



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 Agenda Tuesday, March 9, 2021

Pursuant to the State of Emergency related to the COVID-19 pandemic, the Governor's Executive Orders, the Virginia Freedom of Information Act as amended by the Virginia General Assembly and the School Board's April 7, 2020 Emergency Resolution, the School Board and selected staff members will meet in person at the School Administration Building however, at this time it is impractical and unsafe to allow other persons to attend the School Board Meeting due to physical distancing and safety precautions related to the pandemic. Members of the public will be able to observe the School Board Meeting through livestreaming on www.vbschools.com, broadcast on VBT Channel 47, and on Zoom through the link below.

The School Board will hear public comment both Agenda and Non-Agenda items at the March 9, 2021 School Board Meeting. Citizens who would like to speak can sign up to speak either in person or electronically. All speakers must be signed up to speak by noon on March 9, 2021. The School Board has determined that in person speakers will be heard before speakers who are participating electronically. Agenda and Non-Agenda item speakers will be heard as set forth in the Agenda. Persons signed up to speak in person will be required to remain outside of the School Administration Building until called to speak and may not enter the building for any other reason. In person speakers will be required to follow physical distancing and safety protocols including wearing a face covering while in the School Administration Building, while addressing the School Board or on its grounds. Speakers who are under 18 years old may be accompanied by one adult while in the School Administration Building. Citizens requiring accommodations to these requirements are encouraged to participate through electronic means or to contact the School Board Clerk to discuss accommodations. Non-Agenda Item speakers will be heard after the Conclusion of the Regular School Board Meeting. The Non-Agenda Item speaker portion of the School Board Meeting is not broadcast on VBT Channel 47 but may be observed through the Zoom link listed below. The School Board will hear comments from speakers but reserves the right to conclude speaker comments by vote of the School Board. All public comments shall meet the [School Board Bylaw 1-48](#) requirements for Decorum and Order.

Attendee link: <https://us02web.zoom.us/join/3G573k-dQ-K2i3sPze2psg> Call-in (301) 715-8592 ID 823 9802 7510

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

INFORMAL MEETING

1. **Convene School Board Workshop 4:00 p.m.**
 - A. School Board Administrative Matters and Reports
 - B. Agenda Development Process
 - C. SRO Program Update
 - D. 2020-21 Plan Updates
2. **Closed Meeting: (as needed)**
3. **School Board Recess 5:30 p.m.**

FORMAL MEETING

4. **Call to Order and Verbal Roll Call (School Board Chambers) 6:00 p.m.**
5. **Moment of Silence followed by the Pledge of Allegiance**
6. **Student, Employee and Public Awards and Recognitions**
7. **Adoption of the Agenda**
8. **Superintendent's Report**
9. **Approval of Meeting Minutes:**
 - A. February 23, 2021 Regular School Board Meeting **Added 03/09/2021**
 - B. March 2, 2021 Special School Board Meeting **Added 03/09/2021**
10. **Hearing of Citizens and Delegations on Agenda Items**

The School Board will hear public comment on Agenda items at the March 9, 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 March 9, 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. March 9, 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.



VIRGINIA BEACH CITY PUBLIC SCHOOLS

CHARTING THE COURSE

School Board Regular Meeting Agenda (continued)
Tuesday, March 9, 2021

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. New Course: Algebra III
- B. Recommendation of General Contractor:
 - 1. Indian Lakes Elementary School RTU Replacement
 - 2. Bayside High School HVAC Replacement
- C. Policy Review Committee (PRC) Recommendations
 - 1. Policy 3-1/Financial Management
 - 2. Policy 3-2/Ethics in Public Contracting
 - 3. Policy 3-41/System of Accounts
 - 4. Policy 3-44/Financial Reports
 - 5. Policy 3-47/Surety Bonds
 - 6. Policy 3-48/Insurance
 - 7. Policy 3-49/Petty Cash Funds
 - 8. Policy 3-53/Advances on Expenses

12. **Action**

- A. Personnel Report / Administrative Appointment(s) **Updated 03/11/2021**

13. **Information**

- A. Building Utilization Committee Report
- B. School Board Protocols Manual

14. **Standing Committee Reports**

15. **Conclusion of Formal Meeting**

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

The School Board will hear public comment on Non-Agenda items at the March 9, 2021 School Board Meeting. This portion of the School Board Meeting is not broadcast on VBTv 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 March 9, 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. March 9, 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** **Updated 03/11/2021**

19. **Vote on Remaining Action Items** (as needed)

20. **Adjournment**



Subject: Agenda Development Process **Item Number:** 1B

Section: Workshop **Date:** March 9, 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 receive information on the agenda development process.

Background Summary:

The agenda development process was presented at the February 3, 2021 Governance Committee meeting.

Source:

Budget Impact:

N/A



Subject: SRO Program Update **Item Number:** 1C

Section: Workshop **Date:** March 9, 2021

Senior Staff: Jack Freeman, Chief Operations Officer, Department of School Division Services

Prepared by: Thomas A. DeMartini, Director of Safe Schools

Presenter(s): Thomas A. DeMartini, Director of Safe Schools

Recommendation:

That the School Board receive an update of the School Resource Office (SRO) Program by the Office of Safe Schools.

Background Summary:

School Resource Officers are uniformed Virginia Beach police officers assigned to schools to help create a safe and positive learning environment by building and maintaining successful working relationships between police, school administrators, students, parents and staff.

Source:

School Board Policy 3-56

Budget Impact:

N/A



Subject: 2020-21 Plan Updates

Item Number: 1D

Section: Workshop

Date: March 9, 2021

Senior Staff: Marc A. Bergin, Ed.D., Chief of Staff

Prepared by: Marc A. Bergin, Ed.D., Chief of Staff

Presenter(s): Marc A. Bergin, Ed.D., Chief of Staff

Donald E. Robertson, Ph.D., Chief Schools Officer, Department of School Leadership

Recommendations:

That the School Board receive information regarding the VBCPS 2020-21 Plan including updates on current trend for percent positivity, return of students in grades 7-12, attendance procedures, and resumption of extracurricular activities.

Background Summary:

The “VBCPS Fall 2020 Plan” was approved by the School Board on July 28, 2020 and the 2020-2021 Plan was subsequently approved by the School Board on January 12, 2021. The Option 1 students in grades PK-6 and designated groups of special education students returned for in-person instruction on February 2, and the Option 1 students in grades 7-12 are scheduled to return for in-person instruction on February 23.

Source:

School Board Minutes – July 28, 2020 and January 12, 2021

Budget Impact:

TBD



Subject: School Board Recognitions **Item Number:** 6

Section: Student, Employee and Public Awards and Recognitions **Date:** March 9, 2021

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

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

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

Recommendation:

That the School Board recognize one school, one individual student athlete and two student groups, as part of the School Board recognitions for March 2021. 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.

Background Summary:

That the School Board allow time during the first meeting of each month 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: March 9, 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 sets of minutes as presented:

- A. February 23, 2021 Regular School Board Meeting
- B. March 2, 2021 Special School Board Meeting

Pursuant to School Board Resolution dated April 7, 2020, entitled *Resolution Authorizing Finding that a Local Emergency Exists, Adoption of Procedures for Electronic or Other Public Meetings and Public Hearings, and to Ensure the Continuity of School Board and School Division Operations During the COVID-19 Pandemic Disaster*, Item F, action taken on this recommendation will be ratified at a regular or special meeting after the State of Emergency and disaster have concluded.

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



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Aaron C. Spence, Ed.D., Superintendent

School Board Regular Meeting MINUTES

Tuesday, February 23, 2021

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

INFORMAL MEETING

- 1. Convene School Board Workshop:** Chairwoman Rye convened the School Board workshop at 4:01 p.m. on the 23rd day of February 2021 and announced Pursuant to the State of Emergency related to the COVID-19 pandemic, the Governor’s Executive Orders, the Virginia Freedom of Information Act as amended by the Virginia General Assembly and the School Board’s April 7, 2020 Emergency Resolution, the School Board and selected staff members will meet in person at the School Administration Building; however, at this time, it is impractical and unsafe to allow other persons to attend the School Board Meeting due to physical distancing and safety precautions related to the pandemic. Members of the public will be able to observe the School Board Meeting through livestreaming on www.vbschools.com, broadcast on VBT Channel 47, and on Zoom.

It is the School Board’s protocol to break at 5:30 p.m. to prepare for the 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. in order 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 chambers: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Hughes, Ms. Riggs and Ms. Weems (arrived at 4:03 p.m.). The following School Board members attended the meeting via Zoom: Ms. Holtz (SAB room 113), Ms. Manning (Virginia Beach) and Ms. Owens (home).

- A. **School Board Administrative Matters and Reports:** Chairwoman Rye mentioned to the School Board members the upcoming NSBA virtual conference, April 8-10; committee reports – reminder to keep as efficient as possible; mentioned to have Appendix B referred to Policy Review Committee (PRC) to adjust language of agenda item Standing Committee Reports to include liaison reports.
- B. **New Committee Six-Month Assessments:** Ms. Weems, Chair of the Planning and Performance Monitoring Committee (PPMC) mentioned School Board members Ms. Felton and Ms. Holtz as members of the PPMC; two tasks of the committee: budget overview and program monitoring and evaluations; budget – reviewed reversion resolutions, briefed on federal cares act, pre-superintendent’s estimate of needs; performance monitoring – reviewed and helped with PBIS (Positive Behavior Intervention and Supports) program evaluation, the Student Response Team (SRT) evaluation, Entrepreneurship and Business Academy at Kempsville High School, college readiness assessments, the strategic framework updates, Schoology update, the innovation charter, digital learning evaluation update, ESL (English as a Second Language) program evaluation; thanked members of staff – Dr. Bergin and Ms. Keipe; Ms. Felton shared the committee has

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allowed more transparency with School Board members, the feedback and response is most efficient and thanked Ms. Weems for being the Chair of the PPMC.

Chairwoman Rye continued the presentation and reported on the Governance Committee; July through December 2020: norms & protocols assessment/discussion – revival of a Protocols Manual, revisit complaint procedures, committee procedures – standardization, Superintendent evaluation – mid-year, January 2021 School Board Mini-Retreat, School Board Self-Evaluation process; six-month work plan (January-June 2021): member feedback VSBA Conference (November 2020), next steps School Board norms & Protocols Manual, proposed revisions Bylaw 1-28 (2/23/21 Action item), COVID School Board meeting formats - ongoing assessment, Superintendent summative performance evaluation – instrument finalization, Board self-evaluation – assessment and proposal; Chairwoman Rye recognized Ms. Weems and new member Ms. Melnyk being on the committee.

School Operating Budget FY2021-22 and Capital Improvement Program (CIP) FY2021-22 through FY2026-27 Workshop #3: The presenters were Aaron C. Spence, Ed.D., Superintendent; Farrell E. Hanzaker, Chief Financial Officer; and Tony L. Arnold, Executive Director of Facilities Services. Dr. Spence mentioned the time frame for the budget – adoption of the budget at meeting scheduled for next week (March 2); Mr. Hanzaker continued the presentation with an overview of the workshop agenda; communicated with the School Board over the past week – answered questions; reviewed the superintendent’s estimate of needs budget balancing; revenues and spending balance equal the balanced budget; looking for a final recommendation from the School Board regarding the balanced budget; do not have the state’s final budget at this time; possibility may need to amend budget after getting state’s final budget; the floor was opened to School Board members to ask questions; the discussion continued with a question regarding if we had any indication on the proposed salary increase from the city council for city employees.

Note the workshop had to be suspended at 4:32 p.m. due to an audio issue. The workshop resumed at 4:41 p.m.

The discussion continued regarding city council and proposed raise for city employees and historically if there has been a difference in raise amounts between City and School employees; school employees did not receive a raise last year; bills in the senate and house differ in terms of raise amount; Ms. Anderson shared suggestion of incentive built into the teacher scale, willing to wait to discuss at summer retreat – support of the proposed 5% employee raise; concern with major compression; Ms. Manning reviewed position on being an advocate to give teachers more of an increase – 3% for all employees with an additional 2.5% for teachers – meeting unmet needs; reviewed costs of unmet needs; compensation comparison; difference between instructional scale and unified scale; market analysis on specific work groups; teacher assistants; reviewed page 24 & 25 of SEON – unmet needs; budget development priorities are discussed at the summer retreat; unmet needs list separated by one-time expenses and ongoing expenses; appreciative of hard work that was put into making the budget.

Chairwoman Rye made a recommendation to continue the discussion and the other workshop item – Plan Updates to agenda item 17 – Workshop and will may a notation at the formal meeting during the adoption of the agenda.

C. 2020-21 Plan Updates: See item #7 – Adoption of the Agenda.

2. Closed Meeting: (as needed) - None

3. School Board Recess: Chairwoman Rye adjourned the workshop at 5:30 p.m.

FORMAL MEETING

- 4. *Call to Order and Verbal Roll Call:*** Chairwoman Rye called the formal meeting to order at 6:01 p.m. on the 23rd day of February 2021 and announced pursuant to the State of Emergency related to the COVID-19 pandemic, the Governor’s Executive Orders, the Virginia Freedom of Information Act as amended by the Virginia General Assembly and the School Board’s April 7, 2020 Emergency Resolution, the School Board and selected staff members will meet in person at the School Administration Building; however, at this this time, it is impractical and unsafe to allow other persons to attend the School Board Meeting due to physical distancing and safety precautions related to the pandemic. Members of the public will be able to observe the School Board Meeting through livestreaming on www.vbschools.com, broadcast on VBTB Channel 47, and on Zoom.
- The following School Board members were present in the School Board chambers: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Hughes, Ms. Riggs and Ms. Weems. The following School Board members attended the meeting via Zoom: Ms. Holtz (SAB room 113), Ms. Manning (Virginia Beach) and Ms. Owens (home). The following School Board members attended the meeting via Zoom: Ms. Holtz (SAB room 113), Ms. Owens (home), Ms. Franklin (home), and Ms. Manning (Virginia Beach).
- 5. *Moment of Silence followed by the Pledge of Allegiance***
- 6. *Student, Employee and Public Awards and Recognitions:*** The School Board recognized Regina M. Toneatto, Clerk of the Board and Susan L. Keipe, Deputy Clerk of the Board for their service as part of VSBA School Board Clerk Appreciation Week: February 15-19, 2021.
- 7. *Adoption of the Agenda:*** Chairwoman Rye made the modification to the agenda since the workshop was suspended at 5:30 p.m. The remaining discussion of the budget and the 2020-2021 Plan Updates presentation be moved to agenda item #17 – Workshop. Without further modifications, Chairwoman Rye called for a motion. Ms. Felton made a motion, seconded by Ms. Hughes. Without further discussion, 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) Friday, March 5, 2021 will be a regular instruction day, both in-person and virtual for all students and staff; 2) Online forum about community safety hosted by School Resource Officers (SROs), Wednesday, February 24 at 6 p.m. Register at vbschools.com; 3) Family Connection Series presentation about resources available to help families recognize common warning signs of mental illness and how to respond effectively. The Zoom webinar is Wednesday, March 10 at 6 p.m. Register at vbschools.com; 4) A video was shared with School Board members in recognition of February’s School Board Appreciation Month. Dr. Spence thanked the School Board members for their continued work and support.
- 9. *Approval of Meeting Minutes:***
- A. **February 2, 2021 Special School Board Meeting:** Chairwoman Rye called for any modifications to the February 2, 2021 Special School Board Meeting minutes. Hearing none, Chairwoman Rye called for a motion to approve. Ms. Felton made a motion, seconded by Ms. Anderson. Without discussion, Chairwoman Rye called for a vote. The School Board Clerk announced the motion passed unanimously.
- B. **February 9, 2021 Regular School Board Meeting:** Chairwoman Rye called for any modifications to the February 9, 2021 Regular School Board Meeting minutes. Hearing none, Chairwoman Rye called for a motion to approve. Ms. Riggs made a motion, seconded by Ms. Hughes. Without discussion, Chairwoman Rye called for a vote. The School Board Clerk announced the motion passed unanimously.
- C. **February 16, 2021 Special School Board Meeting:** Chairwoman Rye called for any modifications to the February 16, 2021 Special School Board Meeting minutes. Hearing none, Chairwoman Rye called for a motion to approve. Ms. Melnyk made a motion, seconded by Ms. Anderson. Without discussion, Chairwoman Rye called for a vote. The School Board Clerk announced the motion passed unanimously.
- 10. *Hearing of Citizens and Delegations on Agenda Items:*** There were no speakers on Agenda items.

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- 11. Consent Agenda:** Chairwoman Rye announced the consent agenda had resolutions and introduced Vice Chair Melnyk. Ms. Melnyk announced there were four resolutions and were read by the following School Board members:
- A. Resolutions:
1. Fine Arts in our Schools Month – March 2021: Ms. Holtz read the following resolution:

**Resolution
FINE ARTS IN OUR SCHOOLS MONTH
MARCH 2021**

WHEREAS, fine arts programs in Virginia Beach City Public Schools provide curricular, co-curricular and extracurricular experiences in art, dance, music and theatre arts for all student members of the school community and for the Virginia Beach community at large; and

WHEREAS, the School Board of the City of Virginia Beach recognizes the importance of fine arts to all our students, not only while they are in school but also throughout their lives; and

WHEREAS, art, dance, music and theatre arts are now and have been a vital part of the curriculum and instruction of the public schools of Virginia Beach; and

WHEREAS, the month of March has been designated Music in Our Schools Month, Youth Art Month, and Theatre in the Schools Month by their national associations.

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach recognizes the month of March 2021 as Fine Arts in Our Schools Month in Virginia Beach City Public Schools; and be it

FURTHER RESOLVED: That the School Board of the City of Virginia Beach expresses its appreciation to our fine arts educators for enhancing our lives and the lives of our children through art, dance, music and theatre arts; 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, Virginia, this 23rd day of February 2021.

2. Women's History Month – March 2021: Ms. Riggs read the following resolution:

**RESOLUTION
WOMEN'S HISTORY MONTH
MARCH 2021**

WHEREAS, since 1987, the United States has formally recognized March as National Women's History Month; and

WHEREAS, every woman has a story to tell and gifts to share with the world regardless of race, class and ethnic background and have made historic contributions to our schools, community and nation in countless recorded and unrecorded ways; and

WHEREAS, women have played and continue to play a critical economic, cultural, political and social role in every sphere of American life through their service as a significant portion of the labor and volunteer force; and

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WHEREAS, women have been traditionally underrepresented as leaders in areas of business, science, technology and government; and

WHEREAS, today's children have the opportunity to learn about the significant contributions of women as leaders not only in securing their own rights of suffrage and equal opportunity, but also as leaders in the forefront of every major progressive social change movement, which creates a more fair and just society for all; and

WHEREAS, the school division's strategic framework Compass to 2025 calls upon our staff, students and community to support a culture of growth and excellence for all people;

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach recognizes the month of March 2021 as Women's History Month in Virginia Beach City Public Schools; and be it

FURTHER RESOLVED: That the School Board of the City of Virginia Beach encourages all students, schools and citizens to celebrate the many contributions and accomplishments of women in our community and our nation through participation in Women's History Month activities; 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, Virginia, this 23rd day of Feb. 2021.

