



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 during meetings

It is the intent of the School Board by adoption of this Bylaw to maintain appropriate decorum and order for, but not limited to the following purposes:

1. to ensure that the affairs of the School Board and School Board Committees may be conducted in an open and orderly manner during meetings;
2. that all persons desiring to address the School Board are afforded an opportunity to do so in the order in which they sign up to speak;
3. that persons in attendance may observe and hear the proceedings of the School Board without distraction;
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 are able to transact the business of the School Board with minimal disruption while allowing for public input.

B. Limitations on addressing the School Board

Persons addressing the School Board shall:

1. Confine their comments to matters germane to the business of the School Board.
2. Refrain from obscenity, vulgarity, and comments or actions with the intent to incite violence or other breach of peace.
3. Comply with the time limits for public comment set forth in Appendix B of the Bylaws.

C. Other expressive activities during meetings

Expressive activities including, but not limited to, petitioning, picketing, displaying signs or posters, solicitation, demonstrating, pamphlet distribution, and conducting polls shall not be permitted in the School Board Chambers, the School Board conference room, the waiting areas and corridors adjacent to the School Board Chambers and School Board conference room, the School Administration building, or in any school building while a School Board meeting is happening.

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, as well as 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. Nor does this Bylaw preclude those addressing the School Board from using a chart or graph during their verbal presentation. Furthermore, nothing herein shall be interpreted to prohibit citizens from addressing oral or written comments or complaints on any subject germane to the business of the School Board to the School Board, its constituent members, the Clerk of the School Board or the School Administration outside the context of the public meeting.

- E. The Chairman or other presiding officer shall preserve decorum and shall decide all questions of public order, subject to appeal to the School Board.
- F. 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 Chambers and on the agenda for any School Board meeting.
- G. At the request of the Chairman or Superintendent, a city police officer shall act as sergeant-at-arms at all School Board meetings. That officer shall, under the direction of the Chairman or other presiding officer, have charge of the School Board Chambers, the School Board conference room, the waiting areas and corridors adjacent thereto, and the School Administration Building, and shall prevent disorder or interruption of the business of the School Board.



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. 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.
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. When the Chair/designees determines that conduct in the meeting location or a location adjacent to the meeting location, is disrupting the orderly conduct of the meeting, the Chair/designee will first warn persons in the room to cease the disruptive conduct. If the disruptive behavior continues, the Chair/designee will pause the meeting and request that the person(s) causing the disruption leave the room. If the person(s) does not leave the room, the Chair/designee will request that staff or the Sargent at arms (if applicable) remove the person(s) from the meeting and School Board property.
4. The Chair/designee may recess the meeting until the meeting can continue in an orderly manner. In consultation with the School Board Members present, the Chair/designee may determine that in public access may discontinued or modified.
5. The following conduct may be determined to be disruptive to a meeting
 - A. Threatening or criminal conduct, or reasonable belief that conduct will become so.
 - B. Obscenity, vulgarity or comments or actions with the intent to incite violence or breach of the peace.
 - C. Public comments or actions that interfere with other persons being able to hear, observe, address the School Board during public comment sections of the meeting, enter or leave the meeting location.
 - D. Conduct that poses or is reasonably anticipated to pose a health or safety risk to persons in the meeting or an adjacent location to the meeting.
 - E. Petitioning, picketing, displaying signs or posters, solicitation, demonstrating, pamphlet distribution or conducting polls are not permitted in School Board meeting rooms or in the conference room, waiting area or corridors adject to the meeting location when the meeting is taking place.
 - F. During meetings, use of recording, communication, digital or electronic devices or other instruments/items in a manner that disrupts the meeting.
 - G. Other conduct determined by the Chair/designee to cause a disruption that interferes with the orderly manner in which a meeting is conducted.



6. Student, Employee and Public Awards and Recognitions

- A. Landstown High School – VHSL Group 6A Track State Champions
- B. Princess Anne High School – VHSL Film Festival in Commercial/PSA State Champion

7. Adoption of the Agenda

8. Superintendent's Report

9. Approval of Meeting Minutes:

- A. August 24, 2021 Regular School Board Meeting **Added 9/12/2021**
- B. September 1, 2021 Special School Board Meeting **Added 9/12/2021**

10. Hearing of Citizens and Delegations on Formal Agenda Items

The School Board will hear public comment on Formal Agenda items at the September 14, 2021 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 4 minutes each. Sign up for public speakers will close at noon on September 14, 2021. 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. September 14, 2021. 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 the [School Board Bylaw 1-48](#) requirements for Decorum and Order.

11. Consent Agenda

All items under the Consent Agenda are enacted on by one motion. During Item 7 – Adoption of the Agenda – School Board members may request any item on the Consent Agenda be moved to the Action portion of the regular agenda.

- A. Program Evaluation Schedule for 2021-2022
- B. Resolutions
 - 1. National Hispanic Heritage Month
 - 2. Suicide Prevention Week
- C. Policy Review Committee Recommendations
 - 1. Policy 4-1 / Personnel/Employees of the Board
 - 2. Policy 4-18 / Dismissal or Placement on Probation
 - 3. Policy 4-88 / Holidays
 - 4. Regulation 5-21.1 / Student Suspension and Expulsion
 - 5. Policy 5-25 / Student Placement
 - 6. Policy 5-26 / Course Load
 - 7. Policy 5-27 / Promotion, Retention and Acceleration
 - 8. Policy 5-28 / Reporting Student Progress
 - 9. Policy 5-31 / Scholastic Records
 - 10. Policy 6-77 / Literacy and Response to Intervention Screening and Services

12. Action

- A. Personnel Report / Administrative Appointment(s) **Updated 9/16/2021**
- B. Policy Review Committee Recommendations
 - 1. Policy 4-75 / Conditions of Employment
 - 2. Policy 5-7 / Non-Discrimination/Non-Harassment of Students **Updated 9/14/2021**

13. Information

- A. Budget Calendar
- B. Policy Review Committee Recommendations (outcome of 9/9/21 PRC Meeting) **Added 9/9/2021**
 - 1. Appendix B / Amendment
 - 2. Bylaw 1-30 / Amendment, Suspension or Repeal of Bylaws
 - 3. Bylaw 1-32 / Approval for Content/Sufficiency, Format for Presentation, Policy Adoption, Amendment and Suspension
 - 4. Bylaw 1-36 / Open Meetings and Closed Meetings **Updated 9/14/2021**
 - 5. Bylaw 1-37 / Annual Organizational Meeting
 - 6. Bylaw 1-38 / Regular Meetings, Time and Place, Order of Business, Recessed Meetings, Work Session/Public Hearing, and Retreats and Abridged Meetings **Updated 9/14/2021**
 - 7. Bylaw 1-40 / Parliamentary Authority, Special Rules of Order, and Standing Rules
 - 8. Bylaw 1-47 / Public Comments at School Board meetings
 - 9. Bylaw 1-48 / Decorum and Order-School Board Meetings **Updated 9/14/2021**
 - 10. Policy 3-55 / Buildings, Facilities, Grounds, Vehicles and Equipment-Generally
 - 11. Policy 7-16 / Expressive activities **Updated 9/14/2021**
 - 12. Policy 7-17 / Visitors to School Board facilities and events
 - 13. Policy 7-49 / Organizations Eligible to Use Facilities
 - 14. Policy 7-53 / Community Use of Facilities: Application and Approval for Use
 - 15. Policy 7-54 / Rules and Conditions for Use of Facilities
 - 16. Appendix C / School Board Standing Committee Procedures **Updated 9/14/2021**
 - 17. Bylaw 1-28 / Committees, Organizations and Boards – School Board Member assignments **Updated 9/14/2021**



14. Committee, Organization or Board Reports

15. Conclusion of Formal Meeting

16. Hearing of Citizens and Delegations on Informal Meeting and Non-Agenda Items

The School Board will hear public comment on Informal Meeting and Non-Agenda items at the September 14, 2021 School Board Meeting. This portion of the School Board Meeting is not broadcast on VBTU but may be observed through the Zoom link listed above. 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 4 minutes each. Sign up for public speakers will close at noon on September 14, 2021. 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. September 14, 2021. 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 the [School Board Bylaw 1-48](#) requirements for Decorum and Order.

17. Workshop (as needed)

18. Closed Meeting

19. Vote on Remaining Action Items (as needed)

20. Adjournment



Subject: Closed Session Item Number: Pre-Meeting

Section: Closed Meeting Date: September 14, 2021

Senior Staff: N/A

Prepared by: Kamala H. Lannetti, Deputy City Attorney

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

Recommendation:

MOTION: I move that the School Board recess into a closed meeting pursuant to the exemptions from open meetings allowed by Section 2.2-3711, Part A, Paragraph 1, 7 and 8 of the Code of Virginia, 1950, as amended, for

PERSONNEL MATTERS: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees pursuant to Section 2.2-3711(A) (1); namely to

- A. Discuss and consider the Superintendent’s annual goals and performance expectations.
- B. Consult 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.

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 the status of pending litigation related to the School Board.

RECONVENE IN OPEN SESSION:

CERTIFICATION:

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.

ACTION AS NEEDED:

Background Summary:

Appropriate requests have been made for a closed meeting.

Source:

Bylaw 1-37 and Code of Virginia, Section 2.2-3711



Subject: 2021-2022 Opening Update **Item Number:** 1B

Section: Workshop **Date:** September 14, 2021

Senior Staff: Donald Robertson, Jr., Ph.D., Chief of Staff

Prepared by: Donald Robertson, Jr., Ph.D., Chief of Staff

Presenter(s): Jack Freeman, Chief Operations Officer, Department of School Division Services

Eugene Soltner, Ed.D., Chief Schools Officer, Department of School Leadership

Kipp Rogers, Ph.D., Chief Academic Officer, Department of Teaching and Learning

Recommendations:

That the School Board receive updates on the implementation of the Reopening plan, approved by the board on Aug. 10, 2021. This information includes updates on the implementation of division health and safety mitigations based on guidance from national, state and local health officials; student transportation; reintroduction of safety teams; creation of a senior leadership review team; introduction of data and other factors to be considered when addressing COVID-19 cases; available vaccination clinics; teacher/staff supports from central support; school opening, high school athletics and extracurricular programs, staffing, and student enrollment; and external and internal communication pathways.

Background Summary:

The School Board approved plans for the 2021-22 school year on Aug. 10, 2021, and this presentation is an update on that plan.

Source:

Budget Impact:

TBD



Subject: Status of Cooperative Agreement of Legal Services **Item Number:** 1 C

Section: Workshop **Date:** September 14, 2021

Senior Staff: N/A

Prepared by: Kamala Lannetti, Deputy City Attorney

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

Recommendation:

The School Board review the status of the Cooperative Agreement for Legal Services in light of information received from City Council and determine how to proceed.

Source:

Bylaw 1-5 Legal Counsel

Budget Impact:

N/A



Subject: The Legal Aspects of Collective Bargaining **Item Number:** 1D

Section: Workshop **Date:** September 14, 2021

Senior Staff: N/A

Prepared by: Kamala Lannetti, Deputy City Attorney

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

Recommendation:

The School Board review with School Board Legal Counsel information regarding the requirements for developing a collective bargaining program. This presentation is a continuation of a presentation begun in July 2021.

Background Summary:

Source:

Budget Impact:

N/A



Subject: School Board Recognitions Item Number: 6A-B

Section: Student, Employee and Public Awards and Recognitions Date: Sept. 14, 2021

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 recognize the outstanding accomplishments of those receiving the Sept. 14, 2021 School Board recognitions. These designated achievements should not be taken lightly as they fall within a listing of criteria that require achievements including a national or state-level win in a competition, event, or achievement. Examples would be those of National Merit Finalists, taking first place for a state-level sports competition, or other similar meritorious examples. This meeting we will recognize:

1. Landstown HS – VHSL Group 6A Outdoor Track state champion
2. Princess Anne HS— VHSL Film Festival in Commercial/PSA category state champion

Background Summary:

That the School Board allow time during School Board meetings to recognize students and/or staff who have accomplished notable recognitions that fit within the parameters of the School Board recognition criteria.

Recognition Criteria:

1. Achievement of *first or second place in national competitions/events.*
2. Achievement of *national recognition* for outstanding achievements, i.e., National Merit Finalists.
3. Achievement of *first place in regional (multi-state) competitions/events.*
4. Achievement of *first place in state competitions/events.*
5. Achievements *beyond the scope of regular academics/activities and/or job performance.*

Source:

Utilizing data from submissions made to the Department of Communications and Community Engagement, which have been approved by school principals or department heads recognizing a notable achievement from a student or staff member fitting the Board recognition parameters.

Budget Impact:

None



Subject: Approval of Minutes **Item Number:** 9A-B

Section: Approval of Minutes **Date:** September 14, 2021

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. August 24, 2021 Regular School Board Meeting
- B. September 1, 2021 Special 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

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

Jessica L. Owens
District 3 – Rose Hall

Trenace B. Riggs
District 1 – Centerville

Carolyn D. Weems
District 4 - Bayside

Aaron C. Spence, Ed.D., Superintendent

School Board Regular Meeting MINUTES **Tuesday, August 24, 2021**

School Administration Building #6, Municipal Center
2512 George Mason Drive
P.O. Box 6038
Virginia Beach, VA 23456

INFORMAL MEETING

- 1. Convene School Board Workshop:** Chairwoman Rye convened the School Board workshop in the School Board chamber at 3:32 p.m. on the 24th day of August 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, broadcast on VBTB Channel 47, and on Zoom.

It is the School Board’s protocol to break at 5:30 p.m. to prepare for the Regular School Board Meeting to begin at 6:00 p.m. At 5:30 p.m., the School Board will conclude its Informal Meeting unless the School Board votes to continue the Informal Meeting until 5:45 p.m. The Informal Session will conclude no later than 5:45 p.m. to allow the School Board and the School Administration to prepare for the Regular School Board 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. Manning, and Ms. Riggs. The following School Board member attended via Zoom: Ms. Owens (health reasons). Note, Ms. Weems was absent from the workshop due to a family matter.

- A. **School Board Administrative Matters and Reports:** Chairwoman Rye mentioned the mitigations in place for School Board meetings; mirrors the mitigation factors in the schools and in the School Administration Building; mass compliance and social distancing; a discussion continued regarding the building and public meeting; health exemptions; suggestion of a formal vote on the matter of mitigation standards and expectations; medical exemption; School Board member accommodations; request for a moment of silence for military and families in Afghanistan; suggestion to dedicate the moment of silence in the formal meeting; warning letters; decorum at meetings; request to develop a memo in regards to decorum.
- B. **Department of School Division Services Update:** Jack Freeman, Chief Operations Officer and James T. Lash, Executive Director of Transportation and Fleet Management Services provided the School Board with a SY2021/22 opening update from the Department of School Division Services; Mr. Freeman provided a brief outline of presentation and introduced Mr. Lash to discuss transportation; portion of presentation focused on bus driver staffing, plans for opening school, new radio system, both electric and propane buses; staffing challenges – worked with Human Resources and Communications for recruitment: used Social Media, signage, recruitment fairs, local media interviews; current bus driver deficit is 113; strategies to overcome driver shortage: continue recruitment efforts, DMV Certified test site, routing teams, additional activity buses; daily absenteeism; ridership planning: maximize number of students per bus, masks required, clean buses twice a day, open windows for ventilation, second bus runs, academy buses will pick

up additional zoned students, activity buses; bus route and bus stop information provided through ParentVue by August 31; expectations: fully loaded buses, second runs, some delays; bus radio replacement/upgrade – modern digital system, improved communication; electric buses – 8 buses received, training completed, several buses transported students in June, larger capacity buses, placed in high density and short-range areas; propane buses – part of initiative to reduce greenhouse gases, expect to receive 21 propane buses in October, additional 10 being ordered this fiscal year, VBCPS recipient of a grant from the Commonwealth of Virginia.

Mr. Freeman continued the presentation and provided a water testing update; reviewed status of water testing program: initial testing and mitigation of pre-1986 buildings – all outlets were in full compliance, testing at all pre-2014 buildings – 5 year cycle, 2020 Virginia Legislation, individualized flushing programs implemented at all schools, retesting and remediating any consumable outlets, combination sinks with gooseneck faucets (48 gooseneck faucets at 17 schools); reviewed 2020 and 2021 water testing locations; reviewed 2020 gooseneck faucets and 10-15 ppb completed school list; reviewed 2021 priority list (goosenecks and 10-15 ppb); pamphlets to schools – lead education program; 2021 Virginia Legionella Legislation, background information, brief overview of cooling tower, preventive measures – monthly water testing and treatment, hot water systems – routine temperature checks, portable water – weekly flushing.

The discussion continued regarding gathering transportation information from parents, received approximately 97% response rate; bus driver shortage – 113, average absenteeism – 60; use of white buses; double shifts; communication about buses (late arrival, ETA to bus stop) – Edulog portal app, enhance communications between dispatch and schools; mitigations – cleaning buses; and assigned seating.

- C. 2021-2022 Plan Update and Canvas Adoption: Jack Freeman, Chief Operations Officer, Eugene Soltner, Ed.D., Chief Schools Officer, and Kipp Rogers, Ph.D., Chief Academic Officer provided the School Board additional information related to the reopening plan for the 2021-22 school year; this information includes health and safety mitigations based on guidance from national, state and local health officials; data and other factors to be considered when addressing COVID-19 cases; update on 2020-21 student achievement measures (PALS, RI) as well as academic performance from 2021 summer programming; introduction of plans to phase out Schoology and implement CANVAS, a new state-funded Learning Management System; update on high school athletics and extracurricular programs, introduction of plans for middle school athletics and extracurricular programming; current student enrollment figures; and school plans for transition programs and staff In-Service week; Mr. Freeman reviewed the plan basis; monitoring metric – to guide layered prevention strategies; reviewed the number of new cases in Virginia Beach; reviewed Virginia Department of Health (VDH) level of community transmission graph; primary goal students safely back to five days of in-person instruction; implementation – significant layers of mitigation, monitor: transmission rates, vaccination coverage, contact tracing metrics, collaborate with VBDPH to address outbreaks, when conditions permit – coordinate with VBDPH to remove one layer of mitigations at a time and monitor for a minimum of 3 weeks, testing as needed; communications – web-based plan, #VBSafeTogether information webinars, employee COVID communication site.

Dr. Rogers continued the presentation; overview of 2020-2021 reading performance; PALS Spring 2021 results K-2: 79% of Kindergarten students, 68% of Grade 1 students and 70% of Grade 2 students met the PALS Spring benchmark; Reading Inventory for grades 3-9; reviewed reading inventory results (pre-pandemic, face-to-face, and virtual); largest declines in grades 3-5, smaller declines at middle school grades; summer learning opportunities – over 16,000 students registered; elementary summer learning boost site designed to support students PreK-5, average unique launches pre month 5,760 (95% were students); reviewed summer learning camp literacy data K-2, grades 3-5; reviewed the data collection form and data; shared some family and staff feedback from camps; collected feedback from teachers to assist in designing future summer learning camps; secondary summer learning opportunities; middle school summer school pass rate: 89% passed English, 96% passed math and science, 95% passed social studies; high school summer school pass rate: 87% passed English, 86% passed math, 81% passed science, 91% passed social studies; Virginia Beach Digital Campus – 90% success rate for students who took courses for the very first time; Summer Boost: End-of-Course Survey – over 500 students shared experiences, 85% of respondents believed: course was easy to navigate, had clear expectations, felt better prepared, would

recommend course; quick overview of piloting Canvas – an alternative Learning Management System to Schoology, piloting in 7 schools (3 elementary: Kingston, Providence, Red Mill; 2 middle: Great Neck, Larkspur; and 2 high schools: Kempsville, Kellam), contract with Schoology expires August 2022, VDOE paying for Canvas for next 5 years, significant cost savings for VBCPS; reviewed roadmap to Canvas Implementation (discover, connect, invite, identify, share).

Dr. Soltner continued the presentation; middle level fall sports and extracurricular activities, August 25 middle schools launching first practices and try outs (football and cheer); COVID testing – continue to work with VBDPH to identify situations where screening testing may provide an effective layer of prevention; reviewed 2021-22 student enrollment numbers – division (64,777), face-to-face (63,661), Virtual Virginia (1,069), Virtual Virginia Beach (47); teacher in service – general meetings, professional learning, teacher planning; back to school events – open houses, orientation, transition programs; common element emphasis on health and safety mitigations, masking, small groups, social distancing, use of outdoor spaces. The presentation continued with discussions regarding percentage of virtual students; use of PALS and DRA screeners; benefits of Canvas; asynchronous learning; challenges of Canvas; request for direct feedback from teachers on Canvas; criteria for schools chosen for Canvas pilot; inquiry division enrollment data past two years.

- D. Policy 5-7 – Non-Discrimination/Non-Harassment of Students and Supporting Regulations: School Board Legal Counsel, Kamala Lannetti, Deputy City Attorney presented the recommendation on Policy 5-7: Non-Discrimination and Non-Harassment of Students and supporting regulations; status of law; Virginia Human Rights Act 2.2-3900; reviewed historical information regarding Policy; Code of Virginia 22.1-23.3, as amended; General Assembly directed VDOE to develop model guidelines; reviewed the eight categories and subsection B; VDOE model guidance; guidelines finalized on April 2, 2021; lawsuits filed and outcome; no meeting of Policy Review Committee (PRC) in July - recommendations to Policy Review Committee (PRC) at the August meeting; reviewed requirements to be in compliance with the model guidelines; overview highlights of Grimm v. Gloucester City SB case; Bostock v. Clayton County case; reviewed some quotes from Grimm case; reviewed some of Judge Wynn’s concurrences; Policy 5-7 amendment; Regulation 5-7.1 Treatment of Transgender Students – confidentiality of information, names and pronouns, participation in activities (does not apply to competitive sports); Regulation 5-44.2 – use of restrooms and locker rooms, allow students to request accommodations, menstrual supplies required on all restrooms (middle and high school) and made available in elementary schools, non-discrimination and anti-harassment in use of restrooms and locker rooms; Regulation 6-56.1 – field/class/curriculum and extra-curricular activities – accommodations, health and disability considerations; School Board Policy 5-44 – sexual harassment protections and Title IX requirements, adoption of Title IX procedures is under review by USDOE OCR (U.S. Department of Education Office for Civil Rights); not just a matter of state government but a matter of federal government; information will be covered again during the formal agenda.

- E. The Legal Aspects in Collective Bargaining: Due to time constraints, the topic will be moved to the next School Board meeting scheduled for September 14, 2021.

Before concluding the informal meeting, Chairwoman Rye mentioned additional School Board Administrative Matters regarding meeting formats (i.e., time allotted for speakers, total time for speakers, agenda and non-agenda); plan special meeting to focus on items and discuss collectively; will provide dates for consideration.

2. **Closed Meeting (as needed)**
3. **School Board Recess:** Chairwoman Rye adjourned the workshop at 5:35 p.m.

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

Tuesday, August 24, 2021
School Board Regular Meeting
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FORMAL MEETING

- 4. Call to Order and Verbal Roll Call:** Chairwoman Rye called the formal meeting to order at 6:02 p.m. on the 24th day of August 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, 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. Manning, and Ms. Riggs. The following School Board members attended via Zoom: Ms. Owens (health reasons) and Ms. Weems (family health reasons).

- 5. Moment of Silence followed by the Pledge of Allegiance:** Ms. Franklin remarked to recognize the moment of silence for U.S. military, their families, U.S. citizens and Afghan allies.
- 6. Student, Employee and Public Awards and Recognitions:** There were no awards or recognitions.
- 7. Adoption of the Agenda:** Prior to asking for any modifications to the agenda, Chairwoman Rye mentioned to the School Board members the draft of two motions for modification of the agenda to be added under Action; Chairwoman Rye called for any additional modifications to the agenda; Ms. Hughes made a motion to move Policy 5-7 to Information, seconded by Ms. Manning; a discussion followed regarding the reason for Policy 5-7 being placed under Action instead of Information; noted that proposed policies and amendments are to go to Information then voted on during next meeting; School Board Legal Counsel, Kamala Lannetti, Deputy City Attorney reviewed Bylaw 1-32, subsection C and D in regards to the motion; Ms. Hughes reread Bylaw 1-32 subsection C; the discussion continued regarding Bylaws; reference to Robert's Rules of Order regarding Bylaws; briefly discussed implications of Policy 5-7 and the start of school; Chairwoman Rye reviewed the modifications to the agenda: move Action item# 12.C.1 – Policy 5-7 / Non-Discrimination/Non-Harassment of Students to Information item# 13.C.1, addition of Action item# 12.C – Motion regarding health protocols for School Board meetings and Action item# 12.D – Motion on School Board member mask accommodations; Chairwoman Rye called for a motion to approve; Ms. Anderson made a motion, seconded by Ms. Hughes; Chairwoman Rye called for a vote. The School Board Clerk announced the motion passed unanimously.
- 8. Superintendent's Report:** Superintendent Spence shared the following information: 1) With the start of school current information, available resources, and school calendar are available on vbschools.com, also ParentVue has important school and educational information for your child; 2) Upcoming webinars #VBSafeTogether on August 26 and September 2 both at 5:30 p.m.; 3) Review contact information with your child's school is up to date with email addresses, phone numbers, etc.; staff should also check information to up to date; if there are issues with receiving messages via Alert Now – email AlertNowInfo@vbschools.com; and 4) recognition video for Mrs. Shirann Lewis, who is retiring from the division after 44 years of service.
- 9. Approval of Meeting Minutes:**
- A. August 10, 2021 Regular School Board Meeting: Chairwoman Rye called for any modifications to the August 10, 2021 regular School Board meeting minutes. Hearing none, Chairwoman Rye called for a motion to approve. Ms. Riggs made a motion, seconded by Ms. Manning. Without discussion, Chairwoman Rye called for a vote. The School Board Clerk announced the motion passed unanimously.
- 10. Hearing of Citizens and Delegations on Formal Agenda Items:** Chairwoman Rye announced the School Board will hear comments on Formal Agenda items from citizens and delegations who signed up with the School Board Clerk prior to the meeting and stated information of speaking on formal agenda topics, decorum and order, and submitting comments via group email.

There were twenty-six (26) in-person speakers and twelve (12) online speakers; topics discussed were Policy 5-7 / Non-Discrimination/Non-Harassment of Students, and transgender students.

After the last online speaker, the School Board took a short break from 8:50 p.m. to 9:00 p.m. Chairwoman Rye reconvened the meeting at 9:01 p.m.

11. Consent Agenda: Chairwoman Rye stated the item on the Consent Agenda. Ms. Riggs made a motion, seconded by Ms. Hughes.

A. Religious Exemption(s): That the School Board approve Religious Exemption Case No. RE-21-01, RE-21-02 and RE-21-03.

Chairwoman Rye called for a vote. The School Board Clerk announced the motion passed unanimously.

12. Action

A. Personnel Report / Administrative Appointment(s): Ms. Franklin made a motion, seconded by Ms. Melnyk that the School Board approve the appointments and the acceptance of the resignations, retirements, and other employment actions as listed on the August 24, 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 the motion passed unanimously. Superintendent Spence introduced the following: Ashley C. Godfrey, Assistant Principal, Three Oaks Elementary School as Principal, Landstown Elementary School; Amanda N. Lantrip, Administrative Assistant, Lynnhaven/Rosemont Elementary Schools as Assistant Principal, Three Oaks Elementary School; and Tasha Wearren, Administrative Assistant, Bayside Middle School as Assistant Principal, Brandon Middle School.

B. Unsolicited PPEA: Chairwoman Rye called for a motion to approve. Ms. Riggs made a motion, seconded by Ms. Franklin; a brief discussion followed regarding the PPEA process; open to competition; no risk/no commitment; suggestion to reword how presented to School Board (i.e., accepted for consideration). Without further 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. There was one (1) abstention: Ms. Melnyk (occasionally does work with S. B. Ballard Construction Company.)

C. Policy Review Committee Recommendations

1. Policy 5-7 / Non-Discrimination/Non-Harassment of Students: (Agenda item moved to Information item# 13.C.1 during the Adoption of the Agenda, see Agenda Item# 7.)

Addition of Action item 12.C during the Adoption of the Agenda, see Agenda Item# 7.

C. Motion regarding health protocols for School Board meetings: Chairwoman Rye read the following motion:

I move that the School Board meetings and committee meetings follow the mask, physical distancing, and other reasonable health mitigation protocols that the School Administration is using in the buildings where the meetings are taking place. Seconded by Ms. Riggs. Chairwoman Rye noted an explanation for the motion and opened the floor for discussion; a discussion followed regarding physical distancing; expiration time for motion; contact tracing; accommodations; procedure for accommodation request; masks and social distancing in School Administration building; public access to meetings; larger alternative meeting place; options for public viewing; Zoom ability; mitigation strategies and criteria for removal of layers of mitigation. Without further discussion, Chairwoman Rye called for a vote. The School Board Clerk announced there were eight (8) ayes in favor of the motion: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Owens, and Ms. Riggs. There were three (3) nays opposed to the motion: Ms. Hughes, Ms. Manning, and Ms. Weems. The motion passed 8-3-0.

Addition of Action item 12.D during the Adoption of the Agenda, see Agenda Item# 7.

