



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## School Board Services

**Beverly M. Anderson**  
At-Large

**Sharon R. Felton**  
District 6 – Beach

**Jennifer S. Franklin**  
District 2 – Kempsville

**Dorothy M. Holtz**  
At-Large

**Laura K. Hughes**  
At-Large

**Victoria C. Manning**  
At-Large

**Kimberly A. Melnyk**  
District 7 – Princess Anne

**Jessica L. Owens**  
District 3 – Rose Hall

**Trenace B. Riggs**  
District 1 – Centerville

**Carolyn T. Rye**  
District 5 - Lynnhaven

**Carolyn D. Weems**  
District 4 - Bayside

**Aaron C. Spence, Ed.D.**  
Superintendent

## ***School Board Organizational / Regular Meeting Proposed Agenda*** **Tuesday, January 11, 2022**

School Administration Building #6, Municipal Center  
2512 George Mason Drive  
P.O. Box 6038  
Virginia Beach, VA 23456  
(757) 263-1000

Pursuant to the Virginia State Health Commissioner's Order of Public Health Emergency Statewide Requirement to Wear Masks in K-12 Schools issued August 12, 2021, and Virginia Acts of Assembly No. 1303, Chapter 456, and the Center for Disease Control and Prevention (CDC)'s guidance for K-12 schools, and the School Board's 2021-2022 Reopening Plan adopted August 10, 2021, it is determined limited public seating due to physical distancing mitigation strategies will be made available on a first-come, first-served basis beginning shortly before the Workshop session of the School Board Meeting. Members of the public will also be able to observe the School Board Meeting through livestreaming on [www.vbschools.com](http://www.vbschools.com), broadcast on VBTV Channel 47, and on Zoom through the link below.

Citizens who would like to speak can sign up to speak either in person or electronically. The School Board has determined that in person speakers will be heard before speakers who are participating electronically. All speakers must be signed up to speak by noon on January 11, 2022. Speakers must state the topic that will be presented during the public comment section. During the public comments section of the Meeting, the School Board will hear comments on matters relevant to PreK-12 public education in Virginia Beach and the business of the School Board and the School Division.

If a public speaker speaks on a matter not relevant to PreK-12 public education in Virginia Beach and the business of the School Board and the School Division, the speaker will be ruled out of order and will forfeit the time left for public comment. All public comments shall meet School Board Bylaws, 1-47 and 1-48 requirements for Public Comment and Decorum and Order.

In person speakers will be required to follow physical distancing and safety protocols including wearing a face covering while in the School Administration Building and while addressing the School Board. Speakers who are under 18 years old may be accompanied by one adult while in the School Administration Building. Citizens requiring accommodations to these requirements are encouraged to participate through electronic means or to contact the School Board Clerk to discuss accommodations to these requirements. Anyone requesting an accommodation from wearing a face covering in School Board Meetings must complete this [form](#) and send to the School Board Clerk, Regina Toneatto, [Regina.Toneatto@vbschools.com](mailto:Regina.Toneatto@vbschools.com), by 9:00 AM the day before a School Board meeting. Anyone who makes this request as noted will be contacted by the Clerk before the scheduled meeting to note what, if any, accommodations will be provided.

Attendee link: [https://us02web.zoom.us/webinar/register/WN\\_AnxJF7NR-2XHGVBJHaxzw](https://us02web.zoom.us/webinar/register/WN_AnxJF7NR-2XHGVBJHaxzw)

Call-in (301) 715-8592 ID 846 0482 2252

Public comment is always welcome by the School Board through their group e-mail account at [vbcpschoolboard@googlegroups.com](mailto:vbcpschoolboard@googlegroups.com) or by request to the Clerk of the School Board at (757) 263-1016

- 1. Administrative, Informal, and Workshop ..... 4:00 p.m.**
  - A. Annual Recruitment, Staffing, Retention and Compensation Update
- 2. Closed Session (as needed)**
- 3. School Board Recess..... 5:30 p.m.**
- 4. Formal Meeting (School Board Chambers)..... 6:00 p.m.**
- 5. Call to Order and Roll Call**
- 6. Moment of Silence followed by the Pledge of Allegiance**



## VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

School Board Organizational / Regular Meeting Proposed Agenda (continued)  
Tuesday, January 11, 2022

### 7. **School Board Organizational Matters**

- A. Election of School Board Chair
- B. Election of School Board Vice Chair
- C. Appointment of Clerk and Deputy Clerk
- D. Schedule of Meetings: January 2022 through June 2023

### 8. **Student, Employee and Public Awards and Recognitions**

### 9. **Adoption of the Agenda**

### 10. **Superintendent's Report (second monthly meeting)**

### 11. **Approval of Meeting Minutes**

- A. December 20, 2021 Special School Board Meeting **Added 01/10/2022**
- B. December 21, 2021 Regular School Board Meeting **Added 01/10/2022**

### 12. **Public Comments (until 8:00 p.m.)**

The School Board will hear public comments at the January 11, 2022 School Board Meeting. Citizens may sign up to speak by completing the [online form here](#) or contacting the School Board Clerk at 263-1016 and shall be allocated three (3) minutes each. Sign up for public speakers will close at noon on January 11, 2022. Speakers will be provided with further information concerning how they will be called to speak. In person speakers should be in the parking lot of the School Administration Building, 2512 George Mason Drive, Building 6, Municipal Center, Virginia Beach, Virginia 23456 by 5:45 p.m. January 11, 2022. Speakers signed up to address the School Board through Zoom or by telephone should be signed into the School Board Meeting by 5:45 p.m. All public comments shall meet School Board Bylaws, 1-47 and 1-48 requirements for Public Comment and Decorum and Order.

### 13. **Information**

- A. COVID Update
- B. High School Scheduling 2022-23

### 14. **Return to public comments if needed**

### 15. **Consent Agenda**

- A. Resolution: National Mentoring Month
- B. Resolution: Virginia School Principals Week **Amended/Added 01/07/2022**
- C. Textbook Adoption: Latin I-V
- D. Policy Review Committee Recommendations:
  - 1. Policy 3-10/Budget: Transfer of Funds
  - 2. Policy 3-22/Tuition Fees
  - 3. Policy 3-28/Reserve Fund
  - 4. Policy 3-34/Direct Appropriation Funds – Individual Schools
  - 5. Policy 3-36/Receiving /Paying for Goods and Services
  - 6. Policy 3-37/Vendors/Contractors/Sales Representatives
  - 7. Policy 3-39/ Competitive Negotiations/Awards: Procurement of Professional Architectural and Engineering Services

### 16. **Action**

- A. Personnel Report / Administrative Appointments **Updated 01/14/2022**

### 17. **Committee, Organization or Board Reports**

### 18. **Return to Administrative, Informal, Workshop or Closed Session matters** **Added 01/10/2022 Closed Session Coversheet**

### 19. **Adjournment**



**Subject:** Annual Recruitment, Staffing, Retention and Compensation Update **Item Number:** 1A

**Section:** Workshop **Date:** January 11, 2022

**Senior Staff:** Cheryl R. Woodhouse, Chief Human Resources Officer, Department of Human Resources

**Prepared by:** Department of Human Resources

**Presenter(s):** Anne C. Glenn-Zeljeznjak, Judith R. Wood, Cheryl R. Woodhouse

**Recommendation:**

That the School Board receive an annual presentation on Recruitment, Staffing, Retention and Compensation.

**Background Summary:**

Annually, the Department of Human Resources presents an update to the School Board regarding the Recruitment, Staffing, Retention and Compensation of employees for the past year, comparisons to other local school divisions, along with possible budgetary considerations for the coming year. The purpose is to keep school board members apprised of current market conditions and the impact they have on successful operation of the school division.

**Source:**

Data collected from a wide variety of sources including WISE, the applicant tracking system, HR metrics reports, the recruitment calendar, surveys, market analyses, and state and national reports.

**Budget Impact:**

Salary and benefits comprise the major component of the School Board's Annual Budget. Combined, they are the largest expenditures for the division.



**Subject:** Election of School Board Chair

**Item Number:** 7A

**Section:** School Board Organizational Matters

**Date:** January 11, 2022

**Senior Staff:** Kamala Lannetti, Deputy City Attorney

**Prepared by:** Regina M. Toneatto, School Board Clerk

**Presenter(s):** Aaron C. Spence, Ed.D., Superintendent Acting as School Board Chair Pro Tem

**Recommendation:**

That the School Board elect one of its members to serve as Chair for the 2022 Calendar year.

**Pursuant to Bylaw 1-37 / Annual Organizational Meeting and Bylaw 1-18/Officers: Election and Term of Office – Section A.**

At the Annual Organizational Meeting the Superintendent shall serve as Chair pro tem for the sole purpose of electing the Chair.

Due to the health mitigation protocols required to conduct the in person meeting, the normal School Board procedure of voting electronically will not be able to take place and written ballots will be used instead. The following procedure will be used.

Any School Board Member may offer a nominee for Chair. A nomination does not require a second. Any School Board Member making a nomination may discuss her nomination at that time. Other School Board Members will be allowed to discuss that nomination, make another nomination, or make other comments concerning any of the nominations. School Board Members are requested to keep comments to under five minutes. School Board Members who have not yet spoken during a round of voting have the right to comment or make a nomination before a School Board Member who has already spoken during that round of voting has the opportunity to speak a subsequent time. After a School Board Member has made comments or a nomination, the Superintendent will ask if there are any other nominations for Chair. When no further nominations are made, the Superintendent will call for any final discussion of the nominees. If there is no further discussion on nominees, then the Superintendent will close the call for nominations.

Each School Board Member will be provided with colored pieces of paper that will correspond to an assigned candidate for each round of voting. The Clerk will announce the names of all nominees for the position of Chair of the School Board for each round and the color assigned to each nominee. When the vote is called, each School Board Member hold up the color of the nominee that the School Board Member is voting for. The Clerk will then announce who each School Board Member voted for.

It will be necessary for a nominated candidate to receive a majority vote of those School Board Members present to be elected Chair. The voting will be repeated as many times as necessary to obtain a majority vote for one nominee. The same procedure will apply if there is a tie vote. After each round of voting, School Board Members may nominate additional nominees if no nominee receives a majority vote during the prior round.

When repeated balloting is necessary, nominees under consideration unless their nominations are withdrawn by the nominator or the nominee. When one nominee receives a majority vote of those School Board Members present, the Superintendent will declare that nominee the Chair and the duly elected Chair will then conduct the remainder of the business on the Agenda.

Following the completion of the election of the Chair, the Chair shall conduct the election of the Vice Chair. The same procedure for election will be followed.

**Background Summary:**

**Source:**

Bylaw 1-18 Officers: Election and Term of Office  
Bylaw 1-37 Annual Organizational Meeting

**Budget Impact:**

N/A



**Subject:** Election of School Board Vice Chair

**Item Number:** 7B

**Section:** School Board Organizational Matters

**Date:** January 11, 2022

**Senior Staff:** Kamala Lannetti, Deputy City Attorney

**Prepared by:** Regina M. Toneatto, School Board Clerk

**Presenter(s):** School Board Chair

**Recommendation:**

That the School Board elect one of its members to serve as Vice Chair for the 2022 Calendar year.

**Pursuant to Bylaw 1-37 / Annual Organizational Meeting and Bylaw 1-18/Officers: Election and Term of Office**

The newly elected Chair will conduct the election for Vice Chair. Due to the health mitigation protocols required to conduct the in person meeting, the normal School Board procedure of voting electronically will not be able to take place and written ballots will be used instead. The following procedure will be used.

Any School Board Member may offer a nominee for Vice-Chair. A nomination does not require a second. Any School Board Member making a nomination may discuss her nomination at that time. Other School Board Members will be allowed to discuss that nomination, make another nomination, or make other comments concerning any of the nominations. School Board Members are requested to keep comments to under five minutes. School Board Members who have not yet spoken during a round of voting have the right to comment or make a nomination before a School Board Member who has already spoken during that round of voting has the opportunity to speak a subsequent time. After a School Board Member has made comments or a nomination, the Chair will ask if there are any other nominations for Vice-Chair. When no further nominations are made, the Superintendent will call for any final discussion of the nominees. If there is no further discussion on nominees, then the Chair will close the call for nominations.