3. National School Social Work Week: Ms. Felton read the following resolution:

Resolution
National School Social Work Week
March 7-13, 2021

WHEREAS, Virginia Beach City Public Schools social workers help identify and remove environmental barriers to learning, thus allowing students to reach their full potential; and

WHEREAS, Virginia Beach City Public Schools social workers are committed to mobilizing family, school and community resources to enable students to learn and fully benefit from their educational program; and

WHEREAS, Virginia Beach City Public Schools social workers are valuable members of the multidisciplinary team serving schools, providing a wide range of services to students, parents and staff; and

WHEREAS, Virginia Beach City Public Schools social workers use their expertise in child development, community resources, mental health and crisis intervention to develop and implement interventions to support educational success; and

WHEREAS, Virginia Beach City Public Schools social workers assist the most vulnerable children and adolescents, including children with disabilities, children living in homelessness, children living in poverty, pregnant teens, suicidal teens, truants and other at-risk children; and

WHEREAS, this shared approach to assisting students promotes students' learning and helps guide students to high school graduation and postsecondary experiences and the skills necessary to be productive citizens.

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach recognize the second full week of March 2021 as National School Social Work Week 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 23rd day of February 2021.

4. Read Across America: Ms. Anderson read the following resolution:

Resolution
Read Across America

WHEREAS, the citizens of Virginia Beach stand firmly committed to promoting reading as the catalyst for our students' future academic success, their preparation for America's jobs of the future and their ability to compete in a global economy; and

WHEREAS, Virginia Beach City Public Schools has provided significant leadership in the area of community involvement in the education of our youth, grounded in the principle that education investment is key to the community's well-being and long-term quality of life; and

WHEREAS, "National Education Association's (NEA) Read Across America," a national celebration of Dr. Seuss's 117th birthday on March 2, 2021, promotes reading and adult involvement in the education of our community's students;

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach calls on all the citizens of Virginia Beach to assure that every child is in a safe place reading together with a caring adult on March 2, 2021, and be it

FURTHER RESOLVED: That this body enthusiastically endorses "NEA's Read Across America" and recommits our community to engage in programs and activities that improve the reading abilities of all children; and be it

FINALLY 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 23rd day of February 2021.

12. Action

- A. Personnel Report / Administrative Appointment(s): Ms. Hughes made a motion, seconded by Ms. Melnyk that the School Board approve of the appointments and the acceptance of the resignations, retirements and other employment actions as listed on the February 9, 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: Christina Golden, Ethics and Conduct Detective/Investigator/Polygraph Examiner, Chesapeake Police Department as Coordinator, Security and Safe Schools, Office of Safe Schools.
- B. Policy Review Committee (PRC) Recommendations: School Board Legal Counsel, Kamala Lannetti, Deputy City Attorney recommended that the School Board approve Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain policies as reviewed by the

PRC at its November 12 and December 10, 2020 meetings and presented to the School Board for the February 23, 2021 Action Agenda.

1. Bylaw 1-28/ Committees, Organizations and Boards – School Board Member assignments:
The PRC recommends that Bylaw 1-28 be amended to clarify role of the Chair and Vice-Chair in recommending assignments to the School Board, that certain committees requiring School Board Liaisons be amended. Scrivener changes were also recommended. Please note the previously proposed language adding an Agenda Planning Committee as a standing committee has been removed.

Chairwoman Rye called for a motion. Ms. Riggs made a motion, seconded by Ms. Anderson. Without discussion, Chairwoman Rye called for a vote. The School Board Clerk announced there were 8 (eight) ayes in favor of the motion: Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Hughes, Ms. Melnyk, Ms. Riggs, Chairwoman Rye, and Ms. Owens. There were 3 (three) nays opposed to the motion: Ms. Holtz, Ms. Manning, and Ms. Weems. The motion passed 8 to 3.

2. Bylaw 1-36/ Open Meetings and Closed Meetings: Chairwoman Rye called for a motion. Ms. Hughes made a motion, seconded by Ms. Anderson. School Board Counsel, Kamala Lannetti presented the following:
The PRC recommends that Bylaw 1-36 be amended to address the procedure for challenging a call for closed session, the confidentiality of matters addressed in closed session, and further clarification of the procedures for electronic meetings and remote anticipation in meetings.

A discussion followed; Ms. Melnyk made a motion concerning section C5 of Bylaw 1-36, amendment to C5 to read, "School Board Members may not participate from a remote location in any closed session meeting." Ms. Anderson seconded the motion. A discussion on the motion continued regarding closed sessions; confidential information; integrity of closed session; reasons for not attending a closed session; closed session via Zoom; maintaining the confidentiality of a closed session; changing a Bylaw by 2/3 vote; clarification on motion on the floor; if absences for a closed session possibility of moving the closed session to another meeting if not time sensitive; security and technology of Zoom; explanation of remote location.

Ms. Manning made a substitute motion to refer Bylaw 1-36 back to the PRC committee to work on issues and bring a recommendation to the board and was seconded by Ms. Hughes; the motion on the floor was clarified in which the entire Bylaw 1-36 be sent back to the PRC and to come back with another recommendation; Chairwoman Rye called for a vote; the School Board Clerk announced there were 3 (three) ayes in favor of Ms. Manning's substitute motion: Ms. Manning, Ms. Franklin, and Ms. Owens. There were 8 (eight) nays opposed to Ms. Manning's substitute motion: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Holtz, Ms. Hughes, Ms. Riggs and Ms. Weems. The vote was 3-8, Ms. Manning's substitute motion did not pass.

School Board Counsel, Kamala Lannetti read Ms. Melnyk's motion which is on the floor; to amend the recommendation of Bylaw 1-36 that C5 would read School Board members may not participate from a remote location in any closed session meeting; the motion language was emailed to all School Board members; clarification the vote is only on the change of the language in section C5; Chairwoman Rye called for a vote on Ms. Melnyk's motion; the

School Board Clerk announced there were 8 (eight) ayes in favor of Ms. Melnyk's motion: Ms. Anderson, Ms. Melnyk, Chairwoman Rye, Ms. Weems, Ms. Felton, Ms. Riggs, Ms. Owens, and Ms. Holtz. There were 2 (two) nays opposed to Ms. Melnyk's motion: Ms. Hughes and Ms. Manning. There was 1 (one) abstention: Ms. Franklin due to not being clear on the vote, has not participated in a closed session before and has no point of reference. The motion passed with an 8-2-1 vote.

Ms. Anderson made a motion to amend one word in section 2B – to add the word “and” to the following: “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.”, Chairwoman Rye seconded the motion. Chairwoman Rye called for a vote to Ms. Anderson motion to add the word “and”; the School Board Clerk announced there were 10 (ten) ayes in favor of Ms. Anderson's motion: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Hughes, Ms. Owens, Ms. Riggs, and Ms. Weems. There was 1 (one) nay opposed to Ms. Anderson's motion: Ms. Manning. The motion passed 10 -1.

The vote for the main motion to approve Bylaw 1-36 with the two amendments with the above adopted amendments in sections 2B and C5; Chairwoman Rye called for a vote; the School Board Clerk announced there were 9 (nine) ayes in favor of the motion: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Hughes, Ms. Riggs, Ms. Holtz, and Ms. Owens, and Ms. Weems; there was 1 (one) nay opposed to the motion: Ms. Manning; and 1 (one) abstention: Ms. Franklin.

Note: Ms. Hughes left the School Board chamber at 7:40 p.m. and joined the meeting via Zoom at 7:45 p.m.

3. Bylaw 1-39/ Agenda Preparation: Chairwoman Rye called for a motion; Ms. Anderson made a motion, seconded by Ms. Riggs; School Board Counsel, Kamala Lannetti presented the following:

The PRC recommends that Bylaw 1-39 be amended to change the composition of the Agenda Planning Committee to be the Chair, Vice Chair and the Superintendent and to clarify the agenda planning process. Please note that that the previously proposed language regarding the establishing a formal Agenda Planning Committee has been amended since last presented to the Board.

Without discussion, Chairwoman Rye called for a vote; the School Board Clerk announced the motion passed unanimously.

13. Information

- A. Interim Financial Statements – January 2021: Crystal Pate, Director of Business Services provided the School Board with a brief update of the interim financial statements through January 2021; overall revenue trend remains acceptable; ADM is slightly lower than the state's projection by about 310 students; federal revenues are showing a favorable trend as of the end of January YTD; received approximately \$1.4 million over our budget due to impact aid payments; other revenue sources through the month of January are showing a lag due to the decreases in revenue in areas such as sale of our salvage materials, reduction in summer school tuition, facility rentals, and the Stop Arm Enforcement Program; sales tax receipts are an acceptable level YTD through January – approximately \$1.6 million higher than the same time last year; for February – showing an increase in sales tax receipts from February of last year of approximately \$640,000; expenditures and

encumbrances trend is acceptable at this point in the fiscal year as well; the presentation continued regarding funds reserved for contingency; budget process and waiting for house and senate for recommendation.

- B. New Course: Algebra III: Matthew D. Delaney, Executive Director of Secondary Teaching and Learning presented the following That the School Board receive information regarding the proposed course, *Algebra III* and corresponding course objectives for implementation in the 2021-2022 school year. The proposed *Algebra III* course would serve as an advanced mathematics credit for students in Virginia Beach City Public Schools. The course is specifically designed for students who have completed Algebra II or Algebra II/Trigonometry and wish to further develop their mathematical skills prior to enrolling in a Pre-Calculus or Mathematical Analysis course. The course will focus on reinforcing key mathematical concepts required to be successful in an advanced algebra mathematics course by challenging students through a problem-based learning environment. There will be no budget impact to implement this course.
- C. Policy Review Committee (PRC) Recommendations: School Board Legal Counsel, Kamala Lannetti, Deputy City Attorney presented an overview of the following Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain policies as reviewed by the PRC at its February 11, 2021 meeting and presented to the School Board for the February 23, 2021 Information Agenda.
1. Policy 3-1/Financial Management: revised to include 3-41, 3-44, 3-47, 3-48, 3-49, 3-53.
 2. Policy 3-2/Ethics in Public Contracting: The PRC recommends policy be revised to include only the Ethics in Public Contracting Statement.
 3. Policy 3-41/System of Accounts: The PRC recommends policy be repealed and language added to Policy 3-1/Financial Management.
 4. Policy 3-44/Financial Reports: The PRC recommends policy be repealed and language added to Policy 3-1/Financial Management.
 5. Policy 3-47/Surety Bonds: The PRC recommends policy be repealed and language added to Policy 3-1/Financial Management.
 6. Policy 3-48/Insurance: The PRC recommends policy be repealed and language added to Policy 3-1/Financial Management.
 7. Policy 3-49/Petty Cash Funds: The PRC recommends policy be repealed and language added to Policy 3-1/Financial Management.
 8. Policy 3-53/Advances on Expenses: The PRC recommends policy be repealed due to Policy being outdated and alternative process in place.
- 14. *Standing Committee Reports:*** Ms. Weems shared the quarterly school health advisory board met and Mary Shaw gave an update but no new information, Dr. Smith will be working on the Be Well assessment; Ms. Melnyk shared the GRC Governance Board met, the foundation raised money from a recent event, the governance side is working on a rubric for culturally responsive practices which will be a guide for teachers and administrators to help guide their plan for continuous improvement; Chairwoman Rye mentioned Governance information was shared at the workshop, newest initiative of the committee is the Board self-evaluation assessment tool – more information will be forthcoming.
- 15. *Conclusion of Formal Meeting:*** The formal meeting concluded at 8:19 p.m.
- 16. *Hearing of Citizens and Delegations on Non-Agenda Items***
Chairwoman Rye announced the School Board will now hear comments on Non-Agenda Items from citizens and delegations who signed up with our Clerk prior to this meeting. In-person speakers will be called first followed

by speakers participating through Zoom or by telephone. As a reminder, each speaker has four minutes to present and will be given a thirty second warning before time expires. It is not necessary for speakers to ask if they can be heard. In person speakers are asked to keep their mask securely fitted over their noses and mouths during their time in the School Administration Building and while addressing the School Board. Speakers should begin speaking once their name is called. Once the speaker's time has expired, the speaker should stop making remarks and the next speaker will be cued to speak. Speakers may not cede their time to other speakers or substitute another speaker for the registered speaker. Please keep in mind, the School Board invites the public to also submit comments through our group e-mail account which can be found on our website.

There were 4 (four) non-agenda on-line speakers. The topics discussed were the budget; compensation; raise for all employees; equity for staff on unified scale; and attendance at sporting events.

17. Workshop: See agenda item #7

The budget discussion continued from the earlier workshop; thanks to Mr. Hanzaker and Budget department; compensation was a top priority; leadership matters; budget discussions have been productive; market value; national teacher shortage; compensating in areas we need to retain/recruit; Chairwoman Rye asked the School Board members for feedback on budget and general feedback – supportive of budget presented; Mr. Hanzaker thanked his staff, senior staff and Dr. Spence; reminder of Special Meeting, March 2, 2021 at 5 p.m. to adopt the budget.

2020-2021 Plan Updates: The presenters were Donald E. Robertson, Ph.D., Chief Schools Officer; Jack Freeman, Chief Operations Officer; and Kipp Rogers, Ph.D., Chief Academic Officer. Dr. Robertson began with an overview of the presentation; February 23 return of Option 1 students in grades 7-12; use of Mondays for planning and professional development: providing small group and synchronous instruction to identified students, planning for concurrent instruction, supporting students via office hours, weekly staff meetings, participating in professional learning, coaching, and data analysis; CDC guidance; 7-day rolling average and percent positivity; guidance continues to emphasize five key mitigation strategies: universal and correct use of masks, physical distancing, handwashing and respiratory etiquette, cleaning and sanitization, and contact tracing; review percent positivity rates – current rate of 12.4%; winter sports review: 95 of 99 winter sports programs completed their respective seasons, mitigation strategies for Winter season remain in place, spectators at games, begin offering extracurricular programs in the in-person setting – there will be established health and safety protocols to follow.

Mr. Freeman continued the presentation and discussed the COVID Safety Assessments; focusing on secondary schools for the next 2 weeks; vaccinations continue to go well; all who have requested to receive the vaccine (over 9,000) are in the system; fewer than 100 new requests per week; transition from VAMS to PrepMod.

Dr. Rogers continued the presentation and review summer learning plans; focused on providing opportunities for all students, face-to-face and virtual to work towards ensuring their success; elementary summer learning: summer learning boost for all, summer learning camp at select sites, and summer tutoring and leaning for all; summer learning boost: current PreK-5 students enrolled in VBCPS for the 2020-2021 school year will be able to access the Summer Learning Boost site, new lessons release each week, lessons are aligned, engaging and asynchronous to be viewed and completed at any time, parent videos are posted each week to explain learning intentions and focus of each lesson; students who qualify – additional layers of support such as tutoring, check-ins or review lessons especially for students whose families are Option 2; Summer Learning Camp: K-5 at sites (10 PreK-5 sites), intervention focus, 4-5 hour school day, breakfast and lunch served, counselor for each site to provide SEL support and lessons during the program.

Middle school summer learning: traditional summer school, summer reading interventions, summer learning boost, tutoring and learning, Summer Learning Camp and STEM Camp for Title I students; held face-to-face and virtual and designed for students in grades 6-8 who have not met the middle school promotion standard;

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held at Brandon and Corporate Landing middle schools; students may take a maximum of two repeat courses during the summer, however only one course per session may be taken; summer bridge courses.

High School summer learning: summer school for course retakes – face-to-face Cox HS and Kellam HS and Virtual Synchronous using Schoology; summer school for credit recovery/acceleration – asynchronous through Virginia Beach Digital Campus; summer learning boost for all students – asynchronous with synchronous support; summer tutoring and learning – face-to-face and virtual, school-designated programs to support all students; TCE summer learning – fast-track tutoring and testing for WISE Financial Literacy, skilled trades summer institutes to support programs requiring additional hands-on practice, planning opportunities for industry credential and state licensure testing.

Special Education summer learning: extended school year (ESY), general education setting programs; ESY – skills maintenance activities/packets, consultative services, tutoring, ESY school cluster sites: 8 elementary cluster sites, 1 secondary (middle and high school), SECEP (ES or Renaissance Academy); Elementary English Learners summer learning: summer learning boost for all website, ESL summer school is specific to elementary English learners whose English proficiency level is 1.0, summer learning camp – elementary English learners with language proficiency level of 2.0 and higher who are zoned for one of the 39 Summer Learning Camp schools and are invited to participate based on the criteria; secondary English learners summer flight paths: summer learning boost asynchronous lessons that are available to all students; ESL summer school program which is offered each year; English learners who need credit recovery will be identified to participate in the appropriate summer credit recovery classes.

The discussion continued regarding spectators at sporting events; number of people allowed and tickets for players; streaming of football games; other activities – fine arts, drama, chorus; impressed with summer programs; teachers for summer programs; community partners; fall sports; COVID safety teams; Dr. Spence shared his gratitude to all for helping get children back to school.

18. **Closed Meeting** (as needed)
19. **Vote on Remaining Action Items** (as needed)
20. **Adjournment:** The meeting adjourned at 10:11 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

Tuesday, March 2, 2020

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

FORMAL MEETING

- 1. Call to Order and Electronic Roll Call:** Chairwoman Rye called the special meeting to order at 5:00 p.m. on the 2nd day of March 2021 and announced In accordance with the Schedule of School Board Meetings approved by the School Board at the January 12, 2021 Organizational/Regular meeting, and pursuant to Bylaw 1-46, and Virginia Code § 2.2-3707, the School Board will hold a special meeting on Tuesday, March 2, 2021, at 5:00 p.m., in the School Board Chambers in the School Administration Building #6 at the Municipal Center, 2512 George Mason Dr., Virginia Beach, VA 23456. The purpose of this special meeting is for the School Board to discuss and take action on the

- 1) Schools Operating Budget for Fiscal Year 2021-22; and
- 2) Proposed Capital Improvement Program (CIP) Fiscal Year 2021-22 through Fiscal Year 2026-27.

Also, pursuant to the State of Emergency related to the COVID-19 pandemic, the Governor's Executive Orders, the Virginia Freedom of Information Act as amended by the Virginia General Assembly and the School Board's April 7, 2020 Emergency Resolution, this special meeting of the School Board of the City of Virginia Beach will be conducted in person for School Board Members and certain staff members. However, due to the necessary health mitigation strategies in place, it is impractical and unfeasible for the public to attend this meeting in person. Members of the public will 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 chambers: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Hughes, Ms. Manning, Ms. Owens, Ms. Riggs, and Ms. Weems. The following School Board member attended the meeting via Zoom at the School Administration Building in room 113: Ms. Holtz.

- 2. Moment of Silence followed by the Pledge of Allegiance**
- 3. Adoption of the Agenda:** Chairwoman Rye called for a motion; Ms. Manning made a motion, seconded by Ms. Melnyk. Without discussion, Chairwoman Rye called for a vote; the School Board Clerk announced the motion passed unanimously.