- D. Motion on School Board member mask accommodations: Chairwoman Rye read the following motion: I move that the School Board who seek a medical or other accommodation to the mask and/or other health mitigation protocols in place for School Board meetings or committee meetings will utilize the accommodation request forms developed for the School Board members and will cooperate in efforts to develop reasonable accommodations. Ms. Melnyk approved the motion, seconded by Ms. Holtz; a discussion followed regarding authority over elected officials; mask exemption; School Board setting procedures; confidentiality; setting example for students; masking and not shaming; accommodation forms; without further discussion Chairwoman Rye called for a vote. The School Board Clerk announced there were seven (7) ayes in favor of the motion: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Holtz, Ms. Owens, and Ms. Riggs. There were three (3) nays opposed to the motion: Ms. Franklin, Ms. Hughes, and Ms. Manning. Note: Ms. Weems, at the time of the vote, was not online via Zoom due to technical issues. The motion passed 7-3-0.

13. Information

- A. Program Evaluation Schedule 2021-2022: That the School Board receive the schedule of program evaluations that will be completed by the Office of Planning, Innovation, and Accountability (PIA) during the 2021-2022 school year. Heidi L. Janicki, Ph.D., Director of Research and Evaluation Office of Planning, Innovation, and Accountability presented the following proposed schedule to the School Board: 2021-2022 Program Evaluation Schedule:
- **Environmental Studies Program:** Year 2 Comprehensive Evaluation
 - **Positive Behavioral Interventions and Supports (PBIS):** Year 2 Tier I Evaluation
 - **Achieve3000:** Comprehensive Evaluation
 - **Gifted Resource-Cluster Program:** Comprehensive Evaluation
 - **Renaissance Academy Alternative Education Program:** Evaluation Readiness Report

There was a brief discussion regarding PBIS; PBIS first evaluation, first implemented.

- B. Policy Review Committee Recommendations: The Policy Review Committee met on August 11, 2021 and proposes the following policy and regulation amendments or adoptions; School Board Legal Counsel, Kamala Lannetti, Deputy City Attorney presented the following:
1. Policy 4-1 / Personnel/Employees of the Board: The PRC recommends amendments to remove references to benefits. Policy 4-37 now contains language regarding benefits. The time period for probationary employee is amended to be eighteen months to allow for longer periods of observation for employees who are hired later in the school year and do not work during the summer months.
 2. Policy 4-18 / Dismissal or Placement on Probation: The PRC recommends scrivener's changes.
 3. Policy 4-75 / Conditions of Employment: The PRC recommends clarifying language and updated language reflecting changes in the law regarding criminal background information.

A brief discussion followed regarding clarification of the language, restored the individual civil rights; request for clarifying language; language to be corrected; Policy 4-75 to be on Action agenda for the next meeting.

4. Policy 4-88 / Holidays: The PRC recommends the addition of Election Day in November as a holiday and clarifying language regarding when holidays can be observed.
5. Regulation 5-21.1 / Student Suspension and Expulsion: The PRC recommends amendments to Subsection B out of school suspensions of ten days or less to reflect that five or more disciplinary referrals that have not been successful in correcting behavior will constitute reason for referral for corrective action plans and that multiple scrivener's changes be made.
6. Policy 5-25 / Student Placement: The PRC recommends scrivener's changes.
7. Policy 5-26 / Course Load: The PRC recommends scrivener's changes.

8. Policy 5-27 / Promotion, Retention and Acceleration: The PRC recommends amendments to reflect current language on using multiple data points for decisions and clarifying who has authority to make final decisions.
9. Policy 5-28 / Reporting Student Progress: The PRC recommends scrivener's changes.
10. Policy 5-29 / Awards for Achievement/Class Rank/Honor Designations: The PRC recommends removing outdated references to awards and designations that are no longer used.

A brief discussion followed regarding valedictorian and salutatorian; Latin honor system distinctions; distinctions on student transcripts; class rank; Policy 5-29 to go back to the Policy Review Committee.

11. Policy 5-31 / Scholastic Records: The PRC recommends scrivener's changes.
12. Policy 6-77 / Literacy and Response to Intervention Screening and Services: The PRC recommends adopting a new Policy 6-77 to be compliant with new legislation recording literacy and response to intervention screening and services.

Addition of Information item 13.C (moved from Action item# 12.C.1) during the Adoption of the Agenda, see Agenda Item# 7.

C. Policy Review Committee Recommendations

1. Policy 5-7 / Non-Discrimination/Non-Harassment of Students: The PRC recommends amending the Policy to direct the Superintendent to develop regulations, etc., to comply with Code of Virginia §2.2-23.3. School Board Legal Counsel, Kamala Lannetti, Deputy City Attorney reviewed the presentation from the workshop; reviewed legal requirements; model guideline categories; Grimm case; Bostock v. Clayton County case; Judge Wynn concurrence; Policy 5-7; confidentiality of information; names and pronouns; participation in activities; restrooms and locker rooms; being monitored by U.S. Department of Education; subject to federal law; request for accommodations; menstrual supplies; field trips, extra-curricular activities; health and disability considerations; Policy 5-44; student dress and grooming; U.S. Department of Education, Executive Order 14021; reviewed items to be addressed: non-discrimination/anti-bullying policies and procedure, Title IX policy and procedures, confidentiality of records/medical conditions, names and pronouns, professional development and training, restrooms, locker rooms, trips, extra-curricular activities.

The discussion continued regarding parent rights; regulations to School Board; other cases on the matter; bullying policy; pronoun/name; religious convictions in regard to use of pronouns; discrimination and harassment; model policy and parent request; legal right of parents; use of nicknames; teacher not using correct pronoun; Title IX; policy verses regulation; support of policy; family and school working together; don't want to alienate one group over another; Ms. Riggs made the following motion: that the School Board place Policy 5-7 on the Action section of the agenda on the next regularly scheduled School Board meeting for our vote; seconded by Ms. Manning.

A brief discussion followed regarding staff available for follow-up questions from the School Board members; suggestion that public be informed it will be voted on at next meeting; reasons for making motion to move vote to next meeting; Chairwoman Rye called for a vote. The School Board announced there were nine (9) ayes in favor of the motion: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Hughes, Ms. Manning, Ms. Owens, and Ms. Riggs. There was one (1) nay opposed to the motion: Ms. Holtz. Note: Ms. Weems, at the time of the vote, was not online via Zoom due to technical issues. The motion passed 9-1-0.

After the vote, the question was raised regarding the beginning of school and taking leave if exposed and how that will be handled; working on finalizing recommendation; will communicate to staff and the School Board.

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14. **Committee, Organization or Board Reports:** Ms. Riggs mentioned the Sister Cities event on September 16, table reserved for 8 people.
15. **Conclusion of Formal Meeting:** The formal meeting concluded at 11:36 p.m.
16. **Hearing of Citizens and Delegations on Informal Meeting and Non-Agenda Items:** Chairwoman Rye announced the School Board will hear comments on Informal Meeting items and Non-Agenda items from citizens and delegations who signed up with the School Board Clerk prior to the meeting and stated information of decorum and order, and submitting comments via group email. There were two (2) in-person speakers and one (1) online speaker; the topics discussed masks; public access; components of a School Board member; CRT; clear agenda; blocking seats; allowing people into building; warning letter.
17. **Workshop:** None.
18. **Closed Meeting:** There was no closed session.
19. **Vote on Remaining Action Items:** None.
20. **Adjournment:** Chairwoman Rye adjourned the meeting at 11:51 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
District 5 - Lynnhaven

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

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

Jessica L. Owens
District 3 – Rose Hall

Trenace B. Riggs
District 1 – Centerville

Carolyn D. Weems
District 4 - Bayside

Aaron C. Spence, Ed.D., Superintendent

School Board Special Meeting MINUTES

Wednesday, September 1, 2021 5:00 p.m.

School Administration Building, Building 6, Municipal Center
2512 George Mason Drive, P.O. Box 6038
Virginia Beach, Virginia 23456

1. **Call to Order and Attendance:** Chairwoman Rye called the special meeting to order at 5:00 p.m. on the 1st day of September 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, and the School Board’s vote on August 24, 2021 to follow the health mitigation protocols used by the School Administration, 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 meeting today. Members of the public will also be able to observe the School Board Meeting through livestreaming on www.vbschools.com, broadcast on VBTV 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. Holtz, Ms. Owens, Ms. Riggs (arrived at 5:04 p.m.), and Ms. Weems. Chairwoman Rye noted Ms. Franklin and Ms. Manning were absent due to family obligations and Ms. Hughes due to out-of-town travel.

2. **Purpose of Special Meeting call:** Chairwoman Rye noted the School Board has called this Special Meeting for the purpose of reviewing, making recommendations or taking actions regarding how the School Board conducts meetings, accepts public comments at certain meetings, prepares for meetings and handles decorum, order and safety or health mitigation protocols for meetings. The School Board reserves the right to address related matters that arise during the Special Meeting. All School Board Members were notified of the purpose of the Special Meeting at the August 24, 2021 Meeting and by subsequent communication and by publication of the agenda for the meeting.
3. **Adoption of the Agenda:** Chairwoman Rye called for a motion to approve. Ms. Holtz made a motion, seconded by Ms. Anderson. Without discussion, Chairwoman Rye called for a vote. The School Board Clerk announced there were seven (7) ayes in favor of the motion: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Holtz, Ms. Owens, and Ms. Weems. Note, Ms. Riggs was not present in the School Board chamber at the time of the vote.

Chairwoman Rye noted the purpose of the Special Meeting is to devote time discussing and proposing solutions or changes to how the School Board conducts meetings and how public comment is incorporated into meetings; focus discussion on making recommendations that will address concerns and if recommendations require changes to Bylaws or Policies those recommendations can be forwarded to Ms. Riggs and the Policy Review Committee to develop language for amendments; if changes do not involve Bylaw or Policy changes, the School Board member can either make a Motion or ask to have proposals added to a future agenda; consider priorities to discuss.

Chairwoman Rye opened the floor for discussion. The discussion started regarding the change, about four years ago, in which speaker time increased from three minutes to four minutes; suggestion to return to the three minute time; important to hear speakers but with many speakers, cannot get to business of the School Board; timing of speakers; suggestion of a graduated timing system; broadcasting all speakers; allow speakers to discuss any topic – not separated by Agenda and Non-Agenda; consider minors/students come to speak first; have every speaker speak; limiting time of speakers to 1.5 hours or 2 hours; may be an issue if a student is speaking and the parent is also; reason for dividing the topics into Agenda and Non-Agenda – names being mentioned, protection of students and employees; if large number of speakers, not sure if graduated system would work; reasons for broadcast and non-broadcast; do not want to limit the time of speakers (i.e., 1.5 or 2 hours); need to listen to public; easier to speak if did not have agenda and non-agenda, speak on anything to do with education; on topic/off topic puts Chair in a subjective position.

Not limiting number of speakers but stopping speakers at a certain time then resuming speakers after presentations; challenges of late hour and making decisions; keeping Agenda and Non-Agenda items separate; rationale for not broadcasting non-agenda speakers; reducing speaker time to allow more speakers; clarification of graduated time (example if 20 speakers signed up each speaker allowed 4 minutes, if 40 speakers signed up each speaker allowed 3 minutes); agenda order; need to hear speakers before School Board members vote; would like to have speakers speak for three minutes; need to hear from public but need fair amount of time to get to business of meeting; if consider students speaking first, need to make clear procedures on how students are going to speak; overall time of meetings; considerations – adjust time limit for individual speakers or adjust time limit for total number of speakers; suggestion of agenda order – have speakers until 8 pm, go back to business of information and consent items, return to speakers, if speakers are discussing Action topics, the agenda has flexibility to vote on those items on remaining action items; merging agenda and non-agenda items.

School Board Legal Counsel, Kamala Lannetti mentioned as of July 1st the Virginia Freedom of Information Act was amended, one quarter of your meetings provide an opportunity for the public to speak (not time) – a quarter of your meetings total during the year; mentioned previous cases; brief examples of various parameters regarding speakers and topics; concerned all speakers should have same amount of time; use of time of informal workshop.

The discussion continued regarding clarification on the quarter of meetings for speakers; speakers having three minutes; continuing with Zoom speakers; speaker sequence (in person then online); look at options for speakers; concerns about staff being named during non-agenda speakers; discussion on gaveling at meeting; Chairwoman Rye provided a brief recap of discussions and general consensus of board; more feedback on agenda order; not supportive of limiting speakers; support changing agenda with a pause; want to hear speakers before a vote; reducing time in meetings – presentations in both workshop and

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formal meeting, repetitive; taking care of business of the board – in favor of keeping agenda speakers separate; better use of workshop time; purpose of workshop; items of interest to go back to Policy Review Committee – speaker time, agenda order and pause discussed, merging of agenda and non-agenda speakers, student speakers; suggestion of having workshops on off week of meetings; special workshop meetings for a limited amount of time.

The discussion continued regarding 6 feet of distancing verses 3 feet of distancing; CDC guidance; guidance regarding distancing; warning letters; needs to be a Board discussion; subjective; not a good idea; concerns about developments at meetings; matter of decorum; conduct at meetings; warning system; content and conduct; more conversation needed regarding issue; boundaries are needed; plan of progressive steps; open to further discussion; issue to Policy Review Committee or Governance Committee to be discussed then back to the School Board to be vetted.

4. **Motions by School Board Members to vote on any matters relevant to the Special Meeting:** There were no motions presented to the School Board.
5. **Summary of actions to be handled at a later date:** Chairwoman Rye mentioned items discussed during recap; matters going to Policy Review Committee (PRC) from discussions; further discussion on handling appropriate sanctions; Ms. Riggs noted the next PRC meeting is scheduled for September 16, could be moved a week before then to September 9; official notice to follow regarding meeting date.
6. **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



Subject: Program Evaluation Schedule for 2021-2022 **Item Number:** 11A

Section: Consent **Date:** September 14, 2021

Senior Staff: Lisa A. Banicky, Ph.D., Executive Director of Planning, Innovation, and Accountability

Prepared by: Heidi L. Janicki, Ph.D., Director of Research and Evaluation
Office of Planning, Innovation, and Accountability

Presenter(s): Heidi L. Janicki, Ph.D., Director of Research and Evaluation
Office of Planning, Innovation, and Accountability

Recommendation:

That the School Board approve the schedule of program evaluations that will be completed by the Office of Planning, Innovation, and Accountability (PIA) during the 2021-2022 school year.

Background Summary:

The attached 2021-2022 Program Evaluation Schedule includes programs recommended for evaluation during the 2021-2022 school year based on School Board Policy 6-26. Programs that were previously planned for evaluation during 2021-2022 include the Environmental Studies Program and Positive Behavioral Interventions and Supports. Additions to the evaluation schedule include Achieve3000, a supplemental online literacy program, the Gifted Resource-Cluster Program, and the Renaissance Academy Alternative Education Program.

Source:

School Board Policy 6-26

Budget Impact:



**Planning, Innovation, and Accountability
Office of Research and Evaluation**

2021-2022 Program Evaluation Schedule

Review of 2020-2021 Program Evaluation Schedule*	
Program	Reporting Schedule
School Counseling Program**	Summer 2021
Schoology**	Summer 2021
Environmental Studies Program***	Fall 2021
Entrepreneurship and Business Academy (EBA)***	Fall 2021
Positive Behavioral Interventions and Supports (PBIS)	Fall 2021
English as a Second Language Program (K-12)	Fall 2021
Student Response Teams (SRT)	Winter 2022

2021-2022 Program Evaluation Schedule (Submitted for School Board approval in accordance with School Board Policy 6-26)	
Program	Proposed Reporting Schedule
Environmental Studies Program***	Fall 2022
Positive Behavioral Interventions and Supports (PBIS)	Fall 2022
Achieve3000	Fall 2022
Gifted Resource-Cluster Program	Fall 2022
Renaissance Academy Alternative Education Program	Fall 2022

*Once evaluation results have been presented to the School Board, recommendations may include additional evaluations to be completed by the Office of Research and Evaluation (ORE) during the 2021-2022 school year.

**An evaluation update was added to the Program Evaluation Schedule based on a School Board approved recommendation from a previous comprehensive evaluation.

***Added to the Program Evaluation Schedule based on School Board Policy 6-26 which stipulates that new educational programs or initiatives that operate with local resources will be evaluated for a minimum of two years. Programs or initiatives that take more than two years to fully implement will also be evaluated during the year in which the program or initiative reaches full implementation.



Subject: Resolution: National Hispanic Heritage Month **Item Number:** 11B1

Section: Consent **Date:** September 14, 2021

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 Hispanic Heritage Month.

Background Summary:

Hispanic Heritage Month began as Hispanic Heritage Week under President Lyndon Johnson in 1968. Two decades later, the celebration was expanded by President Ronald Reagan to span a 30-day period beginning Sept. 15 each year. This date is significant because it marks the anniversary of independence of five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. Additionally, Mexico, Chile and Belize also celebrate their independence days during the 30-day period.

During National Hispanic Heritage Month, we recognize the contributions made by and the important presence of Latino and Hispanic Americans to the United States while also honoring the Hispanic and Latino heritage and cultures presence in our city and schools.

The theme of the 2021 Hispanic Heritage Month, “**Esperanza: A Celebration of Hispanic Heritage and Hope,**” aligns with the school division’s core values and implementation of culturally responsive practices. This is accomplished by supporting a culture where we value differences and foster an environment where diversity of thought and contributions are acknowledged and affirmed.

In our efforts to culturally respond to the diverse populations that comprise Virginia Beach City Public Schools, we hereby recognize this important event which will take place Sept. 15 – Oct. 15, 2020 and encourage appropriate programs and activities that celebrate the contributions of Latino and Hispanic Americans.

Source:

Public Law 100-402

Budget Impact:

N/A

RESOLUTION FOR NATIONAL HISPANIC HERITAGE MONTH
September 15-October 15, 2021

WHEREAS, one of our nation’s greatest strengths is its vast diversity which enables Americans to see the world from many viewpoints; and

WHEREAS, National Hispanic Heritage Month honors the culture and contributions of both Latino and Hispanic Americans; and

WHEREAS, Latino and Hispanic Americans harbor a deep commitment to family, community and education, and a perseverance to succeed and contribute to the shaping of the country and our city of Virginia Beach; and

WHEREAS, the 2021 Hispanic Heritage Month observance theme: “Esperanza: A Celebration of Hispanic Heritage and Hope” invites us to reflect on the contributions Latino and Hispanic Americans have made in the past, and will continue to make in the future; and

WHEREAS the School Board of the City of Virginia Beach recognizes the importance of culturally responsive education that embraces multicultural diversity within our school division;

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach officially recognizes September 15 through October 15 as National Hispanic Heritage Month; and be it

FURTHER RESOLVED: That the School Board of the City of Virginia Beach encourages all citizens to support and participate in the various school activities available during National Hispanic Heritage Month; and be it

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



Subject: Resolution: Suicide Prevention Week, September 20-24, 2021 **Item Number:** 11B2

Section: Consent Agenda **Date:** September 14, 2021

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

Prepared by: Alveta J. Green, Ed.D., Executive Director, Office of Student Support Services

Presenter(s): Alveta J. Green, Ed.D., Executive Director, Office of Student Support Services

Recommendation:

That the School Board approve a resolution recognizing September 20-24, 2021 as Suicide Prevention Week.

Background Summary:

Virginia Beach City Public Schools values the importance of positive mental health to being a key component for optimal learning. In an effort to promote awareness that suicide is a major preventable cause of premature death, the American Association of Suicidology (AAS) in collaboration with the World Health Organization (WHO) and the World Federation for Mental Health, has set aside the week of September 5-11, 2021, as Suicide Prevention Week. Many national organizations go beyond this one week of recognition and share awareness and prevention resources throughout the entire month of September. Given the shortened first week of school and the need to ensure students, families, and the community, receive information on the available supports related to suicide prevention and awareness, Virginia Beach City Public Schools will recognize Suicide Prevention Week September 20-24, 2021. This approach is supported by the AAS as they believe we need to focus on suicide prevention every day, of every year. Our school division remains committed to assisting students, families, and our community. And we will assist our stakeholders by continuously spreading awareness, advocating for research funding, developing innovative and effective treatment tools, being kind, and helping to educate others on things like resources and warning signs.

Suicide is the 10th leading cause of death in the United States with one suicide occurring on average every 12.8 minutes. Suicide is the 2nd leading cause of death among 15 to 24 years-old's nationally and in Virginia. When suicidal behaviors are detected early, lives can be saved. Virginia Beach City Public Schools collaborates with many partners in the community such as state and local health departments, nonprofit organizations, academic institutions, and law enforcement agencies for strategies and activities to address suicide prevention and suicidal behaviors. School board members, superintendents, teachers and parents working together can change the legacy of suicide and reduce the number of lives shaken by a needless and tragic death in our community.

Source:

American Association of Suicidology
Virginia Department of Health

Budget Impact:

N/A

**Resolution for Suicide Prevention Week
September 20-24, 2021**

WHEREAS, suicide is the 10th leading cause of deaths in the United States and the second leading cause of death among individuals between the ages of 15 to 24; and

WHEREAS, suicide is now the 2nd leading cause of death in the state of Virginia among individuals between the ages of 15 to 24; and

WHEREAS, suicide strikes without regard to locality, socio-economic status, ethnicity, religious preference, or age; and

WHEREAS, in the United States, one person completes suicide every 12.8 minutes and there are 10 to 20 suicide attempts per each suicide completion; and

WHEREAS, education, and community involvement are known to be the most crucial factors in preventing suicide; and

WHEREAS, the School Board of the City of Virginia Beach is focused on ways to educate students, parents, and school staff about suicide and prevention of suicide; and

WHEREAS, Virginia Beach City Public Schools, through sustained and dedicated efforts, has implemented programs for all employees and students that recognize a deep commitment at all levels to raise awareness of suicide and its prevention.

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach designates the week of September 20-24, 2021, as Suicide Prevention and Awareness Week in the Virginia Beach City Public Schools, and be it

FURTHER RESOLVED: That strategies and activities to address suicide prevention and suicidal behaviors be ongoing in 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 14th day of September, 2021



Subject: Policy Review Committee Recommendation Item Number: 11C 1-10

Section: Consent Date: September 14, 2021

Senior Staff: Dr. Donald Robertson, 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:

The Policy Review Committee met on August 11, 2021 and proposes the following policy and regulation amendments or adoptions:

1. **Policy 4-1 Definitions** - the PRC recommends amendments to remove references to benefits. Policy 4-37 now contains language regarding benefits. The time period for probationary employee is amended to be eighteen months to allow for longer periods of observation for employees who are hired later in the school year and do not work during the summer months.
2. **Policy 4-18 Dismissal or Placement on Probation** - the PRC recommends scrivener's changes.
3. **Policy 4-88 Holidays** - the PRC recommends the addition of Election Day in November as a holiday and clarifying language regarding when holidays can be observed.
4. **Regulation 5-21.1 Student Suspensions and Expulsions** - the PRC recommends amendments to Subsection B out of school suspensions of ten days or less to reflect when five or more disciplinary referrals that have not been successful in correcting behavior will constitute reason for referral for corrective action plans and that multiple scrivener's changes be made.
5. **Policy 5- 25 Student Placement** – the PRC recommends scrivener's changes.
6. **Policy 5-26 Course Load** - the PRC recommends scrivener's changes.
7. **Policy 5-27 Promotion, Retention and Acceleration** - the PRC recommends amendments to reflect current language on using multiple data points for decisions and clarifying who has authority to make final decisions.
8. **Policy 5-28 Reporting Student Progress** - the PRC recommends scrivener's changes.
9. **Policy 5-31 Scholastic Records** - the PRC recommends scrivener's changes.
10. **Policy 6-77 Literacy and Response to Intervention Screening and Services** - the PRC recommends adopting a new Policy 6-77 to be compliant with new legislation recording literacy and response to intervention screening and services.

Source:

Code of Virginia, 1950 § 22.1-253.12:7, as amended. School Board Policies.
Policy Review Committee Meeting on August 11, 2021

Budget Impact:

N/A

PERSONNEL

Definitions

For the purpose of differentiating between various employees of the School Board the following definitions shall apply:

A. Employees of the Board

All employees are "Employees of the School Board," and whenever reference is made to employees without distinction, such statement shall refer to all employees with the exception of the School Division Superintendent.

1. Full-time

With the exception of Bus Drivers/Bus Assistants and Food Service employees, a full-time employee is defined as a School Board employee who is scheduled to routinely work thirty-five (35) hours or more per consecutive work-week and who fills one hundred (100) percent of a budgeted full-time equivalency position. Such employee's hours and work-day shall be specified by the Superintendent/designee. All newly hired Bus Drivers/Bus Assistants and Food Service employees who actually work twenty-five (25) hours or more per consecutive work week shall be considered to be full-time employees. Bus Drivers/Bus Assistants and Food Service employees hired prior to September 5, 2007, will be grandfathered in at the original rate of twenty (20) hours per week for Bus Drivers/Bus Assistants and fifteen (15) hours per week for Food Service Employees. Full-time employees shall be entitled to the full range of benefits provided by the School Board. ~~Refer to School Board Policy 4-37, as amended. VRS Plan 1 and Plan 2 employees are not entitled to benefits under the Virginia Local Disability Plan. VRS Hybrid employees are entitled to the benefits provided under the Virginia Local Disability Plan and are not entitled to the voluntary long term disability and group deferred compensation (457) plans.~~

2. Part-time

With the exception of Bus Drivers/Bus Assistants and Food Service employees, a part-time employee is defined as an employee who is scheduled to work less than thirty-five (35) hours per week and who fills less than 100 percent of a budgeted full-time equivalency position. Part-time employees may be entitled to School Board provided leave benefits on a pro-rated basis; however, an employee must fill fifty percent (50%) or more of an allocated position in order to be eligible for pro-rated leave benefits and other employee benefits. Part-time employees are eligible for certain retirement plans and employee benefit plans. Refer to School Board Policy Regulation 4-37, as amended. ~~Neither Virginia Retirement System nor group life insurance benefits shall be provided to part-time employees who fill less than fifty percent (50%) of an allocated position. However, all part time employees are eligible for the Employee Assistance Program, Tax Sheltered Accounts 403(b), the Deferred Compensation 457 plan, and health coverage if deemed eligible as defined by the Employer Mandate of the Patient Protection and Affordable Care Act.~~

B. Licensed Personnel

Licensed personnel shall include those employees who are required to have teaching licenses or other licensure from the Virginia Board of Education to perform the job to which they are currently assigned. For the purpose of this Policy, school psychologists, school social workers, and school counselors are included in this category.

C. Classified Personnel

Classified personnel shall include those employees designated in the Compensation Plan as approved by the School Board. Classified personnel are employees who perform clerical, instructional assistance, labor, and other support functions for the School Division.

D. Administrative Personnel

Administrative personnel shall be those employees designated in the Compensation Plan as approved by the School Board which include, but are not limited to, non-school-based instructional and non-instructional administrators,

principals, assistant principals, and instructional supervisors as that term is defined by the Virginia Board of Education Regulations.

E. Professional Personnel

Professional personnel shall be those employees designated in the Compensation Plan as approved by the School Board. This category includes but is not limited to, occupational therapists, physical therapists, psychologists, nurses, computer programming and systems analysts, and accountants.

F. Temporary Employee

A temporary employee is one who is employed for a specified purpose over a limited period of time and does not fill a budgeted full-time equivalency position, including those persons employed pursuant to a temporary employment agreement. All categories of substitutes are temporary employees. A written contract shall be required for a substitute teacher who fills a teacher vacancy for longer than ninety (90) days in one school year. No license shall be required for substitute teachers employed to substitute for a contracted teacher, for a period of less than twenty (20) consecutive days. Long-term substitute teachers, defined as those substitutes teaching for more than twenty (20) consecutive days in the same position, shall hold or be eligible for a Virginia license. Employees who are regular full-time contracted personnel may also be employed in a temporary status, e.g., full-time contracted teachers may be temporarily employed as summer ~~school teachers~~school teachers or for one school year only. Temporary employees are not eligible for most benefits arising out of their service in this capacity unless such benefits are specifically designated in the temporary employment agreement or as outlined in School Board Policy Regulation 4-37, as amended as certain retirement plans and employee benefit plans are available to Temporary employees. ~~Temporary Employees are eligible for the Employee Assistance Program, Tax Sheltered Accounts 403(b), the Deferred Compensation 457 plan, and health coverage as determined by the Employer Mandate of the Patient Protection and Affordable Care Act. Temporary employees shall not have the right to access the grievance procedure in any matter regarding dismissal, probation or other disciplinary action. Temporary employees shall not have the right to access the grievance procedure in any matter regarding dismissal, probation or other disciplinary action.~~

G. Probationary Employees

All employees, other than those subject to §§ 22.1-303 and 22.1-294 of the Code of Virginia (as amended), during the initial ~~eighteen~~ twelve (18~~2~~) months from the first day of employment or re-employment in a full-time position with the School Board are considered to be in a probationary status and shall have no right to access the grievance procedure in any matter regarding dismissal, probation or other disciplinary matter. ~~Probationary employees shall be entitled to meet with the Chief Human Resources Officers or designee as provided in School Board Policy 4-18 and School Board Regulation 4-18.1 (B)(2)(c)-(d); however, the provision of such meeting shall not be interpreted to mean that cause is required to dismiss a probationary employee. The School Board authorizes the Chief Human Resources Officer or designee to extend the probationary period up to an additional six months for:~~

- ~~1.—Documented performance reasons;~~
- ~~2.—If the employee is absent for an extended period of time (exceeding 14 consecutive calendar days); or~~
- ~~3.—If the employee moves to another position within the last 6 months of the 12-month probationary period.~~

~~The total probationary period shall not exceed 18 months.~~

Editor's Note

~~*See Also: School Board Policy 4-56 Licensed Personnel: Role of Professional Teaching Staff/Conditions of Employment*~~

~~*School Board Policy 4-75 Classified Personnel Conditions of Employment*~~

~~*School Board Regulation 4-90.1 Substitute Teachers*~~

~~*School Board Policy 4-92 Summer School Teachers Assignment and Placement*~~

Legal Reference

Code of Virginia §22.1-79, as amended. Powers and duties.

