



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 23, 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 23, 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 23, 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 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/register?WN_vNXw87AVTHu8pGJnVr1TZg Call-in (301) 715-8592 ID 840 7230 3939

Public comment is always welcome by the School Board through their group e-mail account at vbcpschoolboard@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. Forecast of Regular School Board Meeting Agenda Topics FY21, 4th Quarter: April, May, June 2021
 - C. Facilities Brief
 - 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. March 9, 2021 Regular School Board Meeting **Added 03/22/2021**
- 10. Hearing of Citizens and Delegations on Agenda Items**

The School Board will hear public comment on Agenda items at the March 23, 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 23, 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 23, 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 23, 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. Resolutions:

1. National Month of the Military Child – April 2021
2. School Library Media Month and National Library Week
3. Mathematics Awareness Month – April 2021

12. **Action**

- A. Personnel Report / Administrative Appointment(s) **Updated 03/24/2021**
- B. School Board Protocols Manual

13. **Information**

- A. Interim Financial Statements – February 2021
- B. 2021-22 School Calendar
- C. 2021-22 Special Education Annual Plan/Part B Flow-Through Application
- D. Equity Updates
- E. Policy Review Committee (PRC) Recommendations
 1. Appendix B/Standing Rules
 2. Policy 3-32/Emergency /Small/Sole Source Purchases
 3. Policy 5-23/Students Over 20 **Updated 03/22/2021**
 4. Policy 5-38/Freedom of Speech
 5. Policy 5-39/Publications
 6. Policy 5-46/Student Government/City-Wide Student Cooperative Association
 7. Policy 5-69/Fees/Materials/Deposits/Reimbursements
 8. Policy 5-74/Finger Printing/Video Taping
 9. Policy 5-75/ Indigent Students

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 23, 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 23, 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 23, 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** (as needed)

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

20. **Adjournment**



Forecast of Regular School Board Meeting Agenda Topics

Subject: FY21, 4th Quarter: April, May, June 2021 **Item Number:** 1B

Section: Workshop **Date:** March 23, 2021

Senior Staff: Marc A. Bergin, Chief of Staff

Prepared by: Marc A. Bergin, Chief of Staff

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

Recommendation:

That the School Board receive Administration's forecast of agenda topics to be presented on the School Board's regular meeting agenda in the FY21 fourth quarter – April, May, June 2021.

Background Summary:

Source:

Budget Impact:



Subject: Facilities Briefing **Item Number:** 1C

Section: Workshop **Date:** March 23, 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. Jack Freeman, Chief Operations Officer

Recommendation:

The Department of School Division Services, Office of Facilities Services will provide a Facilities Briefing.

Background Summary:

The Facilities Briefing will include a discussion regarding school construction costs, design processes, utility costs and long-range CIP needs.

Source:

Budget Impact:



Subject: 2020-21 Plan Updates **Item Number:** 1D

Section: Workshop **Date:** March 23, 2021

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

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

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

Jack Freeman, Chief Operations Officer, Department of School Division Services

Donald 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, COVID safety assessments, food services process, and end-of-year 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: Approval of Minutes **Item Number:** 9A

Section: Approval of Minutes **Date:** March 23, 2021

Senior Staff: N/A

Prepared by: Regina M. Toneatto, School Board Clerk

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

Recommendation:

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

- A. March 9, 2021 Regular 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, March 9, 2021

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

INFORMAL MEETING

- Convene School Board Workshop:** Chairwoman Rye convened the School Board workshop at 4:00 p.m. on the 9th day of March 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, this workshop 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.

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. Owens (arrived at 4:02 p.m.), Ms. Riggs (arrived at 4:04 p.m.), and Ms. Weems. The following School Board members were attending via Zoom: Ms. Manning (health matter) and Ms. Holtz (SAB room 113).

- School Board Administrative Matters and Reports:** Chairwoman Rye mentioned remote participation and monitoring in reference to the recently approved revisions to Bylaw 1-36; distinction between participation for health matters and personal matters.
- Agenda Development Process:** The School Board Clerk, Regina M. Toneatto reviewed the agenda development process; stages of the agenda (pre-draft; draft; tentative; final; and agenda packet) and timeline.
- SRO Program Update:** Jack Freeman, Chief Operations Officer began the presentation with a brief overview and history of the SRO (School Resource Officer) program; Mr. Freeman introduced Thomas A. DeMartini, Director, Office of Safe Schools; Mr. DeMartini provided details about the SRO program and current updates; program staffing, assignments, and roles - mentors, leaders, guest speakers in classrooms; expectations: safety and security, relationship building, investigate issues but do not participate in discipline process; mandated training; yearly SRO In-Service; shared feedback from secondary principals; "Meet Your SRO" Zoom sessions; Emergency Procedure Guide updates; neighborhood walk Twin Canal; shared news video clip of SRO from Green Run High School.

The discussion continued regarding SROs in elementary schools; SRO training; community engagement; feedback/response to Meet Your SRO; neighborhood walk; program for those interested in law enforcement; update of memorandum of understanding.

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- D. 2020-21 Plan Updates: Marc A. Bergin, Ed.D., Chief of Staff introduced the presentation; provided a presentation overview; reviewed the percent positivity from January to March and then introduced Donald E. Robertson, Ph.D., Chief Schools Officer. Dr. Robertson continued the presentation; reviewed the return of Option 1 students in grades 7-12; attendance procedures; middle and high school extracurricular activities.
- The discussion continued regarding student being absent due to illness and attending class via Zoom; vaccination of teachers; use of Mondays; how to get students back to 5 days a week; school in the Fall; review/clarification of attendance procedures.

2. Closed Meeting: (as needed)

3. School Board Recess: Chairwoman Rye adjourned the workshop at 5:25 p.m.

FORMAL MEETING

4. Call to Order and Verbal Roll Call: Chairwoman Rye called the formal meeting to order at 6:02 p.m. on the 9th day of March 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, this workshop 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 VBTv 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. Owens, Ms. Riggs, and Mr. Weems. The following School Board members attended the meeting via Zoom: Ms. Holtz (SAB room 113), and Ms. Manning (health matter).

5. Moment of Silence followed by the Pledge of Allegiance

6. Student, Employee and Public Awards and Recognitions:

- A. VHSL Class 5 Indoor Track: The School Board recognized Micayah Holland, student at Princess Anne High School for being named the 2020 VHSL Class 5 Indoor Track 55-meter dash state champion. She recently defended her title and won the 2021 55-meter and 300-meter events for Indoor Track.
- B. 2019-2020 WISE Schools and Teachers: The School Board recognized multiple teachers and schools through a recognition of Blue Star WISE accomplishments. Gold Star Teacher Award winners must have students achieve a 93% passing rate on the WISE Financial Literacy Certification Test on the first attempt; 19 teachers earned this achievement; five schools earned the WISE Blue Star Award – a school must have achieved an 80% passing rate on the Financial Literacy Certification Test and have either a majority of students on a given grade level take the test or achieve a minimum average score of 85%; two schools who were listed in the Top 100 schools in the country for teaching financial literacy in 2020.
- C. National Title 1 Distinguished School: The School Board recognized Parkway Elementary School, under the leadership of Mrs. Krista Barton-Arnold, has been named a 2020-2021 National ESEA Distinguished School. Parkway is being acknowledged for demonstrating exceptional student performance for two consecutive years. Two schools from every state receive this award, which is presented by the National Association of Elementary and Secondary Education Act (ESEA) State Program Administrators.
- D. CoderZ Pro League: The School Board recognized the Advanced Technology Center's Robotics Team, who placed first in Region 1 with other teams for the United States and Canada in the all-virtual competition. Each match required students to create algorithms that would allow their robot to utilize sensor input data to adjust the robots angle of trajectory as it moved across the playing field. This win made them eligible to compete in the World Championships where the team placed third in the world.

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- 7. Adoption of the Agenda:** Chairwoman Rye stated a modification to the agenda; addition of a resolution – VSBA Equity in Education Resolution – March 2021 - under Consent Item D. Without any other modifications, Chairwoman Rye called for a motion to approve. Ms. Melnyk made a motion, seconded by Ms. Franklin. Without 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) March 7-13 is School Social Workers week; 2) Annual Service Awards Dinner – web page features a video presentation which highlights those who have given 40-plus years, congratulations to all the 2020-2021 Service Award recipients; 3) Event for Youth Art Month – the division will hold a two-night digital Drive-In Art Show; and 4) Maia Chaka, a graduate of Norfolk State University and a health and physical education teacher with Renaissance Academy since 2009, in a history-making event, Ms. Chaka has been named the first Black female referee for the National Football League (NFL).
- 9. Approval of Meeting Minutes:**
- A. February 23, 2021 Regular School Board Meeting: Chairwoman Rye called for any modifications to the February 23, 2021 Regular School Board Meeting minutes. Hearing none, Chairwoman Rye called for a motion to approve. Ms. Anderson made a motion, seconded by Ms. Hughes. Without discussion, Chairwoman Rye called for a vote. The School Board Clerk announced the motion passed unanimously.
 - B. March 2, 2021 Special School Board Meeting: Chairwoman Rye called for any modifications to the March 2, 2021 Special School Board Meeting minutes. Hearing none, Chairwoman Rye called for a motion to approve. Ms. Riggs made a motion, seconded by Ms. Owens. 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 agenda items speakers signed up for the March 9, 2021 meeting.
- 11. Consent Agenda:** Chairwoman Rye stated the following items on the consent agenda:
- A. New Course: Algebra III: That the School Board approve the proposed course, Algebra III and corresponding course objectives for implementation in the 2021-2022 school year.
 - B. Recommendation of General Contractor:
 - 1. Indian Lakes Elementary School RTU Replacement: 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.
 - 2. Bayside High School HVAC Replacement: 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.
 - C. Policy Review Committee (PRC) Recommendations: 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.
 - 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.