4. Action:

- A. Resolution Regarding School Operating Budget for Fiscal Year 2021-22: Chairwoman Rye called for a motion to approve. Ms. Owens made a motion, seconded by Ms. Melnyk. Ms. Weems read the following resolution:

Budget Resolution – FY 2021/22

WHEREAS, the mission of Virginia Beach City Public Schools (VBCPS), in partnership with the entire community, is to empower every student to become a life-long learner who is a responsible, productive, and engaged citizen within the global community; and

WHEREAS, the School Board of the City of Virginia Beach has adopted a comprehensive strategic plan and school improvement priorities to guide budgetary decisions; and

WHEREAS, the School Board has studied the recommended FY 2021/22 Operating Budget in view of state and federal requirements, the strategic plan, priorities, community expectations, competitive compensation for employees and the best educational interests of its students; and

WHEREAS, the City/School Revenue Sharing Policy provides 46.75% of certain general fund revenues to meet obligations of the School Board of the City of Virginia Beach; and

WHEREAS, the proposed Operating Budget moves all eligible employees up an experience step (0.5 percent) not to exceed the “top of scale” and provides a 4.5 percent cost of living adjustment (COLA) for all employees; and

WHEREAS, the total funds requested for FY 2021/22 from the City of Virginia Beach to the School Board of the City of Virginia Beach are \$467,760,752, and

WHEREAS, the debt service payment is estimated to be \$49,442,812 leaving a balance of \$418,317,940 to allocate between the Operating Budget and the Capital Improvement Program (CIP); and

WHEREAS, \$5,300,000 of the School Reserve Special Revenue Fund, which would have normally been used for major one-time purchases, will now be budgeted to use for the FY 2021/22 Operating Budget.

NOW, THEREFORE, BE IT

FURTHER RESOLVED: That federal funds in the amount of \$13,500,000 along with state funds in the amount of \$387,830,712 and other local funds in the amount of \$3,868,341 be added to the Operating Budget, bringing it to a total for FY 2021/22 of \$823,516,993; and be it

FURTHER RESOLVED: That \$5,300,000 of the School Reserve Special Revenue fund be added to the Operating Budget, bringing the total to \$828,816,993; and be it

FURTHER RESOLVED: That the School Board of the City of Virginia Beach requests a Lump Sum Appropriation of \$828,816,993 from the City Council of Virginia Beach for the School Board FY 2021/22 Operating Budget; and be it

FURTHER RESOLVED: That the School Board of the City of Virginia Beach requests an appropriation of \$176,637,421 for categorical grants and other special revenue funds comprised of federal grants in the amount of \$89,526,508; state grants in the amount of \$24,661,514; other grants in the amount of \$7,567,200; Green Run Collegiate in the amount of \$4,193,884; and other special revenue funds in the amount of \$50,688,315; and be it

FURTHER RESOLVED: That the School Board of the City of Virginia Beach requests a Lump Sum Appropriation of \$1,005,454,414 for the grand total of all funds (\$828,816,993 for the Operating Budget plus \$176,637,421 for categorical grants and other special revenue funds); and be it

FINALLY RESOLVED: That a copy of this Resolution be spread across the official minutes of this School Board, and the Clerk of the School Board is directed to deliver a copy of this Resolution to the Mayor, each member of the City Council, the City Manager, and the City Clerk.

Adopted by the School Board of the City of Virginia Beach this 2nd day of March 2021.

A brief discussion followed regarding the budget; teacher pay; raises; general public – people losing jobs; funding. Without further discussion, Chairwoman Rye called for a vote; the School Board Clerk announced there were 9 (nine) ayes in favor of the Budget Resolution – FY 2021/22: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Owens, Ms. Riggs, and Ms. Weems. There were 2 (two) nays opposed to the Budget Resolution – FY 2021/22: Ms. Hughes and Ms. Manning. The resolution passed 9-2.

- B. Resolution Regarding Capital Improvement Program (CIP) for Fiscal Year 2021-22 through Fiscal Year 2026-27: Chairwoman Rye called for a motion. Ms. Riggs made a motion, seconded by Ms. Anderson. Ms. Melnyk read the following resolution:

**FY 2021/22 - FY 2026/27 Capital Improvement Program
BUDGET RESOLUTION**

WHEREAS, the mission of Virginia Beach City Public Schools, in partnership with the entire community, is to empower every student to become a life-long learner who is a responsible, productive, and engaged citizen within the global community; and

WHEREAS, the School Board of the City of Virginia Beach has adopted a comprehensive strategic plan and school improvement priorities to guide budgetary decisions; and

WHEREAS, the primary funding sources for the Capital Improvement Program (CIP) are charter bonds, public facility revenue bonds, and reversion funding; and

WHEREAS, the City/School Revenue Sharing Policy provides 46.75% of certain general fund revenues to meet obligations of the School Board of the City of Virginia Beach; and

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WHEREAS, the City/School Revenue Sharing Policy allocates funds first to Debt Service, while the balance is used for the Operating Budget; and

WHEREAS, the School Board has comprehensively reviewed all sources of funding, projected various scenarios and prioritized the needs of the Operating and CIP budgets.

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach adopts a CIP program of \$619,653,047 (as shown on the attached School Board Funding Summary and Project Summary dated March 2, 2021), and be it

FINALLY RESOLVED: That a copy of this Resolution be spread across the official minutes of this School Board, and the Clerk of the School Board is directed to deliver a copy of this Resolution to the Mayor, each member of the City Council, the City Manager, and the City Clerk.

Adopted by the School Board of the City of Virginia Beach this 2nd day of March 2021.

There was a brief discussion; Ms. Manning was pleased with the CIP budget and expressed interest in being a part of planning next school construction project. Without further discussion, Chairwoman Rye called for a vote; the School Board Clerk announced the FY 2021/22 – FY 2026/27 Capital Improvement Program Budget Resolution passed unanimously.

5. **Adjournment:** The meeting adjourned at 5:19 p.m.

Respectfully submitted:

Regina M. Toneatto, Clerk of the School Board

Approved:

Carolyn T. Rye, School Board Chair



Subject: New Course: Algebra III Item Number: 11A

Section: Consent Date: March 9, 2021

Senior Staff: Kipp D. Rogers, Ph.D., Chief Academic Officer

Prepared by: Matthew D. Delaney, Executive Director of Secondary Teaching and Learning

George Coker, Secondary Mathematics Coordinator

Presenter(s): Matthew D. Delaney, Executive Director of Secondary Teaching and Learning

Recommendation:

That the School Board approve the proposed course, *Algebra III* and corresponding course objectives for implementation in the 2021-2022 school year.

Background Summary:

The proposed *Algebra III* course would serve as an advanced mathematics credit for students in Virginia Beach City Public Schools. The course is specifically designed for students who have completed Algebra II or Algebra II/Trigonometry and wish to further develop their mathematical skills prior to enrolling in a Pre-Calculus or Mathematical Analysis course. The course will focus on reinforcing key mathematical concepts required to be successful in an advanced algebra mathematics course by challenging students through a problem-based learning environment.

Budget Impact:

There will be no budget impact to implement this course.

Course Proposal:

Algebra III

Course Description:

Algebra III courses review and extend algebraic concepts for students who have already taken Algebra II in a problem-based learning environment. Course topics include (but are not limited to) applying an understanding of the relationships between the symbolic, graphic, tabular and verbal representations of functions to additional families of functions; utilizing the various representations to interpret function behavior, solve equations and understand compositions of functions; operations with rational and irrational expressions, factoring of rational expressions, linear equations and inequalities, quadratic equations, solving systems of linear and quadratic equations, properties of higher-degree equations, and operations with rational and irrational exponents. The courses may introduce topics in discrete mathematics, elementary probability and statistics; matrices and determinants; logarithmic and exponential functions; inverse functions; step functions; piecewise defined functions; statistical modeling; creating functions to model apparent trends in data; modeling linear, quadratic and exponential data; and sequences and series. Students will explore the course concepts through the three big ideas: Analysis of Functions, Interconnectedness, and Modeling and develop four key mathematical practices: Implementing Processes, Connecting Representations, Justification, and Communication.

Pre-requisites:

Algebra II or Algebra II/Trig

Budget Impact:

No budget impact for the implementation of the *Algebra III* course is expected. The course will be taught by staff already allocated. No new expenses are anticipated to support the implementation.

Mathematical Practices:

The Algebra III Mathematical practices describe what a student should be able to do while exploring course concepts. The table that follows presents these practices, which students will develop during the Algebra III course.

| |
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| <p>Implementing Mathematical Processes: Students will apply mathematical concepts and skills and the relationships among them to solve problem situations of varying complexities. Students also will recognize and create problems from real-world data and situations within and outside mathematics and then apply appropriate strategies to determine acceptable solutions. To accomplish this goal, students will need to develop a repertoire of skills and strategies for solving a variety of problems. A major goal of the mathematics program is to help students apply mathematics concepts and skills to become mathematical problem solvers.</p> |
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| <p>Connecting Representations: Through the practical application of content and process skills, students will make connections among different areas of mathematics and between mathematics and other disciplines, and to real-world contexts.</p> |
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| <p>Justification: Students will recognize reasoning and proof as fundamental aspects of mathematics. Students will learn and apply inductive and deductive reasoning skills to make, test, and evaluate mathematical statements and to justify steps in mathematical procedures. Students will use logical reasoning to analyze an argument and to determine whether</p> |
|---|

conclusions are valid. In addition, students will use number sense to apply proportional and spatial reasoning and to reason from a variety of representations.

Communication and Notation: Students will communicate thinking and reasoning using the language of mathematics, including specialized vocabulary and symbolic notation, to express mathematical ideas with precision. Students will represent and describe mathematical ideas, generalizations, and relationships using a variety of methods. Students will understand that representations and communication of mathematical ideas are an essential part of learning, doing, and communicating mathematics.

Big Ideas:

The big ideas serve as the foundation of the course and allow students to create meaningful connections among concepts. They are often abstract concepts or themes that become threads that run throughout the course. Revisiting the big ideas and applying them in a variety of contexts allows students to develop deeper conceptual understanding. Below are the big ideas of the course and a brief description of each.

Big Idea 1: Analysis of Functions: Analyze the behavior of functions by relating the graphical characteristics to their equations, parent functions, and inverse functions. Additionally, students should be able to combine multiple functions through topics such as systems of equations, piecewise, and composition of functions.

Big Idea 2: Interconnectedness: Students will build upon prior knowledge to relate concepts and procedures from different topics within mathematics and see mathematics as an integrated field of study.

Big Idea 3: Modeling: Applying the concepts developed in this course, students will describe real-world concepts mathematically to help better understand, explain, and predict its behavior. As a framework when developing mathematical models, students will implement the [NGSS Science in Engineering practices](#).

Equity:

“Addressing equity and access includes both ensuring that all students attain mathematics proficiency and increasing the numbers of students from all racial, ethnic, linguistic, gender, and socioeconomic groups who attain the highest levels of mathematics achievement.” – National Council of Teachers of Mathematics.

Mathematics programs should have an expectation of equity by providing all students access to quality mathematics instruction and offerings that are responsive to and respectful of students’ prior experiences, talents, interests, and cultural perspectives. Successful mathematics programs challenge students to maximize their academic potential and provide consistent monitoring, support, and encouragement to ensure success for all. Individual students should be encouraged to choose mathematical programs of study that challenge, enhance, and extend their mathematical knowledge and future opportunities. Student engagement is an essential component of equity in mathematics teaching and learning. Mathematics instructional strategies that require students to think critically, to reason, to develop problem-solving strategies, to communicate mathematically, and to use multiple representations engages students both mentally and physically. Student engagement increases with mathematical tasks that employ the use of relevant, applied contexts and provide an appropriate level of cognitive challenge. All students, including students with disabilities, gifted learners, and English language learners deserve high-quality mathematics instruction that addresses individual learning needs, maximizing the opportunity to learn.

Standards:

| Topic | Standard |
|--|--|
| Polynomials | AIII.1 The student will investigate and analyze polynomial functions including real-world applications through Mathematical Modeling. |
| Rational Functions | AIII.2 The student will investigate and analyze rational functions including real-world applications through Mathematical Modeling. |
| Exponential and Logarithmic Functions | AIII.3 The student will investigate and analyze exponential and logarithmic functions including real-world applications through Mathematical Modeling. |
| Composition of Function | AIII.4 The students will explore and analyze the connections between the functions families and combine functions through operations, composition, systems, and piecewise. |
| Probability and Statistics | AIII.5 Students will explore and calculate probabilities of discrete events and the normal distribution. |
| Sequence and Series | AIII.6 The student will investigate and apply the properties of arithmetic and geometric sequences and series to solve practical problems |
| Triangle Trigonometry | AIII.7 The student will create and solve practical problems involving triangles. |
| Circular Trigonometry | AIII.8 The student will develop and apply the properties of the unit circle in degrees and radians |
| Trigonometric Functions | AIII.9 The student will investigate and analyze trigonometric functions including real-world applications through Mathematical Modeling. |



Indian Lakes Elementary School HVAC Replacement

Subject: Recommendation of General Contractor **Item Number:** 11B1

Section: Consent **Date:** March 9, 2021

Senior Staff: Mr. Jack Freeman, Chief Operations Officer, School Division Services

Prepared by: Mr. Anthony L. Arnold, P.E., Executive Director, Facilities Services

Presenter(s): Mr. Anthony L. Arnold, P.E., Executive Director, Facilities Services

Recommendation:

That the School Board adopt a motion authorizing the Superintendent to execute a contract with Colonial Webb Contractors for the Indian Lakes Elementary School HVAC Replacement in the amount of \$442,777.

Background Summary:

| | |
|-------------------------------|--|
| Project Architect: | Waller, Todd & Sadler Architects, Inc. |
| Contractor: | Colonial Webb Contractors |
| Contract Amount: | \$442,777 |
| Construction Budget: | \$675,000 |
| Number of Responsive Bidders: | 5 |
| Average Bid Amount: | \$466,975 |
| High Bid: | \$510,000 |

Source:

Budget Impact:

CIP 1-018



Bayside High School HVAC Replacement

Subject: Recommendation of General Contractor **Item Number:** 11B2

Section: Consent **Date:** March 9, 2021

Senior Staff: Mr. Jack Freeman, Chief Operations Officer, School Division Services

Prepared by: Mr. Anthony L. Arnold, P.E., Executive Director, Facilities Services

Presenter(s): Mr. Anthony L. Arnold, P.E., Executive Director, Facilities Services

Recommendation:

That the School Board adopt a motion authorizing the Superintendent to execute a contract with ZBZ & Associates, Inc. for the Bayside High School HVAC Replacement in the amount of \$630,000.

Background Summary:

| | |
|-------------------------------|------------------------|
| Project Architect: | Dills Architects |
| Contractor: | ZBZ & Associates, Inc. |
| Contract Amount: | \$630,000 |
| Construction Budget: | \$750,000 |
| Number of Responsive Bidders: | 6 |
| Average Bid Amount: | \$676,696 |
| High Bid: | \$716,700 |

Source:

Budget Impact:

CIP 1-018



Subject: Policy Review Committee Recommendations **Item Number:** 11C 1-8

Section: Consent **Date:** March 9, 2021

Senior Staff: Marc A. Bergin, 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:

That the School Board approve Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain policies as reviewed by the PRC at its February 11, 2021 meeting and presented to the School Board for the March 9, 2021 Consent Agenda.

Background Summary

1. Policy 3-1 - Financial Management – *revised to include 3-41, 3-44, 3-47, 3-48, 3-49, 3-53.*
2. Policy 3-2 - Ethics in Public Contracting – *PRC recommends policy be revised to include only the Ethics in Public Contracting Statement.*
3. Policy 3-41 - System of Accounts – *PRC recommends policy be repealed and language added to Policy 3-1/Financial Management.*
4. Policy 3-44 - Financial Reports - *PRC recommends policy be repealed and language added to Policy 3-1/Financial Management.*
5. Policy 3-47 - Surety Bonds - *PRC recommends policy be repealed and language added to Policy 3-1/Financial Management.*
6. Policy 3-48 - Insurance - *PRC recommends policy be repealed and language added to Policy 3-1/Financial Management.*
7. Policy 3-49 - Petty Cash Funds - *PRC recommends policy be repealed and language added to Policy 3-1/Financial Management.*
8. Policy 3-53 - Advances on Expenses – *PRC recommends policy be repealed due to Policy being outdated and alternative process in place.*

Source:

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

Budget Impact: None

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Criteria

A. Financial Management

The School Board recognizes that money and money management are essential to support the whole school program. To make that support as effective as possible, the School Board shall:

1. Encourage advance planning through the best possible budget procedures;
 2. Explore all practical sources of financial support;
 3. Guide the expenditure of funds so as to extract the greatest educational return for each dollar spent;
 4. Expect effective accounting and reporting procedures;
 5. Maintain the level of unit expenditure needed to provide high quality education within the ability of the community to pay.
- 5-6. The Superintendent or designee will maintain a continuing balance of the various budgetary accounts and submit a monthly financial report covering the School Division's fiscal actions. The School Board will review the financial condition of the School Division on a monthly basis at a regular School Board Meeting.

B. Noninstructional Operations

The School Board directs that the business segment of the School Aadministration shall:

1. Operate and maintain school plants and equipment at the highest standard of safety;
2. Promote the health of students and staff;
3. Reflect the moral and cultural aspirations of the community at its best;
4. Provide the surroundings necessary to the staff so that the best educational climate can be provided.

C. System of Accounts

The Superintendent shall ensure the implementation of the approved system of accounting for all monies, exclusive of the PTAs, Booster Clubs and related organizations, collected for any purpose within the School Division.

D. Surety Bonds

In order to protect public funds, the School Board and its employees the School Division, each employee who is responsible for large sums of money and/or is required by law or regulations to be bonded shall be covered by a surety bond. The bond shall meet the requirements of applicable law and regulation or be commensurate with the responsibility of the employee's position. The School Board shall pay the cost of surety bonds.

E. Petty cash funds

The Superintendent is authorized to establish one or more petty cash funds not exceeding \$2,000 and in accordance with applicable law. All expenditures from a petty cash fund shall be supported by receipts.

F. Insurance

The Superintendent or designee is authorized to procure insurance policies and/or coverage, self-insure and create risk management programs for the School Board and the School Division as allowed by law and regulation.

Legal Reference

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.

Code of Virginia §22.1-84, as amended. Insurance

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

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

Code of Virginia § 22.1-116, as amended. How and by whom funds for school division kept and disbursed.

Code of Virginia § 22.1-123, as amended. Petty cash funds; payment of claims from petty cash.

VBCPS Business Services Manual

Adopted by School Board: February 16, 1993

Amended by School Board: 2021

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Ethics in Public Contracting

The ~~S~~uperintendent shall see that all employees of the ~~School B~~oard engaged in the procurement of goods and services are aware of Article 4 of the Virginia Public Procurement Act, entitled "Ethics in Public Contracting."

~~These employees shall also be informed that the board demands compliance with both the word and intent of the law.~~

Legal Reference

~~Virginia Public Procurement Act, Article 4, Ethics in Public Contracting.~~
Code of ~~Virginia~~, § ~~11-72.2-4307~~, et seq., as amended. ~~Purpose~~ Virginia Public Procurement Act.