Code of Virginia § 22.1-294, as amended. Probationary terms of service for principals, assistant principals, and supervisors; evaluation; reassigning principal, assistant principal, or supervisor to teaching position.

Code of Virginia § 22.1-302, as amended. Written contracts required; execution of contracts; qualifications of temporarily employed teachers; rules and requirements.

Code of Virginia § 22.1-303, as amended. Probationary terms of service for teachers.

Related Links

[School Board Policy 4-37](#)

School Board [Policy 4-56](#)

School Board [Policy 4-75](#)

School Board [Regulation 4-90.1](#)

School Board [Policy 4-92](#)

[School Board Regulation 4-37](#)

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: September 7, 1999

Amended by School Board: September 5, 2007

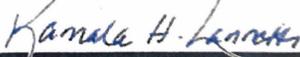
Amended by School Board: November 9, 2010

Scrivener's Amendments: August 16, 2013

Amended by School Board: November 8, 2017

[Amended by School Board: 2021](#)

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PERSONNEL

Dismissal or Placement on Probation

A. Licensed Personnel

In the event the Superintendent or designee determines to recommend the dismissal of any teacher or the placing on probation of a teacher on continuing contract, the procedures set forth in the Code of Virginia at §§ 22.1-307 through 22.1-313, as amended, shall apply.

A majority vote of a quorum of the School Board is necessary for dismissal or placement on probation.

B. Classified Personnel

The Superintendent or designee may place on probation or dismiss classified personnel for failure to satisfactorily perform assigned duties, for noncompliance with School Board bylaws, policies, or regulations, applicable state or federal law or for other good and just cause. Before taking such action, the Superintendent or designee shall require the Chief Human Resources Officer or designee to investigate the matter by interviewing witnesses to the misconduct, obtaining written statements of the witnesses, and preparing a written report summarizing the findings of the investigation.

The employee must be given written notification of the proposed action, the reason for the proposed action, a summary of the evidence supporting the action and be given the opportunity to respond to allegations.

For non-probationary employees, the Chief Human Resources Officer or Designee will hold a due process hearing ~~pursuant to School Board Regulation 4-18.1.~~

For matters specified as grievable, non-probationary classified employees shall have access to grievance procedures as established in School Board Regulation 4-3.2.

C. Placement on Probation

Placement on probation may result in up to a 6% reduction in pay for the term of the probation. During the period of probation, the employee will not be eligible for bonuses or other increases in pay. When probation ceases, the employee may then receive such bonuses or increases ~~the employeee/she~~ would have received if ~~the/she employee~~ had not been placed on probation. The Superintendent or designee shall inform any employee recommended for or receiving probation of these consequences.

Editor's Note

~~See School Board Regulation 4-3.2: Grievance Procedures—Supervisory and Classified Employees~~

~~See School Board Regulation 4-18.1: Dismissal/Placement on Probation~~

Legal Reference

Code of Virginia §§ 22.1-307 through 22.1-313, as amended.

Virginia Board of Education Regulation 8VAC20-90-10, et seq., as amended.

Related Links

School Board **Regulation 4-3.2**

School Board **Regulation 4-18.1**

Adopted by School Board: July 16, 1991

Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: June 16, 1998

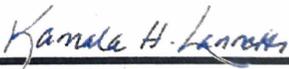
Amended by School Board: June 8, 2004

Scrivener's Amendments: February 5, 2014

Amended by School Board: April 24, 2018

Amended by School Board: 2021

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PERSONNEL

Holidays

- **A. Designated holidays**

Unless otherwise designated in the school calendar as instructional days or used as inclement weather make up days, the following days shall be observed as holidays for all twelve-month employees:

- Independence Day
- Labor Day
- Veterans Day
- Election Day (November)
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Spring Holidays (two days)
- Memorial Day
- Juneteenth

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- **B. Holidays on weekends or makeup days for holidays**

1. When a paid holiday falls on a Saturday or Sunday, the observed federal and/or state holiday may be observed.

- 2. When the Observed holiday falls on a day in which schools are still in session, the Superintendent or designee shall have the authority to designate an alternate date to observe the holiday or award employees additional annual/personal reasons leave in lieu of the holiday.

- 3. The Superintendent or designee shall have the authority to designate a holiday, within the same calendar year, for twelve-month

employees when a holiday (listed above) is lost due to make-up days because of inclement weather or for other circumstances.

- **C. Office hours on other workdays**

On all other workdays not listed above, the individual schools and the School Board offices will be open during published office hours.

- **D. Eligibility for holiday pay**

~~In order to~~ To be eligible for holiday pay, employees must work and/or be on approved paid leave on the scheduled workday before and after the holiday.

- **E. Non-workdays for certain employees**

1. On non-workdays, certain employees (bus drivers/assistants, food service employees, interpreters, teacher assistants, clinic assistants and any others designated by the Superintendent or designee) will not report to work on teacher in-service days unless otherwise set forth in the employee's work calendar or if designated as a make-up day for a missed workday.
2. In an effort to continue to attract and retain employees, the School Board authorizes the Superintendent or designee to align employee work calendars with competing school divisions in the Commonwealth.

Legal Reference

Code of Virginia, § 2.2-3300, as amended. Legal holidays.

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: May 17, 1994

Amended by School Board: May 16, 2000

Amended by School Board: November 8, 2017

Amended by School Board: June 25, 2019

Amended by School Board: August 24, 2021

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STUDENTS

Student Suspensions and Expulsions

A. Generally

1. For suspension and expulsion of an identified student with disabilities the procedures set forth in Regulation 5-21.3 shall be followed.
2. For the purpose of this Regulation the term "parent" will be defined to mean: a natural or biological parent, a legal or adoptive parent, a foster parent or legal guardian, step parent or other person standing in locos parentis to a minor student. Any requirement for notice to or meeting with a parent will be satisfied by providing notice to or meeting with any one person meeting the definition of parent.

B. Out-of-School Suspensions of Ten (10) Days or Less

1. The school principal, assistant principal, acting principal or ~~his/her~~ designee may suspend a student from school for a period of five (5) days and may suspend a student for six to ten (6-10) days with the approval of the Director of the Office of Student Leadership or designee.
2. At the principals discretion, For those students who have been suspended for any duration of five (5) or more times five (5) or more disciplinary referrals without improvement in behavior after interventions and supports put in place by the school, the principal may be referred to the student to the Office of Student Leadership for follow-up contact with adult student or parent/legal guardian of a minor student and the development of corrective action plans.
 - a. With each referral, the principal or designee shall submit copies of the entire discipline file(s) which shall include, but not be limited to, suspension letters and teacher referrals.
 - b. Once referred by the principal or designee, the adult student or the parent/legal guardian of a minor student and the minor student shall meet with a designated Student Leadership staff person for initiation to participate in a-of the corrective action plan. Student Support Specialists will provide follow-up contact and/or assist in monitoring any corrective action plan. Failure to comply with the corrective action plan shall result in a referral of the student for appropriate disciplinary action.

- c. The student may only be readmitted to school after the corrective action plan has been signed and the parent/legal guardian of a minor student, the minor student or the ~~and student or~~ adult student has conferred with the principal or designee prior to the student's reinstatement.
3. Any student who is under out-of-school suspension and either enrolled in a work cooperative program and/or a participant in extracurricular activities shall be restricted from such employment and/or excluded as a participant or spectator from extracurricular activities until reinstated in the student's ~~his/her~~ school.

C. Procedure for Out-of-School Suspensions of Ten (10) Days or Less

1. The student will be given written notice of the charges and/or the reason(s) for the suspension.
2. A student who denies the charges will be given an explanation of the facts as known to school personnel as well as the opportunity to present the student's ~~his/her~~ version of what occurred. If ~~he/she~~ deems it necessary, the principal, assistant principal, acting principal, or ~~his/her~~ designee may conduct a further investigation into the matter. School Administrators are not required to obtain parental consent prior to speaking with students about disciplinary matters and issues.
3. The principal, assistant principal or acting principal will report the facts of the case in writing to the Director of the Office of Student Leadership and to the adult student or the ~~and~~ parent/legal guardian of a minor student. The adult student or parent/legal guardian of a minor student or adult student shall be informed of the suspension, the right to appeal such suspension, any required ~~parental~~ conference prior to return, the prohibition from coming on school property and/or attending scheduled school activities, the availability of alternative education programs and the student's right to return to regular school attendance upon the expiration of the suspension.
4. Appeals of disciplinary actions resulting in out-of-school suspension of ten (10) days or less shall be governed by the procedures set forth in Policy 5-6 and Regulation 5-6.1.
5. If the principal or ~~his/her~~ principal's designee determines that the student's presence at the school creates a continuing danger to persons or property or an ongoing threat of disruption, the student may be removed from school immediately and the notice, explanation of the facts and opportunity to present ~~his/her~~ the student's version shall be given as soon as practicable thereafter.
6. If a student is unavailable to meet with the principal or designee due to incarceration, hospitalization, or other reason, the principal or designee may hold the meeting with the parent/legal guardian of a minor student or a designated representative of the adult student or send a written explanation to the student.

D. Out-of-School Suspension for Eleven to Forty-five Days or Expulsion

1. Meeting with principal or designee

If the principal or ~~his/her~~principal's designee decides to recommend a long term suspension (eleven to forty five school days) or expulsion, the principal or designee~~he/she~~ shall inform the student in writing of the charges ~~against him/her~~, give an explanation of the facts known and provide the student with the opportunity to present ~~his/her~~the student's version of what occurred and immediately notify the minor student's parent/legal guardian in writing of the following:

- a. The proposed action, the length of any suspension or expulsion, when the student may return to school or to an appropriate alternative education program, and reasons therefor;
- b. The right of the adult student or ~~his/her~~ parent/legal guardian of a minor student to participate in a hearing before a hearing officer or discipline committee as determined by the Superintendent or designee in the case of a recommendation for long term suspension or expulsion within ten (10) school days from the date of the notice from the principal, assistant principal, or acting principal or designee;
- c. The right to inspect the student's records; and
- d. The adult student ~~and his or~~ parent/legal guardian of a minor student shall be provided with a copy of the Policy on Student Suspensions and Expulsions and Regulation on Suspension, Long-Term Suspension, and Expulsion.

2. Long Term Suspension

In the case of a recommendation for long term suspension, the Superintendent ~~or his/her~~ designee's, the Director of the Office of Student Leadership or designee, shall arrange a time and place for the hearing and notify in writing the adult student of the parent/legal guardian of a minor student~~and the parent~~ and the principal.

- a. A student disciplinary packet will be prepared and provided to the hearing officer and involved parties prior to the hearing. At the hearing, the principal or ~~his/her representative designee~~ shall present any additional evidence ~~he/she wishes~~ in support of the recommendation and the student, the student's representative or the his/her parent/legal guardian of a minor student ~~or representative~~ may present any evidence. Both parties may submit questions of witnesses

- to the hearing officer during the course of the hearing, and the hearing officer shall be free to ask questions of witnesses at any time. The hearing officer may continue the hearing to another date when ~~he/she deems~~ such action necessary for the full development of the facts.
- b. The hearing officer may uphold the recommendation of the principal either in whole or in part or reject it entirely.
 - c. The hearing officer, through the Director of Student Leadership, shall advise the adult student or parent/legal guardian of a minor student in writing of ~~his/her~~the decision and of their right to an appeal to a discipline committee of the School Board. A copy of this letter shall be sent to the principal.
 - d. The adult student or ~~his/her~~ parent/legal guardian of a minor student may appeal a decision of the hearing officer to the discipline committee of the School Board by notifying the Director of the Office of Student Leadership in writing of ~~his/her~~the intent to appeal within five (5) school days from receipt of decision. This time limit shall be so stated in the above letter from the Director of Student Leadership or designee. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The discipline committee will consider the appeal within thirty (30) days of the appeal but such date may be extended by mutual consent or when it is not practicable to hold the hearing within the thirty (30) day period.
 - e. If the decision of the full discipline committee is unanimous, the adult student or ~~his/her~~ parent/legal guardian of a minor have no right of appeal to the full School Board. If the full committee's decision is not unanimous or if the decision is made by a committee consisting of less than three School Board members as outlined in School Board Policy 5-21 D, the adult student or ~~his/her~~ parent/legal guardian of a minor student may appeal the discipline committee's decision to the full School Board. The notice of right to appeal must be in writing~~parent or adult student must be notified in writing of his/her~~the right to appeal. The appeal must be in writing and must be filed with the Director of the Office of Student Leadership within five (5) school days of the receipt ~~by the parent or adult student of~~ the committee's decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to appeal. The School Board shall consider the appeal within thirty (30) school days of the request for an appeal but such date may be extended by mutual consent or when it is not practicable to hold the hearing within the thirty (30) day period.
 - e.f. A copy of the record, and any additional evidence provided to the discipline committee will be provided to the School Board and the

parties prior to the hearing. The School Board, at its election, may hear oral argument on the appeal.

3. Expulsion

In the case of a recommendation for expulsion, the Superintendent or ~~his/her~~ designee shall review the principal's recommendation ~~which he/she and~~ may uphold or modify such recommendation. If the Superintendent or ~~his/her~~ designee upholds the recommendation of expulsion, ~~he/she, shall notify~~ the adult student and his/her parent/legal guardian of a minor student will be notified of the time and place of a hearing before a discipline committee of the School Board. A hearing shall be held before the discipline committee within ten (10) school days of the date of notice from the principal or ~~his/her principal's~~ designee as outlined in paragraph G(3) of Policy 5-21 but may be extended past thirty by mutual consent of the parties or when it is not practicable to hold the hearing in such time period. The discipline committee has the authority to confirm, disapprove or amend the recommendation to expel the student that is upheld by the Director of the Office of Student Leadership or designee. If the decision of the full discipline committee is unanimous, the adult student or his/her parent/legal guardian of a minor student have no right of appeal to the full School Board. If the full committee's decision is not unanimous or if the decision is made by a discipline committee consisting of less than three School Board members as outlined in School Board Policy 5-21 D, an appeal may be made the student and parent may appeal to the full School Board by notifying the Superintendent or ~~his/her~~ designee within five (5) school days of receipt of the committee's decision ~~by the student or parent~~ as outlined in paragraph G (4) of Policy 5-21.

4. Notice Requirements

The written notice from the hearing officer or the discipline committee ~~to the student and parent~~ upholding a long-term suspension or expulsion recommendation shall also provide information concerning the availability of community-based education, alternative education, training or intervention programs.

The notice shall indicate in the case of suspension: when the student is eligible to return to regular school attendance and whether the student may attend an alternative education program during or upon the expiration of the suspension. In the case of expulsion, the notice shall state whether the student is eligible to return to regular school attendance or to attend an alternative education program or an adult education program offered by the School Division ~~division~~ during or upon the expiration of the expulsion and the terms or conditions of readmission to programs of the School D ~~division~~. If an expelled student is found to be ineligible to return to regular school attendance or to attend an alternative education program or adult education program in the S ~~school~~ D ~~division~~ during expulsion, the adult student or the

~~and~~ parent/legal guardian of a minor student shall be advised that the student may petition the School Board in writing for readmission after one calendar year from the date of ~~his/her~~ the student's expulsion and of the conditions under which readmission may be granted.

5. Status of Student Pending Hearing and Appeal

A student recommended for long-term suspension or expulsion shall remain suspended pending a hearing. If the student is recommended to attend an alternative placement by a hearing officer or discipline committee, the student must enroll in that program pending resolution of the appeal process or waive any loss of educational opportunity for the period between notification of eligibility for the alternative placement and final resolution of the appeal.

6. Expulsion Factors to be Considered

In making a recommendation to expel a student for misconduct, other than for actions specified in Virginia Code § 22.1-277.07 and § 22.1-277.08 (related to firearms and drug offenses) the principal or ~~his~~ principal's designee shall consider and document, in writing, the following factors;

- a. the nature and seriousness of the violation;
- b. the degree of danger to the school community;
- c. the student's disciplinary history, including the seriousness and number of previous infractions;
- d. the appropriateness and availability of an alternative education placement or program;
- e. the student's age and grade level;
- f. the results of any mental health, substance abuse, or special education assessments;
- g. the student's attendance and academic records; and
- h. such other matters as he deems appropriate.

The written documentation of the principal or ~~his~~ principal's designee regarding the consideration of these factors shall be transmitted to the Superintendent/designee, Hearing Officer, Discipline Committee/School Board with the student's case and each shall consider these factors in recommending expulsion of the student. No decision to expel a student shall be reversed on the grounds that such factors were not considered. Nothing in this subsection shall be

deemed to preclude a School Board from considering any of these factors as "special circumstances" for purposes of Virginia Code § 22.1-277.07 and § 22.1-277.08.

E. Reinstatement, Admission and Readmission of Suspended or Expelled Students

1. Expelled adult students or the parent/legal guardian of a minor student ~~and the parent~~ shall be notified in writing of the schedule for applying/reapplying for readmission. The scheduled date for applying for readmission will ensure that the hearing and ruling on any initial petition for readmission, if granted, would enable the student to resume school attendance one calendar year from the date of the expulsion. The Superintendent/designee shall establish a schedule pursuant to which such student may apply and reapply for readmission to school. Such schedule shall be designed to ensure that the hearing and ruling on any initial petition for readmission, if granted, would enable the student to resume school attendance one calendar year from the date of expulsion.
2. A student readmitted to school by the School Board or a committee thereof, or Superintendent or designee following a long term suspension or by the School Board following an expulsion shall be allowed to attend school subject to the terms of attendance set forth by the Superintendent or designee for a specified probationary term.

F. Violation of Expulsion

An expelled student who is found on school premises at any time without the permission of the principal, the Superintendent, or School Board may be referred to law enforcement authorities as a trespasser.

Editor's Note

~~For discipline of students with disabilities, see Division Regulation 5-21.3.~~

~~For appeals of In-School discipline or Out-of-School Suspension of ten days or less, see~~

~~Division Regulation 5-6.1.~~

Legal Reference

Code of Virginia § 22.1-277, as amended, Suspension and expulsion of pupils; generally.

Code of Virginia §§ 22.1-277.04 - 22.1-277.2:1, as amended.

Related Links

School Board **Policy 5-6**

School Board **Regulation 5-6.1**

School Board **Policy 5-21**

School Board **Regulation 5-21.3**

Approved by Superintendent: July 16, 1991

Revised by Superintendent: August 18, 1992

Revised by Superintendent: September 21, 1993 (Effective August 14, 1993)

Revised by Superintendent: April 19, 1994

Revised by Superintendent: July 19, 1994

Adopted by School Board: August 4, 1998

Amended by School Board: September 21, 1999

Amended by School Board: June 5, 2001

Amended by School Board: August 21, 2001

Amended by School Board: October 9, 2001

Amended by School Board: April 4, 2006

Amended by School Board: August 27, 2018

Amended by School Board: 2021

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lencioni

STUDENTS

Student Placement

A. Elementary Schools

1. Transfer Students

Students who transfer from other elementary schools within the School Division shall be placed in the grade which has been recommended by the previous school.

The Superintendent shall develop procedures for the placement of transfer students from outside the Division.

2. Placement of Twins or Multiple Siblings

The parent(s)/~~or~~ legal guardian(s) of twins or higher multiple siblings s in the same grade level may request that the ie children be placed in the same classroom or in a separate classroom if they are at the same elementary school.

a. Schools may recommend classroom placement to the parent(s)/legal guardian(s).

b. Schools must provide the placement requested by the children's parent/legal guardian, unless the Division Superintendent or his designee makes a classroom placement determination following the school principal's request in accordance with this subsection.

c. A parent/legal guardian must request the classroom placement to the building principal in writing no later than 3 days after the first day of each school year or 3 days after the first day of attendance of the children during a school year.

d. At the end of the initial grading period, if the school principal or designee, in consultation with the children's classroom teacher, determines that the requested classroom placement is disruptive to the school or is harmful to the children's educational progress, the school principal or designee may request that the Division Superintendent or designee determine the children's classroom placement.

B. Secondary Schools

Students who transfer from other secondary schools within the School Division shall be placed in a level best reflecting their earned units of credit, regulations for promotion and graduation requirements as established by the School Board.

The Superintendent or designee shall establish procedures for evaluating transcripts of transfer students and for awarding credits.

Legal Reference

Code of Virginia § 22.1-79.3, as amended. Policies regarding certain activities

Related Links

~~Code of Virginia § 22.1-79.3~~

Adopted by School Board: October 21, 1969

Amended by School Board: September 20, 1983

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

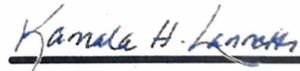
Amended by School Board: June 15, 1993 (Effective August 14, 1993)

Amended by School Board: April 4, 2006

Amended by School Board: August 18, 2009

Amended by School Board: 2021

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STUDENTS

Course Load

A. Generally

All students in grades 1-12 shall maintain a full-day schedule of classes (5 1/2 hours), unless a waiver is granted by the Superintendent or designee pursuant to criteria set forth in Regulation. No waiver shall be granted where such waiver reduces the instructional time in core academics.

B. Additional Course Load

Students at the high school level may be permitted to carry additional courses provided that their records indicate their ability to handle such courses, that their presence in the class will not cause overcrowding and that the needs of students requiring the courses have been fulfilled.

C. Reduced Course Load

Upon presentation of a physician's certificate and with the consent of the principal or designee, a student may be permitted to carry less than a normal class load and to restrict his or her activities to those recommended by a physician.

Legal Reference

Virginia Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8-VAC-20-131-10 *et seq.* as amended.

Adopted by School Board: August 21, 1990

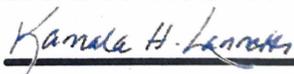
Amended by School Board: July 16, 1991

Amended by School Board: June 15, 1993 (Effective August 14, 1993)

Amended by School Board: October 6, 1998

Amended by School Board: 2021

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STUDENTS

Promotion, Retention and Acceleration

Each student should learn the relevant grade level subject matter before promotion to the next grade. Each student shall take and be expected to achieve a passing score on the SOL tests for the students' respective grade. Schools shall use SOL test results as part of a ~~multiple~~ set of multiple data points~~criteria~~ for determining promotion in grades three (3) through eight (8) as set forth in more detail below. The use of SOL test score results as the sole criterion for awarding credit is prohibited.

A. Kindergarten

Students shall be retained in kindergarten only after a conference with the parent/legal guardian(s)~~or guardian~~ and approval of the principal or designee. The principal or designee's decision will be final

In special cases the school may refer students from kindergarten to first grade during the school year.

B. Elementary School

Promotion will be made through grade five based on an evaluation of the student's acquisition of basic skills and other evidence of growth as determined by the student's teacher and principal/designee as evidenced by the one or more of the following factors:

1. SOL test scores at the end of grades three (3) through ~~five~~eight (58), if applicable;
2. special needs;
3. academic performance;
4. prior retentions;
5. attendance;
6. physical size;
7. reading level;
8. work habits;
9. intellectual ability;
10. parental support;
11. age; and
12. school/family history.

The decision to promote a student is final with the principal/designee.

C. Middle School

Students in grades six, seven, and eight are promoted to the next grade on the basis of earning passing final grades in the core subjects of language arts, mathematics, science, and social studies and a passing final grade in one of the following program areas:

health/physical education and the equivalent of a full-year course in the **exploratories**/electives together with consideration of the following factors:

1. academic performance;
2. ability level;
3. attendance in conjunction with poor classroom performance;
4. chronological age in relation to the normal grade/age group;
5. prior retentions;
6. delayed/advanced physical development;
7. maturity in emotional and social development;
8. work and study habits;
9. student and parent attitude;
10. parental support; and
11. SOL test scores at the end of grades six (6) through eight (8); however, the use of SOL test scores as the sole criterion in awarding credit is prohibited.

D. High School

Promotion at the high school level is based upon academic achievement and the meeting of attendance requirements in individual courses. Promotion is based on the number of credits earned. The use of SOL test scores as the sole criterion in awarding credit is prohibited. An assignment of class standing will be made on the following basis:

1. Grade 12: at least 16 credits and/or eligible for June graduation
2. Grade 11: at least 10 credits, but fewer than 16 credits
3. Grade 10: at least 5 credits, but fewer than 10 credits
4. Grade 9: fewer than five credits

Acceleration at the high school level will be on a course-by-course basis.

E. Interventions

Those students identified as possible candidates for retention shall receive interventions as set forth in the Standards of Quality and the Standards of Accreditation.

F. Final decision on promotion or retention

The principal or designee will have final authority to decide whether a student will be retained or promoted to the next grade. Students who have met the academic requirements to be promoted will not be retained for social, emotional, or disciplinary reasons.

Legal Reference

Virginia Board of Education Regulations for Establishing Standards for Accrediting Public Schools in Virginia. 8-VAC-20-131-30, as amended. Role of the Principal.

Code of Virginia, § 22.1-253.13:3, as amended. Standard 3. Accreditation, other standards and evaluation.

~~8 VAC 20-131-30, as amended. Role of the Principal~~

Adopted by School Board: June 15, 1993 (Effective August 14, 1993)

Amended by School Board: October 19, 1993

Amended by School Board: September 15, 1998

Amended by School Board: March 22, 2005

Amended by School Board: April 4, 2006

Amended by School Board: 2021

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STUDENTS

Reporting Student Progress

A. Progress Reports

Periodically during the school year, a progress report shall be given to the adult students or parents/legal guardian of a minor student ~~or to the adult student~~, including those with Individualized Education Programs (IEPs), who is in danger of failing a course or subject. This report shall provide information regarding the student's academic achievements during the period and may include information relevant to the student's work habits, attitudes and weaknesses. The report should give an evaluation of the student's academic progress as compared to what might normally be expected of a student in the e student's is particular grade.

B. Warning Notices

In cases where a student is in danger of failing a course or subject or experiences a significant, negative change in performance, sufficient notice shall be sent home to provide warning of the possibility that the student may fail the subject or class.

C. Conferences Regarding Student Progress

The School Board encourages the use of conferences between the adult student or parents/legal guardians of minor students ~~or the adult students~~ and teachers and/or principals. Such conferences shall be called to explore the needs of the student, to resolve misunderstandings, to devise plans for assisting the students to succeed or for other reasons relevant to the student's education.

D. High School Seniors

If a senior is in danger of failing to meet the graduation requirements, the adult student or parents/legal guardians of a minor student ~~or the adult student~~ shall receive reasonable notification of the possibility of not qualifying for graduation and of the options for seeking assistance. Assistance should be provided where possible to help the student meet the requirements.

E. Access to Student Progress Reports

Access to student progress reports will be granted in accordance with Policy 5-31 and Regulation 5-10.2, as amended.

Code of Virginia § 22.1-294, as amended. Probationary terms of service for principals, assistant principals, and supervisors; evaluation; reassigning principal, assistant principal, or supervisor to teaching position.

Code of Virginia § 22.1-302, as amended. Written contracts required; execution of contracts; qualifications of temporarily employed teachers; rules and requirements.

Code of Virginia § 22.1-303, as amended. Probationary terms of service for teachers.

Related Links

[School Board Policy 4-37](#)

School Board [Policy 4-56](#)

School Board [Policy 4-75](#)

School Board [Regulation 4-90.1](#)

School Board [Policy 4-92](#)

[School Board Regulation 4-37](#)

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: September 7, 1999

Amended by School Board: September 5, 2007

Amended by School Board: November 9, 2010

Scrivener's Amendments: August 16, 2013

Amended by School Board: November 8, 2017

[Amended by School Board: 2021](#)

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COMMUNITY RELATIONS

Scholastic Records

A. Definitions

Words and terms when used in this Policy and its implementing regulations are established in ~~School Division~~ Regulation 5-31.2.

“Eligible student” means a student who is eighteen (18) years of age or older, a student attending a postsecondary institution, or an emancipated student. Students who are 18 years old and subject to a court order that places the student under the legal guardianship of another person will be treated as minor students.

B. Generally

All information regarding students and their families shall be collected and maintained under safeguards of privacy established by federal and state laws or regulations (~~as cited in the legal reference to this policy~~) and School Board policies and regulations.