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8. Policy 3-53/Advances on Expenses: PRC recommends policy be repealed due to Policy being outdated and alternative process in place.

Resolution: VSBA Equity in Education – March 2021: See Agenda Item #7. Ms. Felton read the following Resolution:

**VSBA Equity in Education Resolution
March 2021**

WHEREAS it is critical that we highlight the need for a continued focus on educational equity so that all students can be all that they can be; and

WHEREAS, the division adopted Educational Equity Policy 5-4 to anchor our commitment to equity and accountability; and

WHEREAS, we recognize that factors including, but not limited to, disability, race, ethnicity, and socioeconomic status have a demonstrated history of impacting the educational opportunities provided to a student; and

WHEREAS, the promise of public education is for every child to be successful in school and life; and

WHEREAS, it is important for Virginia Beach City Public School families, students, teachers, and school administrators to be aware of the diverse needs of learners, and to encourage discussion of our challenges as a school community; and

WHEREAS, the Virginia School Board Association (VSBA) has established a Task Force on Students and Schools in Challenging Environments to make recommendations and to stay at the forefront of discussions on equity in Virginia schools; and

WHEREAS, we recognize that inequities in resources, including educational settings, supplies, technology, and physical learning spaces, impedes student learning; and

Now, THEREFORE, be it resolved, that Virginia Beach City Public Schools recognizes the month of March 2021 as VSBA Equity in Education Month, with the intention that educational equity, best practices, and programming be discussed and implemented in Virginia Beach City Public Schools, communities and classrooms during that time and always.

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 9th day of March 2021.

Without discussion, Chairwoman Rye called for a motion to approve. Ms. Riggs made a motion, seconded by Ms. Melnyk. Chairwoman Rye called for a vote; the School Board Clerk announced the motion passed unanimously.

12. Action

- A. Personnel Report / Administrative Appointment(s): Ms. Riggs made a motion, seconded by Ms. Hughes that the School Board approve of the appointments and the acceptance of the resignations, retirements and other employment actions as listed on the March 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. There were no administrative appointments.

13. Information

- A. Building Utilization Committee Report: Jack Freeman, Chief Operations Officer introduced Melisa A. Ingram, Demographer/GIS Manager to present 2020-2021 annual review; the Building Utilization Committee (BUC) is governed by Policy 5-14: School Attendance Zones; no recommendation for changes to school attendance zones for the upcoming 2021-22 school year; reviewed the BUC Committee Members, in which Ms. Laura Hughes serves as Committee Chair; reviewed September 30, 2020 membership data at both school level and grade level; reviewed historical factors; has been growth in the Kindergarten grade level, Preschool Special Education, and Pre-

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Kindergarten grade levels; reviewed historical and projected student enrollment; division-wide all schools are within an acceptable utilization range of +/- 10% of optimum capacity; Ms. Ingram introduced Mr. Freeman to conclude the presentation.

Mr. Freeman reviewed the Historical & Projected Student Enrollment data; reduction of portables; reduction of population with the pandemic; the discussion continued regarding student population decline, birth rate; retention rate; military population.

B. School Board Protocols Manual: School Board Legal Counsel Kamala H. Lannetti, Deputy City Attorney presented the School Board Protocols Manual; provided a brief history of the manual; after January retreat, updates were done to the manual; Policies and Bylaws within the manual are up to date; Ms. Anderson and Ms. Riggs made brief comments regarding the Protocols Manual; resource; duties of Chair; the discussion continued regarding the school board and media; and noted the manual would be an Action Item next meeting.

- 14. *Standing Committee Reports*:** Ms. Weems shared the Special Education Advisory Committee met last night, inclusion workshop on the agenda for the next quarter; Ms. Owens shared the Equity Council instead of a March meeting had a focus group for the equity audit; mental health task force had its first initial asynchronous virtual meeting, information and videos explaining the purpose and goals; Ms. Franklin shared the Gifted Advisory Council met this month participated in a focus group in regards to equity and gifted; and Chairwoman Rye shared she will be reaching out to individual School Board members to gather feedback from the VSBA November Conference and the upcoming NSBA conference.

- 15. *Conclusion of Formal Meeting*:** The formal meeting concluded at 7:04 p.m.

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

There were two non-agenda item speakers; one in-person and one on-line; discussed secondary hybrid plan; returning Option 1 Middle and High School students back to school 4 days a week.

- 17. *Workshop*** (as needed)

- 18. *Closed Meeting*:** Chairwoman Rye stated, the Chair will entertain a motion to recess into closed session pursuant to exemption from open meetings allowed by Section 2.2-3711 (A) of the Code of Virginia, 1950, as amended, for the following; Ms. Melnyk made the motion, seconded by Ms. Riggs, 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 the following purposes:

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

A. Discuss and consider the Superintendent's evaluation instrument and mid-year evaluation.

2. *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 litigation posture of the public body: namely to discuss

A. Status of certain pending complaints and or litigation against the School Division;

3. *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.

The motion passed with ten (10) ayes: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Hughes, Ms. Owens, Ms. Riggs, and Ms. Weems. The following School Board member was not present during the closed session due to participation via Zoom: Ms. Manning; in accordance with Bylaw 1-36.D.5.

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

1. Personnel Matters: Note: The School Board did not discuss the Superintendent's evaluation instrument or mid-year evaluation. That was an error on the call.

- B. Consultation with Legal Counsel:

A. Status of certain pending complaints and or litigation against the School Division:

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School Board members: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Hughes, Ms. Owens, Ms. Riggs, and Ms. Weems; Superintendent Spence; Marc A. Bergin, Chief of Staff; School Board Legal Counsel Kamala H. Lannetti, Deputy City Attorney; John A. Mirra, Chief Human Resources Officer; Regina M. Toneatto, Clerk of the Board.

3. Consultation with Legal Counsel:

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

The School Board reconvened at 7:54 p.m.

Certification of Closed Meeting: Ms. Melnyk read the Certificate of Closed meeting; Whereas the School Board has convened a closed session 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 of the Code of Virginia requires a certification by this School Board that such closed session was conducted in conformity with Virginia Law;

Now therefore, be it resolved, that the School Board 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 session to which this certification applies, and (ii) only such public business matters as were identified in the Motion (see note under Personnel Matters) convening the closed session were heard, discussed, or considered. There were ten (10) ayes: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Ms. Felton, Ms. Franklin, Ms. Holtz, Ms. Hughes, Ms. Owens, Ms. Riggs, and Ms. Weems.

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

20. *Adjournment:* Chairwoman Rye adjourned the meeting at 7:56 p.m.

Respectfully submitted:

Regina M. Toneatto, Clerk of the School Board

Approved:

Carolyn T. Rye, School Board Chair



Subject: Resolution in Observance of National Month of the Military Child **Item Number:** 11A1

Section: Consent **Date:** March 23, 2021

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

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

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

Recommendation:

That the School Board adopt a resolution in observance of April as Month of the Military Child.

Background Summary:

In an effort to recognize the family sacrifices and unique challenges that children from military families face, the Department of Defense celebrates each April as the *Month of the Military Child*. The practice began in 1986 and has gained the support of military installations worldwide and school districts world wide.

In Virginia Beach, we have approximately 14,000 military-connected students enrolled in our public schools. This School Board resolution encourages all school staff to initiate, support and participate in special activities and events to recognize the exceptional role and unique sacrifices of our military-connected youth.

Source:

doe.virginia.gov
dodea.edu

Budget Impact:

None

RESOLUTION
National Month of the Military Child
April 2021

WHEREAS, approximately 14,000 students enrolled in Virginia Beach City Public Schools are military-connected with the majority having at least one parent serving on active duty or in the reserves of the Armed Forces; and

WHEREAS, these military-connected youth and their family have unique needs and face distinct challenges due to high mobility, lengthy deployments of one or both parents and the stresses of loved ones serving in times of combat; and

WHEREAS, the school division reaffirms its commitment to providing support, resources and enriching programs to enhance the educational experiences of military-connected youth; and

WHEREAS, the Virginia Beach City Public School Board's *Compass to 2025* strategic plan creates opportunities to actively engage military-connected parents and families in supporting student achievement and outcomes for success; and

WHEREAS, April has been recognized by the Department of Defense since 1986 as the Month of the Military Child;

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach officially recognizes April as the Month of the Military Child, and be it

FURTHER RESOLVED: That the School Board of the City of Virginia Beach encourages all school staff to initiate, support and participate in special activities to recognize the exceptional role and unique sacrifices our military-connected youth make in our nation's best interest; 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 March 2021

S E A L

Carolyn T. Rye, School Board Chair

Aaron C. Spence, Ed.D., Superintendent

Attest:

Regina M. Toneatto, Clerk of the Board



Subject: Resolution: School Library Media Month and National Library Week **Item Number:** 11A2

Section: Consent **Date:** March 23, 2021

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

Prepared by: Sharon L. Shewbridge, Ph.D., Director of Instructional Technology

Presenter(s): Sharon L. Shewbridge, Ph.D., Director of Instructional Technology

Recommendation:

That the School Board of the City of Virginia Beach adopt the attached resolution recognizing the month of April as “School Library Media Month” and the week of April 4-10, 2021 as “National Library Week.” This years theme is “Welcome to Your Library.”