~~The provisions of this article supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interests Act (§ 2.1-639.1 et seq.), the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.), and Articles 2 (§ 18.2-438 et seq.) and 3 (§ 18.2-446 et seq.) of Chapter 10 of Title 18.2. The provisions of this article apply notwithstanding the fact that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act. (1987)~~

~~Code of Virginia, § 11-73. Definitions.~~

~~The words defined in this section shall have the meanings set forth below throughout this article.~~

~~"Immediate family" shall mean a spouse, children, parents, brothers and sisters, and any other person living in the same household as the employee.~~

~~"Official responsibility" shall mean administrative or operating authority, whether intermediate or final, to initiate, approve, disapprove or otherwise affect a procurement transaction, or any claim resulting therefrom.~~

~~"Pecuniary interest arising from the procurement" shall mean a personal interest in a contract as defined in the State and Local Government Conflict of Interests Act (§ 2.1-639.1 et seq.).~~

~~"Procurement transaction" shall mean all functions that pertain to the obtaining of any goods, services or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.~~

~~"Public employee" shall mean any person employed by a public body, including elected officials or appointed members of governing bodies." (1987)~~

~~Code of Virginia., § 11-74. Proscribed participation by public employees in procurement transactions~~

~~Except as may be specifically allowed by provisions of the State and Local Government Conflict of Interests Act (§ 2.1-639.1 et. seq.), no public employee having official responsibility for a procurement transaction shall participate in that transaction on behalf of the public body when the employee knows that:~~

- ~~1. The employee is contemporaneously employed by a bidder, offeror or contractor involved in the procurement transaction; or~~
- ~~2. The employee, the employee's partner, or any member of the employee's immediate family holds a position with a bidder, offeror or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, owns or controls an interest of more than five percent; or~~
- ~~3. The employee, the employee's partner, or any member of the employee's immediate family has a pecuniary interest arising from the procurement transaction; or~~
- ~~4. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning, prospective employment with a bidder, offeror or contractor. (1987)~~

~~Code of Virginia., § 11-75. Solicitation or acceptance of gifts~~

~~No public employee having official responsibility for a procurement transaction shall solicit, demand, accept, or agree to accept from a bidder, offeror, contractor or subcontractor any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value, present or promised, unless consideration of substantially equal or greater value is exchanged. The public body may recover the value of anything conveyed in violation of this section. (1982)~~

~~Code of Virginia., § 11-76. Disclosure of subsequent employment~~

~~No public employee or former public employee having official responsibility for procurement transactions shall accept employment with any bidder, offeror, or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the cessation of employment by the public body unless the employee or former employee provides written notification to the public body, or a public official if designated by the public body, or both, prior to commencement of employment by that bidder, offeror or contractor. (1982)~~

~~Code of Virginia., § 11-77. Gifts by bidders, offerors, contractors or subcontractors.~~

~~No bidder, offeror, contractor or subcontractor shall confer upon any public employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged. (1982)~~

~~Code of Virginia., § 11-78. Kickbacks. (1982)~~

~~Code of Virginia., § 11-79. Purchase of building materials, etc., from architect or engineer prohibited.~~

~~A. No building materials, supplies or equipment for any building or structure constructed by or for a public body shall be sold by or purchased from any person employed as an independent contractor by the public body to furnish architectural or engineering services, but not construction, for such building or structure or from any partnership, association, or corporation in which such architect or engineer has a personal interest as defined in § 2.1-639.2~~

~~B. No building materials, supplies or equipment for any building or structure constructed by or for a public body shall be sold or purchased from any person which has provided or is currently providing design services specifying a sole source for such materials, supplies or equipment to be used in such building a structure to the independent contractor employed by the public body to furnish architectural or engineering services in which such person has personal interest as defined in § 2.1-639.2~~

~~C. The provisions of subsections A and B shall not apply to cases of emergency. (1994)~~

~~Code of Virginia., § 11-79.1. Certification of compliance required; penalty for false statements.~~

~~A. Public bodies may require public employees having official responsibility for procurement transactions in which they participated to annually submit for such transactions a written certification that they complied with the provisions of this article.~~

~~B. Any public employee required to submit a certification as provided in subsection A of this section who knowingly makes a false statement in such certification shall be punished as provided in § 11-80. (1992)~~

~~Code of Virginia., § 11-79.2. Misrepresentations prohibited~~

~~No public employee having official responsibility for a procurement transaction shall knowingly falsify, conceal, or misrepresent a material fact; knowingly make any false, fictitious or fraudulent statements or representations; or make or use any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry. (1992)~~

~~Code of Virginia. § 11-80. Penalty for violation~~

~~Willful violation of any provision of this article shall constitute a Class 1 misdemeanor. Upon conviction, any public employee, in addition to any other fine or penalty provided by law, shall forfeit his employment. (1982)~~

Adopted by School Board: February 16, 1993
Amended by School Board: 2021

~~BUSINESS AND NONINSTRUCTIONAL OPERATIONS~~

System of Accounts

~~The Superintendent or designee shall ensure the implementation of the approved system of accounting for all monies, exclusive of the PTAs, and Booster Clubs and similar organizations not under the jurisdiction of the School Division, collected for any purpose within the School division.~~

Legal Reference

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

~~Code of Virginia., § 22.1-116, as amended. How and by whom funds for school division kept and disbursed.~~

Adopted by School Board: October 21, 1969

Amended by School Board: November 21, 1978

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: February 16, 1993

Repealed by School Board: 2021

~~BUSINESS AND NONINSTRUCTIONAL OPERATIONS~~

Financial Reports

~~A. Staff to Board~~

~~A continuing balance of the various budgetary accounts shall be maintained. The superintendent shall submit a monthly financial report covering the division's fiscal actions. The school board shall review the financial condition of the division monthly at a regular board meeting.~~

~~B. Staff to Administration~~

~~Routine financial reports are to be submitted in accordance with administrative memoranda circulated annually by the superintendent.~~

Legal Reference

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

Adopted by School Board: February 16, 1993

Repealed by School Board: 2021

~~BUSINESS AND NONINSTRUCTIONAL OPERATIONS~~

Surety Bonds

~~In order to protect public funds, the school board and its employees, each employee who is responsible for large sums of money and/or is required by State law or Virginia Board of Education regulations to be bonded shall be covered by a surety bond. The bond shall meet the requirements of state law, where applicable, or shall be commensurate with the responsibility of the employee's position. The board shall pay the cost of surety bonds.~~

Editor's Note

For bonding of clerk and deputy clerk see Bylaw 1-20 of this manual.

Related Links

School Board ~~Bylaw 1-20~~

Adopted by School Board: February 16, 1993

Repealed by School Board: 2021

~~BUSINESS AND NONINSTRUCTIONAL OPERATIONS~~

Insurance

~~A. Program~~

~~An adequate program of insurance shall be maintained for the purpose of protecting the school board and the property of the board.~~

~~The superintendent shall institute such a program with the advice of appropriate insurance advisors.~~

~~The board shall annually budget such funds as will be necessary to pay the premiums on such insurance.~~

~~B. Coverage~~

~~In general, coverage should extend to:~~

- ~~1. buildings and grounds~~
- ~~2. buses and other division owned vehicles~~
- ~~3. liability~~
- ~~4. surety bonds~~
- ~~5. workers' compensation~~
- ~~6. school board legal liability (errors and omissions)~~
- ~~7. boiler and machinery~~
- ~~8. computer equipment~~

~~C. Safety and Rate Review~~

~~Periodic surveys of school property and of personnel safety practices are to be made by the superintendent with the assistance, when desirable, of outside personnel.~~

~~A periodic analysis of rates is to be made by competent outside personnel and the recommendations resulting from such review are to be reported to the school board.~~

~~D. Records~~

~~The superintendent shall maintain up-to-date records as requested by the insurance companies in order that the school board might be properly covered and as a protection against loss.~~

~~E. Purchase~~

~~The criteria for placement of insurance shall include:~~

- ~~1. adequacy of coverage,~~
- ~~2. cost,~~
- ~~3. quality, convenience and reliability of service.~~

Editor's Note

For surety bonding see School Board Policy 3-47 preceding.

For employee coverage see also School Board Policy 4-37.

Legal Reference

~~Code of Va., § 22.1-84. Insurance.~~

~~Code of Va., § 22.1-157. Loans to be liens on buildings; insurance.~~

~~Code of Va., § 22.1-188. Definitions.~~

~~Code of Va., § 22.1-189. Compliance with article prerequisite to receiving State school funds.~~

~~Code of Va., § 22.1-190. When insurance required and amount thereof.~~

~~Code of Va., § 22.1-191. When Superintendent of Public Instruction to obtain insurance.~~

~~Code of Va., § 22.1-192. Injury and damage covered by policy.~~

~~Code of Va., § 22.1-193. Sufficiency of proof in action on policy; guest doctrine not applicable.~~

~~Code of Va., § 22.1-194. Liability of locality or school board owning or operating vehicle.~~

~~Code of Va., § 22.1-195. Recovery where vehicle operated under contract.~~

~~Code of Va., § 22.1-196. Lapsed insurance.~~

~~Code of Va., § 22.1-197. Distribution of funds when Superintendent effects insurance.~~

~~Code of Va., § 22.1-198. Applicability of article not dependent upon approval of vehicles or allocability of State aid.~~

~~[Code of Va., § 15.1-503.4:1. Declaration of policy, findings and purpose.](#)~~

~~[Code of Va., § 15.1-503.4:2. Definition.](#)~~

~~[Code of Va., § 15.1-503.4:3. Group self-insurance pools authorized.](#)~~

~~[Code of Va., § 11-45. Exceptions to requirement for competitive procurement.](#)~~

Related Links

~~[School Board Policy 3-47](#)~~

~~[School Board Policy 4-37](#)~~

Adopted by School Board: February 16, 1993

~~[Repealed by School Board: 2021](#)~~

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Petty Cash Funds

~~The school board may by resolution establish one or more petty cash funds not exceeding \$2,000 each under the provisions established in the legal reference to this policy.~~

~~All expenditures from a petty cash fund shall be supported by receipts. This fund shall be handled as an imprest fund and reimbursed by a check on the regular bank account so that the sum remaining in the fund and the amount expended as shown by the receipts shall remain constant at all times.~~

Legal Reference

~~Code of Virginia., § 22.1-123, as amended. Petty cash funds; payment of claims from petty cash.~~

~~Any school board may by resolution establish one or more petty cash funds, not exceeding \$2,000 each, for the payment of claims arising from commitments made pursuant to provisions of law.~~

~~A school board may appoint an agent or other person who shall be authorized only to approve payment of claims arising from commitments made pursuant to provisions of law from such petty cash funds as may be established by the school board. Any agent or person into whose hands any such fund is placed may pay such claims therefrom without necessity of prior receipt and audit of the claims by the school board and without approval and issuance of the warrant of the school board.~~

~~The clerk of the school board shall report this action to the school board or to any appointed agent of the school board for approval and reimbursement at least within thirty days of the month following the month in which any claim has been paid.~~

~~Any agent or person into whose hands such fund is placed shall give bond with surety in the amount of \$4,000, provided that additional bond shall not be required of any agent or person already bonded in the required amount. (1994)~~

Adopted by School Board: February 16, 1993

Repealed by School Board: 2021

~~BUSINESS AND NONINSTRUCTIONAL OPERATIONS~~

Advances on Expenses

~~The school board may authorize the proper officers to make a travel advance upon presentation of an estimate of expenses to be incurred. Travel advances will be applied against a final itemized statement of actual expenses and any funds advanced in excess of actual expenses incurred shall be immediately refunded. Upon failure to submit an itemized statement with required documentation, the entire amount of the travel advance shall be returned.~~

Adopted by School Board: February 16, 1993

Amended by School Board: October 19, 1993

Repealed by School Board: 2021



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

Section: Action **Date:** March 9, 2021

Senior Staff: Mr. John A. Mirra, Chief Human Resources Officer

Prepared by: John A. Mirra

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 March 9, 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
March 9, 2021
2020-2021

| <u>Scale</u> | <u>Class</u> | <u>Location</u> | <u>Effective</u> | <u>Employee</u> | <u>Position/Reason</u> | <u>College</u> | <u>Previous Employer</u> |
|--|--|--|------------------|----------------------------------|---|---------------------------------|-----------------------------|
| Assigned to Unified Salary Scale | Appointments - Elementary School | Diamond Springs | 2/25/2021 | Vincent E Adams | Custodian I | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Holland | 2/26/2021 | Robert J Talmadge | Custodian I | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Kempsville Meadows | 2/26/2021 | Krista H Mack | Special Education Assistant | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Pembroke | 3/2/2021 | Felicia Williams | Special Education Assistant | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Tallwood | 3/2/2021 | Allison B Foyles | Physical Education Assistant, .500 | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Three Oaks | 2/25/2021 | Brianne N Horsley | Kindergarten Assistant | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Appointments - Middle School | Brandon | 2/25/2021 | Stephanie Duprey | Special Education Assistant | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Appointments - Middle School | Larkspur | 3/4/2021 | Raven Hoggard | General Assistant | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Appointments - Middle School | Salem | 3/4/2021 | Temuchin Hodges | Security Assistant | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Appointments - High School | Landstown | 2/25/2021 | Valusia Y Walker | Distance Learning Assistant | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Appointments - High School | Salem | 2/23/2021 | Ernest L Whitehead Jr | Security Assistant | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Appointments - High School | Technical And Career Education Center | 2/25/2021 | Scott L Blauvelt | Security Assistant | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous | Office of Maintenance Services | 2/22/2021 | Blake E Reil | Electrical Craftsman I | Not Applicable | Four C Construction, VA |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous | Office of Maintenance Services | 3/1/2021 | Edward E Peters | Carpentry Craftsman II | Not Applicable | Tradesman International, VA |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous | Office of Transportation and Fleet Management Services | 2/17/2021 | Samantha R McClain | Bus Driver, 6.0 Hours | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous | Office of Transportation and Fleet Management Services | 2/24/2021 | Jacqueline R Bruce | Bus Driver, 6.0 Hours | Not Applicable | Norfolk Public Schools |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous | Office of Transportation and Fleet Management Services | 2/24/2021 | Timothy A Duke | Bus Driver, 7.0 Hours | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous | Office of Transportation and Fleet Management Services | 2/24/2021 | Joseph R Reason | Bus Driver, 7.0 Hours | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Alanton | 3/15/2021 | Ebony L Huber | School Office Associate II (career enhancement opportunity) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Arrowhead | 2/26/2021 | Crystal A Carter | Special Education Assistant (relocation) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Bayside | 2/26/2021 | Renzo G Galamay | Custodian I (family) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Bayside | 3/15/2021 | Elizabeth L Winters | Physical Education Assistant (career enhancement opportunity) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Bayside | 6/30/2021 | Arlene Jones | Physical Education Assistant (relocation) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Fairfield | 6/30/2021 | Ashley J Fairchild | Kindergarten Assistant (relocation) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Kempsville | 3/26/2021 | Sherard R Williams | Physical Education Assistant (relocation) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Linkhorn Park | 3/5/2021 | Eleanor D Coleman | Library/Media Assistant (personal reasons) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Lynnhaven | 2/11/2021 | Darlene T McGee | Custodian I (job abandonment) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Malibu | 3/1/2021 | Janine J Hansen | Custodian I (career enhancement opportunity) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | New Castle | 6/30/2021 | Jeanette M Kniseley | Special Education Assistant (relocation) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Red Mill | 2/18/2021 | Marcus A Simon | Custodian I (personal reasons) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Salem | 2/26/2021 | Amanda D Collins | Special Education Assistant (career enhancement opportunity) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Shelton Park | 2/18/2021 | Lisa M Trimm | School Office Associate II (death) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Elementary School | White Oaks | 3/5/2021 | Taneshia Whitlow | Special Education Assistant (family) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Middle School | Plaza | 3/12/2021 | Margaret R White | Security Assistant (career enhancement opportunity) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Middle School | Virginia Beach | 2/10/2021 | Christopher J Everheart-Montinat | Custodian I (personal reasons) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - High School | Salem | 2/19/2021 | Luciano M Lacson | Custodian I (personal reasons) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - High School | Tallwood | 2/26/2021 | Carly G Topping | Special Education Assistant (career enhancement opportunity) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Miscellaneous | Department of Teaching and Learning | 4/30/2021 | Heather N Joerger | Administrative Office Associate I (family) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Miscellaneous | Office of Programs for Exceptional Children | 2/26/2021 | Carlee A Spencer | Special Education Assistant (relocation) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Miscellaneous | Office of Student Support Services | 3/31/2021 | Dana M Dixon | School Social Worker (career enhancement opportunity) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Miscellaneous | Office of Transportation and Fleet Management Services | 2/24/2021 | Amber S Batten | 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 | 2/25/2021 | Donna J Postel | Bus Driver (personal reasons) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Miscellaneous | Office of Transportation and Fleet Management Services | 3/2/2021 | Michelle J Montaperto | Auxiliary Driver Spec Ed, 7.0 Hours (job abandonment) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Miscellaneous | Office of Transportation and Fleet Management Services | 3/8/2021 | Cindy S Warbington | Bus Driver - Special Ed, 6.5 Hours (career enhancement opportunity) | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Middle School | Bettie F. Williams | 6/30/2021 | Gloria J Hinson | Cafeteria Assistant, 6.0 Hours | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Middle School | Landstown | 3/31/2021 | Laura L Williams | Special Education Assistant | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - High School | Princess Anne | 3/15/2021 | Ronald L Newell | Security Assistant | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - High School | Salem | 6/30/2021 | Angelito P Galozo | Custodian I | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - High School | Salem | 6/30/2021 | Beverly Y Small | Custodian I | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Miscellaneous | Department of Technology | 3/31/2021 | Lee D Dise | Database Administrator | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Miscellaneous | Office of Maintenance Services | 6/30/2021 | Douglas E Clough | HVAC Craftsman III | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Miscellaneous | Office of Programs for Exceptional Children | 3/4/2021 | Amy J Dail | Coordinator Special Education | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Resignations - Miscellaneous | Office of Student Support Services | 7/30/2021 | Karen McCleu-Jackson | Psychologist | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Other Employment Actions - Elementary School | Kempsville Meadows | 2/26/2021 | Brandi Baker | Special Education Assistant (Ms. Baker changed her resignation date from 3/5/2021 to 2/26/2021. | Not Applicable | Not Applicable |
| Assigned to Unified Salary Scale | Other Employment Actions - Elementary School | Pembroke | 4/30/2021 | Joseph Whiteside | Assistant Principal (Mr. Whiteside changed his retirement date from 5/15/2021 to 4/30/2021. | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Appointments - Elementary School | Alanton | 2/26/2021 | Gabriela G Iglesias | English Language Learner | University of Texas El Paso, TX | Not Applicable |
| Assigned to Instructional Salary Scale | Appointments - Elementary School | Tallwood | 2/22/2021 | Lisa A Jirright | Art Teacher | Old Dominion University, VA | Not Applicable |
| Assigned to Instructional Salary Scale | Appointments - Elementary School | Trantwood | 3/1/2021 | Megan R O'Donnell | Special Education Teacher | Grand Canyon University, AZ | Not Applicable |
| Assigned to Instructional Salary Scale | Appointments - Elementary School | Trantwood | 3/8/2021 | Amanda E Forsythe | Kindergarten Teacher | Towson University, MD | Not Applicable |
| Assigned to Instructional Salary Scale | Appointments - Middle School | Brandon | 3/15/2021 | Lauren F Coulsting | School Improvement Specialist | James Madison University, VA | Not Applicable |
| Assigned to Instructional Salary Scale | Appointments - High School | Bayside | 3/1/2021 | William D Euefueno | Technology Education Teacher, .600 | Old Dominion University, VA | Military |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Arrowhead | 2/18/2021 | Ann M Green | First Grade Teacher (expiration of long-term leave) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Bayside | 6/30/2021 | Victoria Rosenberger | First Grade Teacher (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Bayside | 6/30/2021 | Chelsea C Yeager | Kindergarten Teacher (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Bettie F. Williams | 6/30/2021 | Alison M Shore | Special Education Teacher (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Birdneck | 6/30/2021 | Alyah J Myers | Special Education Teacher (family) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Brookwood | 6/30/2021 | Elyse L Catale | Fifth Grade Teacher (family) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Brookwood | 6/30/2021 | Mary H Reuss | Second Grade Teacher (family) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Brookwood | 6/30/2021 | Gabriella L Soares | Second Grade Teacher (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Centerville | 6/30/2021 | Jacquelyn M Bennisson | Fourth Grade Teacher (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Cooke | 6/30/2021 | Kimberly C Wright | Second Grade Teacher (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Fairfield | 6/30/2021 | Stephanie R Sanchez | Fifth Grade Teacher (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | John B. Dey | 6/30/2021 | Jessie Kate Parker | Kindergarten Teacher (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Kempsville Meadows | 2/19/2021 | Sara L Grau | First Grade Teacher (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Landstown | 6/30/2021 | Andrea M Zyvith | Fifth Grade Teacher (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Pembroke | 6/30/2021 | Brittany M Parrill | Fourth Grade Teacher (transfer of spouse) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Princess Anne | 6/30/2021 | Tracy L Zumar | Fourth Grade Teacher (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Salem | 6/30/2021 | Nicole M Loy | Kindergarten Teacher (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Trantwood | 3/1/2021 | Nicole A Hudson | Special Education Teacher (family) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Elementary School | Windsor Woods | 6/30/2021 | Katelyn E Collins | Kindergarten Teacher (family) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Middle School | Brandon | 6/30/2021 | Stanley P Dimich Jr | Sixth Grade Teacher (career enhancement opportunity) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Middle School | Brandon | 6/30/2021 | Jessica R Nath | Seventh Grade Teacher (family) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Middle School | Corporate Landing | 6/30/2021 | Michelle Staneck | Special Education Teacher (career enhancement opportunity) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Middle School | Landstown | 6/30/2021 | Mandy Heindl | Special Education Teacher (transfer of spouse) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Middle School | Larkspur | 6/30/2021 | Erika A Heller | Library Media Specialist (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Middle School | Old Donation School | 6/30/2021 | Karen H Luecke | Eighth Grade Teacher (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - Middle School | Plaza | 6/30/2021 | Barry V Fordham | AVID Instructor (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - High School | Bayside | 2/26/2021 | Kathy A Baird | Music/Instrumental Teacher (death) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - High School | Ocean Lakes | 6/30/2021 | Jordan L Schoonover | Special Education Teacher (career enhancement opportunity) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - High School | Princess Anne | 6/30/2021 | Angela Hamrick | English Teacher (relocation) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Resignations - High School | Renaissance Academy | 3/1/2021 | Micaela E Procopio | Eighth Grade Teacher (personal reasons) | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Retirements - Middle School | Brandon | 6/30/2021 | Donna M Brinegar | Special Education Teacher | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Retirements - Middle School | Corporate Landing | 6/30/2021 | Michael L Herold | Sixth Grade Teacher | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Retirements - Middle School | Corporate Landing | 6/30/2021 | Heidi M Mundy | Sixth Grade Teacher | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Retirements - Middle School | Larkspur | 6/30/2021 | Sandra W Jackson | Eighth Grade Teacher | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Retirements - Middle School | Old Donation School | 6/30/2021 | Pamela J Knecht | Third Grade Teacher | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Retirements - Middle School | Princess Anne | 6/30/2021 | Jacqueline L Chasse | Seventh Grade Teacher | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Retirements - Middle School | Princess Anne | 6/30/2021 | Phillip C McGinnis | Sixth Grade Teacher | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Retirements - High School | Bayside | 6/30/2021 | Luisa L Zirkle | Science Teacher | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Retirements - High School | Salem | 6/30/2021 | Charles M Ballou | Science Teacher | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Retirements - High School | Salem | 6/30/2021 | Michelle D Sturgis | Social Studies Teacher | Not Applicable | Not Applicable |
| Assigned to Instructional Salary Scale | Other Employment Actions - Elementary School | Kempsville Meadows | 2/26/2021 | Sharrann Fairley-Hunter | Fifth Grade Teacher (Ms. Fairley-Hunter changed her resignation date from 2/24/2021 to 2/26/2021. | Not Applicable | Not Applicable |