An accurate and complete individual, permanent and cumulative record shall be maintained for each student in grades pre-K-12 enrolled in the School Division. When appropriate, a separate confidential record shall be maintained for those students requiring differentiated. When a separate confidential record is established, a notation on the cumulative record shall indicate the location of the confidential records. All data (cumulative and confidential) shall be considered the student's official scholastic records. In accordance with Code of Virginia § 22.1-288.2, as amended, every notice of adjudication of delinquency or conviction received by a superintendent in accordance with applicable law, including any information contained in such notice, which is not a disciplinary record as defined in Virginia Department of Education regulations, shall be maintained separately from all other records concerning the student. However, if disciplinary action is taken against a student based upon the information provided in such notice, then the notice shall become a part of the student's disciplinary record.

No statement in this Policy or any implementing regulations shall be construed by employees as negating their responsibility for reporting child abuse or neglect cases as required by Code of ~~Va.~~ Virginia § 63.2-1509, as amended, and School Board Policy 4-68.

All personnel authorized access to scholastic records shall be informed of this Policy and its implementing regulations. Strict adherence shall be considered a condition of employment or authorization to access such files by volunteers and agents of ~~by~~ the School Board.

C. Custodian(s) of Student Records

The employee responsible for the in-service education of records maintenance personnel and the collection, security, use, disclosure, periodic evaluation, transfer, and destruction of scholastic records data shall be designated as custodian of student records.

At the individual school level, the custodian of student records shall be the principal or a designee. When scholastic records are on file in a central facility the Superintendent or a designee shall be the custodian.

The Executive Director of the Office of Programs for Exceptional Children shall designate a custodian to maintain the confidential files for students with disabilities (preschool, unserved) who are not enrolled as students in the School Division.

D. Notification of Records Policies and Regulations

1. Generally

School Board policies and regulations pertinent to scholastic records shall be available to interested parties on the School Division website which is available and accessible at each school administrative office, media center (library), and the central office.

2. Parents/Legal Guardians/Eligible Students

Each year the School Board shall notify eligible students, the parents and/or legal guardians of minor students in attendance and eligible students in attendance of their rights as established in School Board policies and regulations. Such notification may be by letter, mailing, electronic communication, patron organization bulletins or by public notice in the newspaper press. However transmitted, the notification shall include the following:

- a. The types and location of scholastic records and information maintained therein;
- b. The title and address of the employee responsible for the maintenance of scholastic records, the parties to whom data may be disclosed, and the purpose for disclosure;
- c. The policy for reviewing and expunging scholastic records;
- d. The policies and regulations for disclosure of data from scholastic records;
- e. The right to challenge the content of scholastic records and to file with the Office of Family Compliance, U.S. Department of Education, a

complaint concerning an alleged failure by the School Division to comply with the Family Education Rights and Privacy Act (FERPA);

- f. The fee for reproducing copies of scholastic records;
- g. The data designated as directory information; and
- h. The right to obtain, upon payment of the appropriate fee, a copy of School Board policies and regulations on the management of the scholastic records and the location of same.

3. Local Agencies

Each year the custodian of scholastic records shall inform local agencies cooperating with the School Division in the student's educational development of the location of School Board policies and regulations in the management of scholastic records.

E. Access to Student Records

1. School Division Employees

a. Licensed Personnel

Licensed personnel (including itinerant teachers) within the student's school shall have access to his/her student's records.

Other licensed personnel shall have access to these records if the custodians of scholastic records determine they have a legitimate educational interest in requesting such access. The criterion for determining "legitimate educational interest" shall be the student's welfare. Licensed personnel who copy data from student records shall protect the confidentiality of such data.

b. Classified Personnel

Classified personnel assigned to duties within the facility where student records are maintained shall have access to such records only with the prior approval of the custodian of scholastic records. Students and paraprofessional employees shall not be assigned clerical duties where they may have access to scholastic records.

c. In-service Education

The custodian of student records shall supervise an in-service education program for employees having access to these records. The

d. Employee Access Roster

Custodians of scholastic records shall maintain an up-to-date roster of division employees within their facility having access to scholastic records. These rosters shall be made available for public inspection.

2. Parents/Legal Guardians/Eligible Students

- a. The custodian of student records shall permit parents and/or legal guardians of minor students or eligible students to inspect and review such records. Compliance with requests shall be made without unnecessary delay and in no case more than forty-five (45) calendar days after the request has been made in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g), ~~as amended~~ and related regulations. In the case of requests made by parents, legal guardians, or eligible students for records of students with disabilities, compliance with such request shall be made prior to any meeting for a student identified under the Individuals with Disabilities Education Act.
- b. The custodian of student records may presume that ~~both~~ parents/legal guardians of minor students have the authority to inspect and review records relating to the minor student unless the School Division has been advised that ~~either~~ parent/legal guardian does not have the authority under applicable state law governing such matters as guardianship, separation, divorce or Child Protective Services.

3. Student (under eighteen) who is Subject of Record

Transfer of rights to review scholastic records from the parent/legal guardian to an eligible student happens when the student reaches eighteen (18) years of age. Parents or legal guardians who continue to claim the student as a tax dependent may continue to access the eligible student's scholastic record.

4. Third Parties

The custodian of records may permit the following third parties to access student records in accordance with applicable state and federal laws:

- a. A person designated in writing by either parent or legal guardian of the student if the student is less than eighteen years of age or as designated by an eligible student (eighteen years of age or older);

- b. State or local law-enforcement or correctional personnel, including a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of official ~~his~~ duties;
- c. An agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 4 of the Indian Self-Determination and Education Assistance Act [25 U.S.C. 450(b)], who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student. Any agency caseworker or other representative of a State or local child welfare agency or tribal organization (as referenced above) who does not meet the requirements outlined above, must obtain a written release from the parent, guardian, or eligible student (eighteen years of age or older) authorizing access to such student records. The release must specify the records to be released, the reasons for such release, and to whom the records are to be released.
- d. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication:
 - 1) Attorneys for the Commonwealth;
 - 2) Court services units;
 - 3) Juvenile detention centers or group homes;
 - 4) Mental and medical health agencies;
 - 5) State and local children and family service agencies;
 - 6) The Department of Juvenile Justice; and
 - 7) The staff of such agencies.

For purposes of this section, "group home" means a "juvenile residential facility that is a community based, home-like single dwelling, or its acceptable equivalent, other than the private home of the operator, and does not exceed the capacity approved by the regulatory authority" and "juvenile detention center" means "a local, regional, or state, publicly or privately operated secure custody facility that houses individuals who are ordered to be detained pursuant to the Code of Virginia. This term does not include juvenile correctional centers."

Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the custodian of records that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the student or by such student if the student is eighteen years of age or older. Private agencies or private individuals must provide a written release or authorization from the student's parents specifying the records to be released, the reasons for such release, and to whom the records are to be released.

The custodian of records shall release student records in accordance with a Federal grand jury subpoena, any other subpoena issued for a law enforcement purpose, a judicial order, or any lawfully issued subpoena, that lawfully requires disclosure of such records and shall notify the parents, legal guardian or eligible student of such disclosure as required by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g), as amended, and related regulations.

The custodian of records shall permit a guardian ad litem or counsel for the child appointed pursuant to Code of Virginia § 16.1-266, as amended to inspect and copy, without the consent of the child or the child's his parents/legal guardians, any records relating to the child whom the guardian or counsel represents, upon presentation by the guardian ad litem of a copy of the court order appointing him or a court order specifically allowing him such access.

Pursuant to Standard 1 of the Standards of Quality (Chapter 13.2 (§ 22.1-253.13:1 *et seq.*) of Title 22.1), all school boards are required to implement career and technical education programs promoting knowledge of careers and various employment opportunities, including, but not limited to, military careers. Therefore, any school board that provides access to one or more of its high schools and contact with such high school's student body or other contact with its high school students during a school or School Division-sponsored activity whether conducted on School Board property or other property to persons or groups for occupational, professional or educational recruitment shall provide equal access on the same basis to official recruiting representatives of the military forces of the Commonwealth and the United States.

F. Disclosure of Scholastic Records Content

For disclosure of student records see School Board Policy 5-66.

G. Amendment of Scholastic Records Content

The parent/s legal guardian of a minor student or the eligible student who believes that information in the student's record is inaccurate, misleading or violates the privacy or other rights of the student may request that the custodian who maintains the record amend such record. Upon receipt of such request the custodian shall be responsible for administering the subsequent procedures as established in Virginia Department of Education. Consistent with federal law and regulation, each school shall annually notify parents, legal guardians, or eligible students

currently enrolled in attendance of their rights under the Family Education Rights and Privacy Act, (20 U.S.C. § 1232(g)) and related regulations.

H. Content and Disclosure of Student Directory Information

See School Board Policy 5-66 and School Board Regulation 5-66.1.

I. Periodic Evaluation of Scholastic Records

In cooperation with ~~guidance~~ school counseling personnel, the custodian of student records shall annually review the contents of these records for the purpose of removing data no longer educationally useful as directed in School Board Regulation 5-31.1 and as directed in the Commonwealth of Virginia Records Retention and Disposition Schedule (Form RM-2).

J. Transfer of Scholastic Records

Scholastic records shall be transferred as directed in School Board regulation and in accordance with applicable law and regulation.

K. Implementation

The Superintendent is authorized to implement this Policy with appropriate School Board regulations.

Legal Reference

The Family Educational Rights and Privacy Act. 20 USC § 1230, 1232 g, 34 CFR Part 99, as amended.

Code of Virginia § 16.1-266, as amended., Appointment of counsel and guardian ad litem.

Code of Virginia § 22.1-130.1, as amended. Access to high schools and high school students for military recruiters.

Code of Virginia § 22.1-20, as amended. Retention of pupil personnel records.

Code of Virginia § 22.1-287, as amended. Limitations on access to records.

Code of Virginia § 22.1-287.1, as amended. Directory information.

Code of Virginia § 22.1-288.2, as amended. Receipt, dissemination and maintenance of records of certain law-enforcement information.

Code of Virginia § 22.1-289, as amended. Transfer and management of scholastic records; disclosure of information in court notices; penalty

Virginia Board of Education Regulation, 8_VAC_20-150-20, as amended. Management of Scholastic Record.

Virginia Department of Corrections Regulation, 6_VAC_35-41-10, as amended. Definitions.

Virginia Department of Corrections Regulation, 6_VAC_35-101-10. Suspected child abuse or neglect.

Related Links

School Board **Policy 4-68**

School Division **Regulation 5-31.1**

School Division **Regulation 5-31.2**

School Board **Policy 5-66**

School Board **Regulation 5-66.1**

Adopted by School Board: October 21, 1969

Amended by School Board: June 17, 1975

Amended by School Board: January 20, 1981

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: June 15, 1993 (Effective August 14, 1993)

Amended by School Board: April 4, 2006

Amended by School Board: August 19, 2014

Amended by School Board: 2021

APPROVED AS TO
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Kamala H. Lencetti

INSTRUCTION

Literacy and Response to Intervention Screening and Services

The Superintendent or designee will develop procedures for providing timely and written notification to adult students or parents/legal guardians of minor student who:

- A. Undergo literacy and Response to Intervention screening and services; and
- B. Do not meet the benchmark on any assessment used to determine at-risk learners in preschool through grade 12. Such notification shall include all such assessments scores and sub-scores and intervention plan that results from such assessment scores or sub-scores.

Legal Reference

Code of Virginia § 22.1-215.2, as amended. Parental notification; literacy and Response to Intervention screening and services; certain assessment results.

Adopted by School Board: 2021

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LEGAL SUFFICIENCY

Kamala H. Lencioni



Subject: Personnel Report **Item Number:** 12A

Section: Action **Date:** September 14, 2021

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 September 14, 2021, 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
September 14, 2021
2021-2022

<u>Scale</u>	<u>Class</u>	<u>Location</u>	<u>Effective</u>	<u>Employee Name</u>	<u>Position/Reason</u>	<u>College of William and Mary, VA</u>	<u>Previous Employer</u>
Assigned to Unified Salary Scale	Appointments - Elementary School	Alanton	9/1/2021	Mandy Hicks	Kindergarten Assistant	University of South Florida, FL	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Alanton	9/1/2021	Mariah N Lee	Physical Education Assistant	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Alanton	9/1/2021	Laci T Lowe	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Alanton	9/1/2021	John M Mingin	General Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Alanton	9/2/2021	Idazia V Clark	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Arrowhead	9/1/2021	Kirsten N Diaz	General Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Arrowhead	9/8/2021	QueShawn A Rozier	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Bayside	8/20/2021	Brittany T Reid	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Bayside	9/8/2021	Rebecca M Peterson	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Birdneck	9/2/2021	Maria Munson	School Office Associate II	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	College Park	9/1/2021	Keiana Harris	Special Education Assistant	Mary Baldwin College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	College Park	9/8/2021	Dontae Carter	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Cooke	8/26/2021	Keenan Burris	Security Assistant	Glenville State College, WV	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Corporate Landing	8/18/2021	Denise Newby	School Administrative Associate I	Not Applicable	Beth Sholom Village, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Corporate Landing	9/8/2021	Kristie L Beatty	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Fairfield	8/26/2021	James F Pooley	Security Assistant, .400	Not Applicable	Virginia Beach PD, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Green Run	9/1/2021	Porsche M Johnson	Special Education Assistant	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Green Run	9/1/2021	Minerva V Mayes	Cafeteria Assistant, 4.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Green Run	9/1/2021	Eduviges L Ramirez	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Hermitage	9/1/2021	Tracy Dwyer	Physical Education Assistant	Cal State Univ Long Beach, CA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Hermitage	9/1/2021	Penny L Rawlins	Cafeteria Assistant, 4.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Indian Lakes	9/1/2021	Courtney M Lachausse	Kindergarten Assistant	Keene State College, NH	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Kempsville	9/2/2021	David Hall	Special Education Assistant	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Kempsville Meadows	9/1/2021	Rebekah Sooy	Kindergarten Assistant	Chowan College, NC	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Kingston	9/2/2021	Courtney C Schmidt	Kindergarten Assistant	Armstrong Atlantic State Univ, GA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Landstown	8/26/2021	Seneca R Baldwin	Security Assistant	SUNY College Oneonta, NY	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Landstown	9/1/2021	Colleen M Mikolashek	Kindergarten Assistant	Longwood University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Landstown	9/2/2021	Nicole M Brown	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Linkhorn Park	9/1/2021	Tahearra Hodges	Pre-Kindergarten Teacher Assistant	Norfolk State University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Luxford	9/1/2021	Kemani Montgomery	Kindergarten Assistant	James Madison University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Luxford	9/9/2021	Mizuki Hardy	Cafeteria Assistant, 4.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Lynnhaven	9/1/2021	Jade D Williams	Physical Education Assistant, .500	Not Applicable	First Discovery Academy, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Lynnhaven	9/13/2021	Arianne Mattone	Cafeteria Assistant, 4.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Malibu	9/1/2021	Genna K Morrisette	Kindergarten Assistant	Virginia Tech, VA	VBCPS
Assigned to Unified Salary Scale	Appointments - Elementary School	Malibu	9/3/2021	Ruth C Whiting	Pre-Kindergarten Teacher Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	New Castle	9/8/2021	James S Nesbit	Physical Education Assistant, .500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	New Castle	9/9/2021	Tiana Grafentine	Cafeteria Assistant, 4.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Newtown	9/1/2021	Rosalyn F Davis	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Newtown	9/1/2021	Maranda B Jones	Clinic Assistant, .500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	North Landing	9/1/2021	Emily E Kyle	Physical Education Assistant	Bowling Green State University, OH	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	North Landing	9/1/2021	Alejandra Sanchez Tamayo	Special Education Assistant	Pilot University of Colombia, CO	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	North Landing	9/3/2021	Traci J Pinn	Physical Education Assistant, .500	Virginia Union University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Ocean Lakes	8/26/2021	Karla M Roth	School Nurse	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Ocean Lakes	9/8/2021	Ann A Callis	General Assistant	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Parkway	8/26/2021	Lauren McClellan	Library/Media Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke	9/1/2021	Leah Marshall	Physical Education Assistant	Norfolk State University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke Meadows	9/3/2021	Christine S Coles	Kindergarten Assistant	Tidewater Community College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Point O'View	9/1/2021	Jeanne N Zedlitz	Kindergarten Assistant	Virginia Wesleyan University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Princess Anne	8/26/2021	Eva Zarandi	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Princess Anne	9/1/2021	Allison G Arzola	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Providence	9/1/2021	Sharon W Deperalta	Special Education Assistant	Tidewater Community College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Providence	9/1/2021	Melissa W Dunaway	Physical Education Assistant	Univ North Carolina Chap Hill, NC	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Red Mill	8/23/2021	Stephen Thompson	Technology Support Technician	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Red Mill	9/1/2021	Wendie M Hale	General Assistant, .500	Virginia Wesleyan University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Red Mill	9/1/2021	Melinda Swafford	Kindergarten Assistant	Longwood University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Red Mill	9/8/2021	Zachary T Franklin	Physical Education Assistant, .500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Rosemont	9/1/2021	Sarah E Davis	Special Education Assistant	Tidewater Community College, VA	Plaza Christian Academy, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Salem	9/1/2021	Gail B Jimenez	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Seatack	9/1/2021	Paris K Rogers	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Shelton Park	9/1/2021	Jamie Rushing	Special Education Assistant	Not Applicable	VBCPS
Assigned to Unified Salary Scale	Appointments - Elementary School	Tallwood	9/8/2021	Terel L Carlton	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Thalia	9/1/2021	Danielle R Marshall	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Three Oaks	9/1/2021	Kourtney H Kraus	Kindergarten Assistant	Regent University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Three Oaks	9/8/2021	Paige C Coburn	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Trantwood	9/1/2021	Hannah N Andes	Special Education Assistant	Not Applicable	VBCPS
Assigned to Unified Salary Scale	Appointments - Elementary School	Trantwood	9/1/2021	Brittany L Hutto	Kindergarten Assistant	Tidewater Community College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Trantwood	9/1/2021	Aliye Lambiro	Special Education Assistant	Fashion Institute Technology, NY	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Trantwood	9/8/2021	Kevin A Clarke	Custodian II Head Night	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Trantwood	9/9/2021	William H O'Connell	Cafeteria Assistant, 4.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	White Oaks	8/30/2021	Cheryl McFall	School Office Associate II	Not Applicable	Gloucester County Community Church, NJ
Assigned to Unified Salary Scale	Appointments - Elementary School	White Oaks	9/1/2021	Kisha L Bush	Physical Education Assistant	Norfolk State University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	White Oaks	9/1/2021	Sandra K Howerton	Pre-Kindergarten Teacher Assistant	Not Applicable	Light Bridge Academy, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Windsor Oaks	9/1/2021	Carmen R Sawko	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Windsor Woods	8/30/2021	Maria Elena S Alvarez	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Windsor Woods	9/1/2021	Amanda B Fisher	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Windsor Woods	9/1/2021	Laura E Lyons	General Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Windsor Woods	9/1/2021	Kristen R McCullough	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Windsor Woods	9/9/2021	Lori M Haas	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Bayside	8/25/2021	Courtney S Smith	School Office Associate II	Elon College, NC	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Bayside	9/1/2021	Walaa A Khattab	Cafeteria Assistant, 5.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Bayside	9/1/2021	Latifa Nid Ahmed	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Bayside	9/3/2021	Michael B Thomas	General Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Bayside Sixth Grade Campus	9/1/2021	Aja B Alston	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Bayside Sixth Grade Campus	9/1/2021	Amanda M Carlton	General Assistant	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Bayside Sixth Grade Campus	9/1/2021	Coretta M McCloyn	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Corporate Landing	9/2/2021	Melissa Lopretto	School Office Associate II	Texas A & M College Station, TX	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Independence	8/26/2021	Donnaye S Doctor	Security Assistant	Cambridge College, MA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Independence	8/26/2021	El Regina L Harrison	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Independence	8/31/2021	Tiffany M Long	School Office Associate II	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Independence	9/1/2021	Ykechia R Hinton	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Kempsville	8/26/2021	McKinley M Ford	Security Assistant, .400	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Kempsville	9/1/2021	Kimberly M Pearman	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Kempsville	9/2/2021	Tina Forest	Special Education Assistant	St Leo College, FL	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Landstown	9/1/2021	Annabel P lafrato	Special Education Assistant	Not Applicable	Not Applicable

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<u>Scale</u>	<u>Class</u>	<u>Location</u>	<u>Effective</u>	<u>Employee Name</u>	<u>Position/Reason</u>	<u>College of William and Mary, VA</u>	<u>Previous Employer</u>
Assigned to Unified Salary Scale	Appointments - Middle School	Larkspur	8/20/2021	Christian D Schimmel	School Office Associate II	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Larkspur	8/26/2021	Charmion M Anderson	ISS Coordinatior	St Leo College, FL	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Larkspur	9/1/2021	Holly N Horn	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Larkspur	9/1/2021	Julie A Whitehurst	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Larkspur	9/2/2021	Loretta Bazemore	Not Applicable	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Larkspur	9/2/2021	Shonty R Clemmons	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Lynnhaven	9/1/2021	Katrina K Vastano	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Lynnhaven	9/2/2021	Chloe A Sowell Lowe	Library/Media Assistant	Shenandoah University, VA	Frederick County Public Schools, VA
Assigned to Unified Salary Scale	Appointments - Middle School	Old Donation School	9/2/2021	Hathairat Soonthong	Physical Education Assistant, .500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Old Donation School	9/8/2021	John L Grimaldi	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Plaza	9/1/2021	Stacy Peckham	Special Education Assistant	Cal State Univ San Marcos, CA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Plaza	9/1/2021	Elizabeth E Peregory	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Plaza	9/20/2021	Diana Goldstein	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Princess Anne	8/25/2021	Alex A Felton	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Princess Anne	9/1/2021	Robert J Duffany	Special Education Assistant	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Princess Anne	9/1/2021	Yin Horng	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Princess Anne	9/3/2021	Jeffrey T Blatt	Security Assistant, .400	Not Applicable	City of Virginia Beach, VA
Assigned to Unified Salary Scale	Appointments - Middle School	Princess Anne	9/6/2021	Theodore M Harrell	Security Assistant, .400	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Salem	9/1/2021	Taylor B Allen	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Virginia Beach	9/1/2021	Trequan Manning	Special Education Assistant	Hampton University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Virginia Beach	9/2/2021	Megan C Long	Special Education Assistant	Radford University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Adult Learning Center	9/7/2021	Linda Fello	ALC General Asst	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Adult Learning Center	9/7/2021	Blerta Saliqaj	ALC General Asst	Other Unknown, ZZ	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Adult Learning Center	9/7/2021	Melissa A Yurasko	ALC General Asst	University of Florida, FL	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Adult Learning Center	9/8/2021	Krista D Roberson	Program Planner	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Bayside	9/1/2021	Annette M Manley	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Cox	9/1/2021	Iyana M Betts	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	First Colonial	8/20/2021	Logan V Troutman	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	First Colonial	9/1/2021	Dakota L Andersen	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	First Colonial	9/1/2021	Meaghan L Barfield	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	First Colonial	9/2/2021	Alejandro C Gloria	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	First Colonial	9/9/2021	Gillian M Foreman	Cafeteria Assistant, 5.0 Hours	Strayer University, DC	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Green Run	8/26/2021	Nikki L Cummings	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Green Run	9/1/2021	Tracy A Fentress-Lee	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Green Run	9/2/2021	Stephanie G White	Special Education Assistant	Ashford University, IA	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Kempsville	9/1/2021	Shenequa M Ramsey	Cafeteria Assistant, 5.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Landstown	9/9/2021	Ahmed Amin	Security Assistant	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Ocean Lakes	8/20/2021	Marisol D Cabrera	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Ocean Lakes	8/20/2021	Clarita J Filoteo	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Ocean Lakes	9/1/2021	Dixie L Glover	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Ocean Lakes	9/1/2021	Mojgan Yousefi	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Ocean Lakes	9/8/2021	Elizabeth D Guidry	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Princess Anne	9/1/2021	Kalie M Iacobucci	School Office Associate II	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Princess Anne	9/8/2021	Khristopher Gibson	Security Assistant	Tidewater Community College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Renaissance Academy	8/24/2021	Stacy E Jones-Patterson	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Renaissance Academy	9/1/2021	Joshua Sellers	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Renaissance Academy	9/8/2021	Pamela W Wilson	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Tallwood	9/1/2021	Amber L Davis	Cafeteria Assistant, 4.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Tallwood	9/2/2021	Thomas G Mullaly	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Tallwood	9/9/2021	Helen A Allen	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Department of School Leadership	8/19/2021	Elena M Crain-Mooi	Administrative Office Associate II	Sullivan University, KY	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	8/26/2021	Katherine J Brenan	Psychologist	College of William and Mary, VA	Monroe County School District, FL
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	8/30/2021	Brittany Williams	School Social Worker	Norfolk State University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	9/1/2021	Jasmin L Bailey	General Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	9/1/2021	Zachary A Custer	General Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	9/1/2021	Alexis Knight	General Assistant	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	9/1/2021	Susan M Spencer	General Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/30/2021	Patrick Grady	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/2/2021	Joyce E Barber	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/2/2021	Noah Cannon	Bus Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/2/2021	Larry T Johnson	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/2/2021	Toneka N Johnson	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/2/2021	Rachel K Kelley	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/2/2021	Luciana Lima Borghi	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/2/2021	Colleen M McCarron	Bus Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/2/2021	Christopher J Pinos	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/2/2021	Charles L Smith	Bus Driver, 7.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/2/2021	Kenneth Whitmore	Bus Driver	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Arrowhead	6/30/2021	Evan D Hannah	Special Education Assistant (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Arrowhead	6/30/2021	Ryan S Hughes	Physical Education Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Arrowhead	6/30/2021	Pilar Y LaRose	Kindergarten Assistant (moved to public school system)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Bayside	8/31/2021	Brittany T Reid	Custodian I (job abandonment)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Brookwood	6/30/2021	Patricia A Phelps	Kindergarten Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Centerville	9/15/2021	Jennifer L Kenner	School Office Associate II (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	College Park	6/30/2021	Stephanie M McNeal	Pre-Kindergarten Teacher Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Cooke	6/30/2021	Valerie M Simerson	Kindergarten Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Corporate Landing	6/30/2021	Anthony Goodall	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Diamond Springs	8/31/2021	Janice V Freeman	Special Education Assistant (health)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Glenwood	8/23/2021	Anthony B Carey	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Green Run	6/30/2021	Shannon T Jackson	Physical Education Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Kempsville	6/30/2021	Ryan W Matalon	Special Education Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Kempsville Meadows	6/30/2021	Rommel C Alabaso	Custodian I (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Landstown	6/30/2021	Heather H Eure	Special Education Assistant (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Malibu	6/30/2021	Marquetta M Cooper	Pre-Kindergarten Teacher Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Malibu	9/10/2021	Jason M Niehoff	Assistant Principal (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	New Castle	9/10/2021	Mary A Richardson	Cafeteria Assistant, 5.5 Hours (transfer of spouse)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Ocean Lakes	6/30/2021	Janell Csapo	Physical Education Assistant, .500 (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Rosemont	6/30/2021	Debbie Dawson	Special Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Rosemont Forest	9/10/2021	Jennifer M Pope	Kindergarten Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Seatack	6/30/2021	Jannis R Ruzsala	Physical Education Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Tallwood	6/30/2021	Allison B Foyles	Physical Education Assistant, .500 (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Tallwood	6/30/2021	Marc Gonzalez	Physical Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	White Oaks	6/30/2021	Barbara B Cobb	Cafeteria Assistant (regular contract to temporary)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	White Oaks	6/30/2021	Ciera D Williams	School Office Associate II (family)	Not Applicable	Not Applicable