Each School Board Member will be provided with colored pieces of paper that will correspond to an assigned candidate for each round of voting. The Clerk will announce the names of all nominees for the position of Vice-Chair of the School Board for each round and the color assigned to each nominee. When the vote is called, each School Board Member hold up the color of the nominee that the School Board Member is voting for. The Clerk will then announce who each School Board Member voted for.

It will be necessary for a nominated candidate to receive a majority vote of those School Board Members present to be elected Vice-Chair. The voting will be repeated as many times as necessary to obtain a majority vote for one nominee. The same procedure will apply if there is a tie vote. After each round of voting, School Board Members may nominate additional nominees if no nominee receives a majority vote during the prior round.

When repeated balloting is necessary, nominees under consideration unless their nominations are withdrawn by the nominator or the nominee. When one nominee receives a majority vote of those School Board Members present, the Chair will declare that nominee the Vice-Chair.

**Background Summary:**

**Source:**

Bylaw 1-18 Officers: Election and Term of Office  
Bylaw 1-37 Annual Organizational Meeting

**Budget Impact:**

N/A



**Subject:** Appointment of Clerk and Deputy Clerk of the School Board **Item Number:** 7C

**Section:** School Board Organizational Matters **Date:** January 11, 2022

**Senior Staff:** N/A

**Prepared by:** Regina M. Toneatto, School Board Clerk

**Presenter(s):** Aaron C. Spence, Ed.D., Superintendent

**Recommendation:**

That the School Board approve the Superintendent's recommendation to appoint Regina M. Toneatto as Clerk of the School Board and Susan L. Keipe as Deputy Clerk of the School Board for the 2022 calendar year.

**Background Summary:**

**Source:**

Bylaw 1-18 Officers: Election and Term of Office  
Bylaw 1-37 Annual Organizational Meeting  
Virginia Code §§ 22.1-72 and 22.21-76

**Budget Impact:**

N/A



Subject: Schedule of School Board Meetings through June 30, 2023

Item Number: 7D

Section: School Board Organizational Matters

Date: January 11, 2022

Senior Staff: N/A

Prepared by: Regina M. Toneatto, School Board Clerk

Presenter(s): School Board Chair

#### Recommendation:

That the School Board approve the schedule of regular meetings for a period ending June 30, 2023. Pursuant to School Board Bylaw 1-38 and Standing Rules outlined in Appendix B, meetings of the School Board will generally be held on the second and fourth Tuesday of each month, or on the dates and times designated by the School Board and as thereafter modified. The School Board reserves the right to change the date, time, or location of a previously noticed meeting upon compliance with applicable notice requirements set forth in the Virginia Freedom of Information Act. In person meetings of the School Board will take place in the School Administration Building, 2512 George Mason Dr., Virginia Beach unless otherwise specified by the School Board. The School Board reserves the right to meet at other times, dates, and places upon proper notification to the public.

- Administrative, Informal, Workshop, and Closed Session sections of regular meetings generally convene at 4 p.m. subject to the volume of business to be transacted.
- School Board Recess at 5:30 p.m.
- Formal Meeting Called to Order at 6:00 p.m.

Affirm Balance of SY2021-22 Schedule of Meetings	Proposed SY2022-23 Schedule of Meetings
January 11 & 25 <b>2022</b>	July 12 <b>2022</b> July 18 & 19 Retreat/July 19 - Abridged Regular Meeting
<b>February 1 - Special Meeting</b> for presentation of SEON FY2022/23 & CIP FY2022/23 through FY2027/28 February 8 <b>February 15 – Special Meeting - Budget/CIP Workshop*; Public Hearing on Budget</b> February 22	August 8 & August 22 September 13 & September 27 October 11 & October 25 November 9 (2 <sup>nd</sup> Wednesday) November 22
<b>March 1 – Special Meeting</b> for adoption of Budget FY2022/23 & CIP FY2022/23 through FY2027/28 March 8 & 22	December 13 January 10 & January 24 <b>2023</b>
April 5 (1 <sup>st</sup> Tuesday) & 26 [4/11 – 4/15 Spring Holiday]	<b>February 7- Special Meeting</b> for presentation of SEON FY2023/24 & CIP FY2023/24 through FY2028/29 February 14 <b>February 21 – Special Meeting - Budget/CIP Workshop*</b> February 28
May 10 & 24	<b>March 7– Special Meeting</b> for adoption of Budget FY2023/24 & CIP FY2023/24 through FY2028/29 March 14 March 28
<b>June 7 – Special Meeting</b> for Superintendent’s evaluation June 13 (2 <sup>nd</sup> Monday) & 28 [6/14 – 6/18 Graduations]	April 4 (1 <sup>st</sup> Tuesday) & April 25 May 9 & May 23
	<b>June 6 – Special Meeting</b> for Superintendent’s evaluation June 12 (2 <sup>nd</sup> Monday) & June 27
* Budget/CIP Workshop	* Budget/CIP Workshop

#### Background Summary:

##### Source:

Bylaw 1-38 - Regular Meetings, Time and Place, Order of Business, Recessed Meetings, and Work Session/Public Hearing, and Retreats and Abridged Meetings

Appendix B

Budget Impact: N/A





**Subject:** Approval of Minutes **Item Number:** 11A-B

**Section:** Approval of Minutes **Date:** January 11, 2022

**Senior Staff:** N/A

**Prepared by:** Regina M. Toneatto, School Board Clerk

**Presenter(s):** Regina M. Toneatto, School Board Clerk

**Recommendation:**

That the School Board adopt the following set of minutes as presented:

- A. December 20, 2021 Special School Board Meeting
- B. December 21, 2022 Regular School Board Meeting

**\*Note:** Supporting documentation will be provided to the School Board under separate cover prior to the meeting.

**Background Summary:**

**Source:**

Bylaw 1-40

**Budget Impact:**

N/A





## VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

### School Board Services

Carolyn T. Rye, Chair  
District 5 - Lynnhaven

Kimberly A. Melnyk, Vice Chair  
District 7 – Princess Anne

Beverly M. Anderson  
At-Large

Dorothy M. Holtz  
At-Large

Jessica L. Owens  
District 3 – Rose Hall

Sharon R. Felton  
District 6 – Beach

Laura K. Hughes  
At-Large

Trenace B. Riggs  
District 1 – Centerville

Jennifer S. Franklin  
District 2 – Kempsville

Victoria C. Manning  
At-Large

Carolyn D. Weems  
District 4 - Bayside

Aaron C. Spence, Ed.D., Superintendent

### **School Board SPECIAL Meeting MINUTES**

**Monday, December 20, 2021**

School Administration Building #6, Municipal Center  
2512 George Mason Drive  
P.O. Box 6038  
Virginia Beach, VA 23456  
(757) 263-1000

- 1. Call to Order and Roll Call:** Chairwoman Rye convened the special meeting of the School Board in the School Board chamber at 6:00 p.m. on the 20<sup>th</sup> day of December 2021 and announced pursuant to the Virginia State Health Commissioner's Order of Public Health Emergency Statewide Requirement to Wear Masks in K-12 Schools issued August 12, 2021, and Virginia Acts of Assembly No. 1303, Chapter 456, and the Center for Disease Control and Prevention (CDC)'s guidance for K-12 schools, and the School Board's 2021-2022 Reopening Plan adopted August 10, 2021, it is determined that physical distancing will be used in School Board Chambers as a health mitigation strategy. Therefore, there will be designated public seating during the School Board Meeting. Members of the public will also be able to observe the School Board Meeting through livestreaming on [www.vbschools.com](http://www.vbschools.com), broadcast on VBT Channel 47, and on Zoom.

Pursuant to Bylaw 1-46, and Virginia Code § 2.2-3707, at the request of three School Board Members in writing to the Chairwoman and the Clerk of the School Board, to hold a Special Meeting on Monday, December 20, 2021 at the School Administration Building #6 at the Municipal Center, 2512 George Mason Dr., Virginia Beach, VA at 6:00 p.m. The purpose of this special meeting is (1) discussion pertaining to student athletes being required to provide proof of vaccination and/or test for an athletic club or non-VHSL program; and (2) discussion and vote on resolution to make masks optional in Virginia Beach City Public Schools.

Note, no public comment will be taken at the meeting. The School Board invites the public to submit comments through our group e-mail account which can be found on our website.

The following School Board members were present in the School Board chamber: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Hughes, Ms. Manning, and Ms. Riggs. The following School Board members attended the meeting via Zoom: Ms. Owens (family health reasons), and Ms. Weems (personal health reasons.)
- 2. Adoption of the Agenda:** Chairwoman Rye called for a motion to approve. Ms. Holtz made a motion, seconded by Ms. Manning. Without any modifications or discussion, Chairwoman Rye called for a vote. The School Board Clerk announced there was a unanimous vote.
- 3. Information: Discussion pertaining to student athletes being required to provide proof of vaccination and/or test for an athletic club or non-VHSL program:** Chairwoman Rye opened the floor for discussion; Ms. Manning explained the reasons for the special meeting; proof of vaccination or test weekly for COVID for a futsal club program: clarification if athletic clubs need to vaccinate and/or test; First Colonial High School futsal program has been operating for many years; First Colonial administration determined the soccer preseason conditioning program would include futsal; indicated incorrect form was used; clubs not affiliated with VHSL not required to participate in health protocols; conditioning programs; part of the First Colonial soccer program – a VHSL program; clarification of vaccination and testing for a club program; explanation of futsal; futsal part of First Colonial pre-season conditioning program; example and comparison of courthouse recreation using school buildings; how long futsal program at First Colonial; other high schools with futsal program; information regarding topic had been shared via email with School

School Board of the City of Virginia Beach  
School Administration Building #6 Municipal Center  
2512 George Mason Drive,  
Virginia Beach, VA 23456

Monday, December 20, 2021  
School Board Special Meeting  
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Board members; topic should have been added to regular meeting workshop agenda; needed clarification on topic, concerned parents; concerns not added to regular meeting agenda.

4. **Action: Resolution to make Masks Optional in Virginia Beach City Public Schools:** Chairwoman Rye asked Ms. Hughes to read the resolution to introduce the motion, Ms. Manning seconded the motion. Ms. Hughes read the following resolution:

**RESOLUTION  
MASKS/FACE COVERINGS NOT REQUIRED IN  
VIRGINIA BEACH CITY PUBLIC SCHOOLS**

**WHEREAS**, the School Board of the City of Virginia Beach, Virginia is committed to the physical safety and emotional well-being of all students and staff as well as being committed to providing the least restrictive environment for all students; and

**WHEREAS**, multiple states have lifted all mask mandates with no increase in COVID numbers; and

**WHEREAS**, other divisions in Virginia are making masks optional; and

**WHEREAS**, other divisions with similar populations and demographics as Virginia Beach City Public Schools who have implemented a mask-optional policy have the same or lower numbers of COVID positive cases; and

**WHEREAS**, the state of emergency expired on June 30, 2021; and

**WHEREAS**, all Virginia Beach City Public Schools staff has had an opportunity to become fully vaccinated; and

**WHEREAS**, Virginia Beach City Public Schools acknowledges that parents are best-suited to make decisions for their children,

**NOW, THEREFORE BE IT RESOLVED**, that

1. Masks/face coverings shall be optional in all Virginia Beach City Public Schools buildings and offices, both indoors and outdoors.
2. This policy shall be in effect beginning January 3, 2022.

**BE IT FURTHER RESOLVED** that it will not be the policy of Virginia Beach City Public Schools to either encourage or discourage any student, staff member, or guest to wear a mask or face covering.

Chairwoman Rye opened the floor for discussion; Ms. Hughes shared documents with the School Board members; health commission orders; shared email; parents best to make decisions for children, not seeing higher numbers, no disciplinary action, no reason to be masked all day; possibility of contacting COVID even with precautions; given plan at last meeting; January 11 receive update on status of data; effectiveness of masks; support those who wish to wear masks and those who do not want to wear masks, choice; federal government and masking; Virginia Department of Labor; masking on school buses; other school divisions and masking; places with no masks (churches, malls, etc.); traveling over break; update on January 11, review of data before/after holiday.

Without further discussion, Chairwoman Rye called for a vote on the resolution. The School Board Clerk announced there were three (3) ayes in favor of the resolution: Ms. Hughes, Ms. Manning, and Ms. Weems. There were eight (8) nays opposed to the resolution: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Owens, and Ms. Riggs. The resolution did not pass 3-8-0.

5. **Adjournment:** Chairwoman Rye adjourned the meeting at 7:02 p.m.