Subject: Building Utilization Committee Report to School Board Item Number: 13A

Section: Information Date: March 9, 2021

Senior Staff: Mr. Jack Freeman, Chief Operations Officer, School Division Services

Prepared by: Melisa A. Ingram, Demographer / GIS Manager

Anthony L. Arnold, P.E., Executive Director, Office of Facilities Services

Presenter(s): Melisa A. Ingram, Demographer / GIS Manager

Recommendation:

That the School Board receive information from the 2020-21 Building Utilization Committee (BUC); summarizing their annual assessment of school attendance zones, student membership, housing trends, student membership projections, and building utilization, as prescribed by School Board Policy 5-14.

There are no recommended changes to school attendance zones.

Background Summary:

School Board Policy 5-14, School Attendance Zones: The School Board recognizes that only through effective long-range planning for enrollment can the School Division be adequately prepared to meet the needs of its current and future student population. In order to assure such planning, the School Board establishes procedures which require annual review and recommendations from the Building Utilization Committee regarding enrollment trends and their impact on School Division facilities and which will assure adequate opportunity for community reaction prior to any redistricting decision by the School Board.

The BUC met on December 16, 2020 to conduct its annual review of school attendance areas, building utilization, historical and projected student membership, new residential housing, and other factors impacting student enrollment. Following this review, the committee reached consensus for no recommended changes to school attendance zones.

Source:

School Board Policy 5-14, Student Attendance Areas

Budget Impact:

None



Subject: School Board Protocols Manual **Item Number:** 13B

Section: Information **Date:** March 9, 2021

Senior Staff: N/A

Prepared by: School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney

Presenter(s): Governance Committee and School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney

Recommendation:

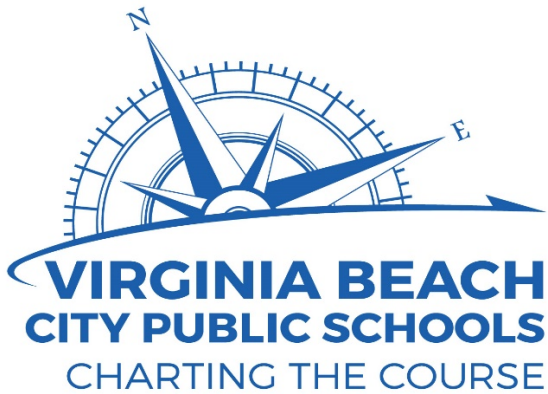
That the School Board adopt the School Board Protocols Manual.

Background Summary:

The School Board Governance Committee is recommending that the School Board adopt the School Board Protocols Manual as a guide for new and continuing School Board Members on their duties and responsibilities while serving on the School Board. The School Board reviewed a prior draft of the Protocols Manual at its January 2021 Mini-Retreat. The Governance Committee considered the recommendations of the School Board from the Mini-Retreat and revised the Protocols Manual.

Budget Impact:

N/A



SCHOOL BOARD PROTOCOLS MANUAL

March 2021

School Board of the City of Virginia Beach

2512 George Mason Drive
Virginia Beach, VA 23456

Phone: (757) 263-1016

Fax: (757) 263-1844

VBCPSSchoolboard@googlegroups.com

Disclaimer

This Protocols Manual is not a School Board Bylaw or Policy nor is it intended to supplant existing School Board Bylaws or Policies or applicable law or regulation. Although there may be some difference in verbiage, every effort was made to align the content of this Protocols Manual to School Bylaws and Policies. In the event of a discrepancy between this Protocol Manual and School Board Bylaws and Policies or applicable law or regulation, the order of precedence will be: 1) applicable law or regulation; 2) School Board Bylaw; 3) School Board Policy; 4) School Board Protocol Manual.

Rationale

This School Board Protocols Manual is a collaborative work created by the School Board to assist School Board Members in understanding their duties and responsibilities. For many organizations, protocols represent accepted or established codes of procedure or behavior that point to a unity of purpose. To effectively meet School Division challenges, the School Board and Superintendent work together as a governance leadership team. Basic tenets of effective governance enable the governance team members to create a climate for excellence and maintain the focus on improved student learning and achievement

To fulfill this mandate, the School Board and Superintendent work together while respecting their separate and distinct roles and responsibilities. Through a shared understanding of their purpose, members are well-informed contributors who lead by professional example.

Serving as a handy go-to guide for School Board Members, especially newly elected or appointed Members, this Manual is of particular value to ensure that all School Board Members are prepared to confidently undertake the work of the School Board.

This Manual is organized into three content sections, and another part for Appendices. It flows from School Board policies, bylaws, Rules of Order and Standing Rules, and embodies governance principles promulgated by the Virginia School Boards Association (VSBA) as well as certain School Division expectations of a long-standing nature.

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Section I: General and School Board Member Information

Section I will address the following topics:

- School Board Overview
- School Board Duties and Responsibilities
- Chair and Vice Chair Duties
- Chair and Vice Chair Elections and Terms of Office
- Orientation of Newly Elected School Board Members
- Orientation Materials (and request of)
- Professional Development and Retreat School Board Members
- Self -Monitoring and Evaluation

School Board Overview

The School Board of the City of Virginia Beach, Virginia is a public body authorized by the Constitution of Virginia Article VIII, Section 7, as amended. The School Board serves as the corporate body that is responsible for the supervision of all public schools in the city as well as the enforcement of compulsory attendance laws for all school aged persons residing in the city. The School Board of the City of Virginia Beach, Virginia is the actual legal entity. The School Board does business through its School Division which can be referred to Virginia Beach City Public Schools or the School Division. The School Board serves as the governing body much like the board of directors does for a corporation. The School Board does not “run” the School Division. Rather the School Board governs the School Division and employs the Superintendent to run the School Division. The Superintendent is authorized by law to run the School Division and, like the chief executive officer for a corporation, the Superintendent is employed by and answers to the School Board. All eleven members of the School Board are elected or appointed in accordance with the Charter of the City of Virginia Beach and applicable law and serve four-year terms. Additional information in reference to School Board composition/election/term of office can be found in School Board Bylaw 1-8.

The general powers and duties of the School Board derive from both the Constitution of Virginia and the Code of Virginia, 1950, as amended, and School Board Bylaws. Additionally, because the City of Virginia Beach is an independent city governed by a City Charter granted by the Virginia General Assembly, the School Board is also subject to Section 16 of the Charter of the City of Virginia Beach, Virginia. The Commonwealth of Virginia’s system for governance of public school divisions by local school boards is unique. The relationship between school boards and their local governing bodies is defined both by law and regulation as well as caselaw. Changes to the law in the late 1920s resulted in the determination that there should be only one taxing authority in a locality. This determination then resulted in the budgetary procedures that require school boards to submit their budgets through their local governing bodies for funding rather than impose school taxes on citizens. It is highly recommended that School Board Members obtain training either through legal counsel or the Virginia School Board Association regarding the interrelationship between the School Board and the City Council.

School Board Duties and Responsibilities

The School Board is legally empowered to control all aspects of the School Division's operations within the limits of the law. As a collective unit, all eleven members are given authority to make decisions on behalf of Virginia Beach City Public Schools. Duties and responsibilities deemed as being amongst the most important are cited below:

1. Appoint the School Division Superintendent.
2. Evaluate the Superintendent annually using criteria which include but are not limited to: assessing teacher and administrator skills and knowledge; improving student academic progress; providing for school safety; and, enforcing student discipline.

3. Adopt for use by the Superintendent clearly defined criteria for a performance evaluation process for principals, assistant principals and supervisors that includes, among other things, an assessment of such administrator's skills and knowledge; student academic progress and school gains in student learning; and, effectiveness in addressing school safety and enforcing student discipline.
4. Develop a procedure for use by the Superintendent and principals in evaluating instructional personnel that is appropriate to the tasks performed and addresses, among other things, student academic progress and the skills and knowledge of instructional personnel, including but not limited to, instructional methodology, classroom management, and subject matter knowledge.
5. Establish general policies to be employed in the conduct of the public schools.
6. Provide oversight through the formulation and administration of rules and regulations governing School Board procedures.
7. See that the school laws are properly explained, observed, and enforced.
8. Secure, by visitation or otherwise, as full information as possible about the conduct of the schools in the School Division and take care that they are conducted efficiently and in accordance with the law. During such visitation, in accordance with Bylaw 1-23, School Board Members have no authority to direct the action of school employees or students, and any suggestions or concerns should be initially directed to the Superintendent or designee.
9. Care for, manage, and control the property of the School Division and provide for the erection, furnishing, equipping, and non-instructional operating of necessary school buildings and appurtenances and the maintenance thereof of by purchase, lease or other contracts.
10. Provide for the consolidation of schools or redistricting of school boundaries or adopting pupil assignment plans whenever such procedure will contribute to the efficiency of the School Division.
11. Operate and maintain the schools in the School Division, consistent with state statutes and regulations of the Virginia Board of Education.
12. Determine the length of the school term, the studies to be pursued, the governance and methods of teaching within the schools, consistent with statutes and Virginia Board of Education Regulations.
13. Control school finances by establishing priorities and aligning financial resources in accordance with the School Board's strategic plan. This includes, but is not limited to, examining and approving the budget and capital outlays, awarding contracts, fixing salary schedules and wages, overseeing all business transactions, as well as regularly auditing all accounts.
14. On recommendation of the Superintendent, employ staff, apportion their duties, and provide for handling all related personnel problems.
15. Maintain and improve the school plant.
16. Work collaboratively with School Board colleagues and respect their opinions and not interrupt them during meetings.
17. Represent the schools and the educational program before the public generally as opportunity occurs.
18. When authorized by law, policy or regulation, act as a "court of appeals" for employees and laymen citizens who have grievances and students who have disciplinary matters that have already been heard by the proper administrative official(s) without satisfactory resolution.
19. Make decisions based on the best interests for all students in the School Division.

20. Participate in professional development and training as required by Bylaw 1-13 and applicable law.
21. Appoint advisory committee members.

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Chair and Vice Chair Duties

The School Board annually elects from its members a Chair and a Vice Chair. The Chair receives additional annual compensation for performing additional administrative duties on behalf of the School Board. The Chair speaks on behalf of the entire School Board.

| <u>Chair</u> | <u>Vice Chair</u> |
|---|--|
| <ol style="list-style-type: none"> 1. To preside at all meetings of the School Board. 2. To oversee all School Board Members' appointments to committees and outside organizations and bring such appointments to the School Board for approval. 3. To serve as an ex-officio member of all committees, and to sign the records of the School Board. 4. To preserve order at all times and to endeavor to conduct all business before the School Board with propriety and dispatch. 5. To meet with another School Board Member on a rotating basis and the Superintendent or designee to plan the School Board Meeting Agenda. All requests for Agenda items shall be made through the Chair or the School Board Member assigned to Agenda planning. 6. To sign or approve required documents, use of funds or provisions of services on behalf of the Superintendent or designate another School Board Member to do so. 7. To acknowledge communications to the entire School Board. When acknowledging on behalf of the entire School Board, the Chair will limit responses to acknowledgement of receipt of the communication, reference to other persons or entities who will respond to the communication, reference to where data can be found or when matters will be addressed by the School Board or the Superintendent, and other pertinent factual information. When acknowledging on behalf of the entire School Board, the Chair will not include personal opinions or personal comments. 8. To perform such other duties as may be prescribed by law or by action of the School Board. | <ol style="list-style-type: none"> 1. The Vice Chair shall preside or act in the absence, unavailability or inability to act of the Chair. 2. The Vice Chair shall act as Chair upon the death, resignation, or other vacancy in the office of Chair. Upon the death, resignation, or other vacancy in the office of Chair, the Vice Chair shall call an election for the office of Vice Chair to be held within fifteen (15) calendar days after such vacancy in office occurs. 3. The Vice Chair shall also perform such other duties prescribed by law or by action of the School Board. |

Chair and Vice Chair - Election and Term of Office

School Board Bylaws 1-9 & 1-18

The election of the Chair and Vice Chair takes place at the Annual Organizational Meeting which should be the first meeting in January. As stated in School Board Bylaw 1-18, the Chair shall serve in that position until the

Annual Organizational Meeting. If the Chair's elected/appointed term of office on the School Board expires before the Annual Organizational Meeting, the Vice Chair shall act as Chair until the Annual Organizational Meeting. If the Vice Chair's elected/appointed term of office on the School Board expires before the Annual Organizational Meeting, the most senior School Board Member whose last name is first alphabetically shall act as Chair until the annual meeting. It is the duty of the Chair to plan the agenda for the Annual Organizational Meeting. Additional information regarding this process can be found in Policies and Regulation - Appendix B, School Board Standing Rules.

Orientation of Newly Elected School Board Members

A well-designed orientation program for new School Board Members can be a critical first step towards cultivating a highly effective and cohesive School Board. To ensure that all newly elected School Board Members are afforded an opportunity to become acclimated to their new roles and to the school governance process, the current School Board Members will provide an orientation program to all new School Board Members upon their election or appointment and before those School Board Members take office. The orientation process may take place over multiple days but should be completed within six months of the School Board Member taking office. During the orientation process, newly elected School Board Members will be presented with an overview of the different departments of the School Division, policy, finance, and expectations as they pertain to the role of a School Board Member.

Orientation Materials

In accordance with School Board Bylaw 1-13(A)(2) School Board Legal Counsel and the Superintendent or designees will either provide all newly elected School Board Members with the following information or with information as to how to access such information online:

Note: Also, in accordance with School Board Bylaw 1-13, the Superintendent will inform the School Board Member how to locate a copy or furnish copies of the documents above upon request of the School Board Member.

- School Board Bylaws.
- School Board Policies.
- School Division regulations.
- Current budget.
- Personnel directory.
- Copy of Virginia school laws to include the Virginia Freedom of Information Act.
- The Virginia State and Local Governments Conflict of Interest Act.
- The Virginia Public Records Act.
- The School Board Protocols Manual.
- Such other documents deemed essential to the operation of the School Division.

Professional Development for School Board Members

School Board Bylaw 1-13(B)

The Virginia Standards of Quality, Code of Virginia § 22.1-253.13:5. Standard 5. Quality of classroom instruction and educational leadership (and School Board Bylaw 1-13) require that: “D. Each local school board shall require (i) its members to participate annually in high-quality professional development activities at the state, local, or national levels on governance, including, but not limited to, personnel policies and practices; the evaluation of personnel, curriculum, and instruction; use of data in planning and decision making; and current issues in education as part of their service on the local.”