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2021-2022

<u>Scale</u>	<u>Class</u>	<u>Location</u>	<u>Effective</u>	<u>Employee Name</u>	<u>Position/Reason</u>	<u>College of William and Mary, VA</u>	<u>Previous Employer</u>
Assigned to Unified Salary Scale	Resignations - Middle School	Bayside	9/1/2021	Colin Romaneck	General Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Bayside Sixth Grade Campus	6/30/2021	Ramona D Colon	Cafeteria Assistant, 5.0 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Angel Neck	6/30/2021	Angel M Rentas	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Lynnhaven	6/30/2021	Elfred Pinkney	Custodian I (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Old Donation School	6/30/2021	Nicole L Trueworthy	Cook, 7.0 Hours (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Old Donation School	8/23/2021	Jasmine Starkey	Custodian I (job abandonment)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Princess Anne	6/30/2021	Gregory J Maratita	Special Education Assistant (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Princess Anne	6/30/2021	Stephanie L Williams	Special Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Adult Learning Center	6/30/2021	Rachel Pressler Rudman	ALC General Asst (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Cox	8/4/2021	Crystal D Osgood	Special Education Assistant (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Cox	9/3/2021	Paige W Whitmore	School Office Associate II (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Kellam	6/30/2021	Michael W Joyner	Special Education Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Landstown	6/30/2021	Valusia Y Walker	Distance Learning Assistant (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Princess Anne	8/16/2021	Darius A Williams	Custodian I (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Renaissance Academy	6/30/2021	Qiana V Sanders	Security Assistant (regular contract to temporary)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Renaissance Academy	8/31/2021	Chasity D Womack	ISS Coordinator (health)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Salem	6/30/2021	Brandon Jennings	Not Applicable	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Salem	6/30/2021	Patricia J Marrero	Security Assistant (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Technical And Career Education Center	6/30/2021	Alesia M Nash	School Office Associate II (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Food Services	6/30/2021	Amber R Russell	Cafeteria Manager in Training, 7.0 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Programs for Exceptional Children	6/30/2021	Tracy N Wilson	Special Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/2021	Brittney M Good	Bus Driver, 5.5 Hours (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/2021	Stephani Hannahs	Bus Driver - Special Ed, 6.0 Hours (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/2021	Shelly R Reynolds	Bus Driver (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/2021	Valerie M Sammons	Bus Driver - Special Ed, 6.5 Hours (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/2021	Michael S Southworth	Bus Driver, 6.5 Hours (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	9/7/2021	Ivey Perriera	Bus Driver, 6.0 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	9/17/2021	Kimberly K Jensen	Bus Driver, 6.5 Hours (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Bayside	6/30/2021	Amy M Fok	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Kempsville Meadows	6/30/2021	Rhonda J Hixson	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Parkway	6/30/2021	Melody S Cole	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Rosemont Forest	9/30/2021	Susan C Warren	Technology Support Technician	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Seatack	10/29/2021	Vicki S Barrick	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	White Oaks	8/31/2021	Melodie R Bray	Cook, 7.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Middle School	Corporate Landing	9/30/2021	Luis E Avila	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Middle School	Kempsville	9/30/2021	Bobby R Huntley	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Middle School	Kempsville	9/30/2021	Deborah K Wilder	ISS Coordinator	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Middle School	Salem	10/4/2021	John M Byzewski	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - High School	Adult Learning Center	6/30/2021	Brenda E Kopek	ALC General Asst	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - High School	First Colonial	9/30/2021	Tung-Lien Dai	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Department of Human Resources	8/31/2021	Veronica S Bowles	Human Resources Associate	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Department of Technology	9/30/2021	John C Clary	Database Administrator	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Maintenance Services	8/31/2021	Armando R Hernandez	General Maintenance Craftsman III	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/2021	Gloria J Brown	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/2021	Clifton Washington	Bus Driver - Special Ed, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Alanton	8/26/2021	Julie A Cashman	Third Grade Teacher	Florida State University, FL	Hillsborough County PS, FL
Assigned to Instructional Salary Scale	Appointments - Elementary School	Bayside	8/26/2021	Vanessa A Sanchez Sanchez	Kindergarten Teacher	International University of La, ES	Participate Learning, NC
Assigned to Instructional Salary Scale	Appointments - Elementary School	Bettie F. Williams	8/26/2021	DeQuan L Edwards	Special Education Teacher	Virginia State University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Brookwood	8/26/2021	Madeline J Ebersole	First Grade Teacher	Penn State University, PA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Brookwood	8/30/2021	Dominique Garth	First Grade Teacher	University of Phoenix, AZ	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Christophar Farms	8/26/2021	Savannah M Adams	Third Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	College Park	8/30/2021	Danielle Brewer	Second Grade Teacher	Regent University, VA	Norfolk Christian School, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Corporate Landing	8/26/2021	Allyson D Coffin	Kindergarten Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Glenwood	8/18/2021	Nancy W Hamlin	Special Education Teacher	Old Dominion University, VA	Spotsylvania County Public, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Glenwood	8/26/2021	Lyn A Cherry	Physical Education Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Hermitage	8/26/2021	Jessica L Patton	Music/Instrumental Teacher, .600	Bridgewater College, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Hermitage	8/30/2021	Candace R Ostlund	Special Education Teacher	Virginia Wesleyan University, VA	Prince Wlms. Cty Public Sch, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Indian Lakes	8/26/2021	Lisa M Bell	Third Grade Teacher	Suny College, NY	Amherst Co. Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	John B. Dey	8/26/2021	Heather A Fletcher	Kindergarten Teacher	Western Governors University, UT	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	John B. Dey	8/26/2021	Melissa R Runo	First Grade Teacher	Virginia Wesleyan University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	John B. Dey	8/30/2021	Nadezhda Doncheva	Fifth Grade Teacher	Averett University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	John B. Dey	9/1/2021	Caitlin J Jennings	Kindergarten Teacher	Regent University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	King's Grant	8/26/2021	Lisa R Anderson Riley	Special Education Teacher	DeSales University, PA	VBCPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	King's Grant	8/26/2021	Amber L Cason	Second Grade Teacher	American University, DC	Military Service
Assigned to Instructional Salary Scale	Appointments - Elementary School	Linkhorn Park	8/26/2021	Marguerite C Alley	Music/Instrumental Teacher, .400	College of William and Mary, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Linkhorn Park	8/26/2021	Lauren K Bauer	Second Grade Teacher	Michigan State University, MI	CCSD 89, IL
Assigned to Instructional Salary Scale	Appointments - Elementary School	Linkhorn Park	8/30/2021	Lisset Madsen	Kindergarten Teacher	National University, CA	Military Service
Assigned to Instructional Salary Scale	Appointments - Elementary School	Luxford	8/26/2021	Rachael A Kerr	First Grade Teacher	Old Dominion University, VA	Oak Harbor Public Schools, WA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Luxford	8/26/2021	Amy L Swearingen	Special Education Teacher	Russell Sage College, NY	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Lynnhaven	8/26/2021	Daniel C Stazer	Music/Instrumental Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Newtown	8/26/2021	Sarah J Dugan	Third Grade Teacher	Virginia Commonwealth Univ, VA	Henrico County Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Newtown	8/26/2021	Demana M Rollins-Joyner	School Counselor	Norfolk State University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Parkway	8/26/2021	Christina K Sommer	Third Grade Teacher	St Johns University, NY	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Pembroke Meadows	8/26/2021	Melissa K Merrill	Pre-Kindergarten Teacher	Christopher Newport University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Point O'View	8/26/2021	Shavonne S Louissaint	First Grade Teacher	Nova Southeastern Univ, FL	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Point O'View	8/26/2021	Olivia N Taylor	Music/Instrumental Teacher, .800	Virginia Commonwealth Univ, VA	VBCPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Point O'View	8/30/2021	Christina M Flannery	Third Grade Teacher	Old Dominion University, VA	Newport News Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Providence	8/26/2021	Jennifer B Sabatino	Third Grade Teacher	George Mason University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Rosemont	8/26/2021	Mary F McEntee	School Counselor	Norfolk State University, VA	VBCPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Rosemont	8/26/2021	Karyn Swenor	Special Education Teacher	University of Phoenix, AZ	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Rosemont Forest	8/26/2021	Kelsey L Dass	Special Education Teacher	Touro College, NY	Long Beach Public Schools, NY
Assigned to Instructional Salary Scale	Appointments - Elementary School	Salem	8/26/2021	Laura Rifenberg	Kindergarten Teacher	Virginia Wesleyan University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Salem	8/30/2021	Katie E Parker	School Counselor, .600	Norfolk State University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Seatack	8/26/2021	Alicia E Findlater	Third Grade Teacher	Old Dominion University, VA	VBCPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Tallwood	8/26/2021	Sarah E Hamilton	Fifth Grade Teacher	College of William and Mary, VA	VBCPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Thoroughgood	8/26/2021	Tess T Benson	Second Grade Teacher	George Mason University, VA	VBCPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Three Oaks	8/26/2021	Kristina L Harts	Kindergarten Teacher	University of South Florida, FL	VBCPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Trantwood	8/26/2021	Ariana M Davies-Hackenberg	Kindergarten Teacher	James Madison University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Trantwood	8/26/2021	Rosa M Villanueva Rosado	Fourth Grade Teacher	Instituto Estatal De Educacion Publica De Oaxaca, MX	Guillermo Prieto Public School, MX
Assigned to Instructional Salary Scale	Appointments - Elementary School	White Oaks	8/26/2021	Lindsey A Cramer	Fourth Grade Teacher	James Madison University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	White Oaks	8/26/2021	Jessica Lowman	Kindergarten Teacher	Eastern New Mexico Univ Roswel, NM	Aztec Municipal Schools, NM
Assigned to Instructional Salary Scale	Appointments - Elementary School	White Oaks	9/7/2021	Andrea Gutierrez	School Counselor	Saint Peter's College, NJ	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Windsor Woods	8/26/2021	Emidio B Tomassetti	Music/Instrumental Teacher, .600	University Of Oregon, OR	VBCPS
Assigned to Instructional Salary Scale	Appointments - Middle School	Bayside	8/26/2021	Cyntra Evans	Literacy Teacher	Radford University, VA	Contra Costa School, CA

Personnel Report
Virginia Beach City Public Schools
September 14, 2021
2021-2022

<u>Scale</u>	<u>Class</u>	<u>Location</u>	<u>Effective</u>	<u>Employee Name</u>	<u>Position/Reason</u>	<u>College of William and Mary, VA</u>	<u>Previous Employer</u>
Assigned to Instructional Salary Scale	Appointments - Middle School	Bayside	8/26/2021	Christine L Kenney	Eighth Grade Teacher	Montclair State University, NJ	Solomon Schechter Day School, NJ
Assigned to Instructional Salary Scale	Appointments - Middle School	Bayside	8/26/2021	Sarah E Schwandt	Eighth Grade Teacher	Southern New Hampshire Univ, NH	Dallas ISD, TX
Assigned to Instructional Salary Scale	Appointments - Middle School	Bayside Sixth Grade Campus	8/26/2021	Erik R Hall	Sixth Grade Teacher	James Madison University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Brandon	8/26/2021	Morgan C Graham	Sixth Grade Teacher	Clemson University, SC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Brandon	8/26/2021	Elijah D McEathron	Health & Physical Education Teacher	Shenandoah University, VA	Isle of Wight County Schools, VA
Assigned to Instructional Salary Scale	Appointments - Middle School	Brandon	8/26/2021	Kamiryn Muhlenbruck	Eighth Grade Teacher	James Madison University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Independence	8/25/2021	Jennifer Fernandez	School Counselor	Univ North Carolina Chap Hill, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Kempsville	8/26/2021	Alexander V McKay	Eighth Grade Teacher	College of William and Mary, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Landstown	8/26/2021	Stephanie S Acevedo	Sixth Grade Teacher	George Mason University, VA	Duval County Public Schools, FL
Assigned to Instructional Salary Scale	Appointments - Middle School	Landstown	8/26/2021	Brannan B Edwards	Special Education Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Landstown	8/26/2021	Bernadette Klein	Special Education Teacher	Grand Canyon University, AZ	Mesa Public Schools, AZ
Assigned to Instructional Salary Scale	Appointments - Middle School	Landstown	8/26/2021	Brianna Marquard	Special Education Teacher	Western Governors University, UT	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Landstown	9/8/2021	Nicholas P Gauck	Seventh Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Lynnhaven	8/26/2021	Melissa H Finan-Watkowski	Eighth Grade Teacher	Montclair State University, NJ	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Lynnhaven	8/26/2021	Kaicee Y Mills	Literacy Teacher	Middle Georgia College, GA	Monroe County Middle School, GA
Assigned to Instructional Salary Scale	Appointments - Middle School	Old Donation School	8/26/2021	Elizabeth A Meyers	Fourth Grade Teacher	Mississippi State University, MS	Lewisville, ISD, TX
Assigned to Instructional Salary Scale	Appointments - Middle School	Old Donation School	10/1/2021	Jane K McClellan	School Counselor, .400	University of Virginia, VA	VBCPS, VA
Assigned to Instructional Salary Scale	Appointments - Middle School	Plaza	8/26/2021	Bethany A Bayliss	Seventh Grade Teacher	Cabrini College, PA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Plaza	8/26/2021	Laurie C Scott	Special Education Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Princess Anne	8/26/2021	Denisha L Forbes	Eighth Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Princess Anne	8/26/2021	Sarah E Mosteirin	Special Education Teacher	Old Dominion University, VA	Goodman, Allen & Filetti
Assigned to Instructional Salary Scale	Appointments - Middle School	Salem	8/26/2021	David C Buckley	Seventh Grade Teacher	St Josephs University, PA	St Columba School, CA
Assigned to Instructional Salary Scale	Appointments - High School	Adult Learning Center	9/7/2021	Sarah M Mannix	ALC Teacher	University of Southern Calif, CA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Bayside	8/23/2021	Akeyra S Frye	School Counselor	Norfolk State University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Bayside	8/26/2021	Thomas R Arnold	Drama Teacher	Regent University, VA	Roanoke City Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Bayside	8/26/2021	Brittany B Pirtle	Mathematics Teacher, .600	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Cox	8/26/2021	Stephanie K Morgan	Science Teacher	Old Dominion University, VA	Chesapeake Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Cox	8/27/2021	Sharon E Brown	School Counselor	Norfolk State University, VA	Norfolk Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Kellam	8/26/2021	Megan L Yates	AVID Instructor	Virginia Wesleyan University, VA	STUDENT TEACHING, VA
Assigned to Instructional Salary Scale	Appointments - High School	Kellam	9/8/2021	Duncan J Newman	Mathematics Teacher	Virginia Wesleyan University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Kempsville	8/26/2021	Christine M Baez	Mathematics Teacher	Norfolk State University, VA	Norfolk Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Kempsville	8/26/2021	Catherine F Duffy	Graduation Coach	College of William and Mary, VA	St Pius X Catholic School, VA
Assigned to Instructional Salary Scale	Appointments - High School	Kempsville	8/26/2021	Pamela S Kirkman	English Teacher	Old Dominion University, VA	Currituck County Schools, NC
Assigned to Instructional Salary Scale	Appointments - High School	Kempsville	9/2/2021	Alan L Campbell	English Teacher	Regent University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Ocean Lakes	8/26/2021	Mary Collier	American Sign Language Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Ocean Lakes	8/26/2021	Christopher D Heidt	Art Teacher	Columbia International Univ, SC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Ocean Lakes	8/26/2021	Carol A Scaringelli-Buckley	Literacy Teacher	San Diego State University, CA	Cajon Valley School District, CA
Assigned to Instructional Salary Scale	Appointments - High School	Ocean Lakes	9/1/2021	Olivia T Boone	English Teacher	Norfolk State University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Office of Programs for Exceptional Children	8/26/2021	Taylor J Rooney	Speech/Language Pathologist	Minnesota State Univ Moorhead, MN	Select Kids Pediatric Therapy, VA
Assigned to Instructional Salary Scale	Appointments - High School	Princess Anne	8/26/2021	Belinda Pond	Social Studies Teacher	Southern Utah University, UT	Linden Public Schools, NJ
Assigned to Instructional Salary Scale	Appointments - High School	Princess Anne	8/31/2021	William B Anderson	Special Education Teacher	Wheeling Jesuit University, WV	Norfolk Christian Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Princess Anne	8/31/2021	Joyce I Russell	Special Education Teacher	University of Baltimore, MD	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Princess Anne	9/1/2021	Elizabeth Schur-Badach	Science Teacher, .600	University of Rhode Island, RI	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Renaissance Academy	8/26/2021	Maria L Phelps	Health & Physical Education Teacher	Birmingham-Southern College, AL	Widfield District 3, CO
Assigned to Instructional Salary Scale	Appointments - High School	Renaissance Academy	8/26/2021	William B Sullivan	English Teacher	University of Guam, GU	Guam Department of Education, GU
Assigned to Instructional Salary Scale	Appointments - High School	Renaissance Academy	9/8/2021	Jordan A Beasley	Health & Physical Education Teacher	Norfolk State University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Tallwood	8/26/2021	Justin M Field	Social Studies Teacher	Salisbury State University, MD	Chesapeake City Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Tallwood	8/26/2021	Tania A Sepulveda	Special Education Teacher	University of Puerto Rico, PR	Department of Education of Puerto Rico, PR
Assigned to Instructional Salary Scale	Appointments - High School	Tallwood	9/8/2021	Maria W Franklin	Social Studies Teacher	Christopher Newport University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Miscellaneous	Department of School Leadership	8/16/2021	Jessica A Bateman	Special Education Teacher	Virginia Wesleyan University, VA	Chesapeake Public Schools, VA
Assigned to Instructional Salary Scale	Resignations - Elementary School	College Park	7/27/2021	Tammie A Maury-Huff	Title I Resource Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	College Park	9/8/2021	Gina R Bassett	Second Grade Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Linkhorn Park	6/30/2021	Allyson P Carroll	Kindergarten Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Luxford	6/30/2021	Rosa S Mazzola	Fourth Grade Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Point O'View	6/30/2021	Laura K Beatty	Third Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Point O'View	9/10/2021	Joanie P Malesky	Fifth Grade Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Red Mill	10/29/2021	Lauren A Sexton	Fourth Grade Teacher (transfer of spouse)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	White Oaks	6/30/2021	Kiyanna J Levy	Reading Specialist (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Woodstock	6/30/2021	Brittney M Hart	Kindergarten Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Bayside	6/30/2021	Latisha P Eubanks	Special Education Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Great Neck	8/30/2021	Lisa S Porter	Special Education Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Kempsville	6/30/2021	Montana R Matthews	Health & Physical Education Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Plaza	8/26/2021	Katherine B Price	Eighth Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Plaza	8/26/2021	Nathan R Schrand	Eighth Grade Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Adult Learning Center	6/30/2021	Katherine M Nickel	ALC Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Bayside	8/27/2021	Fatih Zengin	Mathematics Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Green Run Collegiate	7/8/2021	Tena D Cannon	Social Studies Teacher, .400 (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Kempsville	6/30/2021	Charlotte S Jenkins	English Teacher (moved to private school)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Kempsville	6/30/2021	Nicholas F Mygas	Social Studies Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Kempsville	6/30/2021	Catherine S O'Leary	Family & Consumer Science Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Landstown	8/20/2021	Maranda M Hall	English Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Ocean Lakes	8/19/2021	John P Kelly	English Teacher (death)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Ocean Lakes	9/21/2021	Rebecca R Mindling	Mathematics Teacher (transfer of spouse)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Princess Anne	6/30/2021	Adam J Bohac	Technology Education Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Princess Anne	6/30/2021	Elizabeth R Stroud	Special Education Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Tallwood	8/31/2021	Meredith L Miller	AVID Instructor (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	Salem	10/15/2021	Ronald J McMiller	Naval Science Instructor	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Other Employment Actions - Elementary School	Pembroke	9/10/2021	Paulette E Ellis	Special Education Teacher (Employee changed from resignation to retirement.)	Not Applicable	Not Applicable



Subject: Policy Review Committee Recommendation **Item Number:** 12B 1-2

Section: Action **Date:** September 14, 2021

Senior Staff: Donald Robertson, Ed.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:

The Policy Review Committee (PRC) recommends that the School Board amend Policies 4-75 and 5-7.1.

1. **Policy 4-75 Conditions of Employment** - the PRC recommends scrivener's changes amendments to Policy 4-75.
2. **Policy 5-7 Non-discrimination and non-harassment of students** - the PRC recommends that the School Board amend the Policy to direct the Superintendent to develop regulations, etc., to comply with Code of Virginia § 2.2-23.2.

Source:

Code of Virginia, 1950 § 2.2-3900, *et seq.*, as amended. Virginia Human Rights Act

Code of Virginia, 1950 § 22.1-253.12:7, as amended. School Board Policies.

Code of Virginia, 1950 § 22.1-23.3, as amended. Treatment of transgender students; policies.

Virginia Department of Education Model polices for Treatment of Transgender Students in Public Elementary and Secondary Schools, March 2021.

Policy Review Committee Meeting on August 11, 2021 and School Board Meeting on August 24, 2021

Budget Impact:

N/A

PERSONNEL

Conditions of Employment

A. General qualifications

All applicants and employees must meet or exceed the necessary knowledge, skills, essential functions, and abilities to perform the functions of the his/her job sought or hired for as outlined in the position's job description. All positions require the basic ability to read/understand/speak English.

Employees are subject to all conditions of the employment contract, notification or agreement including any special covenants or other conditions imposed by the School Board or state or federal agencies.

B. Licensed Employees

All applicants or employees are responsible for providing evidence of required licensure, certification, or other qualifications for their positions. Employees shall be required to provide proof of baccalaureate degree, major, concentration, or graduate degrees, and field of discipline. Educational transcripts are required as evidence of eligibility for Virginia Licensure.

Failure to maintain required licensure, certification, or other qualifications will constitute a breach of any employment contract or agreement with the School Board that adversely affects the business and operations of the School Division. An applicant may be subject to withdrawal of an employment offer or an employee may be disciplined up to and including termination for failing to maintain licensure, certification, or other qualifications.

1. Instructional personnel whose positions require licenses issued by the Virginia Department of Education will be issued annual probationary contracts until they have met the criteria for a continuing contract. Licensed instructional personnel who have met the criteria for a continuing contract with the School Board will receive a continuing contract their first year of eligibility and will receive employment notification/assignment forms each following school year unless their continuing contracts are otherwise terminated.
2. Assistant Principals, Principals, and Supervisors/Coordinators who require licenses in accordance with Virginia Department of Education Regulations will receive annual probationary contracts until they meet the criteria for a continuing contract in their positions.

3. The School Board may enter into written employment agreements/contracts with other individuals when the School Board determines that such an arrangement is beneficial to the School Division.

C. Non-licensed Employees

All non-licensed employees will be given an employment notification upon hire and will receive annual employment notifications thereafter. Non-licensed employees with employment agreements or annual assignments do not have a guarantee of employment and remain at-will employees.

D. Substitute Employees

The Superintendent or designee is authorized to employ substitutes for certain certified and classified personnel at an hourly rate established by the School Board as published in the Annual Compensation Plan. Persons employed as substitute teachers must have a minimum of thirty (30) credit hours of college study. In an emergency, the Superintendent or designee may approve the employment of substitute teachers who do not meet this requirement, but who are otherwise competent to perform the needed service, at least twenty-one (21) years of age, and hold a high school diploma or a general education development (GED) certificate.

Qualifications for other categories of substitute employees will be determined by the Superintendent or designee and will be in accordance with applicable law, regulation, and Virginia Board of Education regulations as applicable.

Substitute employees shall be employed and paid on an hourly basis and for a minimum of two (2) hours. They shall not be given a contract. Substitute employees shall receive no leave benefits (e.g., sick leave, annual leave, and personal reasons leave) or other employee benefits except for the Employee Assistance Program, Tax-Sheltered Accounts 403(b), the Deferred Compensation 457 plan and health coverage if deemed eligible as defined by the Employer Mandate of the Patient Protection and Affordable Care Act.

E. Coaching or Extracurricular Sponsorship Contracts

Coaching contracts or extracurricular activity sponsorship contracts shall be separate and apart from annual or continuing contracts or employment agreements. Termination of the coaching contract or extracurricular activity sponsorship contract may occur at any time. Such termination shall not constitute cause for the termination of the annual or continuing contract or employment agreement.

F. Conditions of Work

The Superintendent, or a designee, shall establish work schedules, provisions for absences and other conditions of work in keeping with School Board policy, regulation, and guidance.

G. Background Check Required

The Superintendent or designee shall require that all employees, whether full-time or part-time, permanent or temporary, submit to fingerprinting and provide personal descriptive information to obtain criminal history record information for the purpose of screening individuals who accept employment within the School Division.

The Superintendent or designee shall forward the personal descriptive information through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such employee.

The Superintendent or designee shall require that any applicant who is offered or accepts employment requiring direct contact with students provide written consent and the necessary personal information to obtain a search of the registry of founded complaints of child abuse and neglect maintained by the Virginia Department of Social Services. The Superintendent or designee shall thereafter request a search of the records of the Virginia Department of Social Services to be conducted for each such applicant.

The Superintendent or designee shall also require that each employee, whether full-time or part-time, permanent or temporary, certify that the employee he or she has not been: 1) convicted of any violent-felony set forth in the definition of a barrier crime in subsection A of Code of Virginia §19.2-392.02, as amended, any crime of moral turpitude, or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; and 2) has not been the subject of a founded case of child abuse and neglect. The School Division may not employ any person who has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Code of Virginia §19.2-392.02, as amended or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child. The School Division may employ any individual who has been convicted of any felony or crime of moral turpitude that is not set forth in the definition of barrier crime in subsection A of Code of Virginia §19.2-392.02, as amended and does not involve the sexual molestation, physical or sexual abuse, or rape of a child, provided that in the case of a felony conviction, the Governor has restored the individual's civil rights.

Substitute employees may be permitted to work pending the results of the Federal Bureau of Investigation background investigation and Virginia Department of Social Services search of the registry of founded complaints if the following conditions are met:

1. The School Division has successfully completed a state and local police background check for the individual; and

2. The School Division has successfully completed a check of the sex offender website and the sex offender and crimes against minors registry for the individual; and
3. The School Division requires the individual to serve in the presence of an employee who has successfully completed the Federal Bureau of Investigation background investigation and the Department of Social Services search of the registry of founded complaints.

H. Health Requirements

All persons selected for employment shall submit a certificate signed by a licensed physician stating ~~they are~~he/she is free of communicable tuberculosis.

I. Probationary Periods

1. Instructional: Although contracts for probationary instructional personnel are issued for one (1) year only, the first three (3) years of a person's employment shall be considered a probationary period for new personnel. In calculating a probationary year of service, the first year is defined as 160 or more actual days worked. The remaining probationary years of service shall be defined as 180 or more actual days worked during one school year. ~~The School Board authorizes the Superintendent or designee to extend a probationary period up to five (5) years total for an individual employee.~~
 - a. All probationary employees, except those with prior successful teaching experience, shall be provided with a mentor teacher during their first year. Further, probationary employees will be given extra supervision and assistance in adjusting to their new positions, and particular attention will be given to a continuing evaluation of their efficiency.
 - b. Probationary teachers shall annually be evaluated using the procedures developed by the School Board. The Superintendent shall consider each annual evaluation of a probationary employee in the nonrenewal process. If a teacher's annual performance evaluation during the probationary period is unsatisfactory, the School Board shall not reemploy such teacher.
 - c. Teachers who have attained continuing status in another public school division in Virginia shall serve a probationary period of no less than one (1) year and not to exceed two (2) years in the School Division before attaining continuing contract status. Such probationary period shall be a part of the initial contract.

2. Non-instructional: All employees, other than those subject to §§ 22.1-303 and 22.1-294 of the Code of Virginia, as amended shall serve an twelveeigheten- month probationary period. ~~The probationary period can be extended up to six (6) additional months under certain circumstances (see Policy 4-1). The total probationary period shall not exceed 18 months.~~

Legal Reference

~~Code of Virginia § 19.2-389, as amended. Dissemination of criminal history record information.~~

~~Code of Virginia § 22.1-296.2, as amended. Fingerprinting required.~~

Immigration Reform and Control Act of 1986.

Code of Virginia § 22.1-296.1, as amended. Data on convictions for certain crimes and child abuse and neglect required; penalty.

Code of Virginia § 22.1-296.2, as amended. Fingerprinting required; reciprocity permitted.

~~Code of Virginia § 22.1-296.1, as amended. Data on convictions for child abuse or molestation required.~~

Code of Virginia § 22.1-296.4, as amended. Child abuse and neglect data required.

~~Code of Virginia § 19.2-389, as amended. Dissemination of criminal history record information.~~

Code of Virginia § 19.2-390.1, as amended. Sex ~~o~~Offender and ~~C~~erimes ~~A~~gainst ~~M~~inors ~~R~~egistry; maintenance; access.

~~Code of Virginia § 19.2-390.2, as amended. Automatic notification of registration to certain entities.~~

Code of Virginia § 19.2-392.02, as amended. National criminal background checks by businesses and organizations regarding employees or volunteers providing care to children and the elderly.

State of Virginia State Police Sex Offender and Crimes Against Minors Registry.

Related Links

School Board [Policy 4-1](#)

School Board [Policy 4-5](#)

School Board [Policy 4-12](#)

School Board [Policy 4-56](#)

[School Board Regulation 4-57.1](#)

~~[State of Virginia Sex Offender Registry](#)~~

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: March 21, 2000

Amended by School Board: December 4, 2017
Amended by School Board: February 25, 2020
Amended by School Board: 2021

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lencioni

STUDENTS

Non-discrimination and non-harassment of students

A. Purpose

The School Board is committed to maintaining an environment where all students and staff members conduct themselves in a manner built on mutual respect, where differences are understood and appreciated, and where all persons are treated fairly and with respect. It is the Policy of the School Board to prohibit any and all discrimination, harassment and bullying based on an individual's race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, genetic information or military/veteran status. The School Board will have jurisdiction over such complaints when the alleged conduct happens on school property, ~~vehieles~~vehicles, or grounds while school activities are going on, at school related or sponsored events, or through School Division communication systems. At its discretion, the School Board or Superintendent may take jurisdiction of complaints that happen outside of these specified situations if the alleged conduct causes significant disruption to the educational environment. The Superintendent or designee is directed to develop regulations, practices and trainings related to compliance with Code of Virginia § 22.1-23.3, as amended and the Virginia Department of Education Model policies for Treatment of Transgender Students in Public Elementary and Secondary Schools. ¹The School Board directs the Superintendent to take prompt and appropriate action to investigate and resolve all complaints and to publish and provide training regarding this Policy.