Respectfully submitted:

\_\_\_\_\_  
Regina M. Toneatto, Clerk of the School Board

Approved:

\_\_\_\_\_  
Carolyn T. Rye, School Board Chair



# VIRGINIA BEACH CITY PUBLIC SCHOOLS

## CHARTING THE COURSE

### School Board Services

Carolyn T. Rye, Chair  
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Carolyn D. Weems  
District 4 - Bayside

Aaron C. Spence, Ed.D., Superintendent

## **School Board Regular Meeting MINUTES**

**Tuesday, December 21, 2021**

School Administration Building #6, Municipal Center  
2512 George Mason Drive  
P.O. Box 6038  
Virginia Beach, VA 23456  
(757) 263-1000

- I. Administrative, Informal, and Workshop:** Chairwoman Rye convened the administrative, informal, and workshop session in the School Board chamber at 4:02 p.m. on the 21<sup>st</sup> day of December 2021 and announced pursuant to the Virginia State Health Commissioner's Order of Public Health Emergency Statewide Requirement to Wear Masks in K-12 Schools issued August 12, 2021, and Virginia Acts of Assembly No. 1303, Chapter 456, and the Center for Disease Control and Prevention (CDC)'s guidance for K-12 schools, and the School Board's 2021-2022 Reopening Plan adopted August 10, 2021, it is determined physical distancing will be used in School Board Chambers as a health mitigation strategy therefore there will be limited public seating available on a first-come, first-served basis beginning shortly before the Workshop session of the School Board Meeting. Members of the public will also be able to observe the School Board Meeting through livestreaming on [www.vbschools.com](http://www.vbschools.com), broadcast on VBT Channel 47, and on Zoom.

It is the School Board's protocol to break at 5:30 p.m. to prepare for the Formal Meeting to begin at 6:00 p.m. At 5:30 p.m., the School Board will conclude its administrative, informal, and workshop session unless the School Board votes to continue until 5:45 p.m. The session will conclude no later than 5:45 p.m. to allow the School Board and the School Administration to prepare for the Formal Meeting at 6:00 p.m.

The following School Board members were present in the School Board chamber: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Hughes, Ms. Owens (arrived at 4:55 p.m.), and Ms. Riggs. The following School Board members attended via Zoom: Ms. Manning (health reasons/illness) and Ms. Weems (online at 4:15 p.m., health reasons/illness.)

- A. **School Board Administrative Matters and Reports:** There were no matters or reports discussed.
1. **Leadership Interest:** Chairwoman Rye expressed willingness to continue serving as School Board Chair; Ms. Melnyk stated interest as Vice Chair.
  2. **Schedule of Meetings: Remaining/FY22 Affirmed; FY23 Proposed:** Chairwoman Rye reviewed dates for remaining FY22 meetings and FY23 proposed meetings; schedule part of the January organizational meeting to be approved; Ms. Manning requested a staffing update added to a future School Board meeting
- B. **Forecast of Regular School Board Meeting Agenda Topics FY 22 – 3<sup>rd</sup> Quarter: January, February, March:** Superintendent Spence reviewed upcoming agenda topics for the months of January, February, and March; provided an overview of topics: staffing update – January 11, middle school scheduling – January 25, budget meetings – month of February, public hearing for budget on February 8 and February 15, budget meeting – March 1, work base learning initiatives and future ready – March 8, legislative review – March 22; noted a living document and does change based on agenda planning needs; the presentation continued with questions; start times of January meetings for planning purposes; COVID updates; public hearings dates for budget; workshop for January 11 meeting; and logistics for organizational meeting.
- C. **Building Utilization Committee Update:** Melisa Ingram, Demographer/GIS Manager presented to the School Board an update from the Building Utilization Committee (BUC) meeting held on December 9, 2021. The BUC conducts an annual assessment of school attendance zones, student membership, housing trends, student membership projections, and building utilization, as prescribed by School Board Policy 5-14. There are no recommended changes to school attendance zones for SY 22/23. Ms. Ingram reviewed the 2021-2022 BUC members; mentioned Policy 5-14

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Tuesday, December 21, 2021  
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School Attendance Zones; no recommended changes to school attendance zones but highlighted factors for rezoning; review map of density of students; reviewed some trends that impact student density; reviewed live births data; reviewed SY 21/22 student membership – K-12 student membership is 63,698 students (elementary schools 28,335; middle schools 14,956; high schools 20,407); reviewed numbers of full day kindergarten and first grade students; seeing a return of students to VBCPS from pandemic; larger retention rate and growth of sixth grade students; increase of students from eighth to ninth grade; enrollment of students in other programs is 1,603 – total student PS-12 and SECEP is 65,301; reviewed some historical factors (school closures, removal of portables, full day kindergarten implementation, PS/PK & SECEP programs, COVID-19 virtual learning options); reviewed data of historical and projected student enrollment; highlighted capacity numbers of schools – no elementary school more than 10% over capacity, no middle school more than 10% over capacity, and no high school more than 10% over capacity; projection numbers - slight increase of students over next two years and a slight decline after; for the 26/27 school year approximately 64,000 students.

The presentation continued with questions regarding portables; live birth data; demographic reasons – affordability of housing; types of housing developments; capacity at certain schools; historical enrollment - decline of students locally and nationwide; apartments and hotels; transportation.

**2. Closed Session:** The workshop concluded at 4:56 p.m.

Ms. Melnyk made a motion, seconded by Ms. Anderson that the School Board recess into Closed Session in accordance with the exemptions to open meetings law set forth in Code of Virginia §2.2-3711 Part A, Paragraphs 7 and 8, as amended,

**A.7. Consultation with legal counsel** and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter and

**A.8. Consultation with legal counsel** employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter:

Namely to discuss pending or probable litigation matters and the retention of outside legal counsel.

The motion passed with nine (9) ayes: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Hughes, Ms. Owens, and Ms. Riggs. Note: Ms. Manning and Ms. Weems were attending the meeting via Zoom.

Individuals present for discussion in the order in which matters were discussed:

A.7. Consultation with legal counsel: and

A.8. Consultation with legal counsel: Namely to discuss pending or probable litigation matters and the retention of outside legal counsel.

School Board members: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Hughes, Ms. Owens, and Ms. Riggs; Superintendent Spence; School Board Legal Counsel, Kamala Lannetti, Deputy City Attorney; Regina M. Toneatto, Clerk of the Board.

Certification of Closed Session: Ms. Melnyk read the Certification of Closed Meeting:

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**WHEREAS**, the School Board of the City of Virginia Beach has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3712 (D) of the Code of Virginia requires a certification by this School Board that such closed meeting was conducted in conformity with Virginia law.

**NOW, THEREFORE, BE IT RESOLVED** that the School Board of the City of Virginia Beach hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.

Ms. Anderson made a motion, seconded by Ms. Franklin. The motion passed with nine (9) ayes: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Hughes, Ms. Owens, and Ms. Riggs. Note: Ms. Manning and Ms. Weems were attending the meeting via Zoom.

3. **School Board Recess:** Chairwoman Rye adjourned the administrative, informal, and workshop session at 5:29 p.m.
4. **Formal Meeting (School Board Chambers)**..... 6:00 p.m.
5. **Call to Order and Roll Call:** Chairwoman Rye called the formal meeting to order at 6:00 p.m. on the 21<sup>st</sup> day of December 2021 and announced pursuant to the Virginia State Health Commissioner's Order of Public Health Emergency Statewide Requirement to Wear Masks in K-12 Schools issued August 12, 2021, and Virginia Acts of Assembly No. 1303, Chapter 456, and the Center for Disease Control and Prevention (CDC)'s guidance for K-12 schools, and the School Board's 2021-2022 Reopening Plan adopted August 10, 2021, it is determined that physical distancing will be used in School Board Chambers as a health mitigation strategy therefore there will be limited public seating available on a first-come, first-served basis beginning shortly before the School Board Meeting. Members of the public will also be able to observe the School Board Meeting through livestreaming on [www.vbschools.com](http://www.vbschools.com), broadcast on VBT Channel 47, and on Zoom.  
  
The following School Board members were present in the School Board chamber: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Hughes, Ms. Owens, and Ms. Riggs. The following School Board members attended via Zoom: Ms. Manning (health reasons/illness) and Ms. Weems (health reasons/illness.)
6. **Moment of Silence followed by the Pledge of Allegiance**
7. **Student, Employee and Public Awards and Recognition**
  - A. **Marching Band State Champions:** The School Board recognized Princess Anne High School Fabulous Marching Cavaliers (Marching Band) as Group 2 Marching Band State Champions in categories Music, Visual, Effect, Color Guard, and Percussion *Virginia Marching Band Cooperative*. Mr. John Boyd is the marching band director, and this is Princess Anne High School's third consecutive marching band state championship.
8. **Adoption of the Agenda:** Chairwoman Rye noted agenda item #17 – Closed Session took place at the end of the administrative, informal, and workshop session under agenda item #2. Without any further modifications, Chairwoman Rye called for a motion to approve. Ms. Holtz made a motion, seconded by Ms. Owens. Chairwoman Rye called for a vote. The School Board Clerk announced the motion passed unanimously.
9. **Superintendent's Monthly Report:** Superintendent Spence shared the following information: 1) The following Wednesdays will be a special two-hour early release day: January 5, January 12, and January 26; 2) In December, we highlighted Support Services Appreciation week. These staff members fulfill vital roles within the division and the support services staff are within the Department of School Division Services; 3) potential rise in reported COVID-19 cases due to the holiday, reminder of the division's COVID-19 self-screener tool, vaccine information at



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the VD COVID-19 vaccine webpage; 4) division's winter break – schools and offices will be closed from December 22 through January 2, shared thanks and well wishes to all and for a safe, happy, and relaxing break.

## 10. **Approval of Meeting Minutes**

- A. December 7, 2021 Regular School Board Meeting: Chairwoman Rye called for any modifications to the December 7, 2021 regular School Board meeting minutes as presented. Hearing none, Chairwoman Rye called for a motion to approve. Ms. Riggs made a motion, seconded by Ms. Hughes. Without discussion, Chairwoman Rye called for a vote. The School Board Clerk announced there were ten (10) ayes in favor of the motion: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Holtz, Ms. Hughes, Ms. Manning, Ms. Owens, Ms. Riggs, and Ms. Weems. There was one (1) abstention: Ms. Franklin due to the fact she was not in attendance at the meeting. The motion passed 10-0-1.

## 11. **Public Comments (until 8:00 p.m.):** Chairwoman Rye announced the School Board will hear Public comments on matters relevant to PreK-12 public education in Virginia Beach and the business of the School Board and the School Division from citizens and delegations who signed up with the School Board Clerk prior to the meeting. Chairwoman Rye mentioned information regarding speaker process, decorum and order, and submitting comments via group email.

There were twenty-three (23) in-person speakers (including 2 student speakers) and three (3) online speakers; topics discussed were masking; choice for masks; history curriculum; gathering outside; special meeting; mask resolution; agenda; SEL; speaker time; decorum; mask mandates; transparency; books; CRT; vaccinations; parent choice; testing athletes; transgender; parental rights; School Board members; limited seating in chamber; and permits.

Note: two School Board members (Ms. Hughes and Ms. Melnyk) left the meeting to speak with a citizen at approximately 7:28 p.m. Ms. Melnyk left the School Board chamber and meeting at approximately 7:33 p.m. Ms. Hughes returned to the School Board meeting at approximately 7:38 p.m.

## 12. **Information**

- A. Textbook Adoption: Nicole M. DeVries, Ph.D., Director of K-12 and Gifted Programs presented the following information to the School Board:
1. Latin I-V: That the School Board review and approve the following high school textbooks as recommended by the Latin I-V Textbook Adoption Committee for implementation in the fall of 2022.

Course Title	Textbook	Publisher	Copyright
Latin I-III	<i>Suburani</i> , Books 1 and 2, 1 <sup>st</sup> Edition	Hands Up Education	Book 1, 2020 Book 2, 2021
Latin IV-V	<i>Ecce Romani III</i> , 4 <sup>th</sup> Edition	Savvas Learning Company, LLC	2009

- B. Policy Review Committee Recommendations: That the School Board approve Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain bylaws and policies as reviewed by the PRC at its December 9, 2021 meeting. Policy Review Committee Chair, Ms. Trenace Riggs presented the following:
1. Policy 3-10/Budget: Transfer of Funds: The PRC recommends minor amendments.
  2. Policy 3-22/Tuition Fees: The PRC recommends minor scrivener's changes.
  3. Policy 3-28/Reserve Fund: The PRC recommends amendments to allow flexibility in the amount of reserve funds set aside, minor scrivener's changes.
  4. Policy 3-34/Direct Appropriation Funds – Individual Schools: The PRC recommends minor scrivener's changes.
  5. Policy 3-36/Receiving /Paying for Goods and Services: The PRC recommends minor scrivener's changes.