To ensure compliance of this section of School Board Bylaw 1-13, School Board Members may be required to file with the Clerk of the School Board verification of compliance for Standards of Quality professional development

reporting. Each School Board Member remains responsible for compliance with training and professional development requirements and should strive to remain educated regarding matters affecting public school divisions as well as the responsibilities of School Board Members. All School Board Members are registered as members of the Virginia School Board Association and the National School Board Association and may access quality professional development regarding the work of school boards and school divisions through VSBA and NSBA at School Board expense. The Virginia General Assembly or other state or federal agencies may require training for School Board Members. School Board Members seeking professional development opportunities outside of these organizations should consult with their colleagues about funding available for such professional development.

Virginia State and Local Governments Conflict of Interests Act (COIA)

The Virginia State and Local Governments Conflicts of Interests Act (COIA), Code of Virginia § 2.2-3100, *et seq.*, as amended, is a statewide standard of conduct for all state and local public officials and employees that prohibits inappropriate conflicts that would affect the judgment of such officers and employees in the performance of their official duties and undermine the public's confidence in its leaders. The COIA also has mandatory financial disclosure of economic interests requirements. As a condition of holding office, School Board Members must file their personal statements of economic interests annually and such statements are made available to the public. The financial disclosure forms are long and cumbersome therefore, School Board Members should plan adequate time to complete and file these statements.

Prohibited conduct under the COIA is broken down by: 1) generally prohibited conduct such as bribes, kickbacks, acceptance of gifts, money, things of value or opportunities; 2) prohibited conduct relating to contracts; 3) prohibited conduct related to transactions; and, 4) for school boards, additional provisions found in Article 6. To avoid violating the COIA, School Board Members must learn which things and opportunities they may accept or participate in and when their personal interest in a contract or transaction with the School Board prohibits them from participation. School Board Members are personally liable for compliance with the COIA.

The COIA is very complicated and nuanced. School Board Members must attend COIA training and are strongly advised to seek legal advice concerning any potential conflict of interests. Failure to comply with the COIA can result in civil and/criminal fines, possible jail time, loss of elected position and repayment of inappropriately acquired gifts, funds, services, or contracts.

School Board Retreat

The School Board Governance Committee will be responsible for planning an annual School Board Retreat to discuss School Board matters, School Division goals, long-term plans, internal operations, and updates. The School Board may hold additional retreats as needed. All School Board Members are expected to participate in School Board Retreats. A retreat can also be used to provide training to School Board Members in matters specific to their roles or in implementation of a mandated initiative.

Code of Ethics, Self-Monitoring and Evaluation

The School Board adheres to the Code of Ethics - A Guide of Conduct for School Board Members of the City of Virginia Beach. This Guide, which defines the professional behavior needed to be an effective and responsible School Board Member, is signed and adopted at the beginning of every year by all School Board Members and displayed in the School Board Room. This Guide is also posted on the School Board's SharePoint site at

<https://www.vbcps.com/sites/SchoolBoard/default.aspx>. The School Board Governance Committee is responsible for developing and implementing a self-monitoring and evaluation tool for the School Board.

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Section II: School Board Operating Norms

Section II will address the following topics:

- Parliamentary Authority, Special Rules of Order, and Standing Rules
- School Board Meetings (Time, Place, and Order of Business)
- Regular Meetings
- Meeting Materials for School Board Members
- Annual Organizational Meeting
- Special Meetings and Electronic Communication Meetings
- Committees, Organizations and Boards
 - Committee Member Assignments
 - Board Representation Contingency Plan
 - Current-Year Committees and Boards
 - Election, Roles, and Responsibilities of Committee Chair
- Agenda Planning Process (Process and Timelines)
 - Addition of Topic to School Board Agenda
 - Agenda Process for Annual Organizational Meeting

Parliamentary Authority. Special Rules of Order, and Standing Rules *School Board Bylaw 1-40*

The purpose of parliamentary procedure is to provide an orderly and consistent method of conducting the business of a body. Accordingly, School Board Members should obtain professional development in parliamentary procedure to more fully understand how to conduct the business of the School Board. To assist School Board Members in running meetings and conducting business, the School Board has adopted Bylaws, Special Rules of Order (School Board Bylaw Appendix A) and Standing Rules (School Board Bylaws Appendix B).

In accordance with School Board Bylaw 1-40, 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 Special Rules of Order consist of twelve rules regarding how parliamentary procedure will be handled by the School Board during meetings. These rules cover most parliamentary procedures that will be needed during meetings. School Board Members are encouraged to keep a copy of the Special Rules of Order with them during meetings to assist with procedure (See Appendix B). The Chair and Vice Chair are responsible for compliance with the Special Rules of Order or Robert's Rules of Order and may seek assistance from School Board Legal Counsel or the Clerk of the School Board. The Special Rules of Order take precedence over the rules contained in the current edition of Robert's Rules of Order, Newly Revised. The Special Rules of Order may be suspended by a two-thirds vote and may be amended upon meeting the requirements to amend the Bylaws.

Pursuant to Bylaw 1-37 the School Board Standing Rules shall include the order of business 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. See Bylaw 1-37. Standing Rules may be adopted, amended or suspended by a two-thirds majority vote of the School Board at any time and with no advance notice.

School Board Meetings (Time, Place, and Order of Business)

Regular Meetings

Pursuant to the Virginia Freedom of Information Act, Code of Virginia (FOIA) § 2.2-3700, *et seq.*, as amended, the School Board must conduct its official business through public meetings that are open for the public to

observe. The laws regarding public meetings have strict requirements regarding notice of meetings, accessibility to the public and voting procedures. The School Board adopts an annual schedule of regular meetings and may change the meeting dates or times or add special meetings as needed. See Bylaw 1-38. The schedule of regular meetings will be adopted annually by the School Board.

School Board meetings are open to the public unless the majority of the School Board specifically votes to go into closed session to discuss certain matters. The normal order of business for regular meetings is outlined in the School Board Standing Rules. See School Board Bylaws Appendix B School Board Standing Rules.

Unless otherwise changed by the Chair, the Informal Meeting will convene at 4:00 p.m. in the Einstein Lab and the Formal Meeting will begin at 6:00 p.m. in the School Board Room both located in the School Administration Building.

The FOIA has strict rules on notice to the public of School Board Meetings, availability of agenda materials and public access to observe the meeting. Although School Board Meetings are “public meetings” they are not meetings “for the public.” School Board Meetings are held for the purpose of accomplishing the work of the School Board or its Committees. The FOIA grants the public the right to observe the work of public bodies but does not require that the public have the right to participate in such meetings. As of July 1, 2020, the FOIA requires that local public bodies accept public comments during one quarter of its annual public meetings for the purpose of hearing public input on topics relevant to the work of the School Board. The School Board provides the opportunity for both Agenda and Non-Agenda Item speakers to address the School Board during its regularly scheduled meetings.

Unauthorized meetings of three or more School Board Members

School Board Members must be vigilant about *not* discussing or conducting School Board business with other School Board Members outside of scheduled School Board or School Board Committee meetings. These situations tend to arise when School Board Members have discussions while traveling together, while meeting together in groups at restaurants or at homes, during electronic meetings, or when School Board Members continue discussions after a meeting has been adjourned. If three or more School Board Members meet for the purpose of discussing School Board business, such meeting constitutes a “public meeting” and must follow all FOIA required procedures which include: appropriate public notice three or more days ahead of time; holding the meeting in a location or manner accessible to the public; having an agenda and making agenda materials available to the public; compliance with all Americans with Disabilities Act requirements; and other requirements set forth in School Board Bylaws. Failure to comply with the FOIA open meetings requirements can cause School Board Members to be personally liable. School Board Members should not inadvertently create a public meeting by having School Board related discussions with more than one other School Board Member unless FOIA requirements are followed.

Closed Meetings

The Virginia Freedom of Information Act authorizes the School Board to conduct meetings in “closed session” under certain circumstances. Closed meetings are authorized for specific reasons as set forth in the Virginia Freedom of Information Act and are generally for the purpose of protecting confidential employee or student matters, protecting the School Board’s legal or negotiating position, or resolving disputes with other parties. No votes may be taken during closed meetings therefore the School Board must come out of a closed meeting to take any necessary votes resulting from the closed meetings. School Board Members should plan to remain after a closed meeting for the purpose of voting in an open meeting on matters discussed in the closed meeting.

The procedures for calling and certifying closed sessions are very strict and often the subject of legal challenges. School Board Members will be expected to vote on the reasons for going into the closed meetings and to vote to certify after the closed meeting that only those matters which the School Board stated that it was going into closed session for were what was discussed during the closed meeting. Any School Board Member who objects to going

into closed session should make that objection known before the School Board votes to go into closed session. School Board Members should familiarize themselves with Bylaw 1-36 and participate in training regarding closed sessions and their responsibilities in certifying such meetings.

The public is not authorized to observe closed meetings and only those persons authorized by the School Board may attend. School Board Members should respect the confidentiality of all information obtained during or in preparation for a closed session and should not reveal such information. Unless otherwise authorized, School Board Members should not keep personal notes or copies of materials that are provided for use in closed session. Such documents should be provided to the Clerk of the School Board or School Board Legal Counsel for safe keeping and to assure compliance with the Virginia Public Records Act and other applicable laws.

Agenda and Non-Agenda Item public speakers

During regular School Board Meetings, the School Board allows comments from citizens. Unless otherwise specified by the School Board, citizens may sign up to make comments on matters on the School Board's Meeting Agenda for that meeting. Agenda item speakers must sign up by noon on the day of the School Board Meeting and will be called to speak before the School Board during the Agenda Item Speakers portion of the Meeting. As established by the School Board, speakers will have a specific amount of time to address the School Board and are subject to the School Board's rules for decorum during meetings. The Chair will acknowledge speakers and enforce compliance with decorum and time limits. School Board Members are not to address the speakers, make comments about speakers or pose questions. This restriction arose after past lawsuits against the School Board regarding alleged violations of First Amendment rights and other applicable laws. Agenda items speakers will be broadcast as part of the Regular School Board Meeting.

During the Non-Agenda Item Speakers portion of the Meeting Agenda, the School Board allows citizens to address the School Board regarding matters that are not on the Meeting Agenda. As of July 1, 2020, the Virginia Freedom of Information Act requires that one quarter of all regular meetings during the year must allow citizens to address the School Board on any matters relevant to the School Board. Non-Agenda Item speakers are heard at the end of the regular School Board Meeting and are not broadcast if the public is able to attend the Meeting in person. The purpose for not broadcasting Non-Agenda Item speakers is to discourage speakers from using the School Board Meeting to advertise services or products, to air personal matters unrelated to the School Board or its employees, to defame others, and to otherwise disrupt the Meeting. Rules for decorum and time limits are the same for Agenda and Non-Agenda Item speakers.

The School Board may schedule public hearings for the purpose of obtaining public comments on matters germane to the School Board. Certain actions before the School Board require public hearings prior to the School Board acting on a matter, e.g. annual budget, redistricting. The School Board may create special rules for conducting public hearings and reserves the right to suspend Agenda and Non-Agenda item speakers for good cause.

Meeting Materials for School Board Members

Bylaw 1-29

The Clerk of the School Board furnishes the agenda and meeting materials to all School Board Members on a SharePoint site at <https://www.vbcps.com/sites/SchoolBoard/default.aspx> generally five (5) days in advance of the meeting. As required by law, agenda materials must be made available to the public when they are made available to School Board Members. Agenda items should be provided in sufficient time for review by agenda planners before being incorporated into the Agenda. The public is entitled to know what items will be on an Agenda and to review the Agenda materials when made available to the School Board

Officers: Elections and Terms of Office

School Board Bylaw 1-18

The Chair and Vice Chair shall be elected by the School Board for a one-year term at the annual organizational meeting held at the first meeting in January. The Clerk and Deputy Clerk shall be appointed by the School Board for a one-year term upon recommendation of the Superintendent.

Annual Organizational Meeting

School Board Bylaw 1-37

The first regular monthly meeting in January is considered the Annual Organizational Meeting of the School Board. Pursuant to School Bylaw 1-37, for this meeting, the Superintendent will act as Chair *pro tem* for the sole purpose of electing a Chair. Once the new Chair is elected, the new Chair will preside over the remainder of the meeting. The School Board will then proceed with the election of the Vice Chair. The remaining order of business is as follows:

- Appoint the Clerk of the School Board and a Deputy Clerk
- Approve Standing Rules (If needed) Note: If no action is taken at this point, the existing Standing Rules shall remain in effect until changed.

Special Meetings

School Board Bylaw 1-46

A Special Meeting is a meeting held for only one or more limited topics and on a date or time not scheduled for a regular meeting. Special Meetings can occur on the call of the Chair, on the request of the Superintendent with concurrence of the Chair, or upon the written request of three School Board Members to the Chair and the Clerk of the School Board. No business shall be transacted at any Special Meeting of the School Board which does not come within the purposes set forth in the call for the meeting unless all Members of the School Board are present, and there is a unanimous agreement to consider additional items of business. All School Board Members must receive reasonable notice of the time and purpose of the meeting.

Electronic meetings and remote participation in meetings

School Board Bylaw 1-36

Electronic Meeting

The Virginia Freedom of Information Act codifies a preference for local government body meetings to be in person at locations accessible to the public and media. However, local government bodies may conduct meetings through electronic means under limited circumstances and for reasons generally related to an emergency and ensuring the continuity of government services. If a quorum or more of the local government body is participating electronically, the meeting will be an “electronic meeting.” As of 2020, the Virginia General Assembly has authorized local government bodies to conduct meetings through electronic means provided that the public has to the opportunity to view such meetings. This area of the law may be changing, and School Board Members should consult with School Board Legal Counsel regarding the continued availability of electronic methods for meetings.

Remote participation

A related but different concept is “remote participation” in public meetings by less than a quorum of the members of the public body. An example of such participation would be a School Board Member who participated in a committee meeting by telephone when a quorum of the School Board Committee Members was assembled in one

location. Certain procedures must be followed to participate remotely and there may be limits on the number of times a School Board Member can participate remotely. School Board Members should not assume that they can participate remotely in a meeting without first discussing this with the School Board Chair or the Committee Chair. Appropriate prior notice is required to participate remotely. Additionally, failure of a quorum of the public body members to meet in one location could prevent the meeting from going forward.

Committees, Organizations and Boards *Bylaw 1-28*

Pursuant to School Board Bylaw 1-28, if it is the opinion of the School Board that educational concerns would be served best through the utilization of a committee approach, the School Board may create a committee to address specific issues. The School Board also appoints liaisons to certain boards and other organizations. Committees can be comprised solely of School Board Members or with members of the School Administration and/or the public at large. The School Board is responsible for communicating and providing committee objectives to committee members. When more than two School Board Members participate in a committee meeting, the Virginia Freedom of Information Act rules regarding open meetings apply. This includes appropriate notice, access for the public to observe and other meeting considerations. Accordingly, School Board Members not assigned to a committee should not participate in meetings of committees that they are not assigned to unless they have consulted with the Committee Chair and School Board Legal Counsel regarding appropriate procedures.

Committee Member Assignments *School Board Bylaw 1-28 & School Board Bylaw Appendix C*

School Board Members are appointed to School Board committees, organizations, and boards no later than July 1st of each year. School Board Members interested in serving on specific committees should review the committee responsibilities and meeting frequency and dates and inform the Chair of their interest in being assigned to a specific committee. Newly elected School Board Members will be appointed to one or more committees, organizations, or boards after the Annual Organizational Meeting in January. New School Board Members who are sworn in after an appointment or special election to fill a vacancy will be appointed to one or more committees, organizations, or boards within a reasonable period.

School Board Members are only guaranteed appointment to one committee, organization, or board. Appointment to more than one committee, organization, or board is at the discretion of the School Board. Once assigned to a committee, the Chair or Staff Liaison of the committee will contact the new Committee Member regarding the work of the committee and the meeting dates and times.

Note: A list of committees is presented as an information item at a regular School Board meeting in May. School Board Member preferences are submitted to the Clerk of the School Board for presentation to the School Board leadership for approval no later than July 1st of each year.

Committee, Organization, and Board assignment changes or appointment of alternates

At the School Board's discretion, changes in committee, organization or board assignments may be made to meet the needs of the School Board and/or to fill vacancies. Failure of an appointed School Board Member to consistently attend committee, organization, or board meetings or to perform work related to such committees, organizations, or boards shall constitute good reason to change an appointment. Change in committee, organization or board appointment requires a majority vote of the School Board Members present at a School Board Meeting.

The School Board is authorized to appoint alternates to committees, organizations or boards should the assigned School Board Member be unable to attend. 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, organization, or board meeting. The Chair is an ex officio member of all School Board created committees, organizations and boards and may serve as the alternate. See School Board Bylaw 1-28. Alternates should only attend meetings when the appointed School Board Member is not able to attend. Attending meetings when the appointed School Board Member is participating could cause a violation of the FOIA notice and meeting requirements, therefore School Board Members serving as alternates should be careful about attendance.

Election of Committee Chairs

Unless otherwise expressly determined by the School Board, all School Board created committees shall be chaired by a School Board Member. Committee Chairs should be elected at the first Committee Meeting of the fiscal year. When choosing a Chair for a committee, School Board Bylaw 1-28 will be followed.

Roles and Responsibilities of Committee Chair

The Committee Chair shall have the responsibility of setting the direction for the Committee and conducting the meetings and work of the Committee. The Committee Chair shall also establish norms and protocols that allow the Committee to function properly, provide guidance, communicate expectations to Committee members, and ensure that relevant and effective decisions are being executed. Other responsibilities may include (but not limited to):

1. Ensure that appropriate policies and procedures are followed.
2. Arrange and communicate Committee meetings to all Committee members and the Clerk of the School Board in accordance with applicable bylaw and ensure that notice and open meeting procedures are followed.
3. Effectively ensure that Committee members are involved in the decision-making process.
4. Ensure that attendance records are maintained and reported annually to the Clerk of the School Board.
5. Ensure that the work of the Committee is completed and, if the Committee has a limited period of activation, conclude the work of the Committee within the established period.
6. Report the work of the Committee as appropriate.

Agenda Planning Process

School Board Bylaw 1-39

Process and Timelines

The agenda preparation for a regular School Board meeting begins with the presentation of the quarterly forecast of agenda topics. The forecast is reviewed with the School Board at the last workshop of the preceding quarter, prior to the beginning of the reporting quarter.

A draft agenda for a regular meeting is provided to the School Board fifteen calendar (15) days in advance of the scheduled meeting for comments/suggestions to be submitted prior to agenda planning. Agenda Planning is conducted at the conclusion of the preceding regular School Board meeting with the School Board Chair and a School Board Member assigned on a rotating basis (as per School Board Bylaw 1-39), who will work with the Superintendent or designee to develop a tentative agenda. The tentative agenda reflects the outcome from Agenda

Planning, which is then transmitted by the Clerk of the School Board to the School Board within forty-eight (48) hours. Notice of regular School Board Meetings must be posted three business days before a scheduled meeting.

On Thursday prior to the scheduled School Board meeting, final School Board meeting agenda materials (excluding exempt materials) are posted on the School Division's website at the same time they are transmitted to the School Board via the SharePoint site and made available to the public.