Background Summary:

The designated month is set aside to recognize the importance of school library media centers/programs. The School Board’s adoption of this resolution would signify its support of the vital role that school library media centers play in the education process and in our students’ acquisition of information literacy skills.

Source:

American Library Association

Budget Impact:

None

**RESOLUTION
SCHOOL LIBRARY MEDIA MONTH
AND NATIONAL LIBRARY WEEK**

WHEREAS, school library media centers function as the information centers of the schools and provide for integrated, interdisciplinary, and school-wide learning activities; and

WHEREAS, school library media programs provide the experience and training necessary to prepare students to become successful and independent users learning skills; and

WHEREAS, school library media programs promote information literacy and the enjoyment of reading, viewing, and listening for young people of all ages and all levels of development; and

WHEREAS, school library media programs provide resources and learning activities that represent a diversity of experiences, opinions, and social and cultural perspectives, supporting the concept that intellectual freedom and access to information are prerequisites to effective and responsible citizenship in a democracy; and

WHEREAS, the Virginia Beach City School Board recognizes the vital role that school library media centers play in the educational process; and

WHEREAS, Virginia Beach Public Libraries and Virginia Beach school libraries have formed a unique partnership that provides for the sharing of resources and services to the mutual benefit of all patrons.

NOW, THEREFORE, BE IT

RESOLVED: That the Virginia Beach City School Board reconfirm its belief in the value of the school library media program and officially recognize the month of April 2021 as School Library Media Month and the week of April 4-10 2021, as National Library Week, calling their significance to the attention of all Virginia Beach citizens; 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 March 2021

S E A L

Carolyn T. Rye, School Board Chair

Aaron C. Spence, Ed.D., Superintendent

Attest:

Regina M. Toneatto, Clerk of the Board



Subject: Resolution: Mathematics Awareness Month Item Number: 11A3

Section: Consent Date: March 23, 2021

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

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

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

Recommendation:

That the School Board of the City of Virginia Beach adopt the attached resolution recognizing the month of April as Mathematics Awareness Month.

Background Summary:

Mathematics Awareness Month began in 1986 with a proclamation by President Ronald Reagan, who said in part: *Despite the increasing importance of mathematics to the progress of our economy and society, enrollment in mathematics programs has been declining at all levels of the American educational system. Yet the application of mathematics is indispensable in such diverse fields as medicine, computer sciences, space exploration, the skilled trades, business, defense and government. To help encourage the study and utilization of mathematics, it is appropriate that all Americans be reminded of the importance of this basic branch of science to our daily lives.* The designated month is set aside to recognize the importance of mathematics. Mathematical literacy is essential for citizens to function effectively in society and is an essential skill, both in the home and in the workplace. Activities planned in the schools will reinforce the focus on mathematics.

Source:

National Council of Teachers of Mathematics

Budget Impact:

None

**RESOLUTION
MATHEMATICS AWARENESS MONTH
APRIL 2021**

WHEREAS, the National Council of Teachers of Mathematics recognizes April as Mathematics Awareness Month; and

WHEREAS, mathematical literacy is essential for all, and the inclusion of such in mathematics education ensures a culture of equity where students are empowered by the opportunities math affords; and

WHEREAS, mathematics is an essential skill, both in life and in the workplace; and

WHEREAS, mathematical reasoning, sense making, problem solving and communication are essential skills; and

WHEREAS, the language and processes of mathematics are basic to all other disciplines; and

WHEREAS, our expanding, technologically-based society demands increased awareness and competence in mathematics; and

WHEREAS, school curricula in mathematics provide the foundation for meeting the above needs.

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach designate April 2021 as Mathematics Awareness Month in Virginia Beach City Public Schools; and be it

FURTHER RESOLVED: That the School Board of the City of Virginia Beach encourage all citizens, and especially our children and young adults, to continue mathematics studies and to understand how its application will relate to the occupations of the 21st century; 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 March 2021

S E A L

Carolyn T. Rye, School Board Chair

Aaron C. Spence, Ed.D., Superintendent

Attest:

Regina M. Toneatto, Clerk of the Board



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

Section: Action **Date:** March 23, 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 23, 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

Virginia Beach City Public Schools
Personnel Report
March 23, 2021
2020-2021

<u>Scale</u>	<u>Class</u>	<u>Location</u>	<u>Effective</u>	<u>Employee Name</u>	<u>Position/Reason</u>	<u>College</u>	<u>Previous Employer</u>
Assigned to Unified Salary Scale	Appointments - Elementary School	Arrowhead	3/1/21	Christine R Wray	Special Education Assistant	Tidewater Community College, VA	Bellamy Manor Schools, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Birdneck	3/11/21	Dorothy L Scott	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Birdneck	3/12/21	Christina A Adams	School Administrative Associate I	Christopher Newport University, VA	Lightbridge Academy, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Brookwood	3/3/21	Steven T Thompson	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Cooke	3/11/21	Glenn Felton	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Creeds	3/4/21	Patrick Phillips	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Hermitage	3/8/21	Lucy E Franke	Special Education Assistant	Tidewater Community College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Indian Lakes	3/10/21	Shontae D Leak	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Point O'View	3/15/21	Jessica Bridgman	School Office Associate II	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Salem	3/4/21	Chona C Alabaso	Special Education Assistant	Tidewater Community College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Seatack	3/4/21	James R Ruzsala	Physical Education Assistant	Old Dominion University, VA	VBPCS
Assigned to Unified Salary Scale	Appointments - Elementary School	Trantwood	3/4/21	Ashley Benton	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	White Oaks	3/4/21	Micheala Edwards	Physical Education Assistant, .500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Windsor Woods	3/11/21	Meredith L Hathaway	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Woodstock	3/10/21	Elaine Decker	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Brandon	3/11/21	Lindsay R Hall	Special Education Assistant	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Kempsville	3/11/21	Dorine Spellman	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Old Donation School	3/17/21	TaChael Johnson	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Plaza	3/18/21	Giovanna Y Arici	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Plaza	3/18/21	Jacob Seidel	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Princess Anne	3/10/21	Kressa B Mendaros	Cafeteria Assistant, 5.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Ocean Lakes	3/15/21	Sara D Kirkpatrick	Technology Support Technician	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Princess Anne	3/15/21	Rachel G Fiery	Library/Media Assistant	Christopher Newport University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Renaissance Academy	3/4/21	Kiara J Cowan	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Tallwood	3/8/21	Ha T Nguyen	School Nurse	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Tallwood	3/10/21	Michele M Foster	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Department of Teaching and Learning	3/10/21	Rebecca L Carter	Instructional Technology Specialist	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Consolidated Benefits	3/4/21	Marlo S Goffigan	Benefits Specialist II	Strayer University, DC	Value Options, VA
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Consolidated Benefits	3/4/21	Sherry L Phelps	Benefits Specialist II	Not Applicable	VBPCS
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Gifted Education & Academy Programs	3/8/21	Meghann M Scott	Instructional Specialist	Lamar University, TX	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Programs for Exceptional Children	3/3/21	Laura A Giddens	Instructional Specialist	St Leo College, FL	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Programs for Exceptional Children	3/11/21	Shenia L James	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	3/15/21	Sara M Farwell	Psychologist, .800	University of Central Florida, FL	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	3/3/21	Tamara E Bland	Bus Driver, 7.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	3/3/21	Ricardo Feliciano Jr	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	3/3/21	Edgardo C Layaog	Bus Driver, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	3/15/21	Theresa Sweeney	Bus Driver - Special Ed, 7.5 Hours	Not Applicable	VBPCS
Assigned to Unified Salary Scale	Resignations - Elementary School	Birdneck	3/12/21	Lucinda C Johnson	School Administrative Associate I (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Creeds	3/10/21	Caroline E Hooks	Custodian I (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Luxford	3/10/21	Ben Joyner	Custodian I (expiration of long-term leave)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Lynnhaven	3/9/21	Anthony J Combs	Technology Support Technician (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Rosemont	3/31/21	Nora L Nimely	Library/Media Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Rosemont	6/30/21	Sonya Sebre	Special Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Strawbridge	3/10/21	Jennifer M Lofton	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Strawbridge	3/12/21	Alexis G Martin	General Assistant (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Thoroughgood	6/30/21	Karen R Crandall	Physical Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Thoroughgood	6/30/21	Mary K McNulty	Physical Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Larkspur	3/11/21	Jessica L Maxey	Security Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Cox	2/26/21	Roman I Guimba	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Princess Anne	2/25/21	Amalia Moran	Special Education Assistant (job abandonment)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Princess Anne	6/30/21	Edwin C Shannon	Special Education Assistant (continuing education)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Renaissance Academy	3/1/21	Richard Smith Sr	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Maintenance Services	3/12/21	Thomas R Voytilla	Building Manager (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Maintenance Services	3/15/21	Alexander J Voytilla	Building Manager (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	3/3/21	Nathaniel L McCary	Bus Driver, 7.0 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	3/10/21	Yanna A Bryant	Bus Driver, 7.0 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	3/15/21	Andrew W Joffron	Fleet Technician I (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	3/31/21	Marianne Cortese	Bus Assistant, 5.5 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Kingston	4/30/21	Leslie M Harden	School Administrative Associate I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Ocean Lakes	6/30/21	Gracie G Morris	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Ocean Lakes	6/30/21	Rita J Riddle	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Middle School	Kempsville	3/12/21	Dawn M Eash	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Middle School	Salem	6/30/21	Brad H Clelland	Clinic Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - High School	Bayside	6/30/21	Linda J Johnson	School Office Associate II	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - High School	First Colonial	3/22/21	Dolores Ostrowski	Clinic Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - High School	Landstown	2/28/21	Ilda Madridejos	Distance Learning Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Department of Teaching and Learning	6/30/21	Jackie L Brown	Web Page Design Technician	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Department of Teaching and Learning	6/30/21	Cherie A Detorre	Duplication Technician	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Custodial and Distribution Services	6/30/21	Michael A Caffee	Custodial Supervisor	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Gifted Education & Academy Programs	6/30/21	Terri W McCallister	Testing Assessment Specialist	Not Applicable	Not Applicable