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6. Policy 3-37/Vendors/Contractors/Sales Representatives: The PRC recommends amendments to clarify current terms and scrivener's changes.
7. Policy 3-39/ Competitive Negotiations/Awards: Procurement of Professional Architectural and Engineering Services: The PRC recommends no changes.

Ms. Riggs noted School Board members could contact her or one of the other members on the Policy Review Committee if they had any questions.

**13. Return to public comments if needed.** Public comments concluded during agenda item #11.

**14. Consent Agenda:** Chairwoman Rye state the items on the Consent Agenda.

- A. Textbook Adoption: That the School Board review and approve the following high school Health Sciences Academy Human Anatomy textbook as recommended by the Health Sciences Academy Textbook Adoption Committee for implementation in the fall of 2022.

1. Human Anatomy: Physiology:

Course Title	Textbook	Publisher	Copyright
HSA Human Anatomy	<i>Welsh, Hole's Essentials of Human Anatomy &amp; Physiology, High School Edition, 2nd Edition</i>	McGraw-Hill	2021

- B. Religious Exemption(s): That the School Board approve Religious Exemption Case No. RE-21-06, RE-21-07 and RE-21-08.

Chairwoman Rye called for a motion to approve. Ms. Holtz made a motion, seconded by Ms. Franklin. The School Board Clerk announced there were ten (10) ayes in favor of the motion: Chairwoman Rye, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Hughes, Ms. Manning, Ms. Owens, Ms. Riggs, and Ms. Weems. Ms. Melnyk was not present in the meeting at the time of the vote. The motion passed 10-0-0.

**15. Action**

- A. Personnel Report / Administrative Appointments: Chairwoman Rye called for a motion to approve. Ms. Riggs made a motion, seconded by Ms. Owens that the School Board approve the appointments and the acceptance of the resignations, retirements, and other employment actions as listed on the December 21, 2021 personnel report along with administrative appointments as recommended by the Superintendent. Without discussion, Chairwoman Rye called for a vote. The School Board Clerk announced there were ten (10) ayes in favor of the motion: Chairwoman Rye, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Hughes, Ms. Manning, Ms. Owens, Ms. Riggs, and Ms. Weems. Ms. Melnyk was not present in the meeting at the time of the vote. The motion passed 10-0-0.

Superintendent Spence introduced the following: Shantae J. Johnson, Administrative Assistant, Brookwood and Seatack Elementary Schools as Assistant Principal, Christopher Farms Elementary School; and Ronel L. Brewer, Administrative Assistant, Princess Anne High School as Assistant Principal, Renaissance Academy.

**16. Committee, Organization or Board Reports:** It was noted there would be no Governance Committee meeting in January; Ms. Felton mentioned the Planning and Performance Monitoring Committee (PPMC) will be meeting January 4, 2022, and Legislative Committee waiting for adjustments in the new administration; Ms. Owens mentioned the Building Utilization Committee met on December 9 and the information was presented to the School Board at tonight's meeting during the workshop; Ms. Franklin thanked Chair Rye for attending the Audit Committee meeting since Ms. Franklin was unable to attend, Ms. Franklin mentioned visiting Green Run Collegiate (GRC) and GRC is accepting applications.



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- 
- 17. Return to Administrative, Informal, Workshop or Closed Session matters:** Note, Closed Session was conducted under agenda item #2; see Adoption of the Agenda item #8.
- 18. Adjournment:** Before adjourning the meeting, Chairwoman Rye on behalf of the School Board wished everyone a safe and joyous holiday season. Chairwoman Rye adjourned the meeting at 7:44 p.m.

Respectfully submitted:

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Regina M. Toneatto, Clerk of the School Board

Approved:

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Carolyn T. Rye, School Board Chair



**Subject:** COVID Update **Item Number:** 13A

**Section:** Information **Date:** January 11, 2022

**Senior Staff:** Eugene F. Soltner, Ed.D., Chief Schools Officer  
Jack Freeman, Chief Operations Officer

**Prepared by:** Eugene F. Soltner, Ed.D., Chief Schools Officer  
Jack Freeman, Chief Operations Officer

**Presenter(s):** Eugene F. Soltner, Ed.D., Chief Schools Officer  
Jack Freeman, Chief Operations Officer

**Recommendation:**

That the School Board receive an update regarding COVID-19 health and safety mitigations including data updates, as well as process and support improvements as recommended by the Center for Disease Control (CDC) and Virginia Department of Health (VDH).

**Background Summary:**

The School Board has and will continue to receive updates of ongoing COVID-19 protocols and procedures implemented for health and safety across the division, as well as related educational strategies.

**Source:**

N/A

**Budget Impact:**

Potential ESSR Grant funding impact.



**Subject:** High School Scheduling 2022-23 **Item Number:** 13B

**Section:** Information **Date:** January 11, 2022

**Senior Staff:** Matthew D. Delaney, Senior Executive Director of High Schools

**Prepared by:** Matthew D. Delaney, Senior Executive Director of High Schools

**Presenter(s):** Kipp D. Rogers, Ph.D., Chief Academic Officer, Department of Teaching and Learning

Matthew D. Delaney, Senior Executive Director of High Schools

**Recommendation:**

That the School Board review information regarding High School Scheduling for the 2022-23 school year.

**Background Summary:**

During the School Board retreat in July and at the November 9 School Board workshop, information was provided on the desire to move to a flexible scheduling model for high schools. Working with building leaders and central support staff, a scheduling model is being developed that allows for the goals outlined in *Compass to 2025* to be achieved in the most efficient manner. Virginia Beach City Public Schools staff has been charged, through Goal 6 of our strategic plan (organizational effectiveness and efficiency), to pursue the effective use of division resources, operations and processes to support the division's vision, mission and strategic goals. The proposed scheduling model maximizes the opportunities provided for students and works to maximize how we utilize teachers and staff.

Beginning in September, a committee of principals, master schedulers, directors and the school counseling instructional specialist from the Department of Teaching and Learning have been working on developing a master schedule that will provide increased opportunities for students to take advanced courses, electives and engage in work-based learning opportunities. The scheduling committee took the lessons learned from the 4X4 schedule implemented during the 2020-21 school year. Working closely with the Department of Teaching and Learning, the committee developed a schedule that will place an emphasis on the 4x4 classes in core content courses with courses specific to AP, IB, Academy, band, orchestra, chorus, AVID, dual enrollment, VTFT, ESL, NJROTC and special education being offered on the A/B block schedule. The proposed course offerings will be aligned across the division to mitigate the impact on student transfers, and the schedule will not negatively impact our centers and programs. The proposed schedule provides the flexibility to ensure that teachers have common planning time to maintain highly functioning professional learning communities (PLCs) and to work with instructional coaches.

Our strategic plan, *Compass to 2025*, is anchored in our school division's graduate profile because it is the aim of our efforts to prepare all students to be future ready. The proposed schedule enhances the ability to engage all student in rigorous, authentic and student-centered learning. The schedule challenges and supports all students to excel academically through the acquisition of foundational knowledge and transferable life skills as outlined in the VBCPS graduate profile.

**Source:**

School Board of the City of Virginia Beach Policy 6-51

**Budget Impact:**

Adopting a new schedule has the potential to save costs associated with staffing. Exact amounts are undetermined at this time.



**Subject:** Resolution: National Mentoring Month **Item Number:** 15A

**Section:** Consent **Date:** January 11, 2022

**Senior Staff:** LaQuiche R. Parrott, Ed.D., Director, Office for Diversity, Equity and Inclusion

**Prepared by:** LaQuiche R. Parrott, Ed.D., Director, Office for Diversity, Equity and Inclusion

**Presenter(s):** LaQuiche R. Parrott, Ed.D., Director, Office for Diversity, Equity and Inclusion

**Recommendation:**

That the School Board approve a resolution recognizing National Mentoring Month.

**Background Summary:**

Every January, the mentoring movement unites in celebration of National Mentoring Month and uses the power of collective voices to recruit new mentors, advance the mentoring field's legislative priorities, and drive meaningful change for young people.

Everyday quality mentoring programs connect mentors to young people and cultivate relationships that provide crucial support and guidance as these young people grow and develop into the next generation of leaders.

National Mentoring Month gives the opportunity to highlight mentoring programs that produce these positive benefits, and to focus on strategies to grow their capacity to ensure every young person has a mentor.

**Source:**

<https://www.mentoring.org/campaigns/national-mentoring-month/>

**Budget Impact:**

N/A

## **Resolution for National Mentoring Month January 2022**

**WHEREAS**, January 2022 will mark the 20<sup>th</sup> anniversary of National Mentoring Month, an opportunity to focus attention on the need for mentors, as well as how each of us can work together to increase the number of mentors to help ensure positive outcomes for our young people.

**WHEREAS**, Virginia Beach City Public Schools honors volunteer mentors who support young people by showing up for them every day and demonstrating their commitment to helping them thrive; and

**WHEREAS**, mentoring programs make our communities and our school division stronger by driving impactful relationships that increase social capital for young people and provide invaluable support networks for adults; and

**WHEREAS**, during this ongoing COVID-19 pandemic, mentoring programs have looked differently and we continue to look for opportunities to connect with young people and families as to ensure that physical distancing does not mean social disconnection; and

**WHEREAS**, mentoring plays a pivotal role in career exploration and supports workplace skills by helping young people set career goals, equipping mentors with the skills needed to support the professional growth of young people, and drives positive outcomes for young people and businesses; and

**WHEREAS**, the annual African-American Male Summit on January 8, 2022, hosted by Salem High School is an example of mentorship that promotes healthy relationships and communication, positive self-esteem, emotional well-being, and growth of our young men and their relationships with adults both in our division and throughout the community; and

### **NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach officially recognizes the month of January 2022 as National Mentoring Month; and be it

**FURTHER RESOLVED:** That the School Board of the City of Virginia Beach encourage citizens to celebrate, elevate and encourage mentoring across Virginia Beach City Public Schools; and be it

**FURTHER RESOLVED:** That a copy of this resolution be spread across the official minutes of this Board.

Adopted by the School Board of the City of Virginia Beach this 11<sup>th</sup> day of January 2022.



**Subject:** Virginia School Principals Week Resolution **Item Number:** 15B

**Section:** Consent Agenda **Date:** January 11, 2022

**Senior Staff:** Natalie N. Allen, Chief Communications and Community Engagement Officer

**Prepared by:** Mary R. Norton, Public Relations Coordinator, Dept. of Communications and Community Engagement

**Presenter(s):** Kimberly A. Melnyk, Vice Chair

**Recommendation:**

That the School Board adopt a resolution recognizing Jan. 8-14, 2022 as Virginia Schools Principals Week.

**Background Summary:**

Virginia Governor Ralph S. Northam signed a Certificate of Recognition declaring Jan. 8-14, 2022, as Virginia School Principals Appreciation Week. This annual celebration recognizes the tireless efforts of school principals across the Commonwealth to help students and teachers excel.

**Source:**

Virginia Governor Ralph S. Northam

**Budget Impact:**

None

## **Resolution to Recognize Virginia School Principals Appreciation Week**

**WHEREAS**, school principals work cooperatively to direct, develop, and inspire all members of the school staff and student body, and to communicate effectively with parents to engage them in the learning process; and

**WHEREAS**, principals serve as educational leaders, responsible for managing the policies, regulations, and procedures necessary to ensure a safe and effective learning environment for all students in Virginia's public and private schools; and

**WHEREAS**, principals and teachers are entrusted with the opportunity and the responsibility of guiding, directing, nurturing, mentoring, and imparting knowledge to our children while they are at school; and

**WHEREAS**, principals must work collaboratively with teachers, staff, students, parents, and the community at-large to proactively prepare students to be self-reliant and productive citizens; and

**WHEREAS**, Virginia School Principals Appreciation Week is an opportunity to recognize the hard work of Virginia school principals and to recognize the importance of principals in ensuring that every child has access to a quality education;

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach recognizes Jan. 8-14, 2022, as Virginia School Principals Appreciation Week; and be it

**FURTHER RESOLVED:** That a copy of this resolution be spread across the official minutes of this Board.

Adopted by the School Board of the City of Virginia Beach this 11 day of January 2022.