Once posted to the public, changes to the Agenda Items require the School Board to amend the Meeting Agenda during the School Board Meeting. Therefore, School Board Members should review the Draft Agenda and request any changes to the Agenda *at least two working days before* the Final Agenda is published.

Procedures for Clarification of Specific Agenda Items

Inquiries for agenda topics should be directed to the presenter listed on the agenda cover sheet prior to the meeting. This is usually done a minimum of 24 hours in advance. Informing the presenter of concerns and requests for clarification ahead of time allows for the presenter to be prepared to address the concerns and avoids unnecessarily extending the length of a School Board Meeting to locate and present information. Additionally, if other presenters are required to answer the inquiry, sufficient time should be provided to arrange for the presenter to be present at the meeting.

Addition of Topics to the Agenda

The Quarterly Forecast is a matrix compiled by Senior Staff of topics germane to the business of the School Board related to policy issues, strategic planning, student achievement/accountability, personnel and operational issues, fiscal matters, and goal setting and serves as the foundation for the development of the School Board meeting agendas. Additional topics may be added during School Board discussion of the Quarterly Forecast, upon consensus on issues raised during informal and formal meetings, or by request through the School Board Chair during the agenda planning process in accordance with Bylaw 1-39.

Unless provided elsewhere in its Bylaws, the business conducted by the School Board will be restricted to those matters included in the Meeting Agenda. Particular attention should be paid to the necessary time needed to address agenda items and to adjust meeting times and agendas to prepare for those needs. Adequate time for breaks, meals and transition between meeting rooms should be considered.

School Board Members seeking to add items to a meeting agenda should work with the Chair, Vice Chair and the Superintendent well before agenda planning to assure that adequate time is available to prepare and address a suggested topic.

Agenda Process for Annual Organizational Meeting *School Board Bylaw 1-39*

Planning for the Annual Organizational Meeting will be the responsibility of the current School Board Chair. The elected School Board Chair will retain that position until the School Board elects a new Chair at its Annual Organizational Meeting. As written in School Board Bylaw 1-39, if the Chair's elected/appointed term of office on the School Board expires or is vacated before the Annual Organizational Meeting, the Vice-Chair will assume this duty. If the Vice-Chair's elected/appointed term of office on the School Board expires or is vacated before the Annual Organizational Meeting as well as the Chair's, then this duty will become the responsibility of the most senior School Board Member whose last name is first alphabetically. This Senior School Board Member will act as the Chair for the purpose of planning the agenda for the Annual Organizational Meeting.

Section III: School Board Communication Protocols

Section III will address the following topics:

- The School Board and the Superintendent
- The School Board and The Community
 - Responding to Constituent
 - Concerns School Board Follow-Up to Constituent Concerns
 - Keeping Colleagues in the Loop, Who Should Be Copied?
- School Visits
 - Scheduling School Visits
 - Helpful Hints for a Successful School Visit
 - Concerns Observed During A School Visit
 - Suggested Post-Visit Follow-Up
- The School Board and the Media
 - Use of School Emails
 - Emails and VA FOIA
 - Retention and Production of Emails
 - Request for Information

The School Board and the Superintendent

Bylaw 1-4

The School Board and the Superintendent value a positive and productive working relationship built on professional integrity, mutual trust, and effective communication. The duties that the School Board and the Superintendent have to each other are further set out in applicable law and regulation, the Superintendent's employment contract, and School Board bylaws and policies. To ensure that these duties and responsibilities are evidenced in daily practice, protocols, and guidelines, the School Board commits to execute to the best of its ability all duties and responsibilities outlined in School Board Bylaw 1-4. In addition, the Superintendent commits to execute the following duties to the best of his/her ability:

- Provide the School Board with relevant School Division updates and highlights from the Superintendent calendar through the Board Update.
- Keep the School Board informed of any issues and anticipated media concerns in a timely manner.
- Follow-up in a timely manner regarding concerns brought forth by School Division constituents.
- Meet with the School Board, or with individual School Board Members as appropriate, to maintain an open line of communication regarding proposed initiatives or School Division concerns and to obtain suggestions and feedback from the School Board Member.
- Ensure that staff follows School Board policies, regulations, and applicable law.

The School Board and the Community

School Board Bylaw 1-25

Responding to Constituent Concerns

Constituents frequently contact School Board Members regarding their concerns and School Board Members are often eager to assist in resolving matters. However, School Board Members *must be careful* when responding to constituent concerns to avoid violating established policy or regulation. See School Board Bylaw 1-25. School Board Members have no individual authority and should not attempt to personally resolve a constituent's concern or influence the Superintendent's or staff's handling of the concern. The Superintendent and staff have the right to address a personnel, student, or administrative matter first. Constituents should utilize established policies and regulations to resolve matters and not be encouraged to bypass these processes by involving a School Board Member.

In most matters, the School Board does not have a role in resolving a constituent's concern and a School Board Member should not inadvertently give a constituent the impression that the School Board can affect the School Administration's decision or serve as another level of appeal. In some matters, the School Board may either have a role in deciding a constituent's concern (such as a student discipline case or an employee grievance) or the School Board and the School Division may be subject to legal liability or proceeding regarding the matter. A School Board Member's response or advocacy on behalf of a constituent could cause the School Board Member to have a conflict of interests or cause liability to the School Board or personal liability to the School Board Member. School Board Members must always be cognizant of their limited authority and follow established protocols for answering constituent complaints. Set forth below is guidance for responding to constituent concerns.

How to respond

When constituent concerns are sent to the entire School Board, the School Board Chair will send the acknowledgment of receipt to the constituent on behalf of the entire School Board and will forward the concern to the Superintendent or designee. Individual School Board Members do not need to respond to a communication that is sent to the entire School Board. If a constituent contacts an individual School Board Member about a concern, the School Board Member should acknowledge the correspondence and inform the constituent that the concern will be forwarded to appropriate staff for follow-up. As a courtesy, and to avoid multiple or conflicting responses, all School Board Members and the Superintendent or designee may be copied on a response to a constituent concern. School Board Members should maintain copies of all communication with constituents in accordance with the Virginia Public Records Act schedules.

School Board Members should not attempt to investigate matters, directly contact involved staff members, or advise the constituent as to how a matter will be resolved. Under no circumstances should a School Board Member promise a certain outcome for a constituent or attempt to influence the Superintendent or staff for the purpose of achieving a certain result for the constituent. Instead, the School Board Member's response should acknowledge the communication and inform the constituent that the concern will be forwarded to the appropriate staff for follow up. Any constituent communication that requests documents should be forwarded to the Superintendent within the same day as it was received to be timely processed under the Freedom of Information Act. The Superintendent will then follow-up with the appropriate staff for investigation, resolution and response to the constituent and the School Board.

Employee and student matters

School Board Bylaw 1-25

Certain employee and student matters have the right of appeal to the School Board. Accordingly, School Board Members should be cautious in delving into specific concerns as the School Board Member may then be

conflicted out of the appeal process or may adversely affect the School Board's position in a litigation matter. Due to the many confidentiality laws that apply to employee and student records, School Board Members should not discuss specific concerns with the constituent.

When School Board Members receive routine issues regarding students or employees, School Board Members should advise the complainant to communicate with appropriate staff members at the school level first (the classroom teacher followed by the school principal/designee/worksite supervisor). If resolution has not been obtained to the satisfaction of the complainant at the school level, then the complainant can utilize appeal procedures established in policy and regulation. The complainant may also contact the appropriate staff member/officer according to the following chain of command:

- Senior Executive Director;
- Chief of Schools Officer; and
- Superintendent.

Non-routine issues are best dealt with through communication with the appropriate staff members and officer. According to the following order:

- Principal, if a non-routine student complaint,
- Department of School Leadership or Human Resources Department as appropriate, in a non-routine employee complaint; and
- if a non-routine school administrator complaint.

School Board Follow-Up to Constituent Concerns

After a concern has been investigated by the Superintendent or Superintendent's designee, the School Board can expect a follow-up response in one of the following formats:

1. An electronic response from the Superintendent or designee. Typically, the School Board receives a follow-up response within five (5) business days. If it is determined that the investigation will exceed five (5) business days, the Superintendent's designee will communicate with the School Board as to the status of the concern.
2. An electronic response from the Superintendent or as a summary in the Weekly Update.

School Visits

School Board Bylaw 1-26

It is expected that School Board Members will visit various schools throughout the year when invited. School visits afford School Board Members the opportunity to observe positive activities occurring in the School Division's schools. School Board presence within the educational environment allows School Board Members to become acquainted with programs and facilities, and to obtain background information for intelligent policy making. Additional purposes for school visits are set forth in School Board Bylaw 1-26.

Scheduling School Visits

As a professional courtesy, School Board Members should contact the principal prior to scheduling a potential visit. By doing so the principal can accommodate the visit and avoid potential conflicts that would impede the ability to visit specific classrooms/programs.

School Board Members acknowledge that they are guests in any school they visit. Upon arrival, School Board Members will stop first at the principal's office or the main office to advise the principal/designee of their presence and determine if there are any special considerations that should be observed while visiting. School Board Members should make reasonable efforts to avoid visiting schools when a School Board Member's presence in the building may be disruptive to scheduled activities, testing, or meetings. School Board Members should be careful not to visit with two or more other School Board Members because doing so could violate the Freedom of Information Act open meetings laws. School Board Members should not participate or observe an instructional activity without first confirming with the principal that the School Board Member is invited to do so.

When Visiting A School as A Parent/Guardian
School Board Policy 7-17

When visiting a school in the role of parent/legal guardian, family member, or general constituent, it is expected that a School Board Member will adhere to all protocols established in School Board Policy 7-17 and the Decorum Guidelines posted at each school or academy within the School Division.

Helpful Hints for A Successful School Visit

To assist School Board Members in having a rewarding and productive experience while visiting schools, the Department of School Leadership has developed the following list of helpful hints.

- Meet with the principal.
- Review and discuss the current school year goals and/or focus as they relate to Compass 2025.
- Tour the building with administrator(s) if a tour has not been provided previously.
- Attend special events at the school or PTA sponsored events.
 - Assemblies
 - Professional Development activities
 - Enrichment activities
 - Athletic events
- Visit classrooms to observe special programs such as AVID, Virginia Teachers for Tomorrow, etc.
- Participate in learning walks with the principal. (As per School Board Bylaw 1-26, please schedule a specific date and time with the principal, if possible.)
- Visit with students during non-instructional times such as cafeteria, study blocks, before school begins, after school, etc.
- Respect the confidentiality of students and staff matters observed during visits.
- Do not take or post pictures or recordings of students or staff without prior authorization as there may be legal reasons why a student's or staff member's image or information may not be authorized for release.
- Volunteer to speak with or serve on a panel to respond to and interact with students in the Virginia Teachers for Tomorrow classes.

Concerns Observed During A School Visit
School Board Bylaws 1-23 & 1-26

School Board Members cannot advise, direct, or take disciplinary action against school personnel or students while visiting a school because no single School Board Member has the authority to take such action. See School Board Bylaw 1-26 and School Board Bylaw 1-23. Concerns observed during a school visit should be addressed with the Superintendent or designee and not directly with school personnel. The Superintendent or designee will work to address these issues and will provide a follow-up response to the School Board Member.

The School Board and the Media
Policy 7-6

The Superintendent will serve as the primary spokesperson for the School Division in dealing with the public and media. See Superintendent's Contract, Section II(B)(13), page 2, as amended. The Superintendent is also responsible for establishing a basic and reliable source to which the news media may turn to for information. See Policy 7-6.

For issues in which a public comment is expected, the Department of Communications and Community Engagement will typically prepare a formal statement for all media outlets. However, if a School Board Member is in an unexpected situation in which he/she is asked for an immediate comment, the protocol is to inform the Media that:

1. the School Board Member is not the official spokesman for this issue and the Media should contact the School Division Department of Communications and Community Engagement for an official statement.
2. the School Board Member's comments are unofficial and do not represent the consensus of the entire School Board; and
3. that the School Board Member must maintain confidentiality on certain matters to remain in compliance with applicable laws.

School Board Members should inform Media that they are not authorized to comment on matters involving:

1. pending or potential litigation;
2. student matters - especially discipline and special education issues;
3. personnel matters;
4. liability for actions by School Division personnel or agents; and
5. other matters kept confidential by applicable law.

School Board Members and Social Media

School Board Bylaw 1-17

School Board Members frequently use social media to communicate with their constituents and the public. School Board Members are strongly advised to discuss with School Board Legal Counsel or obtain professional development regarding the legal issues related to use of social media by public officials. School Board Members communicating about matters related to their duties as public officials may be subject to First Amendment, Freedom of Information, Virginia Public Records Act and other applicable laws. Failure to comply with requirements may result in liability to the School Board and/or personal liability to the School Board Member. Pursuant to School Board Bylaw 1-17, the School Board and the School Division will not be responsible for personal publications or personal social media of individual School Board Members. Social media content created or maintained by a School Board Member may be subject to public records retention requirements as well as FOIA requests therefore, School Board Members should make arrangements to preserve all such communications for the required time period and in a manner that is accessible for records requests. It is suggested that School Board Members attach the following disclaimer to any personal social media publication

Disclaimer: the contents of this social media site are not to be attributed to the School Board of the City Virginia Beach, Virginia and do not represent the views or position of the School Board. Concerns regarding the contents of this social media site should be addressed to the social media site creator/owner.

Use of school email and communication systems

Policy 6-64 and Regulation 6-64.1

All School Board Members are provided with a School Division email account. School Board Members also have access to a group email account, VBCPSSchoolboard@googlegroups.com, so that constituents have an opportunity to address the School Board as a whole. In regard to School Division protocols for electronic devices and mail use, School Board Members are expected to comply with the electronic guidelines outlined in the School Division's Acceptable Use Policy. See Policy 6-64 and Regulation 6-64.1.

School Board Members may not use School Division issued devices or communication systems to conduct personal business or campaign activities. School Division devices and communication systems are subject to search at any time therefore School Board Members should have no expectation of privacy in the use of such devices and communication systems.

Emails and other communication under the Virginia Freedom of Information Act
Code of Virginia § 2.2-3700, et seq., as amended. School Division Regulation 7-3.1

It is important to remember that all emails, attachments and other forms of communication (including social media and text messaging) regarding School Board/Division business are public records and are subject review by the public in accordance with the Virginia Freedom of Information Act. Using a personal email or social media account for School Board/School Division business does not exempt that email or social media account from requests under the Virginia Freedom of Information Act. The subject of the communication determines whether it constitutes a public record, not the method by which it was communicated. As such, maintaining private email or social media accounts for School Board business is strongly discouraged. Note: confidential information should not be conveyed through electronic communication.

Retention and production of emails and other communications
Virginia Public Records Act, Code of Virginia, § 42.1-75, et seq., as amended

Any type of written or electronic communications regarding a School Board Member's conduct of official duties constitutes public records and must be maintained and released for public review in accordance with applicable law. It is strongly advised that each School Board Member create and maintain hardcopy or electronic files as soon as they begin School Board duties (which may be before they are officially sworn in) and that they maintain such files at least three years after leaving office.

School Board Members should be careful to segregate personal communications from communications related to the conduct of their duties as School Board Members. Communications to the School Board google account are maintained by the School Division on behalf of School Board Members. Accordingly, School Board Members are strongly encouraged to use the assigned School Board email account for all School Board related communication to assure that records are maintained as required by applicable law.

In accordance with the Virginia Public Records Act, Code of Virginia, § 42.1-75, et seq., as amended, the Library of Virginia establishes schedules for the retention of records related to the conduct of public bodies. In general, School Board Members must maintain emails for three years from the date of receipt. The Chair must retain all emails permanently. Exceptions to these retention schedules should be reviewed with School Board Legal Counsel. Destruction of records must be documented in accordance with applicable regulations. School Board Members must produce all applicable communications in response to a request for records within the applicable time period (usually five to seven calendar days). School Board Members should note that failure to comply with applicable law concerning release of public records could result in potential civil or criminal liability. The Superintendent's designee or School Board Legal Counsel will review records and determine whether the requested documents must be released or withheld. It remains the responsibility of each School Board Member to maintain their School Board communications for the required time periods and produce such communications in accordance with applicable law.

Request for Information School Board

Bylaw 1-29, School Board Policy 2-20

A School Board Member's request for information should be submitted to the Superintendent. The Superintendent will then forward the request to the appropriate staff member for additional research. School Board Members should not have School Division personnel produce information for a School Board Member's personal requests.

DRAFT

Appendix A

School Board Special Rules of Order

SCHOOL BOARD BYLAWS **SCHOOL BOARD SPECIAL RULES OF ORDER**

1. It shall be the duty of the Chair or presiding officer to preserve order and to endeavor to conduct all business before the School Board with propriety and dispatch at all times.
2. When any business is brought regularly before the School Board, the consideration of the same cannot be interrupted except by a motion: for adjournment, to lie on the table, to postpone or for amendment.
3. The Chair may speak to points of order of preference to other Members, and shall decide questions of order, subject to an appeal to the School Board by any Member.
4. A motion made, must be seconded, and then repeated distinctly or read aloud by the Chair or maker of the motion before it is debated; and every motion shall be reduced to writing if the Chair or any of the Members requires it.
5. Any Member who shall have made a motion shall have the liberty to withdraw it, with the consent of the second, before any debate has taken place thereon; but not after debate is begun without leave being granted by the School Board.
6. An amendment/substitute may be moved on any motion, and shall be decided before the original motion, but not more than one amendment to an amendment/substitute shall be entertained.
7. If the motion under debate is composed of two or more parts, which are so far independent of each other as to be susceptible of division into several questions, any Member may have it divided and a vote taken on each part.
8. Members who consider themselves aggrieved by a decision of the Chair shall have the privilege to appeal to the School Board, and the vote on such appeal shall be taken without debate.
9. When the Chair has commenced taking a vote, no further debate or remark shall be admitted unless there had evidently been some mistake, in which case the mistake shall be rectified and the Chair shall recommence taking the vote.
10. A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be entertained when the School Board is voting on another question or while a member is addressing the School Board.
11. When a Member requests to "call the question," such action requires a second and a two-thirds vote to limit debate or force a vote.
12. These special rules of order take precedence over the rules contained in Robert's Rules of Order, Newly Revised, may be suspended by a two-thirds vote and may be amended upon meeting the requirements to amend the bylaws.

Appendix B

School Board Standing Rules

A. Time, Place, and Order of Business for Regular Meetings

Regular meetings shall be generally held in the School Board Chambers of the School Administration Building on the second and fourth Tuesday of each month or as otherwise set by the School Board. The normal times and order of business at regular meetings shall be as follows:

INFORMAL MEETING

1. Convene School Board Workshop (Einstein.lab) generally at 4:00 p.m. or as otherwise set.

The time for convening the workshop may be changed by the Chair based upon the volume of business to be transacted.