Virginia Beach City Public Schools
Personnel Report
March 23, 2021
2020-2021

<u>Scale</u>	<u>Class</u>	<u>Location</u>	<u>Effective</u>	<u>Employee Name</u>	<u>Position/Reason</u>	<u>College</u>	<u>Previous Employer</u>
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Programs for Exceptional Children	6/30/21	Jenny C Bradley	Interpreter	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/21	Nancy L Dula	Bus Assistant, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/21	Priscilla K Scott	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Arrowhead	3/23/21	Jordan L Martin	Special Education Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Diamond Springs	3/4/21	Andrea E Kennedy	First Grade Teacher	Regent University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Hermitage	3/11/21	Janelle F Hampton	Reading Specialist, -200	The Citadel, SC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Indian Lakes	3/5/21	Carley A Reff	Fourth Grade Teacher	Regent University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Kempsville Meadows	3/1/21	Chanel L Griffin	First Grade Teacher	Liberty University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Kempsville	3/18/21	Arthur C Yu	Math Teacher	Virginia Military Institute, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Kellam	3/15/21	Hollyanne L Chesnut	English Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Landstown	3/11/21	Kelly A Culbertson	School Counselor	Mercer University Macon, GA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Renaissance Academy	3/4/21	Lillian Blair	Mathematics Teacher	Southern New Hampshire Univ, NH	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Salem	3/4/21	Drema L Biron	Social Studies Teacher	Old Dominion University, VA	Hampton City Schools, VA
Assigned to Instructional Salary Scale	Resignations - Elementary School	Bettie F. Williams	6/30/21	Shawna B LoPresto	Fifth Grade Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Diamond Springs	6/30/21	Danielle P Mills	Special Education Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Glenwood	3/8/21	Amanda M Agreste	Kindergarten Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Glenwood	6/30/21	Colleen M VandePoel	Special Education Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Kempsville	6/30/21	Cassie L Jones	First Grade Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Landstown	6/30/21	Teresa Marie A Cabon	Third Grade Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Landstown	6/30/21	Samantha S Nelson	Third Grade Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Linkhorn Park	6/30/21	Sade R Graham	Fifth Grade Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Lynnhaven	6/30/21	Caitlin L Spencer	Pre-Kindergarten Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Ocean Lakes	6/30/21	Amanda L Sacco	Special Education Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Pembroke Meadows	6/30/21	Alicia M Manor	Fifth Grade Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Pembroke Meadows	6/30/21	Jillian Zinski	Third Grade Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Red Mill	6/30/21	Ellie J Hardnack	Special Education Teacher (transfer of spouse)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Salem	6/30/21	Paula Johnson	Second Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Strawbridge	3/22/21	Maria Dolores V Calda	Special Education Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Great Neck	6/30/21	Lauren E Schroeder	Special Education Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Landstown	6/30/21	Brittany Thompson	Special Education Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Virginia Beach	6/30/21	Chloe Crist	Art Teacher (transfer of spouse)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Green Run	4/2/21	Chavon A Thomas	Special Education Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Landstown	3/5/21	Allison J Haley	School Counselor (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Renaissance Academy	3/10/21	Alfred Osborne	Health & Physical Education Teacher (job abandonment)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Miscellaneous	Office of Programs for Exceptional Children	6/30/21	Alison M Webster	Speech/Language Pathologist (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Elementary School	King's Grant	3/1/21	Patrick A Pittman	Fourth Grade Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Middle School	Brandon	6/30/21	Danny D Rhudy	Technology Education Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Middle School	Great Neck	7/31/21	Kathy O Morrison	School Improvement Specialist	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Middle School	Kempsville	6/30/21	Sharon K Chesson	Seventh Grade Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Middle School	Old Donation School	6/30/21	Jane K McClellan	School Counselor	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Middle School	Princess Anne	6/30/21	Beatrice J Stokes	Special Education Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Middle School	Salem	6/30/21	Madeline B Fodrie	School Improvement Specialist	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	Kellam	6/30/21	Michael R Benzel	Science Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	Kempsville	6/30/21	Michael A Chesson	Science Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	Ocean Lakes	6/30/21	Brooke Thompson	Special Education Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	Princess Anne	6/30/21	Cynthia C Edwards	Mathematics Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	Princess Anne	6/30/21	Brian J Miller	Special Education Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	Princess Anne	6/30/21	Linda E Miller	Special Education Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	Salem	6/30/21	Sara S Scarborough	Social Studies Teacher	Not Applicable	Not Applicable
Administrative	Appointments - Miscellaneous	Office of Custodial and Distribution Services	3/24/21	Sammy Nix	Director Custodial & Distribution Services	Ashford University, IA	VBPCS

**Subject:** School Board Protocols Manual **Item Number:** 12B**Section:** Action **Date:** March 23, 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:**

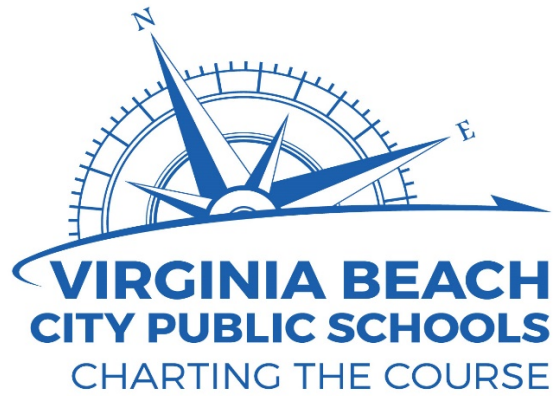
That the School Board adopt the School Board Protocols Manual.

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 23, 2021

School Board of the City of Virginia Beach

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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. This Protocols Manual will be maintained in the School Board Clerk's Office. This Protocols Manual may be amended without School Board approval to reflect current law, bylaw, policy, or regulation changes, to correct titles or current School Division or School Board practices or procedures, or to make scrivener's changes. A log of such amendments and the dates thereof will be maintained.

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.

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 the Vice Chair and the Superintendent or designee to plan the School Board Meeting Agenda. All requests for Agenda items shall be made through the Chair or Vice Chair the School Board Member.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 will develop the School Board Meeting Agendas with the Chair and the Superintendent or designee.4. 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.

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. 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 Item 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, the Vice Chair (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/worksites 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 on behalf of the School Board, 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.

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 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. Citizens must sign up by noon the day of the meeting. The School Board may adjust the agenda to address large numbers of speakers. 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
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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, organizations 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 an assigned School Board Member who is not able to attend. Assigned School Board Members are responsible for obtaining substitutes.

43. 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 ~~posted~~ on the School Board Committee webpage. Staff should maintain evidence of the postings for one year after the meeting.

54. 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 and Community Engagement requires seven days' notice to post onto the Committee webpage. Please note that ADA requirements apply to

postings and staff should consult with ~~Media and~~ Communications and Community Engagement 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.
- 65. 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.
- 76. 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.
- 87. 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 by May 1st 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 Committee, Organization or School Board during Committee, Organization or Board Reports-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.

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: Interim Financial Statements – February 2021 **Item Number:** 13A

Section: Information **Date:** March 23, 2021

Senior Staff: Farrell E. Hanzaker, Chief Financial Officer

Prepared by: Crystal M. Pate, Director of Business Services

Presenter(s): Farrell E. Hanzaker, Chief Financial Officer; Crystal M. Pate, Director of Business Services

Recommendation:

It is recommended that the School Board review the attached financial statements.

Background Summary:

Pursuant to Section 22.1-115 of the Code of Virginia, as amended, and other applicable sections, the enclosed Interim Financial Statements are presented.

Source:

Section 22.1-115 of the Code of Virginia, as amended

Budget Impact:

None



VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

INTERIM FINANCIAL STATEMENTS
FISCAL YEAR 2020-2021
FEBRUARY 2021

The financial statements include the following:

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The financial statements are reported on a cash basis; however, the financial statements include encumbrances (e.g., purchase orders, construction contracts) and reflect the option-payroll (e.g., 10-month employees starting in September electing to be paid over 12-months (i.e., includes the appropriate amount of the July and August salary payments due)) on a monthly basis (September through June). This salary accrual is reflected in each appropriate salary line item within each cost center and fund for reporting and budgetary control purposes.

School Operating Fund

The School Operating Fund makes up the general operating fund of the School Board. The general fund is used to account for all of the financial resources (except those accounted for in the below funds) that support the Instruction; Administration, Attendance and Health; Pupil Transportation; Operations and Maintenance; and Technology categories.