Subject: **Textbook Adoption: Latin I-V**

Item Number: **15B**

Section: **Consent**

Date: **January 11, 2022**

Senior Staff: **Kipp D. Rogers, Ph.D., Chief Academic Officer, Department of Teaching and Learning**

Prepared by: **Nicole M. DeVries, Ph.D., Director of K-12 and Gifted Programs**

**Kelly F. Arble, K-12 World Languages Coordinator**

Presenter(s): **Nicole M. DeVries, Ph.D., Director of K-12 and Gifted Programs**

**Recommendation:**

That the School Board review and approve the following high school textbooks as recommended by the Latin I-V Textbook Adoption Committee for implementation in the fall of 2022.

Course Title	Textbook	Publisher	Copyright
Latin I-III	<i>Suburani</i> , Books 1 and 2, 1 <sup>st</sup> Edition	Hands Up Education	Book 1, 2020 Book 2, 2021
Latin IV-V	<i>Ecce Romani III</i> , 4 <sup>th</sup> Edition	Savvas Learning Company, LLC	2009

**Background Summary:**

The members of the Latin I-V Textbook Adoption Committee reviewed textbooks and materials sent by publishers. The committee evaluated the textbooks based on their alignment to the recently revised Virginia Standards of Learning and the digital resources it provides for students and teachers. The textbooks were reviewed by teachers, parents, student representatives, and a university representative. The textbooks were available electronically through our website for public comment and review. After reviewing the textbooks, the Latin I-V Textbook Adoption Committee recommends the above textbooks as its first-choice recommendation for implementation in the fall of 2022.

A negotiation team including the Director of K-12 and Gifted Programs and the Coordinator for K-12 World Languages communicated with the appropriate personnel from the publishing companies to discuss a preliminary contract for the full adoption cycle pending approval by the School Board.

The proposed textbooks will replace the current textbooks as follows:

Course Title	Textbook	Copyright	Years in use (including this year)
Latin I-III	<i>Ecce Romani I and II</i> , 4 <sup>th</sup> Edition	2009	8
Latin IV-V	<i>Ecce Romani III</i> , 4 <sup>th</sup> Edition	2009	8

**Source:**

Code of Va., § 22.1-238-22.1-239, § 22.1-251-22.1-252  
School Board of the City of Virginia Beach Policy 6-60

**Budget Impact:**

Total initial implementation costs:

Course Title	First-choice Recommendation Totals	Second-choice Recommendation Totals
Latin I-III	\$77,745	\$80,337.50
Latin IV-V	\$6,600	\$12,550

**World Languages: Latin I-V  
Textbook Adoption  
Implementation for Fall 2022**

Course(s)	Recommendations	Student Enrollment	Initial Implementation Cost	Five Year Additional Costs (3%/yr.)	Total Implementation Cost
Latin I-III	<b>First Choice:</b> <i>Suburani</i> , 1 <sup>st</sup> edition	630	\$77,745	\$11,661.75	\$89,406.75
	<b>Second Choice:</b> <i>Cambridge Latin Course</i> , Units 1, 2, and 3, 5 <sup>th</sup> edition	630	\$80,337.50	\$12,050.62	\$92,388.13
Latin IV-V	<b>First Choice:</b> <i>Ecce Romani III</i> , 4 <sup>th</sup> edition	100	\$6,600	\$198	\$6,798
	<b>Second Choice:</b> <i>Cambridge Latin Course</i> , Unit 4, 5 <sup>th</sup> edition	100	\$12,550	\$1,882.50	\$14,432.50

# **TEXTBOOK ADOPTION RECOMMENDATION**

## **WORLD LANGUAGES LATIN I-V**

**December 21, 2021**

*Department of Teaching and Learning  
Office of K-12 and Gifted Programs*

**WORLD LANGUAGES  
LATIN I-V  
TEXTBOOK ADOPTION TIMELINE**

September 2021

Quotes and sample materials requested from vendors.

All Latin teachers invited to serve on the Textbook Adoption Committee.  
Principals notified via email of teacher participation on committee.

Teachers were given textbooks and associated materials including online access to review and evaluate.

October 2021

The Textbook Adoption Committee met to discuss the textbooks. Prior to the meeting, each committee member completed an evaluation form for each textbook. The team discussed their individual evaluations, built consensus, and determined which textbooks were their first and second recommendation.

November 2021

The recommended textbooks and evaluation forms were made available electronically through the Call-to-Action Page on the VBCPS website to allow for public comments. No public comments were received.

Negotiations were conducted with appropriate representatives of the publishers, the Director of K-12 and Gifted Programs, a contract specialist from Purchasing Services and the K-12 World Languages coordinator.

The K-12 World Languages coordinator used the recommendations from the committee to prepare the report for the School Board.

**WORLD LANGUAGES  
LATIN I-V  
TEXTBOOK ADOPTION COMMITTEE**

**City-Wide Representative:**

Kelly Arble, K-12 World Languages Coordinator

**Instructor Representatives**

Brian Hall, Princess Anne High School  
Shirley Hall, Ocean Lakes High School  
Aramis Lopez, Tallwood High School  
Kerra Lundgren, Old Donation School  
Elizabeth Navarre, Kempsville High School  
Megan Wilson, Old Donation School

**Parent Representative**

Michele Tucholski, Ocean Lakes High School

**University Representative**

Jana Adamitis, Christopher Newport University

**Student Representatives**

Latin students from Ocean Lakes High School

**WORLD LANGUAGES TEXTBOOK ADOPTION  
LATIN I-III  
FIRST-CHOICE RECOMMENDATION**

The Latin Textbook Adoption Committee recommends the following textbook as its first choice for adoption by Virginia Beach City Public Schools:

*Suburani*, 1<sup>st</sup> edition, Hands Up Education

The recommended textbook displays the following strengths:

- Aligns to the recently revised VDOE Standards of Learning published in 2021 and the VBCPS curriculum.
- Is consistent with a reading-based approach to Latin language learning that allows students to discover meaning.
- Includes a unique graphic novel format that is engaging and visually appealing.
- Represents a wide range of perspectives through diverse characters and settings from across the ancient Greco-Roman world.
- Includes ample authentic primary resources with each chapter to support deeper exploration of culture, history, and mythology.
- Provides intuitive digital resources with additional cultural resources, Latin readings, audio recordings of the text, and practice exercises.
- Includes robust teacher materials with assessments and access to an online forum where teachers can share materials.

**FIRST-CHOICE RECOMMENDATION  
IMPLEMENTATION COSTS FOR  
*Suburani*, 1<sup>st</sup> edition**

Level I Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
<i>Suburani Book 1</i> Hardcover Student Edition + 6-year digital Access	One per student	\$99	275	\$27,225	\$4,083.75	\$31,308.75
<b>Total Implementation Cost</b>				\$27,225	\$4,083.75	\$31,308.75

Level II Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
<i>Suburani Books 1 and 2</i> Hardcover Student Edition + 6-year digital Access	One per student	\$174	205	\$35,670	\$5,350.50	\$41,020.50
<b>Total Implementation Cost</b>				\$35,670	\$5,350.50	\$41,020.50

Level III Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
<i>Suburani Book 2</i> Hardcover Student Edition + 6-year digital Access	One per student	\$99	150	\$14,850	\$2,227.50	\$17,077.50
Total Implementation Cost				\$14,850	\$2,227.50	\$17,077.50

Grand Total Implementation Cost	\$77,745	\$11,661.75	\$89,406.75
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**WORLD LANGUAGES TEXTBOOK ADOPTION**  
**LATIN I-III**  
**SECOND-CHOICE RECOMMENDATION**

The Latin Textbook Adoption Committee recommends the following textbook as its second choice for adoption by Virginia Beach City Public Schools:

*Cambridge Latin Course*, 5<sup>th</sup> edition, Cambridge University Press

The recommended textbook displays the following strengths:

- Aligns to the recently revised VDOE Standards of Learning published in 2021 and the VBCPS curriculum.
- Is consistent with a reading-based approach to Latin language learning that allows students to discover meaning.

The recommended textbook displays the following limitations:

- Includes less engaging readings with a narrower range of perspectives.
- Provides online resources, but they are not well-organized and are difficult to navigate.

**SECOND-CHOICE RECOMMENDATION**  
**IMPLEMENTATION COSTS FOR**  
*Cambridge Latin Course*, 5<sup>th</sup> edition

Level I Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
<i>Unit 1</i> Hardcover Book Student Edition + 6-year digital Access	One per student	\$86.25	275	\$23,718.75	\$3,557.81	\$27,276.56
<b>Total Implementation Cost</b>				\$23,718.75	\$3,557.81	\$27,276.56

Level II Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
<i>Units 1 and 2</i> Bundle Hardcover Student Edition + 6-year digital Access	One per student	\$121.25	205	\$24,856.25	\$3,728.44	\$28,584.69
<b>Total Implementation Cost</b>				\$24,856.25	\$3,728.44	\$28,584.69

Level III Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
<i>Units 2 and 3</i> Hardcover Student Edition + 6-year digital Access	One per student	\$211.75	150	\$31,762.50	\$4,764.37	\$36,526.88
Total Implementation Cost				\$31,762.50	\$4,764.37	\$36,526.88

Grand Total Implementation Cost	\$80,337.50	\$12,050.62	\$92,388.13
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**WORLD LANGUAGE TEXTBOOK ADOPTION  
LATIN IV-V  
FIRST-CHOICE RECOMMENDATION**

The Latin Textbook Adoption Committee recommends the following textbook as its first choice for adoption by Virginia Beach City Public Schools:

*Ecce Romani III*, 4<sup>th</sup> edition, Savvas Learning Company, LLC

The recommended textbook displays the following strengths:

- Aligns to the recently revised VDOE Standards of Learning published in 2021 and the VBCPS curriculum.
- Is consistent with a reading-based approach to Latin language learning that allows students to discover meaning.
- Includes a wide range of original Latin texts with a variety authors, genres, and time periods. The readings are a good preparation for students who plan to take AP Latin.
- Provides well-organized grammar topics with strong examples from the readings.
- Includes well-organized, intuitive, and useful resources in the appendices, such as grammar explanations and charts, English-Latin and Latin-English glossaries.
- Includes an accompanying workbook with a variety of exercises.
- Includes robust teacher materials with assessments and reading notes to accompany each chapter's text.

**FIRST-CHOICE RECOMMENDATION  
IMPLEMENTATION COSTS FOR  
*Ecce Romani III*, 4<sup>th</sup> edition**

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
6-year digital Access to <i>Realize</i>	One per student	\$66	100	\$6,600	\$198	\$6,798
Total Implementation Cost				\$6,600	\$198	\$6,798

**WORLD LANGUAGES TEXTBOOK ADOPTION**  
**LATIN IV-V**  
**SECOND-CHOICE RECOMMENDATION**

The Latin Textbook Adoption Committee recommends the following textbook as its second choice for adoption by Virginia Beach City Public Schools:

*Cambridge Latin Course*, 5<sup>th</sup> edition, Cambridge University Press

The recommended textbook displays the following strengths:

- Aligns to the recently revised VDOE Standards of Learning published in 2021 and the VBCPS curriculum.
- Consistent with a reading-based approach to Latin language learning that allows students to discover meaning.

The recommended textbook displays the following limitations:

- Includes less engaging readings with a narrower range of perspectives.
- Provides online resources, but they are not well-organized and are difficult to navigate.

**SECOND-CHOICE RECOMMENDATION**  
**IMPLEMENTATION COSTS FOR**  
*Cambridge Latin Course*, 5<sup>th</sup> edition

<b>Textbook</b>	<b>Allocation</b>	<b>Cost</b>	<b>Number Needed</b>	<b>Initial Implementation</b>	<b>Five-Year Projected Costs (3%/yr.)</b>	<b>Total Implementation</b>
Hardcover student edition + 6-year digital access to Elevate	All students taking the course	\$125.50	100	\$12,550	\$1,882.50	\$14,432.50
<b>Total Implementation Cost</b>				<b>\$12,550</b>	<b>\$1,882.50</b>	<b>\$14,432.50</b>



**Subject:** Policy Review Committee Recommendations **Item Number:** 15C 1-7

**Section:** Consent **Date:** January 11, 2022

**Senior Staff:** Donald E Robertson, Ph.D. , Chief of Staff

**Prepared by:** Kamala Lannetti, Deputy City Attorney; John Sutton, III, Coordinator, Policy and Intergovernmental Affairs

**Presenter(s):** School Board Legal Counsel, Kamala Lannetti, Deputy City Attorney

**Recommendation:**

That the School Board approve Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain bylaws and policies as reviewed by the PRC at its December 9, 2021 meeting.

