and on forms supplied by the Superintendent of Public Instruction covering the works of the schools for the previous year ending June 30. As part of this required annual report, the division superintendent and School Board chairman shall certify the total number of teaching days and teaching hours each year.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-81, 22.1-98.

*Adopted: November 2002*

*Revised: August 2006, September 2022*

**POLICY 1-5.6 JOINT SCHOOLS**

The Poquoson City School Board shall elect representative(s) from its membership to committees or boards governing regional projects or joint schools in accordance with state and federal laws or regulations or joint agreement with other school boards and/or agencies.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, § 22.1-26; Regulations Regarding Jointly Owned and Operated Schools and Jointly Operated Programs, 8 VAC 20-280-10.

*Adopted: November 2002*