School Operating Fund Revenues (pages B1, B3-B4)

Revenues realized this month totaled **\$73.4 million**. Of the amount realized for the month, **\$38.3 million** was realized from the City, **\$8.6 million** was received in state sales tax, and **\$26.0 million** was received from the Commonwealth of Virginia for Basic School Aid, Standards of Quality (SOQ) entitlements, and other State revenue.

School Operating Fund Expenditures (page B1)

The percent of the total current fiscal year budget expended and encumbered through this month was **61.53%**. The percent of expenditures and encumbrances to the total actual expenditures and encumbrances for the same period in FY20 was **61.42%**, and FY19 was **61.35%**. Please note that **\$13,367,223** of the current year budget is funded by the prior year fund balance for encumbrances.

Athletics Fund (page B5)

The Athletics Fund accounts for the revenues and expenditures associated with the middle and high school athletic programs. This fund has realized **\$799** (interest) this month or **91.2%** of the estimated revenue for the current fiscal year compared to **99.4%** of FY20 actual. Expenditures totaled **\$464,343** for this month. This fund has incurred expenditures and encumbrances of **34.3%** of the current fiscal year budget compared to **60.2%** of the FY20 actual. Please note that **\$7,418** of the current year budget is funded by the prior year fund balance for encumbrances.

Cafeterias Fund (page B6)

The Cafeterias Fund accounts for the revenues and expenditures associated with the school cafeteria operations of the School Division. The fund realized **\$2,222,554** (includes **\$1,397,446** from the Federal USDA Summer Feeding Program) this month or **34.0%** of the estimated revenue for the current fiscal year compared to **50.8%** of the FY20 actual. Expenditures totaled **\$2,674,729** for this month. This fund has incurred expenditures and encumbrances of **40.8%** of the current fiscal year budget compared to **54.2%** of the FY20 actual. Please note that **\$6,160,851** of the current year budget is funded by the prior year fund balance (**\$4,971,333**) and prior year fund balance for encumbrances (**\$1,189,518**).

Textbooks Fund (page B7)

The Textbooks Fund accounts for the financing and acquisitions of textbooks used in the School Division. The fund realized **\$354,525** (includes **\$352,803** from the Department of Education) this month or **66.5%** of the estimated revenue for the current fiscal year compared to the **67.5%** of the FY20 actual. Expenditures totaled **\$11,681** for this month. This fund has incurred expenditures and encumbrances of **78.1%** of the budget for the current fiscal year compared to **68.3%** of the FY20 actual. Please note that **\$115,802** of the current year budget is funded by the prior year fund balance.

Risk Management Fund (page B8)

The Risk Management Fund accounts for and provides insurance and the administration thereof for the School Division. The fund realized **\$340,902** (includes **\$4,016** in interest) in revenue this month. Expenses for this month totaled **\$216,248** (includes **\$31,171** in Motor Vehicle Insurance premiums, **\$113,018** in Worker's Compensation payments, and **\$30,135** in General Liability Insurance premiums).

Communication Towers/Technology Fund (page B9)

The Communication Towers/Technology Fund accounts for the rent receipts relating to the communication towers constructed on School Board property. The fund realized **\$45,347** in revenue (includes **\$5,289** in tower rent-Cox High, **\$35,265** in tower rent-Landstown High, **\$2,341** in tower rent-Tech Center, and **\$1,625** in tower rent – Woodstock Elementary) this month or **91.0%** of the estimated revenue for the current fiscal year compared to **111.7%** of FY20 actual. Please note that **\$284,000** of the current year budget is funded by the prior year fund balance.

Grants Fund (pages B10-B12)

The Grants Fund accounts for certain private, Commonwealth of Virginia, and Federal grants (with matching local funds, if required). A total of **\$3,954,817** in expenditures was incurred for various grants this month.

Health Insurance Fund (page B13)

The Health Insurance Fund accounts for the health insurance program and the administration thereof for the City and School Board employees. Revenues for this month totaled **\$12,399,815** (including City and School Board (employer and employee) premium payments). Expenses for this month totaled **\$9,873,962**. This includes medical and prescription drug claim payments for City and School Board employees.

Vending Operations Fund (page B14)

The Vending Operations Fund accounts for the receipts and expenditures relating to the soft drink vending operations in the School Division. A total of **\$14,364** in revenue (including **\$14,005** in vending receipts) has been realized this month or **39.9%** of the estimated revenue for the current fiscal year compared to the **65.5%** of the FY20 actual. Expenditures totaled **\$36,000** for this month. Please note that **\$6,000** of the current year budget is funded by the prior year fund balance.

Instructional Technology Fund (page B15)

The Instructional Technology Fund accounts for the financing and acquisitions of instructional technology to assist in the integration of Technology into the K-12 curriculum. A total of **\$4,660** in revenue (interest) has been realized this month. Please note that **\$698,000** of the current year budget is funded by the prior year fund balance.

Equipment Replacement Fund (page B16)

The Equipment Replacement Fund accounts for the financial resources provided for an equipment replacement cycle for selected capital equipment for schools and central offices. A total of **\$233** in revenue (interest) has been realized this fiscal year. Please note that **\$1,051,000** of the current year budget is funded by the prior year fund balance.

Capital Projects Fund (page B17)

The Capital Projects Fund accounts for the financial resources used for the construction of major capital facilities (e.g., schools). A total of **\$3,713,363** in expenditures was incurred for various school capital projects this month. This includes **\$932,664** for Thoroughgood Elementary Replacement project, **\$1,494,778** for Princess Anne Middle Replacement project, **\$583,864** for Plaza Annex Addition project, **\$106,598** for HVAC Phase III Renovation and Replacement projects, and **\$337,788** for Energy Performance Phase II projects.

Green Run Collegiate Charter School Fund (page B18)

The Green Run Collegiate Charter School Fund accounts for the revenues and expenditures of this public charter school. The School Board is acting in the capacity of a third-party administrator/fiscal agent for all of the public charter school's financial transactions in compliance with School Board Policies and Regulations. The fund realized **\$4,076,486** in revenue for the current fiscal year (from General Fund) or **100.0%** of the estimated revenue for the current fiscal year. This fund has incurred expenditures and encumbrances of **49.9%** of the current year fiscal year budget compared to **56.0%** of FY20 actual.

VIRGINIA BEACH CITY PUBLIC SCHOOLS
SUMMARY OF OPERATING BUDGET TRANSFERS NOT EXCEEDING \$250,000
February 1, 2021 through February 28, 2021

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Batch Entry Name	Description		Account From		Account To	Transfer Amount
21-02-01	To pay for financial aid portion of Empower software	FROM	Adult Education Part-time Instructional personnel	TO	Adult Education Computer Software	\$ 6,071
21-02-06	To purchase new laptops for the office staff	FROM	Consolidated Benefits Other Materials & Supplies	TO	Consolidated Benefits Controlled Assets Computer Equipment	\$ 10,000