B. Report of Complaint

Any student who ~~is the~~ believes that he or she has been the victim of discrimination, harassment or bullying based on race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, genetic information or veteran status by a student, employee, official, or non-School Division employee agent, volunteer or invitee is required to immediately report the alleged acts to the principal, assistant principal or an appropriate School Division official. Any person who has reason to believe that a student has been subject to such discrimination, harassment or bullying must report the alleged acts to the principal or an appropriate School Division official immediately, but in no case less than a reasonable amount of time after the person learned of the alleged acts.

Any employee or official who receives information that a student has or may have been the victim of such discrimination, harassment or bullying is required to promptly report the alleged acts to the principal or an appropriate School Division official. Failure to report such information may result in disciplinary action up to and including dismissal.

Use of formal reporting forms is not necessary. Nothing in this Policy will prevent any person from reporting such discrimination, harassment, or bullying directly to the Superintendent/or designee.

C. Who acts as Investigator of Complaints

1. Who acts as Investigator if a Student is the Harasser/Discriminator.

The building principal or designee will act as the investigator for the purpose of investigating allegations of discrimination, harassment or bullying against a student by another student.

2. Who investigates if Employee, Official or School Division agent, volunteer or invitee is the Harasser/Discriminator.

If the principal or designee receives a complaint of discrimination, harassment or bullying against a student by a School Division employee, official or School Division agent, volunteer or invitee, the principal or designee will act as the investigator for the purpose of investigating allegations of discrimination, harassment or bullying against a student by individuals within the school. The principal should consult with the Department of Human Resources, Office of Employee Relations regarding investigations, findings and proposed actions.

3. Who investigates if a Principal, School Administrator, the Superintendent or a School Board Member is the Harasser/Discriminator.

If the complaint involves a principal, the matter will be directed to the Department of School Leadership (DOSL) for investigation. DOSL should consult with the Department of Human Resources, Office of Employee Relations regarding investigations, findings and proposed actions. If the complaint involves the Superintendent, the matter will be directed to School Board to determine whether a third party or other individual should be assigned to investigate the matter. Complaints involving School Board Members should be directed to the Chair~~man~~ of the School Board or the Vice Chair~~man~~-if the Chair~~man~~ is involved. The remaining School Board Members will determine the appropriate course of investigation under these circumstances.

D. Investigation process

Upon receipt of a report or complaint of such discrimination, harassment or bullying of a student the designated investigator will as soon thereafter as practical, undertake or authorize an investigation. The investigation may be conducted by a third party if designated by the Superintendent or School Board. Within three (3) business days, the

complainant will receive notice of who has been assigned to investigate the complaint and how to contact the investigator. Confidentiality will be maintained in accordance with applicable law and regulation. The investigator will provide the complainant, ~~victim~~victim, and alleged violators the opportunity to provide testimony, evidence and/or witnesses regarding the alleged acts. The investigator will make a reasonable effort to obtain information concerning the alleged acts and related circumstances. The investigator will prepare an investigation report which will include:

1. the allegations as made by the complainant;
2. any additional allegations as ascertained during the investigation;
3. a summary of the evidence obtained during the investigation;
4. the alleged violator's response and supporting evidence regarding the allegations;
5. a summary of statements or other evidence provided by the victim, witnesses or other related parties;
6. the efforts made by the School Division to remedy or otherwise address the circumstances leading to or resulting from the alleged acts;
7. whether the complainant or victim is satisfied with those remedies or seeks further action;
8. the investigator's recommendations regarding whether the allegation has been substantiated as a violation of this Policy and any further actions needed to remedy the complaint or address unresolved issues; and
9. any other relevant information not otherwise addressed

Within fifteen (15) business days, the investigation report will be completed and provided to the complainant (if the complainant is also the alleged victim), to the alleged violator, and to the appropriate School Division staff member. Upon agreement by the victim or if extenuating circumstances arise, the time period to complete the investigation report may be extended for a reasonable period of time. If the complainant is not the victim, then the complainant will be informed that the complaint has been investigated and handled in accordance with this Policy or applicable law and regulation. Portions of the investigation report may be kept confidential to protect the rights of students or staff members. The investigator's obligation to conduct this investigation will not be extinguished by the fact that a civil, administrative or criminal investigation involving the same or similar allegations is also pending or has been concluded.

E. Action by the School Administration or School Board

Upon receipt of the investigation report, the principal or designee, the Superintendent or designee, or the School Board, will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Such action may ~~include~~include disciplining any students using student discipline procedures; disciplining any employees or officials involved using employee discipline procedures; taking appropriate action against School Division agents, volunteers or invitees. Action taken for violation of this Policy shall be consistent with the requirements of applicable

local, state and federal law and regulation and School Board policies and regulations of a related nature or degree of severity.

In the event that the evidence suggests that the discrimination, harassment or bullying at issue is also a crime or other violation of local, state or federal law or regulation, the Superintendent or designee, or other official shall report the results of the investigation to the appropriate enforcement agency.

F. Appeal of determination or action taken

If the victim of the complaint is not satisfied with the determination of the investigation report or the action taken by the School Division to prevent further harassment, discrimination or bullying of the victim, the victim may file an appeal within fifteen (15) calendar days of receipt of the investigation report. The victim will not be entitled to appeal the disciplinary action imposed on a student, employee or official. The appeal should be filed with the Superintendent if the acts were alleged to have been caused by a student, employee, official, or School Division agent, volunteer or invitee. If the acts were alleged to have been caused by the Superintendent or a School Board Member, the appeal should be filed with Clerk of the School Board. The School Board will make a decision within thirty (30) business days of receiving the appeal or within a reasonable time after the complaint is filed. The School Board may ask for oral or written argument from the victim and the School Administration and any other individual that the School Board deems relevant. At its sole discretion, the School Board may hold a hearing or designate a hearing officer to hold a hearing on the appeal. The School Board will set the terms and conditions for any such hearing.

G. Retaliation or false complaints

Persons who use this procedure for good faith complaints will not be retaliated against by the School Board or School Division staff. The School Board directs that appropriate action be taken against any person who retaliates against another person for reporting alleged violations of this Policy or for participating in related proceedings. Persons who knowingly file false complaints and any person who knowingly gives false statements or evidence in a related proceeding may be subject to discipline or other appropriate action. Students may be subject to discipline up to and including suspension or expulsion. School Board employees or officials may be subject to discipline up to and including dismissal. School Division agents, volunteers, and invitees may be subject to measures up to and including exclusion from School Board property, buses, communication systems and school sponsored events.

H. Posting of Policy and Training

The Superintendent or designee will conspicuously post this Policy or a summary thereof in each school in a place accessible to students, School Division staff and the public. The notice will include the name, mailing address and telephone number of that

School's compliance official or the contact information for any state or federal agency responsible for investigating the allegations.

This Policy will be referenced in the student handbook and will be made available upon request of parents, students, and other interested parties.

The Superintendent/or designee will develop a method of reviewing this Policy with students and employees. Training on the requirements for Compliance with this Policy will be provided to all School Division students, employees, officials and other agents on an annual basis, and at such times as the Superintendent determines are appropriate or necessary.

Notes:

¹This Policy should not be read to abrogate other School Board policies or regulations prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within the School Division. It is the intent of the School Board that all such policies be read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities.

²"Tolerate" is defined to mean allow to happen, fail to intervene, encourage, fail to report or otherwise, provided that the person knew or could have reasonably been expected to know about the actions.

Legal reference

Code of Virginia § 2.2-3900, et seq., as amended. Virginia Human Rights Act.

Code of Virginia § 22.1-23.3, as amended. Treatment of transgender student; policies.

Adopted by School Board: June 3, 2003

Amended by School Board: November 19, 2013

Amended by School Board: August 18, 2015

Amended by School Board: August 2, 2016

Amended by School Board: May 12, 2020

Amended by School Board: 2021



**Subject: Budget Calendar: School Operating Budget FY 2022/23 and
Capital Improvement Program (CIP) 2022/23 – 2027/28**

Item Number: 13A

Section: Information

Date: September 14, 2021

Senior Staff: Crystal M. Pate, Chief Financial Officer

Prepared by: Crystal M. Pate, Chief Financial Officer

Presenter(s): Crystal M. Pate, Chief Financial Officer

Recommendation:

It is recommended that the School Board review and approve the attached Budget Calendar for the FY 2022/23 Operating Budget and the 2022/23 – 2027/28 Capital Improvement Program.

Background Summary:

The Budget Calendar contains specific dates/time frames for the key components and activities of the budget development process. It is an important guide for management and the School Board regarding the schedule of events that results in an approved budget.

Source:

School Board Policy 3-6
Code of Virginia §22.1-93

Budget Impact:

Funds are budgeted in the various funds and budget unit codes for FY 2022/23.

Budget Calendar

FY 2022/23 School Operating Budget and FY 2022/23 - FY 2027/28 Capital Improvement Program

2021

September	The Budget Calendar is developed
Sept. 14	The Budget Calendar is presented to the School Board for information
Sept. 28	The Budget Calendar is presented to the School Board for action
Oct. 18 - Dec. 10	Budget requests are submitted by senior staff and budget managers to the Office of Budget Development. Budget meetings with each department will be scheduled.
Nov. 16	A Five-Year Forecast is presented to the School Board and the City Council
Dec. 3	Recommended part-time hourly rates for FY 2022/23 are submitted by the Department of Human Resources to the Office of Budget Development
Dec. 7	A draft of the Capital Improvement Program is prepared for the superintendent's review
Dec. 7	A public hearing is held to solicit stakeholder input and offer the community an opportunity to be involved in the budget development process
December (3 rd week)	State revenue estimates are released by the Virginia Department of Education

2022

Jan. 3 - 11	Budget requests are reviewed, refined and summarized by the Office of Budget Development
Jan. 18	The recommended Capital Improvement Program budget is presented to the superintendent and senior staff
Jan. 18	The unbalanced School Operating budget is presented to the superintendent and senior staff
Feb. 1	The Superintendent's Estimate of Needs for FY 2022/23 is presented to the School Board (Special School Board meeting required)
Feb. 1	The Superintendent's Proposed FY 2022/23 - FY 2027/28 Capital Improvement Program budget is presented to the School Board (Special School Board meeting required)
Feb. 8	School Board Budget Workshop #1 is held - Time TBD
Feb. 8	A public hearing is held to solicit stakeholder input and offer the community an opportunity to be involved in the budget development process
Feb. 15	School Board Budget Workshop #2 is held - Time TBD
Feb. 22	School Board Budget Workshop #3 - (if needed) Time TBD
Mar. 1	School Board Budget Workshop #4 - (if needed) Time TBD
Mar. 1	The FY 2022/23 School Board Proposed Operating budget and FY 2022/23 - FY 2027/28 Capital Improvement Program budget is adopted by the School Board (Special School Board meeting required)
Mar. 8	The FY 2022/23 School Board Proposed Operating budget is provided to city staff
Apr. - TBD	The FY 2022/23 School Board Proposed Operating budget and FY 2022/23 - FY 2027/28 Capital Improvement Program budget is presented to the City Council (Sec. 15.1-163)
No Later Than May 15	The FY 2022/23 School Board Proposed Operating budget and FY 2022/23 - FY 2027/28 Capital Improvement Program budget are approved by the City Council (Sec. 22.1-93; 22.1-94; 22.1-115)



Subject: Policy Review Committee Recommendations Item Number: 13B

Section: Information Date: September 14, 2021

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 September 9, 2021 meeting.

Background Summary

1. **Appendix B amendment** – the PRC recommends amending the Standing Rules to reflect the authority of the School Board to alter the agenda and to change the order of certain agenda items.
2. **Bylaw 1-30 Amendment, Suspension or Repeal of Bylaws** - the PRC recommends amending the Bylaw to add provisions for suspension of the Bylaws and clarify amendment and repeal procedures.
3. **Bylaw 1-32 Approval for Content/Sufficiency, Format for Presentation, Policy Adoption, Amendment and Suspension** – the PRC recommends amending the Bylaw to clarify procedures for amending policies and when policies may be amended, adopted or suspended.
4. **Bylaw 1-36 Open Meetings and Closed Meetings** – the PRC recommends amending the Bylaw to clarify when the School Board may hold meetings electronically and clarifications regarding closed session and remote participation.
5. **Bylaw 1-37 Annual Organizational Meeting** - PRC recommends amending the Bylaw to remove unnecessary approval procedures in the Annual Organizational Meeting.
6. **Bylaw 1-38 Regular Meetings, Time and Place, Order of Business, Recessed Meetings, Work Session/Public Hearing, and Retreats and Abridged Meetings** – the PRC recommends amending the Bylaw to reserve the right to alter dates and times for School Board Meetings, to clarify retreats and abridged meetings.
7. **Bylaw 1-40 Parliamentary Authority, Special Rules of Order, and Standing Rules** – the PRC recommends amending the Bylaw to allow the School Board to not follow Robert's Rules when it chooses and to clarify that the Standing Rules will remain in effect until amended.
8. **Bylaw 1-47 Public Comments at School Board meetings** - the PRC recommends amending the Bylaw to set forth the expectations for public comments
9. **Bylaw 1-48 Decorum and Order-School Board Meetings** - the PRC recommends amending the Bylaw to clarify decorum and order expectations and to define when and where expressive activities are authorized.

10. **Policy 3-55 Buildings, Facilities, Grounds, Vehicles and Equipment-Generally** – the PRC recommends amendments to the Policy to clarify the definition of facilities and the conditions for use of facilities.
11. **Policy 7-16 Expressive activities** – the PRC recommends amending the Bylaw to clarify those areas of School facilities where members of the public may conduct expressive activities.
12. **Policy 7-17 Visitors to School Board facilities and events** – the PRC recommends amendments to the Policy to clarify expectations for visitors to facilities and events
13. **Policy 7-49 Organizations Eligible to Use Facilities** – the PRC recommends amendments to the Policy to clarify which groups may use facilities.
14. **Policy 7-53 Community Use of Facilities: Application and Approval for Use** – the PRC recommends amendment to the Policy to clarify facilities and the authority of the Superintendent.
15. **Policy 7-54 Rules and Conditions for Use of Facilities** – the PRC recommends amendments to the Policy to clarify the definition of facilities and the Superintendent’s authority.
16. **Appendix C School Board Standing Committee Procedures** – the PRC recommends amendments to Appendix C to remind Chairs to consult Committee Members when rescheduling meetings so that Committee Members do not have to use limited remote participation opportunities.
17. **Bylaw 1-28- Committees, Organizations and Boards – School Board Member assignments** the PRC recommends amendments to Appendix C to remind Chairs to consult Committee Members when rescheduling meetings so that Committee Members do not have to use limited remote participation opportunities and to make the Bylaw consistent with other Bylaw amendments.

Source:

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

~~a. School Board Administrative Matters & Reports~~

~~2. Closed Meeting for legal matters, personnel matters, publicly held property, student disciplinary matters or other matters authorized by the Virginia Freedom of Information Act.~~

C. School Board Recess

It is the School Board's practice to recess at 5:30 p.m. or sooner to prepare for the start of Formal Agenda. The School Board Chair, with the consensus of the School Board Members present, may alter the time for recess or not recess prior to the Formal Agenda start time and may recess the Regular meeting at other times.

~~3. School Board Recess 5:30 p.m.~~

~~(Informal meeting and/or Closed meeting may resume after the formal meeting, if necessary)~~

D. Formal Meeting

Agendas for Regular Meetings of the School Board will generally follow the format set forth below. The School Board reserves the right to alter the Agenda when the Agenda is adopted or at any time during the Meeting by majority vote of the School Board Members present at the Meeting at the time of the vote. The Order of the Formal Meeting will be

FORMAL MEETING

~~4.1. Call to Order and Roll Call 6:00 p.m.~~

~~5.2. Moment of Silence followed by the Pledge of Allegiance~~

~~6.3. Student, Employee and Public Awards and Recognition (see Bylaw 1-39)~~

~~7.4. Adoption of the Agenda~~

~~8.5. _____ Superintendent's Monthly Report~~ (second monthly meeting)

~~9.6. _____ Approval of Meeting Minutes~~

~~10.7. _____ Public CommentsHearing of Citizens and Delegations on Formal Agenda Items until 8:00 p.m.~~

~~At this time, the School Board will hear public comment on items in accordance with School Board Bylaw 1-47 Public Comments or as otherwise set forth by the School Board for this Meeting.germane to the School Board Formal Agenda for the meeting from citizens who have signed up to speak with the Clerk of the School Board by noon the day of the meeting and shall be allocated four (4) minutes each, if time is available. All public comment shall meet the School Board Bylaws requirements for Decorum and Order and Public Comments at School Board Meetings. The School Board may suspend Public Comments to handle other matters on the Agenda and resume Public Comments later in the meeting.~~

~~11.1. _____ Consent Agenda~~

~~a. _____ Commemorative Resolutions~~

~~b.a. _____ Policy Review Committee Recommendations~~

~~a. _____ Religious exemptions~~

~~c.a. _____ Other matters as determined appropriate for Consent approval.~~

8. Information

a. Interim Financial Statements – [month year] (second monthly meeting)

b. Policy Review Committee Recommendations

- c. Presentations regarding matters relevant to the School Board and the School Division

9. Return public comments if needed

10. Consent Agenda

- a. Commemorative Resolutions
- b. Policy Review Committee Recommendations
- c. Religious exemptions
- d. Other matters as determined appropriate for Consent approval.

12.11. Action

- a. Personnel Report / Administrative Appointments
- a.b. Matters requiring action by the School Board

13. Information

- a. ~~Interim Financial Statements — [month year] (second monthly meeting)~~
- b. ~~Policy Review Committee Recommendations~~

14.12. Committee, Organization or Board Reports

- a. ~~a.~~ School Board Members appointed to represent the School Board on committees, organizations or boards may briefly present updates on the work of their committee, organization, or board.

15. Conclusion of Formal Meeting

~~16. **Hearing of Citizens and Delegations on Informal Meeting and Non-Agenda Items** (School Board Room)~~

~~At this time the School Board will hear public comment on items germane to the business of the School Board that are not on the School Board's Formal Agenda for the meeting from citizens who sign up to speak with the Clerk of the School Board by noon the day of the meeting. Speakers are limited to four (4) minutes of comment. All public comments shall meet the School Board Bylaw requirements for Decorum and Order and Public Comments at School Board Meetings.~~

~~17. **Vote on Remaining Action Items**, if necessary~~

~~18.13. **Return to Administrative, Informal, Workshop or Closed Session matters Recess into workshop and/or Closed Meeting**, if necessary~~

~~19.14. **Adjournment**~~

Related Links

School Board [Bylaw 1-18](#)

School Board [Bylaw 1-37](#)

School Board [Bylaw 1-39](#)

School Board [Bylaw 1-40](#)

Adopted by the School Board: February 20, 2001

Amended by the School Board: July 3, 2001

Amended by the School Board: July 2, 2002

Amended by the School Board: July 1, 2003

Amended by the School Board: July 6, 2004

Amended by the School Board: July 5, 2005

Amended by the School Board: July 8, 2006

Amended by the School Board: July 12, 2007

Amended by the School Board: December 2, 2008

Amended by the School Board: August 18, 2015

Amended by School Board: August 2, 2016

Amended by School Board: October 10, 2017

Amended by School Board: March 27, 2018

Amended by School Board: September 9, 2020

Amended by School Board: May 11, 2021

Amended by School Board: June 22, 2021

Amended by School Board: Sept 2021

SCHOOL BOARD BYLAWS

Amendment, Suspension or Repeal of Bylaws

The School Board reserves the right to amend, suspend or repeal its Bylaws.

A. Suspension of a Bylaw

The School Board may suspend a Bylaw(s) or a portion(s) of a Bylaw(s) during a meeting or for short periods of time when the School Board determines that there is good and just cause for the suspension. If all elected and/or appointed School Board Members are notified of the intent to move for such suspension prior to the meeting or if all such School Board Members are present at the meeting when the suspension is proposed, a vote to suspend a Bylaw(s) or a portion(s) of a Bylaw(s) requires an affirmative vote of one half plus one of the School Board Members present at the meeting to pass.

B. Amendment or repeal of a Bylaw

Proposed amendment ~~to~~ or repeal of a Bylaw ~~should~~**must** first be presented to all Members of the School Board in written form. on the Information Agenda. The School Board may not vote on such amendment or repeal until a subsequent meeting.

Amendment or repeal of a Bylaw requires an affirmative vote of seven of eleven of the School Board Members if all School Board Members are present. If less than all ~~of~~ the School Board Members are present, then amendment or repeal will require an affirmative vote of one half plus one of the School Board Members present.; ~~rounding up for a fractional Member.~~

Legal Reference

Code of Virginia § 22.178, as amended. Bylaws and regulations.

Adopted by School Board: July 21, 1992

Amended by School Board: February 20, 2001

Amended by School Board: December 2, 2008

Amended by School Board: August 2, 2016

Amended by School Board: February 12, 2019

Amended by School Board: 2021

SCHOOL BOARD BYLAWS

Approval for Content/Sufficiency, Format for Presentation, Policy Adoption, Amendment and Suspension

A. Approval for Content/Sufficiency

When policies are submitted to the School Board for ~~consideration~~consideration, they shall first have been reviewed by a member of the School Administration designated by the Superintendent and familiar with or responsible for the aspect of school operations affected by the policy. In the event the policy is recommended by School Administration, the administrator reviewing the policy shall sign the policy "approved for content" and date the signature.

Before a policy is presented to the School Board for adoption, it shall be submitted to School Board Legal Counsel for legal review and, if School Board Legal Counsel finds it is legally sufficient, School Board Legal Counsel shall sign the policy as "legally sufficient" and date the signature.

By signing a policy "approved as to content," an administrator represents to the School Board that the administrator has read the policy, believes it is workable in the School Division, and the School Administration recommends adoption. When School Board Legal Counsel signs a policy as "legally sufficient," School Board Legal Counsel is only certifying that the policy complies with all applicable laws, policies, and regulations. School Board Legal Counsel is not indicating approval of the content of the policy from an educational or business standpoint. Absence of one or both signatures should alert the School Board to ask questions of the Superintendent or School Board Legal Counsel.

All ~~Bylaws and~~ policies will be submitted to the Policy Review Committee for review and recommendation before being submitted to the School Board for approval.

B. Format for Presentation

When policy revisions are submitted to the School Board for consideration, the draft presented shall show previous policy language proposed to be eliminated by strike-outs and proposed new language by underlining in order that language to be eliminated and added is clear. The Superintendent or designee is authorized to make scrivener's changes to any Bylaw or policy or regulation when a mistake or grammatical error or formatting style is evident and such changes do not materially affect the content of the Bylaw or policy or regulation.

C. Adoption and Amendment

Policy proposals and suggested amendments to existing policies shall be submitted to ~~Members of the~~ School Board Members and to the Superintendent or designee in writing prior to a regularly scheduled School Board meeting at which such proposed policies or amendments shall be ~~reviewed~~ or discussed. A vote for adoption shall take place at a subsequent~~the next succeeding regular~~ meeting of the School Board unless the School Board by majority vote moves to approve the policy at that meeting. A majority vote of the ~~membership of the~~ School Board Members present at the meeting will~~shall~~ be needed for the adoption or amendment/revision of a policy.

D. Suspension

Policies may be suspended in whole or in part by ~~of~~ the School Board ~~shall be subject to suspension only~~ upon a majority vote of the ~~Members of the~~ School Board Members present at ~~the~~ meeting when previous notice of the proposed suspension has been provided in writing or upon a unanimous vote of the School Board Members present at the meeting when no such written notice has been given.

Legal Reference

Code of Virginia § 22.1-253.13:7, as amended. Standard 7. Policy manual.

Code of Virginia § 22.1-78, as amended. Bylaws and regulations.

Code of Virginia § 22.1-253.13:7, as amended. Standard 7. School board policies

Adopted by School Board: July 21, 1992

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2001

Amended by School Board: December 2, 2008

Amended by School Board: August 2, 2016

Amended by School Board: 2021

SCHOOL BOARD BYLAWS

Open Meetings and Closed Meetings

A. Open Meetings

Meetings of the School Board shall be open to the public except those meetings when the School Board adjourns to a closed meeting ~~as allowed by the Virginia Freedom of Information Act by a majority vote of the School Board. Such meetings shall be conducted in accordance with the legal references to this Bylaw. When health, safety or emergency conditions exist that are not conducive to accommodating in person observation of School Board meetings, the Superintendent or designee is authorized determineereate other means by which the public may observe the meeting.~~

B. Closed Meetings

1. Authority/Attendees

The Code of Virginia permits closed meetings ~~in order~~ to discuss specific topics in private. Closed meetings must be convened by ~~polled affirmative~~ vote in open session of the majority of the School Board Members in attendance at the meeting in public session. No action may be taken in ~~Ce~~closed ~~Mm~~meetings. School Board Members may poll each other regarding the intent of the School Board to act but no action that requires a vote of the School Board may take place in closed session unless otherwise authorized by law. In open session immediately following any closed meeting, the School Board Members must certify by an affirmative ~~polled~~ vote that no matter was discussed in closed meeting that was not encompassed in the topics authorized in the motion to convene in closed meeting. Any School Board Member who believes that there was a departure from the

requirements for closed session set forth in Virginia Code § 2.2-3712, as amended, shall so state prior to the vote, indicating the substance of the departure that, in the School Board Member's judgment, has taken place. The statement shall be recorded in the minutes of the ~~School Board~~^{public} ~~body~~.

Closed meetings are attended by School Board Members. The School Board may invite persons to attend closed meetings to provide necessary information.

2. Minutes

The School Board Clerk or designee shall attend ~~C~~losed meetings (unless expressly excused) for the purpose of taking brief minutes. These minutes which shall be part of the School Board's official minutes shall include:

- a. Date, time and place of meeting;
- b. Record of all persons in attendance;
- c. Motion for Closed Meetings;
- d. Certification of Closed Meetings; and
- e. Any action taken.

Closed meetings shall not be ~~tape~~-recorded with the exception of student discipline hearings, employee discipline or license revocation hearings or other matters authorized by law ~~which may be recorded by the School Board~~.

3. Confidentiality of Closed Meeting items

School Board Members who access or discuss information or materials in preparation for or during ~~C~~losed meetings will maintain all such information in a confidential manner. School Board Members will not record or copy such

confidential information. Unauthorized persons may not be provided access to confidential information. Personal notes taken while preparing for or attending closed meeting should be destroyed as soon as the closed session matters are concluded or should be turned over to the School Board Clerk or School Board Legal Counsel to maintain in a confidential manner and in accordance with applicable record keeping requirements. Failure to protect the confidentiality of closed session material or information may constitute sufficient reason to restrict that School Board Member from participating in future closed sessions or serving on School Board Committees that handle confidential items.

C. Electronic communication meetings

The School Board may meet by electronic communication means without a quorum of the School Board physically assembled at one location when the Governor has declared a state of emergency and the following conditions are met:

1. the catastrophic nature of the declared state of emergency makes it impracticable or unsafe to assemble a quorum in a single location; and
2. the purpose of the meeting is to address the continuity of operations of the School Board and School Division or the discharge of the School Board's lawful purposes, duties and responsibilitiesemergency;
3. under other conditions allowed by the Governor or the Virginia General Assembly and adopted by the School Board;
4. The School Board must give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to School Board Members;

5. Agenda packets and all nonexempt materials should be available electronically or at all locations where public access will be provided and at the same time as the meeting;
6. Arrangements must be made for the public to ~~observe~~ the meeting. When the School Board determines, or the Chair or designee determine (when there is insufficient time for the School Board to act) When the School Board determines, or the Chair or designee (when there is insufficient time for the School Board to act), that that in person observation is unreasonable or unsafe under the circumstances, the Superintendent or designee will arrange for electronic or, telephonic access for the public if reasonably possible or the meeting will be recorded and made available to review when such means are not available;
7. The meeting minutes must state the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.
8. Votes taken during any such meeting shall be recorded by the name in the roll-call fashion and included in the minutes;
9. School Board Committees may follow the same procedures for electronic meetings; and
10. The Clerk of the School Board or designee will make a written report of such meeting as required by the Virginia Freedom of Information Act.

D. Remote location participation

School Board Members may participate in School Board Meetings or School Board Committee Meetings through electronic communication means from a remote location that is not open to the public ~~y~~ under conditions set forth in this Bylaw.

1. Temporary or permanent disability or other medical condition that prevents physical attendance

- a. On or before the day of a meeting, a School Board Member must notify the School Board Chair for School Board Meetings or the School Board Committee Chair for Committee Meetings that the School Board Member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the School Board Member's physical attendance.
- b. The Chair or designee will note during the meeting that the School Board Member is remotely participating due to a temporary or permanent disability or other medical condition that prevents the School Board Member's physical attendance. The location from which the School Board Member participates will be included in the meeting minutes but the exact nature of the disability or medical condition does not need to be announced publicly or be included in the meeting minutes.
- c. A School Board Member's ability to remotely participate due to a temporary or permanent disability or other medical condition will not be limited in number as long as such remote participation: does not create an unreasonable hardship for the School Board or the Committee to administer; does not unreasonably interfere with the School Board's or the Committee's ability to conduct its business; and/or the School Board Member can clearly be heard and/or seen through the method of remote participation throughout each meeting. Before limiting continued remote participation pursuant to this subsection, the

School Board or the Committee members must vote to discontinue the remote participation.