**Background Summary**

1. *Policy 3-10 Budget: Transfer of Funds*- the PRC recommends minor amendments.
2. *Policy 3-22 Tuition Fees*- the PRC recommends minor scrivener's changes.
3. *Policy 3-28 Reserve Fund*- the PRC recommends amendments to allow flexibility in the amount of reserve funds set aside, minor scrivener's changes.
4. *Policy 3-34 Direct of Appropriation Funds- Individual Schools*- the PRC recommends minor scrivener's changes.
5. *Policy 3-36 Receiving/Paying for Goods and Services*- the PRC recommends minor scrivener's changes.
6. *Policy 3-37 Vendors/Contractors/Sales Representatives*- the PRC recommends amendments to clarify current terms and scrivener's changes.
7. *Policy 3-39 Competitive Negotiations/Awards: Procurement of Professional Architectural and Engineering Services*- the PRC recommends no changes.

**Source:**

Code of Virginia, 1950, as amended, § 22.1-253.12:7 School Board Policies.  
Policy Review Committee Meeting of December 9, 2021

## **BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

### **Budget: Transfer of Funds**

#### **A. Requirement Funds Be Appropriated**

No money may be paid out or become available to be paid out for any contemplated expenditure until there has first been made an annual, semi-annual, quarterly, or monthly appropriation for such contemplated expenditure by City Council.

#### **B. Lump Sum Appropriation**

In the event that the City Council appropriates funds to the School Board in a lump sum, the School Board may transfer appropriated funds from one Budget Major Classification (Instruction, Administration, Attendance and Health, Transportation, Operations and Maintenance, Technology) to another and between funds (except the Capital Improvement Fund) without approval from City Council.

#### **C. Categorical Appropriation**

In the event that the City Council appropriates funds for the School Board by Budget Major Classification (a “Categorical Appropriation”), the School Board may transfer appropriated funds between ~~Budget Units~~Cost Centers within each Budget Major Classification, but may not transfer appropriated funds from one Budget Major Classification to another without prior approval from the City Council.

In the event of a Categorical Appropriation the ~~School~~ Board is required to adopt a resolution requesting the City Council to authorize a transfer between Budget Major Classifications, and no transfer, expenditure, or encumbrance of funds may be made prior to City Council approval of the transfer between Budget Major Classification.

#### **D. Definitions and Restrictions**

Within Budget Major Classifications are ~~Budget Unit Codes~~Cost Centers. Total expenditures and encumbrances within ~~Budget Unit Codes~~Cost Centers may not exceed total ~~Budget Unit Code~~Cost Centers appropriations.

#### **E. Transfer Limits and Authority**

The Superintendent may transfer funds up to \$250,000 per transfer between ~~Budget Unit~~Cost Centers Codes or within ~~Budget Unit Codes~~Cost Centers. The Superintendent may delegate transfer authority up to \$125,000 per transfer to the Chief Financial Officer. Reporting will be handled through the monthly interim financial statements to the School

Board and will reflect all approved budget transfers and provide a listing and explanation of all approved transfers for the previous month.

Budget transfers exceeding \$250,000 must be approved by the School Board prior to execution of the transfer or commitment of funds. All transfers of funds must be in compliance with the law, this policy, and the procedures outlined in School Board Regulation 3-10.1.

#### **F. Emergency Budget Transfers**

In certain emergency situations, the Superintendent, or his designee, is authorized to commit funds in excess of \$400,000 prior to meetings of the School Board. The following procedures for emergency purchases will be in effect:

1. Termination of Services/Dangerous Situations  
Emergency purchases up to \$400,000 may be made by the Superintendent or his designee. Purchases above that amount must be authorized by the School Board. An emergency exists when a breakdown in machinery or equipment and/or a threatened termination of essential services or a dangerous condition develops, or when any unforeseen circumstances arise causing curtailment or diminution of an essential service or where materials or services are needed to prevent loss of life or property.
2. Life-Threatening Situations/Excess Property Damage Prevention  
The School Board authorizes the Superintendent to make emergency purchases in excess of \$400,000 in life-threatening situations and in circumstances where immediate action is needed to impede further damage to property.
3. Notice to School Board  
The Superintendent shall inform the School Board of emergency situations as soon as practicable. Depending on the situation, the Superintendent will request the School Board chairman to call a special meeting of the School Board to make emergency purchases or will notify the School Board of emergency purchases authorized by the Superintendent.
4. Compliance with Categorical Appropriation Requirement/Reporting
  - a. Absent a lump sum appropriation by City Council, the Superintendent shall make no emergency purchases which will require transfers between Budget Major Classifications described in Section B of this Policy;
  - b. Emergency transfers are subject to the listing, explanation, and monthly interim financial statement reporting requirements of Section D of this Policy.



## G. General Limitation

1. Notwithstanding the foregoing provisions, neither the School Board, the Superintendent, nor School staff shall expend nor contract to expend, in any fiscal year, any sum of money in excess of the funds available for School purposes for that fiscal year without the consent of the City Council.
2. "~~Budget Unit Code~~Cost Center," "Expenditure Categories," and "Line Item," are defined in School Board Regulation 3-10.1, and change in those definitions requires approval of the School Board.

## Legal Reference

Code of Virginia § 22.1-89, as amended. Management of funds.

Code of Virginia § 22.1-91, as amended. Limitation on expenditures; penalty.

Code of Virginia § 22.1-115, as amended. System of accounting; statements of funds available; classification of expenditures.

Code of Virginia § 15.2-2506, as amended. Publication and notice; public hearing; adjournment; moneys not to be paid out until appropriated.

## Related Links

School Board [Regulation 3-10.1](#)

Adopted by School Board: February 16, 1993

Amended by School Board: April 20, 1999

Amended by School Board: June 20, 2006

Amended by School Board: June 8, 2010

Amended by School Board: September 16, 2014

Amended by School Board: January 11, 2022

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lencioni

## **BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

### **Tuition Fees**

The School Board will charge tuition fees for certain nonresident students allowed to enroll in the ~~s~~School ~~d~~Division.

#### **A. Nonresident, nonemployee's student tuition**

The Superintendent shall recommend to the School Board the tuition fees to be charged nonresident, nonemployees' students based on the per capita cost. The School Board shall then fix and determine the amount of tuition fees to be charged. No tuition charges fixed by the School Board shall exceed the total per capita cost of education, exclusive of capital outlay and debt service, for elementary or secondary pupils and the actual, additional costs of special education or gifted and talented program provided the pupil.

#### **B. Nonresident, employees' students**

For nonresident employees' students, the tuition fees will be calculated based on the current year's tuition fees, plus annualized inflation (rounded to the nearest ten dollars) based on the most recent Consumer Price Index (CPI) or as otherwise approved by the School Board.

C. Additional fees may be charged depending upon the services required.

### **Legal Reference**

Code of Virginia § 22.1-5, as amended. Regulations concerning admission of certain persons to schools; tuition charges.

Code of Virginia § 22.1-101.1, as amended. Increase of funds when certain nonresident pupils attend schools; how increase computed and paid; billing of out-of-state placing agencies or persons.

Code of Virginia § 22.1-255, as amended. Nonresident children.

Adopted by School Board: February 16, 1993

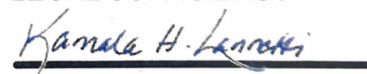
Amended by School Board: April 4, 2000

Amended by School Board: February 4, 2014

Amended by School Board: May 22, 2018

Amended by School Board: January 11, 2022

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## **BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

### **Reserve Fund**

#### **A. Generally**

In order to be in a better position to respond to: 1) unexpected shortfalls in state or federal funding; 2) emergency expenditures of a nonrecurring nature that would not have been anticipated at the time of preparation and adoption of the School Operating Budget; 3) unusual and critical need to fund the subsequent fiscal year's operating budget shortfall; or 4) other fiscal emergencies, the School Board shall set aside a reserve for contingencies (hereinafter "Reserve Fund" or "Fund"). ~~up to two (2) percent of the previous year's School Operating Budget, may be placed into this Fund.~~ The purpose of this Policy is to specify what funds shall be placed in the Reserve Fund, and to set forth the School Board's requirement for any expenditures to be made from the Reserve Fund.

#### **B. Policy**

1. Any expenditure of funds in the Reserve Fund shall require a resolution adopted by a majority vote of the School Board Members present at a meeting. Such resolution shall state the purpose(s) of the expenditure, and the total amount to be expended.
2. Pursuant to applicable provisions of state law, the Reserve Fund must be appropriated by City Council annually as part of the school operating budget, and any funds that the School Board desires to be added to the Reserve Fund during the fiscal year must also be appropriated by City Council.

### **Legal Reference**

Code of Virginia § 22.1-94, as amended. Appropriations by county, city or town governing body for public schools.

Code of Virginia § 22.1-115, as amended. System of accounting; statements of funds available; classification of expenditures.

Virginia Board of Education Regulation 8 VAC 20-210-10, as amended. Classification of expenditures.

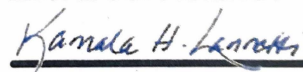
Adopted by School Board: May 6, 1997

Amended by School Board: May 6, 2003

Amended by School Board: September 16, 2014

Amended by School Board: January 11, 2022

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LEGAL SUFFICIENCY

  
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## **BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

### **Direct Appropriation Funds – Individual Schools**

Funds allocated to a school~~s~~ either by direct appropriation or draw account for administrative, staff development, equipment, instruction, special education instruction, library, ~~computer supplies~~technology, and field trips will be allocated to the school for internal budgeting based on school priorities and school enrollment.

Following the initial allocation, all allocations are subject to budget transfer regulations and School Board Policy 3-10 (as amended). School Board Regulation 3-10.1 , as amended, requires: 1) approval of all budget transfers of up to \$125,000 by the Superintendent or his/her designee; 2) School Board approval is required, in advance, for all other allocations greater than \$250,000; and 3) monthly reporting to the School Board of all transfers.

At the school level, for purposes of approving transfers involving direct appropriations, the individual principal shall be the Superintendent's designee. Transfers, however, remain subject to the use restrictions of the individual accounts as defined in the Operating Budget and School Board Policy 3-10 , as amended.

Direct Appropriation Funds are School Board funds and as such are not to be commingled with school activity funds/internal accounts.

### **Legal Reference**

Code of Virginia § 22.1-122.1, as amended. Accounts to purchase certain materials and supplies.

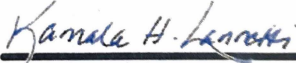
### **Related Links**

School Board **Policy 3-10**

School Board **Regulation 3-10.1**

Adopted by School Board: February 16, 1993  
Amended by School Board: November 21, 1995  
Amended by School Board: October 19, 1999  
Amended by School Board: September 3, 2002  
Amended by School Board: June 20, 2006  
Amended by School Board: September 16, 2014  
Amended by School Board: January 11, 2022

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## **BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

### **Receiving/Paying for Goods and Services**

#### **A. Receiving Goods**

All goods received must be accepted by a School Division employee authorized to certify that the goods were received in good condition before payment can be approved.

#### **B. Paying for Goods and Services**

No payment for goods or services shall be made, unless both an itemized invoice showing name of the person or firm to whom payment is due is present and an electronic receipt has been completed and approved in the purchasing software by an authorized school employee ~~whose-who~~ is on file. Furthermore, the invoice must have been issued in response to an approved purchase order.

The Chief Financial Officer shall establish procedures for accounting, purchasing and warrant writing so that each transaction is internally audited by several employees as they perform the required functions.

A time frame for the prompt payment of invoices is established in the legal reference to this Policy.

*Editor's Note*  
*See the Internal Audit Charter*

### **Legal Reference**

Code of Virginia § 2.221-4300, et seq., as amended. Virginia Public Procurement Act.

Code of Virginia § 22.1-122, as amended. Approval and payment of claims; warrants; prohibited acts.

Code of Virginia § 22.1-122.1, as amended. Accounts to purchase certain materials and supplies.