VIRGINIA BEACH CITY PUBLIC SCHOOLS
INTERIM FINANCIAL STATEMENTS
SCHOOL OPERATING FUND

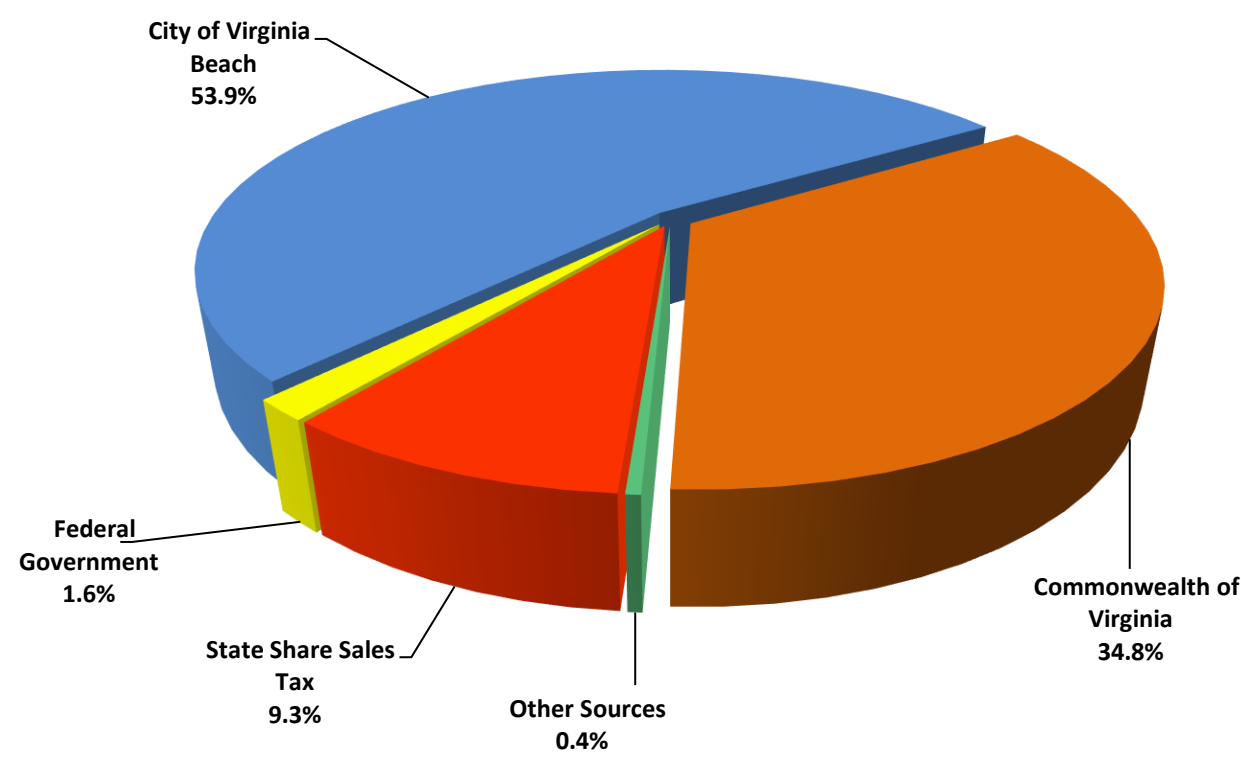
REVENUES

FEBRUARY 2021

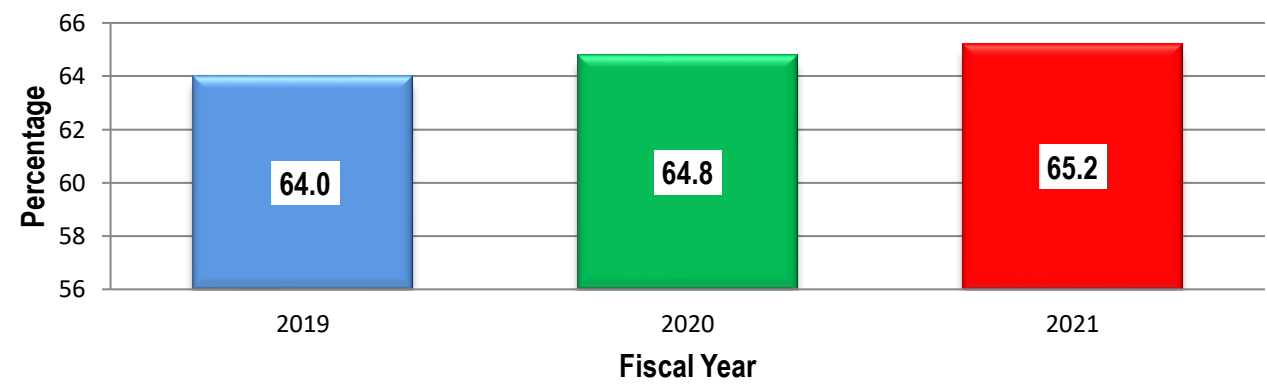
BY MAJOR SOURCE	FISCAL YEAR	(1) BUDGET	(2) ACTUAL THROUGH JUNE	(3) ACTUAL THROUGH MONTH	% OF (3) TO (1)	TREND *
COMMONWEALTH OF VIRGINIA	2021	297,791,599	<-----	184,612,699	61.99%	A
	2020	284,825,537	285,102,568	174,459,803	61.25%	
	2019	272,725,078	274,756,361	164,604,924	60.36%	
STATE SALES TAX	2021	79,209,739	<-----	51,032,265	64.43%	A
	2020	78,981,847	79,610,836	48,810,684	61.80%	
	2019	75,344,490	76,320,888	45,696,299	60.65%	
FEDERAL GOVERNMENT	2021	13,500,000	<-----	15,114,026	111.96%	F
	2020	12,200,000	16,671,591	13,284,170	108.89%	
	2019	12,200,000	15,961,332	12,639,122	103.60%	
CITY OF VIRGINIA BEACH	2021	460,646,169	<-----	304,511,461	66.11%	A
	2020	465,523,561	465,523,561	308,205,195	66.21%	
	2019	457,402,684	457,402,684	300,158,451	65.62%	
OTHER SOURCES	2021	3,082,803	<-----	1,445,446	46.89%	A
	2020	3,032,803	4,046,738	2,875,279	94.81%	
	2019	2,782,803	4,001,625	1,806,593	64.92%	
SCHOOL OPERATING FUND TOTAL	2021	854,230,310	<-----	556,715,897	65.17%	A
	2020	844,563,748	850,955,294	547,635,131	64.84%	
	2019	820,455,055	828,442,890	524,905,389	63.98%	

* F=FAVORABLE, U=UNFAVORABLE, A=ACCEPTABLE

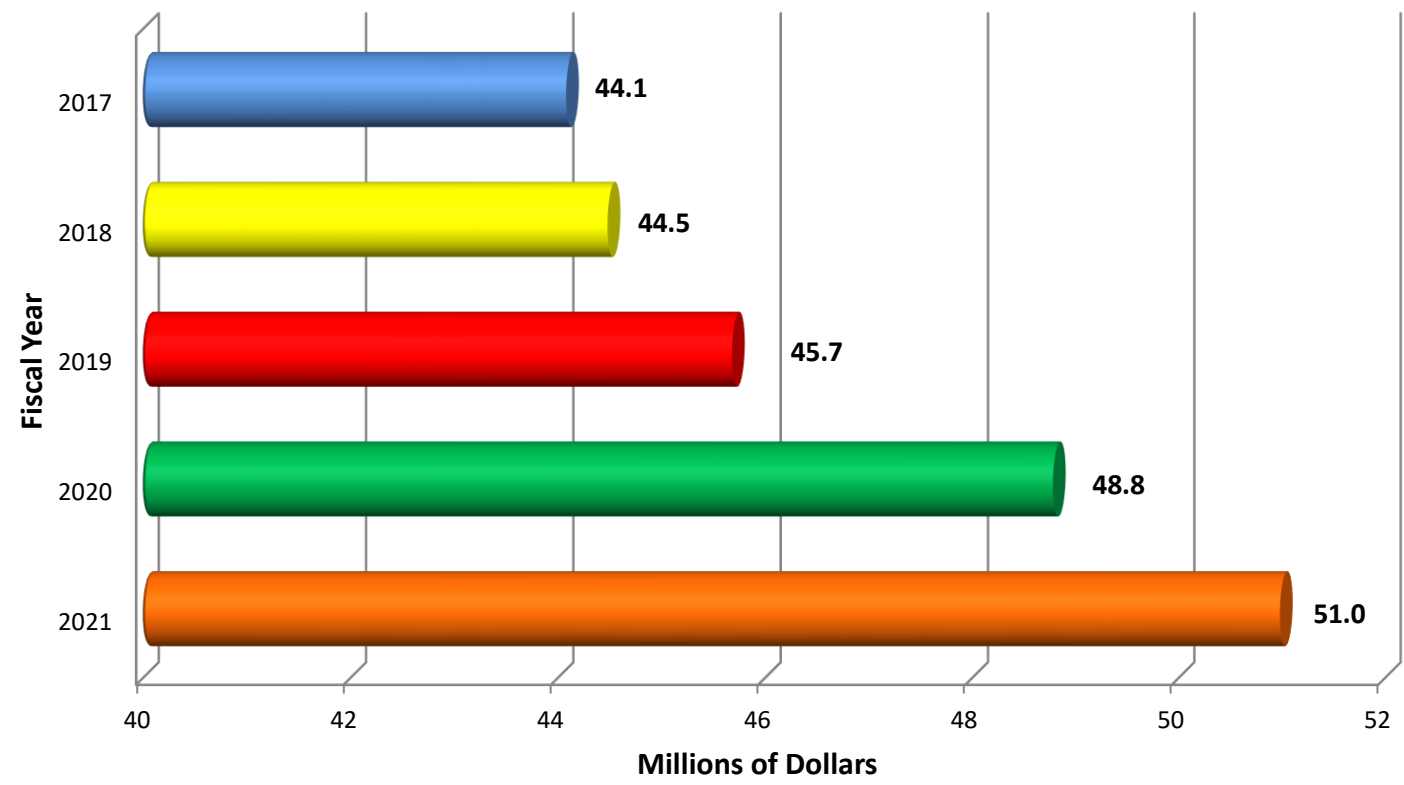
Fiscal Year 2021 Revenue Budget by Major Source



School Operating Fund Revenue
Percentage of Actual to Budget as of February 28, 2021