2. Personal matter prevents physical attendance

- a. On or before the day of a meeting, a School Board Member must notify the School Board Chair for School Board Meetings or the School Board Committee Chair for Committee meetings that the School Board Member is unable to attend the meeting due to a personal matter and must identify with specificity the nature of the personal matter;
- b. The Chair will note during the meeting the specific nature of the personal matter and the remote location from which the School Board Member is participating;
- c. During a ~~fiscal calendar~~-year (July 1 – June 30) and to align with Committee assignments, a School Board Member will be limited to remote participation two times for School Board Meetings and two times each for every School Board Committee that the School Board Member is assigned to serve on. Once a School Board Member has participated remotely two times under this subsection, the Chair or designee will inform a School Board Member that no further remote participation will be allowed during the calendar year for personal reasons. Committee Members should be consulted prior to rescheduling a meeting so that Committee Members have the opportunity to participate and do not have to use limited remote participation opportunities.

3. A School Board Members' remote location participation shall be counted separately for School Board Meetings and each School Board Committee meeting when considering limitations on use of remote location participation.
4. In any meeting at which one or more School Board Members participates from a remote location, a quorum of the School Board or the School Board Committee must physically assemble at the primary or central meeting location; and 2) the Chair or designee must make arrangements for the voice of the remote participant(s) to be heard by all persons at the primary or central meeting location. The Chair or designee The Chair or designee will determine the appropriate method, if reasonably available, for the School Board Member to remotely participate in meeting.
5. School Board Members may not participate from a remote location in any closed session meeting.
6. Conditions regarding remote location participation may be suspended or modified in accordance with applicable School Board action or resolution, Governor's action, or Virginia General Assembly action.

Legal Reference

Code of Virginia § 2.2-3700, *et seq.*, as amended. Virginia Freedom of Information Act.

Code of Virginia § 2.2-3708.2, as amended. Meetings held through electronic communications means.

Code of Virginia § 2.2-3712, as amended. Closed meeting procedures; certification of proceedings.

Related Links

School Board [Bylaw 1-28](#).

Adopted by School Board: July 21, 1992
Amended by School Board: September 5, 1995
Amended by School Board: August 17, 1999
Amended by School Board: February 20, 2001
Amended by School Board: May 14, 2002
Amended by School Board: December 2, 2008
Amended by School Board: September 1, 2015
Amended by School Board: August 2, 2016
Amended by School Board: August 25, 2020
Amended by School Board: January 12, 2021
Amended by School Board: February 23, 2021

[Amended by School Board; 2021](#)

SCHOOL BOARD BYLAWS

Annual Organizational Meeting

The first regular monthly meeting in January shall be the annual organizational meeting of the School Board at which time the Superintendent or designee shall act as Chair~~man~~ pro tem for the sole purpose of electing a School Board Chair~~man~~.

The first order of business shall be the election of the School Board Chair~~man~~. The new Chair~~man~~ shall then assume office and preside over the remainder of the meeting. The second order of business shall be the election of the Vice Chair~~man~~ and the appointment of the Clerk of the School Board and a Deputy Clerk empowered to act in all matters in case of the absence or inability to act of the Clerk.

~~The third order of business may be the appointment of School Board Members to boards, organizations and commissions. The fourth order of business may be to approve the Standing Rules.~~

~~The Standing Rules shall include the order of business, the procedure for the Superintendent to follow in conducting the election of the Chairman, and such other standing rules as the School Board may deem necessary. Absent adoption of Standing Rules at the annual organizational meeting, the existing Standing Rules shall remain in effect until changed. The Standing Rules in effect shall be maintained in writing by the Clerk, shall be made an appendix to the School Board Bylaws and shall be made available by the Superintendent on the division's website (www.vbschools.com).~~

The School Board shall then proceed to the Agenda set for the meeting.

Editor's Note

~~*The Standing Rules are located in Appendix B of these Bylaws.*~~

Legal Reference

Code of Virginia § 22.1-72, as amended. Annual organizational meetings of school boards.

Code of Virginia § 22.1-76, as amended. Chairman; clerk; Vice Chairman; deputy clerk; terms; compensation and bonds of clerk and deputy clerk; officers ineligible to serve as clerk and deputy clerk; approval of division superintendent's designee.

Related Links

School Board Bylaws [Appendix B](#).

Adopted by School Board: July 21, 1992

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2001

Amended by School Board: December 2, 2008

Amended by School Board: August 18, 2015

Amended by School Board: August 2, 2016

[Amended by School Board: 2021](#)

SCHOOL BOARD BYLAWS

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

A. Date, Time and Place

~~Effective January 1, 2018, r~~Regular 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 ~~at its annual organizational meeting~~ 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 unless otherwise specified by the School Board. When applicable, School Board meetings may be held electronically or telephonically, in the School Board chambers of the School Administration Building. Only one regular meeting may be scheduled in the months of July, August and December.

The School Board reserves the right to meet at other times, dates, and places upon proper notification to the public.

B. Order of Business

The normal order of business at regular meetings shall be established in the Standing Rules but may be altered by the School Board by an affirmative vote of a majority of the School Board Members present at the meeting.

C. Recessed Meetings

Meetings may be recessed and resumed at a later time or date. Such a meeting is a continuation of a prior meeting and not a new one.

D. Work Session/Public Hearing

The School Board may convene a work session or public hearing as needed. Any action at such a meeting must be confirmed by vote in a regular, retreat, abridged or special meeting.

E. Retreat and abridged meetings

The School Board may schedule retreats to discuss, review or work on matters relevant to the School Board and the School Division. The School Board will set the agenda for retreats and may vote on matters at retreats if the agenda for the retreat calls for a vote or if a majority of the School Board Members present at a retreat affirmatively votes to add a matter to the retreat to vote on, so long as there has been the opportunity for public input prior to the vote. The School Board reserves the right to schedule or add an abridged meeting to a retreat for the purpose of handling matters that need to be handled prior to the next regularly scheduled School Board Meeting. The School Board may determine what matters will be on an agenda for a retreat and/or an abridged meeting and will not be required to follow the format for agendas for regular meetings. Retreats and/or abridged meetings will be considered special meetings of the School Board.

E. F. Decisions regarding how School Board meetings are conducted

When School Board Bylaws, policies, regulations or applicable law or regulation do not adequately address how School Board Meetings are conducted or when insufficient time is available for the School Board as a whole to take action before such Meeting, the Chair, School Board Clerk or Superintendent or their designees are authorized to make reasonable and necessary decisions regarding how such meetings are to be prepared and conducted, subject to review by the School Board.

Legal Reference

Code of Virginia § 22.1-72, as amended. Annual organizational meetings of school boards.

Related Links

School Board [Policy 7-2](#).

School Board Bylaws [Appendix B](#).

Adopted by School Board: July 21, 1992

Amended by School Board: September 21, 1993

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 200

Amended by School Board: January 12, 2021

Amended by School Board: December 2, 2008

Amended by School Board: August 2, 2016

Amended by School Board: October 10, 2017

Amended by School Board: January 12, 2021

[Amendment by School Board: Sept 2021](#)

SCHOOL BOARD BYLAWS

Parliamentary Authority, Special Rules of Order, and Standing Rules

A. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the School Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any Special Rules of Order the School Board may adopt. The School Board reserves the right by majority vote of the School Board Members present at a meeting to not follow Robert's Rules of Order Newly Revised.

B. Special Rules of Order

The Special Rules of Order take precedence over the rules contained in the current edition of Robert's Rules of Order, Newly Revised. Once adopted by the School Board by a two-thirds vote they remain in effect until changed. The Special Rules of Order in effect shall be maintained in writing by the Clerk, shall be made an appendix to the School Board Bylaws ~~in the School Board Policies and Regulations~~ and shall be made available by the Superintendent on the School Division's website (www.vbschools.com).

The Special Rules of Order may be suspended by an affirmative vote of seven of the elected and/or appointed ~~eleven of the~~ School Board Members if all School Board Members are present. If less than all of the elected and/or appointed School Board Members are present, suspension will require an affirmative vote of one half plus one of the School Board Members present, ~~rounding up for a fractional Member.~~

C. Adoption of Standing Rules

~~Pursuant to Bylaw 1-37 the Standing Rules shall include the order of business, the procedure for the Superintendent to follow in conducting~~

~~the election of the Chairman, and such other standing rules as the School Board may deem necessary. Absent adoption of Standing Rules at the annual organizational meeting, the existing Standing Rules shall remain in effect until changed. Once adopted by the School Board by a two-thirds vote the Standing Rules remain in effect until changed. The Standing Rules in effect will be maintained in writing by the School Board Clerk, will be made an appendix to the School Board Bylaws and shall be made available by the Superintendent on the School Division's website (www.vbschools.com).~~

~~The Standing Rules may be suspended by an affirmative vote of seven of the elected and/or appointed School Board Members if all School Board Members are present. If less than all of the School Board Members are present, suspension will require an affirmative vote of one half plus one of the School Board Members present, rounding up for a fractional Member.~~

~~The Standing Rules in effect shall be maintained in writing by the Clerk, shall be made an appendix to the School Board Bylaws and shall be made available by the Superintendent on the School Division's website (www.vbschools.com).~~

~~Standing Rules may be adopted, amended or suspended with no advance notice and with an affirmative vote of seven of eleven of the School Board Members if all School Board Members are present. If less than all of the School Board Members are present, suspension will require an affirmative vote of one half plus one of the School Board Members present, rounding up for a fractional Member.~~

Editor's Note

For requirements to amend the Bylaws see Bylaw 1-30.

The Special Rules of Order are located in Appendix A of these Bylaws.

The Standing Rules are located in Appendix B of these Bylaws.

Related Links

School Board [Bylaw 1-30](#)

School Board [Bylaw 1-37](#)

School Board Bylaws [Appendix A](#)

School Board Bylaws [Appendix B](#)

Adopted by School Board: July 21, 1992

Amended by School Board: September 5, 1995

Amended by School Board: October 15, 1996

Amended by School Board: December 3, 1996

Amended by School Board: January 20, 1998

Amended by School Board: August 17, 1999

Amended by School Board: December 7, 1999

Amended by School Board: February 20, 2001

Amended by School Board: December 2, 2008

Amended by School Board: August 2, 2016

Amended by School Board: February 12, 2019

[Amended by School Board: 2021](#)

SCHOOL BOARD BYLAWS

Public Comments at School Board Meetings

During certain School Board Meetings, the School Board may accept comments from members of the public on matters relevant to PreK-12 public education in Virginia Beach and the business of the School Board and the School Division. Members of the public have multiple methods to communicate with the School Board and are encouraged to communicate with the School Board outside of meetings. The School Board reserves the right to limit, discontinue or otherwise alter the methods by which public comments will be accepted during School Board meetings.

A. When public comments are accepted atPresentations to the School Board Meetings

The School Board ~~may shall, in open session at regular School Board meetings, accept public comments during School Board meeting when the agenda for that meeting includes a public comment section, on matters germane to the business of the School Board. Public comment shall be conducted under the agenda topics "Hearing of Citizens and Delegations on Informal Meeting and Non-Agenda Items" and "Hearing of Citizens and Delegations on Formal Agenda Items" at each regular School Board meeting at such time as the School Board determines. Speakers shall have the opportunity to speak one time on either Formal Agenda or Non-Agenda items at each meeting. During "Hearings of Citizens and Delegations on Formal Agenda Items" speakers may only address items on the Formal Agenda for that meeting. School Board Workshop items are considered Informal Meeting items. The School Board reserves the right to not accept public comments at any meeting. Public comments are not accepted at School Board committee meetings. Public comments are generally not accepted at special, emergency, retreat, or abridged meetings of the School Board.~~

B. Arrangements for public speakers Advance Request Procedure

1. Members of the public may sign up to speak during public comment sections of School Board meetings as designated in the meeting agenda or otherwise noted by the School Board. When not otherwise designated by the meeting agenda or notice, members of the public must sign up to speak during public comment sections by noon on the day of the meeting.

2. The School Board authorizes the School Board Clerk and the Superintendent or their designees to determine how speakers may sign up, the order of speakers, the accommodations that can be provided to speakers seeking accommodations to address the School Board, the methods for in person speakers to address the School Board, the methods for speakers to address the School Board electronically or telephonically, and other reasonable or necessary decisions to allow speakers to address the School Board during public comment sections.
~~Citizens wishing to speak during the Hearing of Citizens and Delegations on Informal Meeting and Non-Agenda Items or Hearing of Citizens and Delegations on Formal Agenda Items portion of a regular School Board meeting are encouraged to sign up with the Clerk by noon on the day of the regular meeting. Citizens shall be called to speak in the order in which they have signed up with the Clerk; however, the School Board reserves the right to alter the order of speakers. The time available for the hearings of citizens and delegations at a School Board meeting on either Non-Agenda or Formal Agenda items is set by the Standing Rules but may be altered by the School Board. The Superintendent or designees are authorized to maintain order and decorum for all members of the public who are not called to the podium to address the School Board.~~

C. Time Limitations on public comments

When the School Board Meeting accepts public comment during a meeting, the following rules or procedures will apply:

1. Once the public comment section of an Agenda has begun the School Board may suspend Public Comments at 8:00 pm to handle other matters on

the Agenda and resume Public Comments later in the meeting.

2. Public speakers may address the School Board only one time during a meeting.
3. Public speakers signed up to speak during a School Board meeting may be allotted up to three (3) minutes to address the School Board.
4. Priority will be given to students currently enrolled in the School Division to address the School Board during public comment sections of the agenda and the School Board Clerk or designee is authorized to develop procedures to affect this priority.
5. The School Board reserves the right to reduce the amount of time for public speakers to address the School Board and/or to discontinue or remove public comments from the agenda. A majority vote of the School Board Members present at the time will be required to reduce the time, discontinue, or remove public comments from the Agenda.
6. The Chair or designee will be the only Member of the School Board who will address a public speaker. The School Board does not answer questions, accept items from speakers or otherwise respond to public speakers.
7. Public speakers must limit comments to the School Board to matters directly related to PreK-12 public education in Virginia Beach or the business of the School Board and the School Division.
8. Public speakers may not violate decorum and/or order rules or other required safety or health mitigation requirements when addressing the School Board.

9. Public speakers may not cede or switch their assigned positions in the order of speakers, cede any portion of their time or allow other speakers to address the School Board during the speaker's time.
10. Public speakers whose allotted time has concluded, who have been ruled out of order after being warned, who are in violation of decorum rules, or who are in violation of safety or health protocols must leave the podium and discontinue comments. Failure to leave the podium or discontinue comments will be determined a breach of order and decorum and the public speaker be escorted from the podium by School Division staff, authorized law enforcement or other authorized agents. The Chair and Superintendent or their designees are authorized to take all appropriate actions to address the breach of order and decorum or violation of law or regulation. Citizens addressing the School Board shall limit their remarks to four (4) minutes unless otherwise modified by the Chair. The Chair shall, with assistance from the Clerk, consistently monitor and enforce the limitation.
11. The Chair or designee will determine when public speakers are out of order and/or in violation of decorum rules while addressing the School Board. Any comments by the Chair or designee or the speaker regarding issues of order or decorum will not extend a speaker's allotted time to address the School Board.
12. Public speakers who are ruled out of order and/or in violation of decorum rules or safety or health protocols will forfeit any remaining time to address the School Board.

13. School Board Members who disagree with the determination of the School Board Chair may make a motion with a second to vote to overrule the Chair or designee's decision regarding a specific speaker. Such motion must be made directly after the Chair or designee's decision. Only one motion per speaker will be allowed.
14. Public comment will not be accepted during meetings from any person who has not been called up and is at the podium or who has been called to speak electronically or telephonically.
15. The School Board Chair or designee as well as the School Board reserve the right to take any action needed to ensure that the meeting proceeds in a timely, orderly, productive, and safe manner.

D.C. Public comments at Public Hearings

When the School Board has scheduled a public hearing for the purpose of receiving public comment, the School Board shall accept comment only on the topic(s) for which the public hearing was called. The School Board Chair or the Superintendent or their designees may create procedures to address how public comments will be accepted during the public hearing and will not be required to follow the same procedures used for public comments during other meetings. the orderly presentation of speakers. All other Bylaws applicable to individuals or groups appearing before the School Board shall apply to public hearings Rules regarding decorum and order and applicable safety and health protocols will be followed.-

Legal Reference

Code of Virginia § 22.1-79, as amended. Powers and duties.

Related Links

School Board [Bylaw 1-48](#).

School Board Bylaws [Appendix B](#).

Adopted by School Board: July 21, 1992

Amended by School Board: August 16, 1994

Amended by School Board: September 19, 1995

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2001

Amended by School Board: December 3, 2002

Amended by School Board: December 2, 2008

Amended by School Board: August 2, 2016

Amended by School Board: March 27, 2018

Amended by School Board: September 9, 2020

Amended by School Board: May 11, 2021

Amended by School Board: July 20, 2021

[Amended by School Board: 2021](#)

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. It is the intent of the School Board by adoption of this Bylaw to maintain appropriate decorum and order. The purposes for maintaining decorum and order are for, but not limited to the following purposes:~~

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 ~~desiring to~~ address the School Board during public comment sections of meetings ~~the School Board~~ have the opportunity to do so in an orderly and respectful manner and without being interrupted ~~are afforded an opportunity to do so in the order in which they sign up to speak;~~
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 ~~are able to~~ transact the business of the School Board and the School Division with minimal disruption ~~while allowing for public input.~~

B. Limitations on addressing the School Board

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

1. ~~Limit~~ ~~Confine~~ their comments to matters relevant to PreK-12 public education in Virginia Beach and the business of the School Board and the School Division germane to the business of the School Board.
2. Refrain from obscenity, vulgarity, 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 Agenda or as otherwise determined by the School Board or designees for that meeting. ~~Appendix B of the Bylaws.~~

C. Other expressive activities during meetings

At certain 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.

Expressive activities including, but not limited to, petitioning, conducting polls, picketing, displaying signs, items that block the view of persons observing the meeting

,cloth symbols or emblems, or posters, solicitation, demonstrating, pamphlet distribution, use of noise making devices, excessive cheering, booing and/or clapping that is disrupting the meeting, calling out, disruptive noise making, intimidation, harassment or threats to persons entering, in or departing meetings, attempting to instigate confrontations or other conduct intended to disrupt the meeting and conducting polls shall not be permitted in the location of the School Board Meeting Chambers, the offices or rooms adjacent to the Meeting location ~~School Board conference room, the~~ including the waiting areas

and corridors adjacent to the School Board ~~Meeting location Chambers and School Board conference room~~, the School Administration building, the grounds of the School Administration Building or any building where a School Board meeting is happening and such times prior to or after such meeting or in any school building while a School Board meeting is happening. The School Administration Building, its grounds and reserved parking spaces are not open for expressive activities unless a facility use request or application permit has been approved. The Superintendent or designees are authorized to designate areas of the School Administration Building, grounds and parking lots that may be considered for facility use request or application. permits.

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, ~~as well as~~ 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. During a Meeting, the School Board does not accept any materials. ~~Nor does t~~ This Bylaw does not preclude persons called to those addressing the School Board during public comment sections from using a chart, ~~or~~ 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 to hear or see the speaker and the item does not create a safety issue or otherwise violate the decorum and order rules ~~verbal presentation~~. Furthermore, nothing herein shall be interpreted to prohibit ~~members of the public citizens~~ 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 addressing oral or written comments or complaints on any subject germane to the business of the School Board to the School Board, its constituent members, the Clerk of the School Board or the School Administration outside the context of the public meeting.~~

E. The Chairman or ~~designee~~ other presiding officer shall preserve decorum and order 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 School Administration, law enforcement and authorized agents to maintain order and decorum prior to the start of, during and immediately after any Meeting.

E.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. The School Administration, law enforcement or authorized agents may address disruptive conduct in the Meeting room if the person causing the disruptive conduct or behavior that violates other bylaws, policies and regulations has not been called by the School Board to address the School Board during the public comment section of a Meeting order, subject to appeal to the School Board.

F.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 Chambers and on the agenda for any School Board meeting.

G.-H. ~~_____~~ At the request of the Chairman 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. That officer shall, under the direction of the Chairman or other presiding officer, have charge of the School Board

~~Chambers, the School Board conference room, the waiting areas and corridors adjacent thereto, and the School Administration Building, and shall prevent disorder or interruption of the business of the School Board.~~

Editor's Note

*See Bylaw 1-47 Public Comments at School Board Meetings;
Division Policy 7-16 Expressive Activities*

Legal Reference

Code of Virginia §18.2-128, as amended. Trespass upon church or school property.

Code of Virginia §18.2-404, as amended. Punishment for using abusive language to another.

Code of Virginia §18.2-406, as amended. What constitutes an unlawful assembly; punishment.

Code of Virginia § 18.2-415, as amended. Disorderly conduct in public places.

Virginia Beach City Code § 23-14, as amended. Disorderly Conduct in public places.

Related Links

School Board [Bylaw 1-47](#)

School Board [Policy 7-16](#)

Adopted by School Board: January 20, 1998

Amended by School Board: August 17, 1999

Amended by School Board: October 17, 2000

Amended by School Board: February 20, 2001

Revised by Order of United States District Court Eastern District of Virginia: May 18, 2001

Amended by School Board: August 18, 2015

Amended by School Board: August 2, 2016

Amended by School Board: March 27, 2018

[Amended by School Board: Sept 2021](#)

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Buildings, Facilities, Grounds, Vehicles and Equipment-Generally

A. Preventive Maintenance

~~The board believes that a~~ A proper program of preventive maintenance is a requirement for efficient, economic ~~facilities building~~ operation. The ~~S~~superintendent or designee is directed to maintain a proper preventive maintenance program and, in the bud-get recommendations, to include adequate funds to sustain this program.

B. Emergency Repairs

The ~~S~~superintendent or ~~his~~ designee may authorize separate contracts for emergency repairs to ~~facilities~~ school property, in accordance with applicable law, policy and regulation and consistent with School Division purchasing and financial procedures ~~between board meetings and without advertisement~~, whenever necessary to keep such facilities property functioning efficiently and safely.

C. School Division Grounds

School Division grounds shall be maintained in a safe, functional, reasonably attractive condition. The ~~S~~superintendent or designee shall include in the budget recommendation funds for the upkeep of grounds in the manner described by this Ppolicy.

D. Replacement

All School Division equipment shall be placed on a replacement schedule as soon as feasible, and the ~~S~~superintendent or designee shall include in the recommended budget funds to maintain the replacement schedule.

Requests for replacement of equipment shall be submitted by principals and other supervisors. Replacement of equipment, other than approved in the adopted budget, shall be considered in an emergency situation only.

E. Responsibility -- Principals or Building Administrator

The principal or building administrator or their designee, in cooperation with the Department of School Support Services~~office of school plant and supply~~, shall be responsible for the operation and maintenance of the assigned facility~~plant to which he/she is assigned~~. The principal or building administrator or designee shall have line authority over the custodial staff and shall be responsible for reporting all problems which require the attention of the appropriate Department or Office~~maintenance department~~

F. Definition

For this Policy, all School Board and School Division owned, operated or leased buildings, facilities, grounds, vehicles or equipment will be referred to as "facilities."

Adopted by School Board: February 16, 1993

Amended by School Board: 2021

COMMUNITY RELATIONS

Expressive Activities

A. General

1. ~~The buildings, facilities, grounds, equipment and vehicles of the School Division and the School Board (hereinafter "facilities") Virginia Beach City Public Schools~~ are not open public forums for purposes of public expression during the regular school day, ~~or~~ when education-oriented activities are being conducted, during business hours or when members of the public have not obtained permission to use School Division and School Board buildings, facilities, grounds and vehicles on school property. These restrictions are established in consideration of the potential for disruption caused by activities not related to the dedicated purpose of the School Board and the School Division, public schools, i.e., to provide instruction to students.
2. This Policy does not extend to the public sidewalks outside of and adjacent to ~~facilities property of the School Board.~~ Internal sidewalks, internal paths for ingress and egress, parking areas are not open for open forums of public expression, unless a facility use application or request has been approved.
3. These restrictions are "content neutral" and apply to any individual or group, whether representing a non-profit, commercial, political or other interest.

B. Restrictions

1. No expressive activities (including but not limited to picketing, demonstrating, solicitation, public address, musical or art presentation, pamphlet distribution, canvassing, petitioning or sales of any nature) are permitted on or in School Board and

~~School Division buildings, facilities, grounds, or vehicles in unless prior authorization is obtained from the School Administration the public schools, on school vehicles or in the parking areas, walkways and grounds constituting School Board property during the regular school day or when education-oriented activities such as night school, testing, school athletic activities and school social events are being conducted on school property.~~

2. This prohibition shall not prevent expressive activities in any meeting space reserved for and in use by a private group or organization, consistent with School Board policies, regulations or agreements governing use of buildings, facilities, grounds or vehicles.
3. These conditions shall also not be applicable to participants in any school sponsored or organized activity held in conjunction with a course of instruction or school related activity. Nor shall these conditions be applicable to students/student groups acting in accordance with School Board Policies 5-38 Freedom of Speech, 5-39 Publications, and 5-40 Assemblies/Demonstrations and their applicable regulations.
4. For purposes of this prohibition, the regular school day is defined as 30 minutes before the time the first students are scheduled to arrive at a particular school on School Board provided transportation until 30 minutes after the last students are scheduled to leave the school on School Board provided transportation.

C. Use of Students

1. Students shall not be required to convey or deliver any materials that: 1) advocate the election or defeat of any candidate for elective office; 2) advocate the passage or defeat of any referendum question; or 3) advocate the passage or defeat of any matter pending before a local school board, local governing body, the Virginia General Assembly, or the

United States Congress. This prohibition shall not be construed to prohibit the discussion or use of political or issue-oriented materials as part of classroom discussions or projects or to prohibit the delivery of informational materials.

2. While educators should encourage, but not require, students to take an active interest in national, state, and local elections through school-sponsored activities, school staff shall not encourage nor require a student to take part in the campaign or political activities of a particular candidate, party, or position over that of another candidate, party, or position.

D. Exception for Election Day When School Used as Polling Place

When school buildings, facilities -or grounds are used as polling places, policy and regulations prohibiting posting signs and disseminating written material (except subsection C, above) shall be waived on the day of the election to permit distribution of written campaign and election materials to prospective voters in compliance with state election laws, provided this distribution does not interfere with the educational process. Materials and signs must be removed by the candidates or their representatives within 24 hours of the time the polls close or the School Administration may remove and discard the materials.

E. Enforcement

Any person(s) in violation of any provision of this Policy should be advised of these restrictions and given the opportunity to comply. If the person(s) thereafter fails to comply, the building administrator designee principal or his/her designee shall request the person(s) him to leave, and may take appropriate action if the person(s) if he refuses to do so, including contacting law enforcement and filing criminal charges a police officer should be summoned and the person may be charged with trespassing.

Legal Reference

Code of Virginia §24.2-604, as amended. Prohibited activities at polls; notice of prohibited area; presence of representatives of parties or candidates; simulated elections; observers; news media; penalties.

Code of Virginia §24.2-604.1, as amended. Signs for special entrances to polling places.

Code of Virginia §22.1-79.3, as amended. Policies regarding certain activities.

Related Links

School Board [Policy 5-38](#)

School Board [Policy 5-39](#)

School Board [Policy 5-40](#)

Adopted by School Board: December 19, 2000

Amended by School Board: May 9, 2006

[Amended by School Board: 2021](#)

COMMUNITY RELATIONS

School Visitors to School Board facilities and events

A. Visitors ~~to the Schools~~

1. The School Board welcomes visits by citizens of the city to their public schools and other School Board property. Visitors are expected to act in a manner consistent with School Board bylaws, policies, and regulations, and applicable law for student conduct. In order to protect the students, staff and property, visitors during the school day or business day first shall report to the security desk or the main office for authorization to be in or on the facilities the building or on the grounds and to receive and wear a visitor's identification badge.
2. The School Board authorizes the Superintendent or designee to take all necessary actions regarding the safety, order and preservation of the educational environment and business environment in or on facilities School Board property or at School Division-sponsored activities. The Superintendent or designee shall formulate and post in the schools such regulations, and procedures as are necessary to protect students, staff, and facilities property from unauthorized or disruptive conduct by visitors. Law enforcement officers may be called upon to enforce this Policy in cases of uncooperative visitors orators.
3. When visiting facilities or school sponsored events Parents/legal guardians of students in the schools are encouraged to visit the schools and their children's teachers. Visitors Parents/legal guardians are expected to comply with the dDecorum and order gGuidelines, health and safety protocols and applicable bylaws, policies and regulations. Principals and building administrators or their designees are encouraged to post decorum and order guidelines at posted at facilities for visitor viewing each school or

~~academy within the School Division. Visitors~~ However, ~~parents/legal guardians seeking to meet with specific administrators or employees~~ should make arrangements in advance of coming to facilities in order to be assured that school personnel will be available to meet with them. Delivery of education services and activities for students should not be interrupted unless prior approval of the school administrators is obtained. The visitor(s) shall be treated in a courteous manner and shall be afforded prompt and informative replies to legitimate questions in accordance with School Board bylaws, policies and regulations. For safety or health purposes, the Superintendent or designee may prevent or limit persons other than students, staff, and authorized agents from accessing School Board property or School Division events.