### **Related Links**

~~School Board~~ [Internal Audit Charter](#)

Adopted by School Board: February 16, 1993  
Amended by School Board: September 3, 2002

Amended by School Board: September 16, 2014

Amended by School Board: January 11, 2022

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lennetti

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### Vendors/Contractors/Sales Representatives

#### A. Vendors and Contractors

No favoritism shall be extended to any vendor. Each ~~order-purchase~~ shall be ~~placed-made~~ on the basis of quality, price and delivery and other considerations as set forth in applicable law, policy or regulation. Past service shall be a factor if all other considerations are equal.

The ~~school-School board-Board~~ believes in patronizing local businesses; therefore, in the purchasing ~~procedureprocess~~, when proposals are equal, the contract or purchase order should be awarded to the firm whose location is within the boundaries of this ~~Sschool~~ Division.

#### B. Sales Representatives

The ~~school-School board-Board~~ recognizes the value of the staff being informed of the latest commercial materials available to assist in their teaching and welcomes competent representatives of such publishers and manufacturers. However, the ~~School bB~~Board does not want classroom teachers distracted, nor undue administrative time taken from previously assigned duties.

It shall be the responsibility of the ~~Ss~~uperintendent or designees to develop such regulations as will protect the staff from outside pressures yet take advantage of the knowledge brought into the ~~Sschool~~ Division by sales representatives.

#### C. Vendor Debarment

Vendors or contractors, on the basis of documented unsatisfactory performance, may be debarred from contracting for particular types of supplies, services, and construction, permanently or for a specified period of time. The vendor will be notified in writing of the particulars of the debarment.

### Legal Reference

~~Virginia~~-Code of Virginia, as amended. § 2.2-4321. Debarment.

Adopted by School Board: July 21, 1987  
Amended by School Board: February 16, 1993  
Amended by School Board: September 3, 2002  
Amended by School Board: January 11, 2022

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Larrabee

## **BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

### **Competitive Negotiations/Awards: Procurement of Professional Architectural and Engineering Services**

#### **A. Generally**

It shall be the policy of the School Board to announce projects, select consultants and negotiate agreements for architectural and engineering services on the basis of demonstrated competence and qualification for services required and at fair and reasonable fees in conformity with the Virginia Public Procurement Act.

#### **B. Definition**

Architectural or engineering services are those professional consulting services associated with research, development, design and construction, alteration, or repair of real property, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform including, but not limited to, studies, investigations, surveys, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, and other related services.

#### **C. Announcement of projects**

The School Board may announce projects which require architectural or engineering services to qualified firms by publicizing descriptions periodically in applicable media resources or other appropriate means. Factors to be considered for selection purposes shall be communicated in the project announcement.

#### **D. Administrative Review: Expressions of Interest**

A review shall be conducted by staff designated by the Executive Director of Facilities Services of all firms responding to determine those firms best qualified for the services desired. A minimum of three firms shall be selected for interview from among those responding or on file.

#### **E. Composition of Interview Committee**

The interview, for selection purposes, shall be performed by school staff employees to include five (5) individuals. The staff employees shall consist of the Superintendent's designee who will not be a member of the Office of Facilities Services, the Executive Director of Facilities Services, the Staff Architect and two individuals designated by the Executive Director of Facilities Services.



## **F. Factors to be considered**

Factors to be considered for selection purposes are as follows:

1. The expressed desire of the firm to perform the services.
2. Professional qualifications of the staff or design team to be assigned to this project.
3. The extent of specialized experience of the firm in the type of work required.
4. The capacity of the firm to accomplish the work in the required time.
5. The degree of familiarity of the firm and the particular project requirements.
6. Past performance of the firm on similar projects in general and school board projects in particular.
7. Experience and qualification of any consultants to be used by the architect and engineer.
8. Current work volume that will affect the ability to complete the work in the required time frame.
9. Evidence of cost control effectiveness.
10. Familiarity with sustainability practices.

## **G. Negotiations**

Negotiations of the agreement shall be initiated with the number-one ranked firm only and shall be conducted by the Superintendent or designee and support staff, when appropriate. Should satisfactory terms fail to be reached, negotiations with that firm shall be terminated and initiated with a second, then subsequent ranked firms, until a satisfactory agreement is reached.

Negotiations shall be based on a definitive scope of work and period of performance with attendant manpower, material, and service estimates. Established fee schedules or curves shall be used for comparative purposes only, and not as a basis of justification of any proposed fee.

## **H. Award**

After an agreement has been negotiated, and upon approval of the Superintendent or designee, the selected firm shall be recommended to the School Board for final approval.

Architectural and engineering agreements shall be executed by the Superintendent or designee.

## **I. Performance Evaluation**

Upon completion of the project, an evaluation of the performance of the architectural and engineering firm may be placed on file to indicate excellence or deficiencies in the service rendered. This information shall be maintained on file for reference purposes in future project awards. Further, it shall be open for review by the subject firm who may tender any observance felt to be appropriate as a matter of record in such files.

## **J. Exclusions**

The foregoing procedures do not apply to:

1. Contracts involving estimated fees of less than \$30,000.
2. Contracts of an emergency nature.

## **K. Definitions and Procedures for Exclusions**

A definition of "emergency"; procedures to be followed in the case of an emergency; procedures to be followed for small purchases of professional services and procedures to be followed for "sole source" purchases are found in School Board Policy 3-32 and the Virginia Public Procurement Act.

## **Legal Reference**

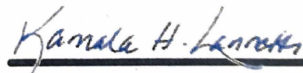
Code of Virginia. § 2.2-4303 G and H, as amended. Methods of procurement.

## **Related Links**

School Board [Policy 3-32](#)

Adopted by School Board: January 21, 1992  
Amended by School Board: February 16, 1993  
Amended by School Board: November 16, 1993  
Amended by School Board: August 16, 1994  
Amended by School Board: February 19, 2002  
Amended by School Board: May 28, 2002  
Amended by School Board: May 16, 2017  
[Reviewed by School Board: January 11, 2022](#)

APPROVED AS TO  
LEGAL SUFFICIENCY

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**Subject:** Personnel Report **Item Number:** 16A

**Section:** Action **Date:** January 11, 2022

**Senior Staff:** Mrs. Cheryl R. Woodhouse, Chief Human Resources Officer

**Prepared by:** Cheryl R. Woodhouse

**Presenter(s):** Aaron C. Spence, Ed.D., Superintendent

**Recommendation:**

That the Superintendent recommends the approval of the appointments and the acceptance of the resignations, retirements and other employment actions as listed on the January 11, 2022, personnel report.

**Background Summary:**

List of appointments, resignations and retirements for all personnel.

**Source:**

School Board Policy #4-11, Appointment

**Budget Impact:**

Appropriate funding and allocations

Personnel Report  
Virginia Beach City Public Schools  
January 11, 2022  
2021-2022

<u>Scale</u>	<u>Class</u>	<u>Location</u>	<u>Effective</u>	<u>Employee Name</u>	<u>Position/Reason</u>	<u>College</u>	<u>Previous Employer</u>
Assigned to Unified Salary Scale	Appointments - Elementary School	Alanton	12/21/2021	Darrin K Askew	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Birdneck	1/3/2022	Danielle M Smith	Special Education Assistant	Tidewater Community College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	College Park	12/21/2021	Sherri E Townsell	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Fairfield	1/3/2022	Donna M Kopf	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Hermitage	1/3/2022	Kendra S Wilson	Physical Education Assistant	Not Applicable	Bayside Baptist Weekday, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Holland	1/3/2022	Victoria L Chase	School Nurse	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Indian Lakes	1/3/2022	Sydni N Wanamaker	General Assistant	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	John B. Dey	12/16/2021	Pantipa Buchanan	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Kempsville	12/16/2021	Elaine F Livsey	Cafeteria Assistant, 3.0 Hours	Not Applicable	VBCPS
Assigned to Unified Salary Scale	Appointments - Elementary School	Kempsville Meadows	12/16/2021	Donna N Tenorio	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Landstown	12/16/2021	Candace M Jaffe	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Linkhorn Park	1/3/2022	Susan M Harris	Custodian I	Not Applicable	VBCPS
Assigned to Unified Salary Scale	Appointments - Elementary School	Lynnhaven	12/16/2021	Eureka L Williams	Custodian II Head Night	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	North Landing	12/16/2021	Carol Champagne	Custodian I	Not Applicable	Professional Building Maintenance, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke	12/16/2021	Angela Doolittle	Physical Education Assistant , 500	Not Applicable	VBCPS
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke	12/16/2021	Keyon J Gates-Cromwell	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Red Mill	1/3/2022	Jo A Dough	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Rosemont	12/16/2021	Jeanette J Allen	Cafeteria Assistant, 4.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Tallwood	12/14/2021	Lauren A Motes	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Thoroughgood	1/3/2022	Malika Augustin	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Three Oaks	1/3/2022	Alicia M Elliott	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Woodstock	1/3/2022	Haryanti Ibrahim	Cafeteria Assistant, 5.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Brandon	1/3/2022	Yvonne Dildy	Special Education Assistant	Liberty University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Independence	12/16/2021	Selma Tufan-Soylu	Special Education Assistant	Fashion Institute Technology, NY	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Princess Anne	1/3/2022	Jonathan E Garsik	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Adult Learning Center	12/17/2021	Bonnie M Flora	Financial Assistant	Not Applicable	VBCPS
Assigned to Unified Salary Scale	Appointments - High School	First Colonial	12/16/2021	David J Vanderwerf	Security Assistant	Buffalo State College, NY	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Green Run	1/3/2022	Natalia Korsh	Distance Learning Assistant	Other Unknown, ZZ	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Green Run	1/3/2022	Raymond L VanNostrand	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Kempsville	12/16/2021	William R Ferris	Security Assistant, .400	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Ocean Lakes	12/21/2021	Benjamin V Alvarez	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Salem	12/16/2021	Stephanie Marcella	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Tallwood	1/3/2022	Katherine A Hill	School Administrative Associate II	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Custodial and Distribution Services	1/3/2022	Valerie L Morris	Administrative Office Associate II	Not Applicable	VBCPS
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Programs for Exceptional Children	12/16/2021	Eva A Montes	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Technical And Career Education Center	1/3/2022	Karen Baker	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Bettie F. Williams	12/22/2021	Taylor E Bertok	Technology Support Technician (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Hermitage	12/22/2021	Zachari A Breland	Physical Education Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Indian Lakes	12/16/2021	Olivia F Meade	Physical Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Tallwood	1/3/2022	William E Jones	Physical Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Thalia	12/14/2021	Brianna N Kidwell	Kindergarten Assistant (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Great Neck	1/14/2022	Kelli M Overmann	School Nurse (continuing education)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Great Neck	1/26/2022	Sherry B White	Student Activities Coordinator (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Kempsville	12/22/2021	Nina M Tosch	Custodian I (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Princess Anne	1/14/2022	Anna L Clark	Special Education Assistant (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Cox	1/7/2022	Joseph T Salinetto	Special Education Assistant (continuing education)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Ocean Lakes	12/9/2021	Nancy Kilmartin	School Office Associate II (death)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Salem	12/21/2021	Michael Ebert	Security Assistant (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Tallwood	12/16/2021	James O Toone	Custodian I (job abandonment)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Tallwood	12/31/2021	Liza Fe Y Hartman	School Administrative Associate II (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Department of Technology	12/17/2021	Allison Paradise	Database Administrator (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	John B. Dey	12/31/2021	Susan M Mangum	Library/Media Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Princess Anne	1/31/2022	Kimberly A Jewell	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Thalia	12/31/2021	Jacob R Woodhouse	Custodian I	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Alanton	12/20/2021	Michelle Dula	Fifth Grade Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Arrowhead	12/16/2021	Karidah G Cotten	School Counselor	Liberty University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Arrowhead	12/20/2021	Marissa E Brokate	Third Grade Teacher	Regent University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Arrowhead	1/3/2022	Melissa L Rivera	Library Media Specialist	Marymount Manhattan College, NY	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Centerville	12/21/2021	Jennifer C Greiner	Second Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Kempsville	1/3/2022	Elle L Parishser	Fourth Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Linkhorn Park	1/3/2022	Katie E Lorenz	Kindergarten Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Parkway	1/13/2022	Jennifer L Carey	Fourth Grade Teacher	East Carolina University, NC	Currituck County Schools, NC
Assigned to Instructional Salary Scale	Appointments - Elementary School	Point O'View	1/18/2022	Colleen E Kelley	Special Education Teacher	Old Dominion University, VA	VBCPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Rosemont	12/16/2021	Xavier A Hendon	Music/Vocal Teacher	Norfolk State University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Rosemont	12/20/2021	Therese Langman	Special Education Teacher	University of Virginia, VA	Spotsylvania County PS, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Seatack	12/13/2021	Autumn D Church	School Counselor	Norfolk State University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Seatack	1/3/2022	Skylar F Old	Second Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Kempsville	1/3/2022	Franklin A Hughes	Technology Education Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Landstown	1/3/2022	Leah D Burak	Seventh Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Landstown	1/3/2022	Niles Howell	Health & Physical Education Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Larkspur	1/3/2022	Justin P Weidlich	Eighth Grade Teacher	Tidewater Community College, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Plaza	1/3/2002	Tianara Hall	Eighth Grade Teacher	City Univ of NY Brooklyn Col, NY	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Salem	1/3/2022	Brandi R Crossman	Seventh Grade Teacher	Old Dominion University, VA	VBCPS
Assigned to Instructional Salary Scale	Appointments - High School	Green Run Collegiate	12/6/2021	Dawn G Stahl	Special Education Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Kempsville	12/20/2021	Michael W Longworth II	Social Studies Teacher	University of Virginia, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Kempsville	12/20/2021	Jules T Marino	Social Studies Teacher	Virginia Commonwealth Univ, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Landstown	12/21/2021	Hessie M Gaye-Lee	School Counselor	Norfolk State University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Landstown	1/3/2022	Aracelis Berrios	Special Education Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Landstown	1/3/2022	Laurn A Meyer	Health & Physical Education Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Ocean Lakes	12/20/2021	Anthony L Goins Jr	Social Studies Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Ocean Lakes	12/20/2021	Ryan J Guenthner	Science Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Renaissance Academy	12/21/2021	Amanda D Tumminelli	Library Media Specialist	Not Applicable	The Tumminelli Practice, VA
Assigned to Instructional Salary Scale	Appointments - High School	Renaissance Academy	1/4/2022	Mariah A Frazier	Art Teacher	Norfolk State University, VA	Portsmouth Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Salem	12/20/2021	Beaurealle C Ferguson	Social Studies Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Tallwood	12/15/2021	Patrick T Jenkins	Technology Education Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Tallwood	1/3/2022	Renee C Fail	English Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Alanton	12/22/2021	Amanda D Shea	Fourth Grade Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Birdneck	12/22/2021	Nelson C Slade	Physical Education Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Brookwood	12/10/2021	Allison C Hess	Second Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Kempsville Meadows	12/16/2021	Brennan M Calhoun	Physical Education Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Landstown	12/22/2021	Morgan G Holland	School Counselor, .800 (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Seatack	12/15/2021	Kimberley J Bostick-Spencer	First Grade Teacher (continuing education)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Larkspur	12/22/2021	Amanda Baxter	Eighth Grade Teacher (family)	Not Applicable	Not Applicable