- 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.
3. School Board Recess 5:30 p.m.
(Informal meeting and/or Closed meeting may resume after the formal meeting, if necessary)

FORMAL MEETING

4. Call to Order and Roll Call 6:00 p.m.
5. Moment of Silence followed by the Pledge of Allegiance
6. Student, Employee and Public Awards and Recognition (see Bylaw 1-39)
7. Adoption of the Agenda
8. Superintendent's Monthly Report (second monthly meeting)
9. Approval of Meeting Minutes
10. Hearing of Citizens and Delegations on Agenda Items

At this time, the School Board will hear public comment on items germane to the School Board 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. Citizens must sign up by noon the day of the meeting. If All public comment shall meet the School Board Bylaws requirements for Decorum and Order and Public Comments at School Board Meetings.

11. Consent Agenda
 - a. Commemorative Resolutions
 - b. Policy Review Committee Recommendations
 - c. Religious exemptions
12. Action
 - a. Personnel Report / Administrative Appointments
13. Information
 - a. Interim Financial Statements – [month year] (second monthly meeting)
 - b. Policy Review Committee Recommendations
14. Committee, Organization and Board Reports
 - 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 or board.
15. Conclusion of Formal Meeting
16. Hearing of Citizens and Delegations on 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 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. Recess into workshop and/or Closed Meeting, if necessary
18. Vote on Remaining Action Items, if necessary
19. Adjournment

APPENDIX C

Links to Policies and Regulations (Section 1 Bylaws - Partial List)

| Article | Area | Link |
|--|---|---|
| I General | Authority and Title 1-1 Corporate Seal 1-2 Powers and Duties 1-3 Responsibilities of the School Board 1-4 Legal Counsel 1-5 Fiscal Agent 1-6 | http://www.vbschools.com/policies/1-3_byI.asp http://www.vbschools.com/policies/1-4_byI.asp http://www.vbschools.com/policies/1-5_byI.asp http://www.vbschools.com/policies/1-6_byI.asp |
| II Members | Composition/Election/form of Office 1-8 Qualifications 1-9 Ineligibility for Office 1-10 Oath of Office 1-12 Orientation/In-service Programs 1-13 Compensation and Expenses 1-14 Vacancies 1-15 Removal from Office 1-16 Publications Regarding School Board 1-17 | http://www.vbschools.com/policies/1-8_byI.asp http://www.vbschools.com/policies/1-9_byI.asp http://www.vbschools.com/policies/1-12_byI.asp http://www.vbschools.com/policies/1-13_byI.asp http://www.vbschools.com/policies/1-14_byI.asp http://www.vbschools.com/policies/1-15_byI.asp http://www.vbschools.com/policies/1-16_byI.asp |
| III Officers | Officers: Election and Term of Office 1-18 Duties of Chair/Vice-Chair 1-19 Duties of Clerk/Deputy Clerk/Bonds/Oaths 1-20 Officers: Vacancies 1-21 | http://www.vbschools.com/policies/1-18_byI.asp http://www.vbschools.com/policies/1-19_byI.asp http://www.vbschools.com/policies/1-21_byI.asp |
| IV Duties of Members | Authority of Members 1-23 Conflict of Interests/Immunity/Disclosure Statement of Personal Interests/Economic Advisory Interests 1-24 Public Complaints and Procedures 1- 25 School Visitations 1-26 Service of Process 1-27 | http://www.vbschools.com/policies/1-23_byI.asp http://www.vbschools.com/policies/1-24_byI.asp http://www.vbschools.com/policies/1-25_byI.asp http://www.vbschools.com/policies/1-26_byI.asp |
| V Methods of Operations | Committees, Organizations and Boards- School Board Member assignments 1-28 School Board/Staff Communications/Staff Reports to School Board 1-29 Amendment of Bylaws 1-30 Policy Formulation 1-31 Approval for Content/Sufficiency, Format for Presentation, Policy Adoption, Amendment and Suspension 1-32 Formulation and Approval/Revision of Regulations 1-33 Annual Report 1-34 Annual Budget and Financial Decision Making/Notice Timeline for Annual Budget 1-35 | http://www.vbschools.com/policies/1-28_byI.asp http://www.vbschools.com/policies/1-29_byI.asp http://www.vbschools.com/policies/1-30_byI.asp http://www.vbschools.com/policies/1-31_byI.asp http://www.vbschools.com/policies/1-32_byI.asp http://www.vbschools.com/policies/1-33_byI.asp http://www.vbschools.com/policies/1-34_byI.asp http://www.vbschools.com/policies/1-35_byI.asp |
| VI Meetings | Open Meetings and Closed Meetings 1-36 Annual Organizational Meeting 1-37 Regular Meetings 1-38 Agenda Preparation 1-39 Parliamentary Authority, Special Rules of Order, and Standing Rules 1-40 Quorum/Call to Order/Action 1-41 School Board Minutes/Recording Votes/Extensions 1-43 School Board Minutes Retention Schedule 1-45 Special Meetings 1-46 Public Comments at School Board Meetings 1-47 Decorum and Order-School Board Meetings 1-48 | http://www.vbschools.com/policies/1-36_byI.asp http://www.vbschools.com/policies/1-37_byI.asp http://www.vbschools.com/policies/1-38_byI.asp http://www.vbschools.com/policies/1-39_byI.asp http://www.vbschools.com/policies/1-40_byI.asp http://www.vbschools.com/policies/1-41_byI.asp http://www.vbschools.com/policies/1-43_byI.asp http://www.vbschools.com/policies/1-45_byI.asp http://www.vbschools.com/policies/1-46_byI.asp http://www.vbschools.com/policies/1-47_byI.asp http://www.vbschools.com/policies/1-48_byI.asp |

APPENDIX D

Code of Ethical & Professional Conduct

For Members of the School Board of the City of Virginia Beach

While serving as a Member of the School Board of the City of Virginia Beach, I will aspire to be an ethical and professional public servant responsible for our School Division. To that end, I will strive to:

1. *Serve* with integrity and fairness while adhering to School Board bylaws and policies and local, state, and national law in all matters concerning the provision of high-quality teaching and learning experiences for all students attending Virginia Beach City Public Schools.
2. *Recognize* that, as an individual School Board Member, I can only communicate or act for myself and not on behalf of the School Board unless otherwise authorized to publicly present positions adopted by the School Board.
3. *Actively participate* in School Board related business by attending all meetings where I am expected; being informed on topics being discussed; asking meaningful questions; providing constructive feedback; and respectfully listening to the input, including differing opinions and ideas, of all other participants while maintaining personal professional decorum.
4. *Collaborate* with all Members of the School Board and the Superintendent to make effective and responsible policy, budget, or other necessary decisions for the welfare of all stakeholders based on available data, staff recommendations, public input, and my own informed and independent judgement.
5. *Encourage* productive dialogue by being respectful in *all* forms of public communication regarding the work of the School Board, the School Division, my colleagues, School Division employees, and community members without disparagement, and will resolve personal disagreements or misunderstandings with individuals directly.
6. *Communicate* the work of the School Division to all stakeholders as appropriate while advocating for the success of our schools and communicating public feedback to my colleagues on the School Board and the Superintendent.
7. *Protect* confidential and privileged information and not publicly disclose or share with anyone not authorized to have such information.

8. *Seek* desired improvement of the School Division while respecting the decisions of the majority of the School Board and supporting the implementation of those decisions.
9. *Respect* that the Superintendent and staff are skilled and qualified professionals, delegate to them authority for the administration of our School Division, refrain from interfering with that authority, and provide oversight through a system of regular substantive evaluations of the Superintendent based on established goals and outcomes.
10. *Improve* my ability to serve as a School Board Member by studying educational issues and participating in appropriate professional development.
11. *Abstain* from using my position on the School Board for personal gain and avoid conflicts of interest or impropriety that could be reasonably believed to influence my service on the School Board or exert undue influence on employees of our School Division.

Whenever a Member believes that another has acted inconsistently with the Code of Ethical and Professional Conduct, it is incumbent on him or her to first privately bring the issue to that Member in an attempt to resolve. If unresolved and the Chair is not involved, the concern will be brought to the attention of the Chair who will seek resolution of the concern. If the Chair is involved, the Vice Chair will seek resolution. If the concern is not resolved, it will be brought to the full School Board in a special meeting.

Appendix E

Definition of Terms

1. **Ad-hoc Committee:** (School Board Bylaw 1-28, Section D)

A committee appointed for a specific need or to carry out a specific task. At the completion of this task or upon presentation of its final report to the School Board, the committee will cease to exist. The Chair shall seek approval from the School Board for Committee member appointments.

2. **Annual Organizational Meeting:** (School Board Bylaw 1-37)

The first regular monthly meeting in January of the School Board of the City of Virginia Beach. During this meeting, the Superintendent shall act as Chair *pro tem* for the sole purpose of electing a Chair.

The order of business for this meeting is as follows:

- The first order of business shall be the election of the Chair. The new Chair 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 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 shall be to approve a designee of the division of the Superintendent to attend meetings of the School Board in the absence or inability to attend of the Superintendent.
- The fourth order of business may be to approve the Standing Rules.

3. **Bylaw:** (Virginia Beach City Public Schools, Policies, and Regulations, http://www.vbschools.com/policies_regulations/index.asp) Bylaws govern the operation of the School Board. They deal with the duties of School Board Members, meetings, procedures for adopting policies and regulations, internal School Board operations and related matters.

4. **Closed Meeting:**

Meeting from which the public is excluded (Code of Virginia § 2.2-3701) - sometimes referred to as “closed session.”

The Code of Virginia permits closed meetings to discuss specific topics in private. Closed meetings must be convened by polled vote of the majority of the School Board Members in attendance in public session. No action may be taken in closed meetings. In open session immediately following any closed meeting, the School Board Members must certify by a 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.

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

The School Board Clerk shall attend closed 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;
- e. Any action taken.

Closed meetings shall not be tape recorded, with the exception of student discipline hearings which may be recorded by the School Board. (School Board Bylaw 1-36, Section B.)

5. **Code of Ethics:** <https://www.vbcps.com/sites/SchoolBoard/default.aspx>

(As guided by the Code of Ethics - A Guide of Conduct for School Board Members of the City of Virginia Beach.)

The School Board of the City of Virginia Beach adheres to the Code of Ethics - A Guide of Conduct for School Board Members of the City of Virginia Beach. This Guide, which defines the professional behavior needed to be an effective and responsible School Board Member, is signed and adopted by all School Board Members.

6. **Code of Virginia:** <https://law.lis.virginia.gov/vacode/>

The Code of Virginia contains the general and permanent laws for the Commonwealth of Virginia that have been passed by the Virginia General Assembly and signed by the Governor.

7. **Confidential Information:** Information that may not be released with specific consent or information that the School Board may withhold from release due to the sensitive nature of its content.

8. **Virginia Freedom of Information Act (FOIA)**
<https://law.lis.virginia.gov/vacode/title2.2/chapter37/>

Code of Virginia § 2.2-3700 *et. seq.* guarantees citizens of the Commonwealth and representatives of the media access to certain public records and meetings held by public bodies, public officials, and public employees.

9. **Family Educational Rights and Privacy Act (FERPA)** 34 C.F. R. Part 99.

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA) is a federal law guaranteeing parents/legal guardians and students over 18 years of age ("eligible students") certain rights with respect to access to and the confidentiality of student's education records.

10. **Informal Meeting** (School Board Standing Rules, Appendix B)

Portion of the regular School Board meeting consisting of the following components:

- School Board Workshop,

- Closed meeting (if needed) to discuss legal matters, personnel matters, publicly held property, student disciplinary matters or other matters authorized by the Virginia Freedom of Information Act, and
 - School Board Recess for Dinner.
11. **Non-Confidential Information: Information not protected from release to the public:** Consultation with School Board Legal Counsel is strongly suggested when determining what may be released.
 12. **Non-School Board Committee, Organization, or Board (Within and Out of the School Division) Non-School Board Committee, Organization or Board Within the School Division**

The School Board may name School Board Members to serve as members of committees or boards not created by the School Board to engage in its business. In those instances, the appointed School Board Members serve only as liaisons and have no authority to bind the School Board on any matter. The Superintendent shall provide a list of all non-School Board Committees, organizations, or boards to the School Board prior to July 1st of each year.
 13. **Non-School Board Committee, Organization or Board Out of the School Division**

The School Board may name School Board Members to represent the School Board on external committees, organizations, and boards. In those instances, School Board Members have authority to bind the School Board for the limited purpose for which the committee, organization or board exists. The Superintendent shall provide a list of all committees, boards or organizations outside of the School Division to the School Board prior to July 1st of each year.
 14. **Open Meeting:** Also known as a public meeting, is a meeting in which the public may be present. (Code of Virginia § 2.2-3701.)

Meetings of the School Board shall be open to the public except those meetings when the School Board adjourns to a closed meeting by a majority vote of the School Board. Such meetings shall be conducted in accordance with applicable law and regulation.
 15. **Policy:** (Virginia Beach City Public Schools, http://www.vbschools.com/policies_regulations/index.asp) Policy is a basic statement of the intent of the School Board which creates rights and responsibilities for the conduct of the School Division's business. Being of a dynamic nature, policies are subject to revision by the School Board.
 16. **Practice:** Repeated application of systems or belief (may not necessarily be based in theory or policy)
 17. **Protocol:** Official procedures or governance of rules
 18. **Quarterly Forecast:** The Quarterly Forecast [a matrix compiled by Senior Staff of topics germane to the business of the School Board related to policy issues, strategic planning, student achievement/accountability, personnel and operational issues, fiscal matters, and goal setting serves as the foundation for the development of the Board agenda.
 19. **Quorum:** (School Board Bylaw 1-41, Section A)

At any meeting of the School Board in which half plus one of the of School Board Members are present. School Board committees, organizations or board may require different amounts of persons to constitute a quorum.

20. **Regular Meeting:** (School Board Bylaw 1-38)

Meetings that are generally held the second and fourth Tuesday of each month. Dates and times are established at the Annual Organizational Meeting by the School Board and modified thereafter by the School Board.

21. **Regulation:** (Virginia Beach City Public Schools, <http://www.vbschools.com/policies/regulations/index.asp>)

The detailed manner or method of written implementation of policy delegated by the School Board to the Superintendent. They are consistent with policies adopted by the School Board.

22. **Special Meeting:** (School Board Bylaw 1-46)

May be held whenever the School Board in session may decide, at the call of the Chair, on the request of the Superintendent of schools with the concurrence of the Chair, or on request of three School Board Members in writing to the Chair and the Clerk of the School Board, provided all School Board Members receive reasonable notice of the time and purpose of the meeting. No business shall be transacted at any special meeting of the School Board which does not come within the purposes set forth in the call for the meeting unless all Members of the School Board are present, and there is a unanimous agreement to consider additional items of business.

Notice of the date, time, and place of special meetings shall be given to the public by the Clerk as required by the Virginia Freedom of Information Act. Unless exempt, one copy of all materials furnished to the School Board Members for the special meeting shall be made available to the public by the Clerk as required by law.

23. **Standing Committee:** A committee established by the School Board that has regular and recurring duties and does not disband upon completion of specified duties.

APPENDIX F

School Board Committee Procedures

A. Meetings and Notices

1. Meeting dates and locations - Meetings of School Board Committees should be posted no later than three business days before the Meeting date. An annual schedule of Committee Meetings should be set and published. Meeting locations must be open to the public with appropriate ADA access.
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 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 are not counted toward the quorum. School Board Members may participate remotely if Bylaw 1-36 procedures are followed 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.

To assure that the necessary quorum is constituted for a committee meeting to proceed, assigned Committee Members should inform the Committee Chair well in advance of any meeting date that the assigned Member will be absent.

3. Ex-officio members and substitutes/alternates - The School Board Chair is an ex officio member of all School Board Committees and may and participate in the meetings. Ex-officio members do not vote on matters unless the ex-officio member is serving as an alternate for an absent School Board Member. If an appointed School Board Member cannot attend a meeting, the School Board Member assigned as the alternate for that committee should be contacted to attend. For Student Discipline Committees, any other School Board Member may be contacted to substitute for assigned School Board Member who is not able to attend. Assigned School Board Members are responsible for obtaining substitutes.
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 Board Committee webpage. 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. Staff may work with the School Board Clerk regarding posting of notices. Media and Communications requires seven days' notice to post onto the Committee

webpage. Please note that ADA requirements apply to postings and staff should consult with Media and Communications regarding such requirements.

- b. School Board Committee meetings are not recorded. Posting a recording of a School Board Committee Meeting requires that either a transcript be included when the posting is 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.
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 1st, the staff member will report to the School Board Clerk all electronic Committee meetings held during the year.
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. Meeting 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.
 - 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 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 as 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 1st.

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 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.
3. Committee Chairs and/or Staff Liaisons will contact new Committee Members to inform them of meetings and the work of the Committee.

Notice of Non-Discrimination Policy

Virginia Beach City Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation/gender identity, pregnancy, childbirth or related medical condition, disability, marital status, age, genetic information or veteran status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. School Board policies and regulations (including but not limited to, [Policies 2-33](#), [4-4](#), [5-7](#), [5-19](#), [5-20](#), [5-44](#), [6-7](#), [6-33](#), [7-48](#), [7-49](#), [7-57](#) and Regulations [2-33.1](#), [4-4.1](#), [4-4.2](#), [4-4.3](#), [5-44.1](#), [7-11.1](#), [7-17.1](#) and [7-57.1](#)) provide equal access to courses, programs, counseling services, physical education and athletic, vocational education, instructional materials, and extracurricular activities.

Title IX Notice: Complaints or concerns regarding discrimination on the basis of sex or sexual harassment should be addressed to the Title IX Coordinator, at the VBCPS Office of Student Leadership, 1413 Laskin Road, Virginia Beach, Virginia 23451, (757)263-2020, Mary.Dees@vbschools.com (student complaints) or the Elizabeth Bryant, Elizabeth.Bryant@vbschools.com (757) 263-1416, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, Virginia, 23456 (employee complaints). Additional information regarding Virginia Beach City Public Schools' policies regarding discrimination on the basis of sex and sexual harassment, as well as the procedures for filing a formal complaint and related grievance processes, can be found in School Board Policy 5-44 and School Board Regulations 5-44.1 (students), School Board Policy 4-4 and School Board Regulation 4-4.3 (employees) and on the School Division's website. Concerns about the application of [Section 504 of the Rehabilitation Act](#) should be addressed to the Section 504 Coordinator/Executive Director of Student Support Services at (757) 263-1980, 2512 George Mason Drive, Virginia Beach, Virginia, 23456 or the Section 504 Coordinator at the student's school. For students who are eligible or suspected of being eligible for special education or related services under IDEA, please contact the Office of Programs for Exceptional Children at (757) 263-2400, Laskin Road Annex, 1413 Laskin Road, Virginia Beach, Virginia, 23451.



Subject: Closed Session Item Number: 18

Section: Closed Meeting Date: March 9, 2021

Senior Staff: N/A

Prepared by: Ms. Kamala Lannetti, Deputy City Attorney

Presenter(s): _____

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, Paragraphs 1, 7 and 8 of the Code of Virginia, 1950, as amended for

1. **CONSULTATION WITH LEGAL COUNSEL:** Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body: namely to discuss:
 - A. Status of certain pending complaints and or litigation against the School Division;
 - B. Settlement offer regarding potential student complaint;
 - C. Request to hire outside legal counsel.

2. **CONSULTATION WITH LEGAL COUNSEL:** Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Consultation with Legal Counsel concerning current legal matters.

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

Budget Impact:

N/A