B. Trespassing or Disorderly Conduct

1. Unauthorized persons entering the schools, school buses, school-sponsored activities or other School Board property or communication systems for the purposes of disrupting same or who create disturbances to the educational environment or business of School Division personnel or agents or the School Board meetings shall be subject to punishment as defined in the Code of Virginia and banning or limitation of access as determined by the School Division. Administrators shall inform such law enforcement officers and agencies as ~~are~~ required to maintain order to take appropriate action to remove violators or otherwise end the disorderly conduct.
2. No person shall be in a school or School Board administration building, school bus or on school grounds during hours of darkness unless the person is on official school business, is participating in a supervised school activity, is authorized by an administrator, is at an activity open to the public or is a member of an organization having permission to use the school facilities. Unauthorized persons loitering upon school property may be treated as trespassers.

3. The Superintendent or ~~his~~-designee may take all appropriate actions against persons who cause or pose a threat or disruption to the educational environment or school activities by: 1) committing criminal or disruptive acts on School Board property or against students or employees; 2) committing criminal or disruptive acts at School Board sponsored activities and meetings; 3) having convictions or administrative findings that the Superintendent or ~~his~~-designee determines make the person a potential or actual threat or disruption to the educational or business environment; 4) other good and just cause as determined by the Superintendent or ~~his~~-designee. The Superintendent is authorized to create regulations or other guidance to address these issues.

C. Definition

Buildings, facilities, grounds, equipment and vehicles owned, leased or operated by the School Board and the School Division will be referred to as "facilities."

Legal Reference

Code of Virginia, § 18.2-128, as amended. Trespass upon church or school property.

Code of Virginia, § 18.2-415, as amended. Disorderly conduct in public places.

Adopted by School Board: October 21, 1969

Amended by School Board: October 21, 1981

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: October 20, 1992

Amended by School Board: September 21, 2010

Amended by School Board: August 19, 2014

Amended by School Board: August 18, 2015

Amended by School Board: 2021

COMMUNITY RELATIONS

Organizations Eligible to Use ~~School~~ Facilities

A. Generally

The education of students and the business and operations of the School Board and the School Division ~~The requirements of the regular school program~~ shall receive first consideration in the use of School Board and School Division owned or operated buildings, facilities, grounds, vehicles and equipment (hereinafter "facilities") ~~school facilities~~. School Division recognized s ~~School~~-related organizations shall have priority over non-school related organizations, and approved child and youth groups shall have priority over adult groups.

All uses must be in the interest of the community as determined by the Superintendent or designee. Secret or closed meetings shall not be allowed.

In the interest of public safety, and the welfare of the majority of our citizens, the Superintendent or designee ~~chool Board~~ reserves the right to refuse any group or individual the use of facilities ~~a school facility~~.

B. Use by Religious Groups

Religious groups may apply for permission to use facilities for religious services over an extended period of time with the following conditions:

1. Contracts will be reviewed and renewed annually;
2. A custodian will be required on school premises during religious services or meetings ~~church services~~; and
3. The applicant must have definite building plans, i.e., own land, have blueprints, and/or a building fund.

C. Boy Scouts and other patriotic youth organizations

Boy Scouts and other patriotic youth organizations (as defined by U.S.C. Title 36) have the same ability to use school facilities as other community groups.

D. Political groups or campaigning

Facilities may not be used for campaigning for candidates for elected offices or for campaign related activities except when facilities are used as polling places and campaign activities are limited to designated areas by election officials. The purpose of this restriction is to ensure that School Board owned, or operated facilities remain politically neutral. Political groups, including but not limited to lobbying organizations, political action committees, local political groups, may use facilities for regular organization meetings under conditions that indicate that the School Board and the School Division are not endorsing or supporting the organization.

Editor's Note

*See School Board Policy 5-53: Activities: Access to School Facilities
See School Board Policy 7-48: Community Use of School Facilities/Generally
See School Board Policy 7-55: Fees for Use of School Facilities and School Board
Regulation 7-55.1: Fees for Use of School Facilities.*

Legal Reference

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905, as amended
Patriotic and National Observances, Ceremonies, and Organizations, 36 U.S.C. § 101 *et seq.*, as amended.

Related Links

School Board Policy 5-53

School Board [Policy 7-48](#)

School Board [Policy 7-55](#)

School Board [Regulation 7-55.1](#)

Adopted by School Board: October 20, 1992

Amended by School Board: September 2, 2003

Scrivener's Amendments: June 9, 2014

Amended by School Board: September 2021

COMMUNITY RELATIONS

Community Use of ~~School~~ Facilities: Application and Approval for Use ~~of School~~ Facilities

The Superintendent or ~~his/her~~ designee may designate a school administrator or designee who is authorized to organize and administer a plan for the receipt and approval of applications for the use of School Board and School Division ~~school~~ buildings, facilities, ~~and~~ grounds, vehicles, or equipment (hereinafter "facilities"). Applicants who have been denied the use of ~~school buildings and grounds~~ may facilities may appeal the decision to the Superintendent. The decision of the Superintendent or ~~his/her~~ designee will be final. The Superintendent or designee is authorized to deny any application in writing for use of facilities for good cause.

Adopted by School Board: October 20, 1992

Amended by School Board: August 19, 2014

Amended by School Board: Sept 2021

COMMUNITY RELATIONS

Rules and Conditions for Use of ~~School~~ Facilities

School Board and School Division buildings, facilities, grounds, vehicles, and equipment will be referred to as "facilities" for the purpose of this Policy. The individual or organization using ~~facilities~~~~the school buildings and grounds~~ must assume the responsibility for damages to the ~~facilities~~~~property and injury to persons~~ occurring during the time of authorized use. The individual or organization shall be required to provide acceptable adult supervision, security, safety, health, and sanitation and crowd control plans in advance of an event open to the public. Health and safety protocols applicable to the facilities will apply to individuals or organizations using facilities. Individuals or organizations using facilities may not disrupt or interfere with educational activities or the business of the School Division or the School Board. The Superintendent or designee is authorized to take appropriate actions to prevent such disruption.

Alcoholic beverages, tobacco, nicotine, vapor or related products, illegal drugs, cannabis or related paraphernalia shall not be permitted on or in facilities~~school premises~~.

The regulations of the Superintendent shall carry the authority of the School Board. Persons or organizations violating regulations may be denied the use of ~~facilities~~~~the school buildings and grounds~~ in the future.

Adopted by School Board: October 20, 1992

Scrivener's Amendments: May 23, 2014

Amended by School Board: 2021

School Board Standing Committee Procedures

A. Meetings and Notices

1. Meeting Dates, Times and Locations – Meetings of School Board Committees should be posted no later than three business days before the Meeting date or as otherwise in compliance with the Virginia Freedom of Information Act, as amended. An annual schedule of Committee Meetings should be set and published. Members of the public should be able to observe the meeting and Meeting locations must be open to the public with appropriate ADA access (unless the conditions for electronic or emergency meetings as set forth in Bylaw 1-36 exist).
2. Quorum – A quorum of the School Board Committee Members must be present in person at the meeting location for the meeting to proceed. Persons appointed to the Committee and who can vote on matters are to be counted to determine the quorum. Some Committees have non-School Board appointees who should be counted. Assigned staff and ex officio members do not have voting rights and do not count toward the quorum. School Board Members may participate remotely if Bylaw 1-36 procedures are followed and if a quorum of the Committee Members are present at the meeting location. During authorized electronic meetings, Committee Members do not need to be present in one location, but a quorum is still required to proceed with the meeting. School Board Members not appointed to a Committee who participate in meetings should not be counted toward the quorum unless they are substituting for an appointed Committee Member.
3. Public Notice of Meeting – School Board Committees with three or more School Board Members must comply with FOIA public notice requirements. Public notice of Committee

Meetings must be published publicly on the bulletin board in the School Administration Building and put on the School [Division webpage where they are normally posted](#)~~Board~~ [Committee webpage, or as otherwise required by FOIA](#). Staff should maintain evidence of the postings for one year after the meeting.

4. Posting to Committee Webpage
 - a. Staff should ensure that the School Board Committee webpage accurately and timely reflects the Meeting dates and time, public access instructions. The Department of Communications and Community Engagement requires seven days' notice to post onto the Committee webpage. Please note that ADA requirements apply to postings and staff should consult with Communications and Community Engagement Staff regarding such requirements.
 - b. School Board Committee meetings are not usually recorded. Posting a recording of a School Board Committee Meeting requires that either a transcript be included when the posting is ~~published~~[published](#), or that closed caption be done at the time of the recording. VBTv can do closed captioning if meetings are done in School Board Chambers and broadcast on VBTv. Before recording a Committee meeting, these conditions must be met.
5. Electronic Meetings or Remote Participation – Electronic meetings and remote participation by Committee Members must be done in compliance with Bylaw 1-36. Different rules may apply during States of Emergency and staff and the Committee Chair should consult legal counsel. By June 1, the staff member will report to the School Board Clerk all electronic Committee meetings held during the year. [All](#)

Committee Members should be consulted before changing the date, time or location of a meeting so that Committee Members are not required to use limited remote participation opportunities to participate in a meeting that was changed.

6. Public Access to Meetings – Meetings of three or more School Board Members are required to be open to the public. At least one door to the Committee Meeting room must remain open during the Meeting unless the Committee recesses into closed session. Staff should ensure that ADA accessibility conditions are met. Meetings conducted electronically must be open to the public to observe.
7. Closed Session and Confidential Material
 - a. Closed Session – Committees may recess into closed session in accordance with FOIA exemptions from open meetings. Staff and the Chair should ensure that the Agenda sets forth the call for Closed Session and that appropriate Certification of Closed Session is completed. Staff should ensure that the Meeting room door is open during the Call and Vote into and out of Closed Session. Electronic or remote participation should not be used in Closed Session. Meeting Minutes should reflect the Call and vote for Closed Session, the persons participating in the Closed Session and the call and vote for Certification of Closed Session but not the discussions in Closed Session. All votes must be taken in open session.
 - b. Confidential Material – Material or discussions in Closed Session should remain confidential and should not be shared with unauthorized persons.

B. Meeting Agendas and Minutes

1. Drafting Agenda – The Committee Chair and the staff member will prepare the Agenda at least one week before the next scheduled Meeting date.
2. Meeting Minutes – The staff member or assigned administrative staff will draft the Meeting Minutes. Meeting Minutes are not intended to be a transcript of the Committee Meeting. Meeting Minutes reflect compliance or variance with the Agenda, formal actions and votes taken by the Committee Members, and general discussion on the Agenda topics. Minutes should be sent to Committee Members three or more business days before the next Meeting. Committee Members should review Meeting Minutes and send corrections to the Chair prior to the Meeting. Meeting Minutes may be amended at the Meeting.
3. Sending Out Agenda and Supporting Documents – Meeting Agendas should be sent to Committee Members three or more business days before the Meeting. The Agenda should be posted to the Committee webpage when it is provided to Committee Members. If not posted to the webpage, the Agenda should be made available to the public on request.

C. Annual Election of Chair

1. Annual Election of Committee Chair – at the first meeting in the new fiscal year, when the Chair is removed from the committee, or after a new committee is created, a Committee Chair should be elected by the voting Committee Members. If the Committee Chair who was elected the prior year is still serving on the Committee, the Chair will conduct all meetings until a new Chair is elected. If the former Chair is not on the Committee in the new year, the senior most School Board Member on the Committee or the School Board Chair in an ex officio capacity will conduct the meetings until a new Chair is elected.

2. Replacing Committee Members and/or Chair – If a School Board Member assigned to a Committee is no longer serving as a School Board Member, resigns from the Committee, or is otherwise not serving on the Committee, the Chair or staff member should inform the School Board Chair to begin procedures to appoint another Committee Member. If the Committee Chair is no longer on the Committee, a new election should be held.
3. Duties of Chair – The Committee Chair is responsible for conducting the Committee Meetings, working with staff to determine Meeting dates and times, agendas and agenda materials. The Chair and staff liaison will maintain attendance rolls throughout the year for all Committee Members and will transmit such list to the School Board Chair each year for the purpose of planning for Committee assignments for the new year. By May 1.

D. Other Matters

1. Reports to School Board – the Committee Chair may inform the School Board and the public of the work of the School Board during Committee, Organization and Board Items section of the School Board Meetings. If required by the School Board, the Committee Chair will formally report to the School Board the work or findings of the Committee.
2. Termination of Ad Hoc Committees – Chairs and staff should monitor the termination of the Committees authorization and ensure all Committee work is completed by the termination date. Any request to extend the term of the Committee should be placed on the School Board Agenda at least two regular School Board Meetings before the Committee termination date.

Adopted by the School Board: June 22, 2021

Amended by School Board: Sept 2021

SCHOOL BOARD BYLAWS

Committees, Organizations and Boards – School Board Member assignments

The School Board utilizes committees, boards, and other organizations (hereinafter "Committee") to accomplish both internal and external goals. School Board Members may be assigned to represent the School Board's interest on any such Committee. School Board Members have no individual authority when serving in these assignments and may only exercise the authority specifically authorized by the School Board. The School Board recognizes the following types of Committees: a) Standing School Board Committees; b) Joint School Board/City Council Committees; c) Ad Hoc School Board Committees; d) School Division Standing Committees with School Board Liaisons; and e) Outside Committees.

A. General matters

1. Creation

The School Board may determine that certain School Division objectives require longer term study and analysis, and/or ongoing oversight. In such cases where concerns lend themselves to a committee approach, committees comprised of School Board Members either alone or in conjunction with members of the School Administration, other public bodies or public organizations, and/or the public-at-large may be created by the School Board. The School Board shall describe the objectives of any such Committee in its minutes or other writing and provide it to the Committee.

2. Authority

Any such Committee shall have only such authority to bind the School Board as is expressly granted and shall have only such powers as the School Board has expressly granted or

which, by implication, are reasonably necessary to accomplish the stated purpose(s).

3. Assignments

Unless otherwise specified, the School Board Chair in consultation with the Vice Chair will recommend to the School Board School Board Members and others to be assigned to Committees. The School Board by majority vote will appoint School Board Committee Members by July 1st of each year. Assignments may be reviewed in January of each year or when otherwise necessary. Each School Board Member should be assigned to at least one (1) Committee. Appointment to a Committee should take into consideration, but not be limited to, the following (the order of considerations does not indicate priority of considerations) equitable distribution of Committee assignments among School Board Members; expressed interests of School Board Members; experience of School Board Member; a School Board Member's training, education and/or experience with the purpose of the committee; continuity of service and historical knowledge; availability for meetings; the need for diversity; the needs of the School Board; and other good and just cause.

Should one or more representatives of the School Board be needed to attend a Committee meeting prior to the School Board's adoption of Committee assignments, the Chair is authorized to temporarily appoint School Board Members to that Committee. Assignments to a Committee are effective until June 30th of each year or until such time as the School Board appoints new Committee Members.

The School Board is authorized to appoint alternates to Committees, should the School Board Member assigned require another School Board Member to substitute. In the absence of an alternate or when an alternate is unavailable,

the Chair may assign another School Board Member to represent the School Board at a Committee meeting.

4. Individual Authority

Individual School Board Members appointed to any Committee shall have no authority to bind the School Board on any matter unless such authority is expressly granted by the School Board.

5. Reports

Assigned School Board Members shall report to the School Board on Committee activities when and in the format designated by the School Board.

6. Committee Chair

The Committee Chair will be chosen by the Members of the Committee unless otherwise specified. For the purposes of electing a Committee Chair, the most senior School Board Member attending the first meeting of the fiscal year (starting July 1st) (or the most senior assigned staff member attending the meeting if a School Board Member is not present at the first meeting) shall conduct the election of the Committee Chair. Until such time as a new Committee Chair is elected, the current Committee Chair may continue to serve as the Committee Chair so long as the Committee Chair remains appointed to that Committee. If the Committee Chair is no longer on the School Board, the most senior School Board Member on the Committee will serve as the Chair until a new chair is elected. All School Board created Committees shall be chaired by an assigned School Board Member unless the Committee structure specifically requires that another person be the Committee Chair. When choosing a Committee Chair, the following shall be considered: a) continuity of membership; b) expressed interest of assigned School Board Members; c)

diversity of membership; and d) needs of the School Board Committee.

7. Roles and Responsibilities of the Committee Chair

The Committee Chair shall have the responsibility for: a) presiding over the meetings or designating another Committee Member to preside in the Chair's absence: b) setting the direction for and establishing norms and protocols that allow for appropriate function and in an efficient manner; c) provide guidance and communicate expectations to other Committee Members; d) ensure that relevant, timely and effective decisions are executed and that all Committee Members are provided the opportunity to participate in the decision making process; e) ensure compliance with applicable law, bylaw, policy and regulation; f) ensure that appropriate notices are made, agendas and supporting materials are provided and that minutes of the meetings are kept if so required by law; g) contact new committee members.; h) should try to maintain the agreed upon schedule for Committee Meetings and give consideration to the availability of Committee Members before changing the meeting date or time. ~~unless all Committee Members have agreed to change the date or time of a scheduled meeting.~~

8. School Board Standing Committees will follow the School Board Standing Committee Procedures set forth in School Board Bylaw Appendix C.

B. Committee Meetings

1. Notices of Meetings by Committee Chair

The Committee Chair or the assigned staff member shall provide the School Board Clerk notice of the date, time, and location of Committee meetings so that the School Board Clerk or assigned staff member can give the public notice of

meetings consistent with applicable law. The Committee Chair or the assigned staff member shall make available to the public, upon request, nonexempt agenda materials furnished to Members for the meeting as required by the Virginia Freedom of Information Act and other applicable law. Committee Meetings will be held in locations accessible to the public.

2. Public Access

Committee Meetings shall be open to the public but may be closed for all or a portion of the Meeting as permitted by the Virginia Freedom of Information Act and other applicable law or regulation. The Committee Chair or assigned staff member will make arrangements for any persons needing accommodations or other services to access the Committee Meetings.

3. Rules of Order

Committee Meetings shall be run in accordance with the Special Rules of Order found in School Board Bylaws Appendix A, applicable Bylaw or policy and the current edition of *Robert's Rules of Order Newly Revised* if a matter is not otherwise addressed.

C. School Board Standing Committees

The Committees listed below shall be considered Standing Committees of the School Board:

1. Internal Audit Committee

The Internal Audit Committee consists of three to four Members, including two or three Members of the School Board and one or more citizens of the City of Virginia Beach to serve as the third and/or fourth Member.

The Internal Audit Committee assists the full School Board in considering internal and external audit matters, including the timely reporting to the School Board of material actions or inactions of school employees that could lead to charges of malfeasance in office by School Board Members or School Division employees or agents. The Internal Audit Committee has established the Office of Internal Audit, which reports directly to the Internal Audit Committee, and through the Internal Audit Committee, to the full School Board, as more particularly set forth in Policy 3-96 and the Internal Audit Charter.

2. Policy Review Committee

The School Board Policy Review Committee (PRC) will consist of three School Board Members. The School Board, at its discretion, may appoint a citizen to serve as a voting member. School Board Legal Counsel, the Chief of Staff and other staff members appointed by the Superintendent will serve as liaisons to the PRC but will not be voting members.

The responsibilities of the PRC will be to consider input from the public, students, staff, the school administration or other stakeholders and advise the School Board and the Superintendent concerning the need to amend, adopt, repeal, and/or merge by-laws, policies and applicable regulations.

3. Planning and Performance Monitoring Committee

The Planning and Performance Monitoring Committee will consist of three School Board Members. The Superintendent and other staff members assigned by the Superintendent will serve as liaisons to the Committee but will not be voting members. The purpose of the Committee will be to provide transparent oversight of School Division resources and processes to ensure effective and efficient operations in support of the School Division's vision, mission and

strategic goals as well as coordinating School Board Member engagement in strategic and operational planning, including budget development by:

a. Planning responsibilities will include, but not be limited to:

~~1.~~ 1) updating the strategic and operational planning/budgeting process and calendars;

~~2.~~ 2) establishing annual operating priorities and targets/goals to guide budget development;

~~3.~~ 3) identifying operational issues deserving special attention in the next year's budget (e.g., unmet needs, transportation, compensation, building safety);

~~4.~~ 4) identifying and prioritizing opportunities for significant innovation in particular areas;

b. Performance Monitoring responsibilities will include, but not be limited to:

~~1.~~ 1) recommending key planning "products" to the full School Board for review and approval (e.g., updates to the vision/mission statement, new strategic plan, the annual budget);

~~1.~~

~~2.~~ 2) working with the School Administration in updating the content

and format of performance reports being sent to the School Board (e.g., student testing, program evaluation calendar and reporting, strategic plan/navigational marker reporting);

~~3.~~ 3) reviewing performance reports, identifying issues and opportunities; and

~~4.~~ 4) assisting with presentation of performance reports at regular School Board Meetings.

4. Governance Committee

The Governance Committee will consist of the School Board Chair and the Chairs of the Internal Audit Committee, the Policy Review Committee, and the Planning and Performance Monitoring Committee. Additionally, one other School Board Member will be appointed by the School Board Chair and approved by the School Board to also serve on the Committee. The Chair of the Governance Committee will be the Chair of the School Board. The Superintendent and School Board Legal Counsel will serve as the liaisons to the Committee but will not be voting members. The Governance Committee will be responsible for the following:

- a. building and monitoring the School Board-Superintendent working relationship and addressing relationship issues as they occur, including approval of routine matters related to the Superintendent's contract and employment, initially addressing issues and concerns regarding the Superintendent's conditions of employment, and communication with the School Board concerning such matters;

- b. developing procedures and an evaluation instrument for the Superintendent's evaluation;
- c. developing and presenting to the School Board annual goals for the Superintendent;
- d. establishing School Board- Superintendent communication and interaction guidelines and monitoring compliance with such guidelines;
- e. planning strategic and/or operational retreats at which values and vision statements will be updated (as needed), environmental trends will be assessed, and strategic issues will be identified and analyzed;
- f. identifying training and educational opportunities for School Board Members to become better informed about School Board governance issues and public education matters and monitoring an annual budget to fund such opportunities;
- g. coordinating School Board self-evaluation procedures, instruments and training;
- h. developing guidelines for effective communication of School Board Committee work to the School Board, the School Administration, and the public;
- i. developing long range agenda forecasts for School Board consideration;
- j. reviewing and responding to complaints or concerns regarding School Board Members and developing procedures for handling such complaints;
- k. Establish protocol and procedures, subject to review by the School Board, regarding School

Board Meetings and other matters relating to the School Board; and

- I. such other duties assigned to the Governance Committee by the School Board.

5. Legislative Committee

The Legislative Committee will consist of three School Board Members, School Board Legal Counsel, the School Board's Legislative Consultant and those staff members appointed by the Superintendent who will serve as liaisons to the Committee but will not be voting members. The Legislative Committee is responsible for the development of the School Board's proposed annual legislative package. The legislative package, priorities and positions shall be based upon input from the School Board and the Superintendent. The Legislative Committee is also responsible for developing the School Board's regional legislative position and for acting as the School Board's liaison to the Virginia General Assembly as well as other publicly elected bodies.

6. Building Utilization Committee

The Building Utilization Committee (BUC) will consist of three School Board Members. The Superintendent may assign appropriate staff members to assist the BUC in its review but such staff members will not be voting members. The BUC will annually review enrollment projections and impact on optimal building utilization. At its discretion, the BUC may invite input from PTAs or other community groups directly impacted by any recommendation from the BUC.

7. Student Discipline Committees

Three Committees of the School Board shall be appointed to hear student discipline cases as needed. Each Committee

shall consist of three (3) voting School Board Members and one (1) nonvoting School counselor. Each Member of a Committee, excluding the School counselor, has authority to make motions and vote on that Committee. Each Committee shall meet to determine cases dealing with expulsions and long-term suspensions as set forth in School Board policy or regulation. A unanimous decision of a Committee consisting of three School Board Members regarding long-term suspensions and expulsions is final. If a Committee's decision is not unanimous, or if the decision is made by a Committee of less than three (3) School Board Members, the decision of the Committee may be appealed to the full School Board.

D. Joint Standing School Board and City Council Committees/Boards

The Committees listed below shall be considered Joint Standing Committees of the School Board and the City Council. The Chairman shall seek approval from the School Board for all Member appointments to such Committees. The Chairman shall take into consideration the experience of the School Board Members, their interest in membership, diversity of membership and continuity of membership on a Committee. The Chairman of each Joint Standing School Board/City Council Committee shall be selected by the Committee Members unless otherwise specified.

1. CIP/Modernization Review Committee

The School Board Chair will appoint and the School Board will approve two School Board Members and one alternate to serve on the Committee. The School Board Chair will appoint the Committee Chair.

E. School Board Ad Hoc Committees

A School Board Ad Hoc Committee and Ad Hoc Committee Chair shall be proposed by the School Board Chair and appointed by the School Board, as the need arises, to carry out a specified task, at the

completion of which - that is, on presentation of its final report to the School Board, such Ad Hoc Committee will automatically cease to exist. An Ad Hoc Committee shall have those powers designated by the School Board. The following Committee(s) are designated School Board Ad Hoc Committee(s):

1. Ad Hoc School Site Selection Committee

The School Site Selection Committee is an Ad Hoc School Board Committee that is appointed as needed to assist the School Board in considering proposals for new school sites.

2. Other Ad Hoc Committees as needed.

F. School Division Standing Committees with School Board Member Liaisons

If requested by the Superintendent or as set forth by Policy, the School Board may assign School Board Members to serve as Members of School Division Standing Committees. Voting rights of School Board Members serving as liaisons are determined by the Committee. The Superintendent shall provide a list of all such Liaison positions to the School Board by June 1st of each year.

1. The following Committees are designated as School Division Standing Committees with School Board Members assigned as Liaisons:

- a. Equity Council

The Equity Council addresses issues related to diverse populations and how the organizational climate contributes to fostering: greater student achievement; effective communication across all levels and with the greater community; honoring and listening to all voices; providing focused opportunities discussion, feedback, input and support to the implementation of Compass to 2020 and future School Board goals; reporting on all aspects of diversity and

equity with a special focus on students of color; resources and support to further the work educational equity within the School Division. The Superintendent will designate a staff member to serve as the Chair of the Equity Council. No more than two (2) School Board Members will be assigned as liaisons to the Equity Council.

b. 403 b Plan Oversight Committee

G. Outside Committees, Organizations or Boards

The School Board Chair will recommend and the School Board will approve School Board Members to represent the School Board on Outside Committees. In those instances, School Board Members have authority to bind the School Board for the limited purpose for which the Outside Committee exists. The Superintendent shall provide a list of all Outside Committees to the School Board by June 1st of each year. The School Board Chair will recommend, and the School Board shall appoint School Board Members to such Committees by majority vote. Outside Committees include, but are not limited to:

1. Green Run Collegiate Charter Board
2. Governor's School for the Arts;
3. Mayor's Committee for Persons with Disabilities;
4. SECEP - Southeastern Cooperative Educational Program;
5. VSBA - Virginia School Board Association Delegate Assembly;
6. Hampton Roads Educational Telecommunications Association (HRETA) WHRO Educational Advisory Committee;
7. Sister Cities Association of Virginia Beach;
8. Deferred Compensation Board: and

9. Virginia Beach Human Rights Commission

Related Links

School Board Bylaws [Appendix A](#)

School Board [Policy 3-96](#)

School Board [Internal Audit Charter](#), as amended.

Adopted by School Board: July 21, 1992

Amended by School Board: April 19, 1994

Amended by School Board: January 3, 1995

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2001

Amended by School Board: August 7, 2001

Amended by School Board: August 21, 2001

Amended by School Board: May 28, 2002

Amended by School Board: August 6, 2002

Amended by School Board: July 15, 2008

Amended by School Board: December 2, 2008

Amended by School Board: December 15, 2015

Amended by School Board: August 2, 2016

Amended by School Board: June 11, 2018

Amended by School Board: February 12, 2019

Amended by School Board: November 12, 2019

Amended by School Board: January 28, 2020

Amended by School Board: June 23, 2020

Amended by School Board: February 23, 2021

[Amended by School Board: 2021](#)



Subject: Closed Session Item Number: 18

Section: Closed Meeting Date: September 14, 2021

Senior Staff: N/A

Prepared by: Kamala H. Lannetti, Deputy City Attorney

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

Recommendation:

MOTION: I move that the School Board recess into a closed meeting pursuant to the exemptions from open meetings allowed by Section 2.2-3711, Part A, Paragraph 1, 7 and 8 of the Code of Virginia, 1950, as amended, for

PERSONNEL MATTERS: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees pursuant to Section 2.2-3711(A) (1); namely to

- A. Discuss and consider the Superintendent's annual goals and performance expectations.
- B. Consult 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.

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 the status of pending litigation related to the School Board.

RECONVENE IN OPEN SESSION:

CERTIFICATION:

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.

ACTION AS NEEDED:

Background Summary:

Appropriate requests have been made for a closed meeting.

Source:

Bylaw 1-37 and Code of Virginia, Section 2.2-3711