State Sales Tax Revenue through February 28, 2021



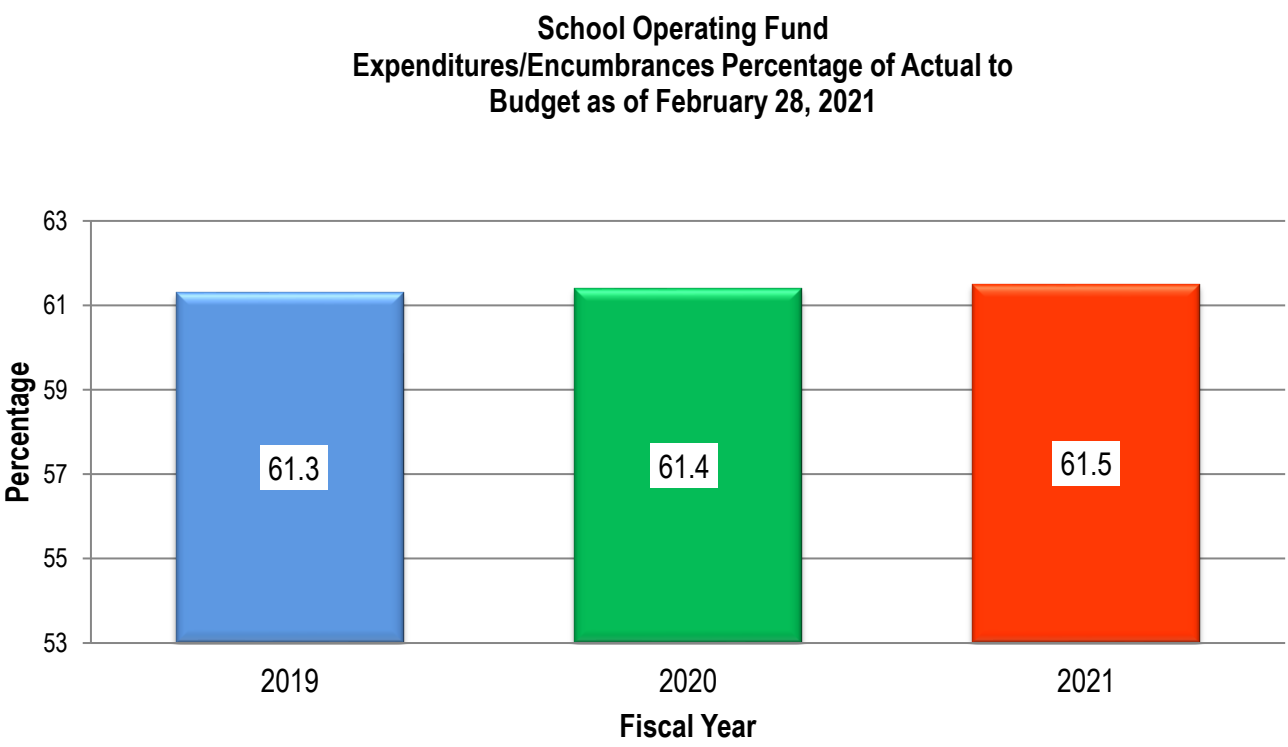
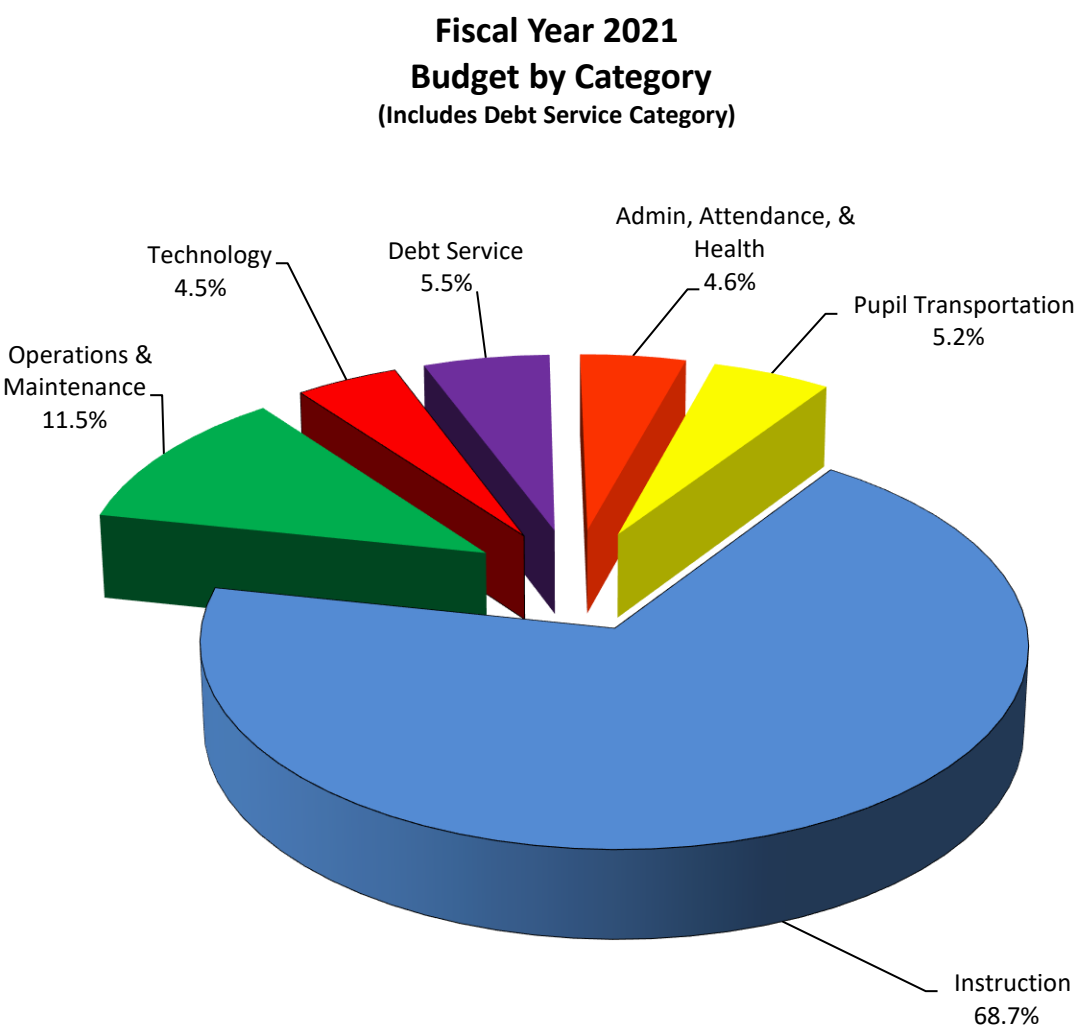
VIRGINIA BEACH CITY PUBLIC SCHOOLS
INTERIM FINANCIAL STATEMENTS
SCHOOL OPERATING FUND

EXPENDITURES/ENCUMBRANCES

FEBRUARY 2021

BY UNIT WITHIN CATEGORY	FISCAL YEAR	(1) BUDGET	(2) ACTUAL THROUGH JUNE	(3) ACTUAL THROUGH MONTH	% OF (3) TO (1)	TREND *
INSTRUCTION CATEGORY	2021	596,116,181	<-----	364,743,151	61.19%	A
	2020	597,197,050	577,167,812	362,145,189	60.64%	
	2019	576,532,705	564,422,174	352,016,777	61.06%	
ADMINISTRATION, ATTENDANCE & HEALTH CATEGORY	2021	40,296,571	<-----	23,061,901	57.23%	A
	2020	26,273,771	24,530,187	15,916,273	60.58%	
	2019	27,757,408	26,446,361	15,674,723	56.47%	
PUPIL TRANSPORTATION CATEGORY	2021	44,776,609	<-----	26,863,622	59.99%	A
	2020	42,405,656	41,232,908	26,254,979	61.91%	
	2019	40,914,622	40,103,993	27,472,357	67.15%	
OPERATIONS AND MAINTENANCE CATEGORY	2021	99,838,074	<-----	60,609,434	60.71%	A
	2020	99,738,735	93,760,634	61,644,434	61.81%	
	2019	95,992,689	92,855,284	59,887,027	62.39%	
TECHNOLOGY CATEGORY	2021	38,939,770	<-----	29,228,471	75.06%	A
	2020	45,933,211	42,639,283	32,469,337	70.69%	
	2019	44,344,757	42,839,605	26,862,417	60.58%	
SCHOOL OPERATING FUND TOTAL (EXCLUDING DEBT SERVICE)	2021	819,967,205	<-----	504,506,579	61.53%	A
	2020	811,548,423	779,330,824	498,430,212	61.42%	
	2019	785,542,181	766,667,417	481,913,301	61.35%	
DEBT SERVICE CATEGORY	2021	47,630,328	<-----	33,799,173	70.96%	A
	2020	43,313,882	42,933,085	31,919,852	73.69%	
	2019	41,951,320	41,768,217	29,778,314	70.98%	

* F=FAVORABLE, U=UNFAVORABLE, A=ACCEPTABLE



VIRGINIA BEACH CITY PUBLIC SCHOOLS
STATEMENT OF EXPENDITURES AND ENCUMBRANCES
SCHOOL OPERATING FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