Personnel Report  
Virginia Beach City Public Schools  
January 11, 2022  
2021-2022

<u>Scale</u>	<u>Class</u>	<u>Location</u>	<u>Effective</u>	<u>Employee Name</u>	<u>Position/Reason</u>	<u>College</u>	<u>Previous Employer</u>
Assigned to Instructional Salary Scale	Resignations - Middle School	Larkspur	12/22/2021	Brandi H Khalil	Sixth Grade Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Plaza	1/28/2022	Kelly M Day	Sixth Grade Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Princess Anne	1/27/2022	Kristen Winters	French Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Landstown	12/22/2021	Jennie D Cox	Mathematics Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Landstown	1/31/2022	Christine K Morioka	Science Teacher (transfer of spouse)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Elementary School	Parkway	1/31/2022	Sydney C Davis	Kindergarten Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Elementary School	Windsor Oaks	1/31/2022	Katherine M Fedor	English Second Language	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Middle School	Bayside	1/3/2022	Carla D Morris	Eighth Grade Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Middle School	Independence	2/23/2022	Dianne D Thompson	Special Education Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Middle School	Larkspur	12/31/2021	Angela C Boyd	School Counselor	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Other Employment Actions - Elementary School	King's Grant	12/7/2021	Alese C Herbert	School Counselor (employee changed her resignation date from 12/22/2021 to 12/07/2021)	Not Applicable	Not Applicable
Administrative	Appointments - Elementary School	King's Grant	TBD	Jason B Hinson	Assistant Principal	Old Dominion University, VA	Not Applicable



**Subject:** Closed Session **Item Number:** 17

**Section:** Closed Session **Date:** January 11, 2022

**Senior Staff:** \_\_\_\_\_

**Prepared by:** Kamala H. Lannetti, Deputy City Attorney

**Presenter(s):** Kamala H. Lannetti, Deputy City Attorney

**Recommendation:**

That the School Board recess into Closed Session in accordance with the exceptions to open meetings law set forth in Code of Virginia §2.2-371, Part A Paragraphs 7 and 8 to deliberate on the following matters:

**A.7.** Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter and

**A.8.** Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

Namely to discuss pending or probable litigation matters, status of outside counsel retention and election district case.

**Source:**

Code of Virginia §2.2-3711, *et seq.*, as amended.



## **Decorum and Order-School Board Meetings 1-48**

School Board of the City of Virginia Beach  
Bylaw 1-48

### **SCHOOL BOARD BYLAWS**

#### **Decorum and Order-School Board Meetings**

##### **A. Purpose of decorum and order during meetings**

The School Board determines that decorum and order are necessary during School Board Meetings. The purposes for maintaining decorum and order are:

1. to ensure that the affairs of the School Board and School Board Committees may be conducted in an open, safe, and orderly manner during meetings;
2. that all persons signed up to address the School Board during public comment sections of meetings have the opportunity to do so in an orderly and respectful manner and without being interrupted;
3. that persons in attendance may observe and hear the proceedings of the School Board without distraction and interruption;
4. that students and other young audience members who attend or watch such meetings are not subject to inappropriate language or conduct;
5. that School Board Members and School Division employees or other agents can transact the business of the School Board and the School Division with minimal disruption.

##### **B. Limitations on addressing the School Board**

Persons addressing the School Board during public comment sections of the meeting shall:

1. Limit their comments to matters relevant to PreK-12 public education in Virginia Beach and the business of the School Board and the School Division.
2. Refrain from obscenity, vulgarity, profanity, and comments or actions with the intent to incite violence or other breach of peace.
3. Comply with the time limits and other rules for public comment set forth in the agenda or Bylaws.
4. During special meetings or public hearings, the School Board may set different rules or time limits for public comments.

##### **C. Other expressive activities during meetings**

1. Public comments during meetings limited to matters relevant to public education and the business of the School Board

At regular School Board Meetings, the School Board accepts public comment during designated sections of the Meeting Agenda. The public comment sections of School Board Meetings are limited public forums for the sole purpose of accepting comments from members of the public relevant to PreK-12 public education in Virginia Beach and the business of the School Board and the School Division. The School Board does not accept other forms of public comment during Meetings or at those times immediately preceding or following a Meeting.



2. Expressive activities during meetings

To maintain decorum and order and conduct the business of the School Board and the School Division during meetings, expressive activities by members of the public in meetings will be limited or prohibited. On any day that a meeting is scheduled to take place, the School Board prohibits certain expressive activity, including but not limited to the following, expressive activities:

- Petitioning, demonstrating, picketing, pamphlet distribution, conducting polls, or solicitation in the Building where the Meeting is taking place.
- Displaying or using signs, posters or other items brought into the meeting room that block the view of persons in or observing the meeting or create a safety concern. Possession of such items while in the meeting location will not be prohibited.
- Use of noise making devices.
- Use of excessive cheering, booing, clapping, or similar activity that disrupts the meeting, as determined by the Chair or designee.
- Calling out or making comments when not called to address the School Board.
- Intimidation, harassment or threats to persons in the meeting or who are entering or departing the meeting or the location of the meeting.
- Instigating or attempting to instigate confrontations or other conduct for the purpose of disrupting the meeting.
- Other conduct that violates decorum and order as determined by the Chair or designee.

3. School Administration Building or other locations for meetings are not open public forums for public expression

The School Administration Building (or another building or location where a meeting is scheduled to take place) its grounds and reserved parking spaces are not open for expressive activities unless a facility use request or application has been approved by the Superintendent or designees. The Superintendent or designees are authorized to designate areas of the School Administration Building (or other building or location for a meeting), the grounds and parking lots that may be considered for facility use request or application. The Superintendent or designee are authorized to develop and implement regulations and/or procedures related to such facility use requests or applications.

**D. Other methods of communicating with the School Board**

The School Board encourages citizens and other interested parties to communicate with the School Board regarding matters related to public education. Due to the limited time scheduled to conduct business and the need to follow approved agenda items, School Board meetings may not be conducive for all forms of communication to the School Board. Persons seeking to communicate with the School Board may contact School Board Members through other methods of communication, including [VBCPSSchoolboard@googlegroups.com](mailto:VBCPSSchoolboard@googlegroups.com) or email individual School Board Members in addition to those provided at School Board meetings.





This Bylaw does not preclude persons addressing the School Board from delivering the School Board or its Clerk written materials including reports, statements, exhibits, letters, or signed petitions prior to or after a Meeting. While public speakers are addressing the School Board, they may not approach the School Board to hand out items but will instead be directed to leave items with the Clerk or designee for the School Board to consider after the Meeting.

This Bylaw does not preclude persons called to address the School Board during public comment sections from using a chart, graph, or other item during their public comments so long as that item does not interfere with the School Board and other persons observing the Meeting from hearing or seeing the speaker and the item does not create a safety issue or otherwise violate the decorum and order rules. Furthermore, nothing herein shall be interpreted to prohibit members of the public from communicating with the School Board or the School Administration on matters relevant to PreK-12 public education in Virginia Beach and the business of the School Board and the School Division at times other than meetings.

**E.** The Chair with the assistance of the Superintendent or their designees shall preserve decorum and order in the room where the Meeting is taking place and shall decide all questions of decorum and order during the Meeting. School Board Members may vote to overrule the Chair's or designee's decision at the time that the Chair or designee makes the decision. The Chair or designee is authorized to work with the Superintendent, designees, law enforcement and authorized agents to maintain order and decorum prior to the start of, during and immediately after any Meeting.

**F.** The School Administration, law enforcement and authorized agents will have responsibility for maintaining decorum and order outside of the Meeting room and outside of a building where a meeting will be or is taking place.

**G.** No person attending a meeting of the School Board, in any capacity, shall use, or allow to sound, any device in a manner that disrupts the conduct of business within the room in which the School Board or a Committee thereof is meeting. Notice of this restriction shall be posted outside of School Board Meeting Room and on the agenda for any School Board meeting.

**H.** At the request of the Chair or Superintendent or their designees, a city police officer or other law enforcement officer shall act as sergeant-at-arms at all School Board meetings.



**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
CHARTING THE COURSE

### **NOTICE TO PERSONS ATTENDING SCHOOL BOARD MEETINGS REGARDING DECORUM EXPECTATIONS**

Meetings of the School Board and its committees are conducted for the purpose of addressing the business of the School Board and the School Division. Certain meetings are subject to the open meetings requirements of the Virginia Freedom of Information Act. Members of the public may observe open meetings but may only address the School Board or its committees when the public comments have been made a part of the meeting agenda.

1. School Board Bylaws 1-47 and 1-48 sets forth the Decorum and Public Speaker rules to be enforced during School Board meetings. These bylaws can be accessed on the VBSchools.com website. Persons attending meetings or signed up to speak at School Board Meetings should review these Bylaws prior to the meeting.
2. Please note that due to health or safety considerations as well as available seating in the meeting location, the School Board and the School Administration reserve the right to make determinations regarding the available in person seating and space for members of the public. When space for in person attendance for members of the public cannot be accommodated, efforts reasonable under the circumstances will be made to provide public access to the meeting through electronic or audio means.
3. Persons attending meetings in person are required to wear a face mask unless a mask accommodation has been approved prior to the date of the meeting. Those persons with approved mask accommodations do not need to resubmit requests for accommodations once an accommodation has been approved. Requests for mask or other accommodations should be submitted by 9:00 a.m. the day before the meeting to the Clerk of the School Board. The School Board Clerk may be contacted at 263-1016 or by email at [Regina.Toneatto@vbschools.com](mailto:Regina.Toneatto@vbschools.com). Mask accommodation requests may be made by using this [form](#).