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	<u>FY 2021 APPROPRIATIONS</u>	<u>MONTH'S EXPENDITURES</u>	<u>YR-TO-DATE EXPENDITURES</u>	<u>OUTSTANDING ENCUMBRANCES</u>	<u>REMAINING BALANCE</u>	<u>PERCENT OBLIGATED</u>
ELEMENTARY CLASSROOM	166,205,946	15,296,584	97,717,432	58,571	68,429,943	58.8%
MIDDLE CLASSROOM	63,195,790	6,156,757	36,750,845	23,203	26,421,742	58.2%
HIGH CLASSROOM	82,326,558	8,424,952	48,588,621	77,757	33,660,180	59.1%
SPECIAL ED CLASSROOM	100,047,247	14,355,865	66,674,013	157,044	33,216,190	66.8%
TECH AND CAREER ED CLASSROOM	19,184,476	1,582,461	10,428,473	70,671	8,685,332	54.7%
GIFTED CLASSROOM	15,061,637	1,364,842	8,972,538	27,069	6,062,030	59.8%
ALTERNATIVE EDUCATION CLASSROOM	7,264,040	492,106	3,305,740	597	3,957,703	45.5%
REMEDIAL ED CLASSROOM	8,580,872	747,842	4,869,280		3,711,592	56.7%
SUMMER SCHOOL CC	1,602,285		882,829		719,456	55.1%
SUMMER SLIDE	270,483		180,742		89,741	66.8%
ADULT ED	2,094,153	192,087	1,186,229	1,541	906,383	56.7%
GUIDANCE	18,996,965	1,697,765	11,925,471	7,597	7,063,897	62.8%
SOCIAL WORKERS SCHOOL	4,258,652	281,975	2,229,464		2,029,188	52.4%
HOMEBOUND	410,433	6,364	50,009		360,424	12.2%
TEACHING AND LEARNING	18,193,373	733,119	13,116,947	65,341	5,011,085	72.5%
INSTRUCTIONAL PROF GROWTH AND INNOVATION	1,311,856	201,066	714,583	64,434	532,839	59.4%
OFFICE OF DIVERSITY EQUITY AND INCLUSION	142,490	28,340	30,465	66,405	45,620	68.0%
STUDENT LEADERSHIP	1,583,450	284,957	1,227,733		355,717	77.5%
SCHOOL LEADERSHIP	2,129,659	156,462	1,228,124	52,989	848,546	60.2%
STUDENT ACTIVITIES	8,772,346	292,730	7,030,784		1,741,562	80.1%
SPECIAL ED SUPPORT	3,695,106	305,559	2,323,419	16	1,371,671	62.9%
TECH AND CAREER ED SUPPORT	1,010,464	78,117	641,002	2,083	367,379	63.6%
GIFTED ED SUPPORT	2,513,851	180,019	1,448,337	203	1,065,311	57.6%
ALTERNATIVE ED SUPPORT	1,556,180	207,264	1,395,129	284	160,767	89.7%
LIBRARY MEDIA SUPPORT	13,601,854	1,251,155	7,809,906	87,552	5,704,396	58.1%
OFFICE OF PRINCIPAL-ELEMENTARY	27,039,082	2,209,111	17,245,198	8,699	9,785,185	63.8%
OFFICE OF PRINCIPAL-MIDDLE	11,604,909	953,464	7,445,820	6,955	4,152,134	64.2%
OFFICE OF PRINCIPAL-HIGH	12,642,231	1,017,164	8,087,813	21,048	4,533,370	64.1%
OFFICE OF PRINCIPAL-TECH AND CAREER ED	708,913	58,217	435,905	241	272,767	61.5%
TOTAL INSTRUCTION	<u>596,005,301</u>	<u>58,556,344</u>	<u>363,942,851</u>	<u>800,300</u>	<u>231,262,150</u>	<u>61.2%</u>
ADMIN., ATTENDANCE, AND HEALTH CATEGORY:						
BOARD,LEGAL AND GOVT SERVICES	1,288,811	32,827	638,838	29,325	620,648	51.8%
OFFICE OF SUPERINTENDENT	1,152,950	81,317	810,255	197	342,498	70.3%
MEDIA AND COMMUNICATIONS	2,301,570	147,939	1,099,293	225	1,202,052	47.8%
HUMAN RESOURCES SCHOOL	5,785,590	410,984	3,837,510	3,000	1,945,080	66.4%
PROFESSIONAL GROWTH AND INNOVATION	911,886	63,281	518,490		393,396	56.9%
CONSOLIDATED BENEFITS	2,578,388	122,284	1,430,208	979	1,147,201	55.5%
PLANNING INNOVATION AND ACCOUNTABILITY	2,332,478	130,137	1,058,925	7,696	1,265,857	45.7%
BUDGET AND FINANCE	7,320,807	376,366	3,509,045	15,369	3,796,393	48.1%
INTERNAL AUDIT	488,479	39,328	323,073		165,406	66.1%
PURCHASING SERVICES	1,116,221	91,660	695,564		420,657	62.3%
HEALTH SERVICES	8,380,865	842,754	4,808,907	170,957	3,401,001	59.4%
PSYCHOLOGICAL SERVICES	6,120,941	519,604	3,766,338		2,354,603	61.5%
AUDIOLOGICAL SERVICES	511,126	38,589	333,832	3,875	173,419	66.1%
TOTAL ADMIN., ATTENDANCE, AND HEALTH	<u>40,290,112</u>	<u>2,897,070</u>	<u>22,830,278</u>	<u>231,623</u>	<u>17,228,211</u>	<u>57.2%</u>

VIRGINIA BEACH CITY PUBLIC SCHOOLS
STATEMENT OF EXPENDITURES AND ENCUMBRANCES
SCHOOL OPERATING FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

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	FY 2021 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED
PUPIL TRANSPORTATION CATEGORY:						
TRANSPORTATION MANAGEMENT	2,665,562	212,695	1,723,928	9	941,625	64.7%
VEHICLE OPERATIONS	26,910,053	1,340,714	13,550,587	3,201,446	10,158,020	62.3%
VEHICLE OPERATIONS-SPECIAL ED	7,436,764	461,991	4,192,034		3,244,730	56.4%
MONITORING SERVICES-SPECIAL ED	3,774,499	275,409	1,874,236		1,900,263	49.7%
VEHICLE MAINTENANCE	3,989,731	289,415	2,321,280	102	1,668,349	58.2%
TOTAL PUPIL TRANSPORTATION	44,776,609	2,580,224	23,662,065	3,201,557	17,912,987	60.0%
OPERATIONS AND MAINTENANCE CATEGORY:						
SCHOOL DIVISION SERVICES	333,320	24,937	199,176		134,144	59.8%
FACILITIES AND MAINTENANCE SERVICES	51,633,130	2,849,621	28,876,007	2,741,478	20,015,645	61.2%
CUSTODIAL SERVICES SCHOOL	29,294,236	2,083,819	15,791,425	778,813	12,723,998	56.6%
GROUNDS SERVICES	4,479,888		3,359,916		1,119,972	75.0%
VEHICLE SERVICES	2,414,481	60,388	1,438,698	319,353	656,430	72.8%
SAFE SCHOOLS	8,420,466	733,083	4,866,413		3,554,053	57.8%
DISTRIBUTION SERVICES	2,047,037	121,948	1,255,326	144	791,567	61.3%
TELECOMMUNICATIONS CC	1,138,008	55,098	820,311	162,374	155,323	86.4%
TOTAL OPERATIONS AND MAINTENANCE	99,760,566	5,928,894	56,607,272	4,002,162	39,151,132	60.8%
TECHNOLOGY CATEGORY:						
ELEMENTARY CLASSROOM	592,199	9,146	385,390	12,221	194,588	67.1%
MIDDLE CLASSROOM	476,302	81,711	451,121	5,107	20,074	95.8%
HIGH CLASSROOM	372,008	7,864	288,652	43,119	40,237	89.2%
SPECIAL ED CLASSROOM	318,762	43,796	566,522	10,140	(257,900)	180.9%
TECH AND CAREER ED CLASSROOM	311,245	3,039	48,218	14,482	248,545	20.1%
GIFTED CLASSROOM	91,974	1,853	81,538	4,347	6,089	93.4%
ALTERNATIVE EDUCATION CLASSROOM						
REMEDIAL ED CLASSROOM	18,714	7,500	8,680		10,034	46.4%
SUMMER SCHOOL CC	10,742				10,742	
ADULT ED	75,810	(15,402)	65,806	64,186	(54,182)	171.5%
GUIDANCE	45,015	1,073	45,602	5,328	(5,915)	113.1%
SOCIAL WORKERS SCHOOL	8,219	389	5,886		2,333	71.6%
HOMEBOUND	40,143	662	3,774	10,230	26,139	34.9%
TEACHING AND LEARNING	541,437	15,722	588,573	8,856	(55,992)	110.3%
INSTRUCTIONAL PROF GROWTH AND INNOVATION	32,366				32,366	
OFFICE OF DIVERSITY EQUITY AND INCLUSION	9,562	4	3,241	642	5,679	40.6%
STUDENT LEADERSHIP	2,411	159	947		1,464	39.3%
SCHOOL LEADERSHIP	30,279	64	10,535	1,952	17,792	41.2%
STUDENT ACTIVITIES	836	102	821		15	98.2%
SPECIAL ED SUPPORT	9,946	593	5,131		4,815	51.6%
TECH AND CAREER ED SUPPORT	4,519	762	2,598		1,921	57.5%
GIFTED ED SUPPORT	36,225	74,400	78,164		(41,939)	215.8%
ALTERNATIVE ED SUPPORT	171,286	7,678	60,198	17,600	93,488	45.4%
LIBRARY MEDIA SUPPORT	605,447	8,061	572,668	2,638	30,141	95.0%
OFFICE OF PRINCIPAL-ELEMENTARY	10,015	1,933	26,165	966	(17,116)	270.9%
OFFICE OF PRINCIPAL-MIDDLE		1,811	21,617	5,766	(27,383)	
OFFICE OF PRINCIPAL-HIGH		5,437	18,346	9,030	(27,376)	
OFFICE OF PRINCIPAL-TECH AND CAREER ED	501	144	1,912		(1,411)	381.6%

VIRGINIA BEACH CITY PUBLIC SCHOOLS
STATEMENT OF EXPENDITURES AND ENCUMBRANCES
SCHOOL OPERATING FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

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	FY 2021 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED
TECHNOLOGY CATEGORY:						
INSTRUCTIONAL TECHNOLOGY SUPPORT	15,119,439	930,950	9,748,771	598,977	4,771,691	68.4%
BOARD,LEGAL AND GOVT SERVICES	2,233	1,004	2,007		226	89.9%
OFFICE OF SUPERINTENDENT	7,658		3,258	27	4,373	42.9%
MEDIA AND COMMUNICATIONS	268,343		156,135	6,299	105,909	60.5%
HUMAN RESOURCES SCHOOL	295,639	(21,230)	260,393	47,400	(12,154)	104.1%
PROFESSIONAL GROWTH AND INNOVATION	136,328		120,569		15,759	88.4%
CONSOLIDATED BENEFITS	44,679	306	13,013	58	31,608	29.3%
PLANNING INNOVATION AND ACCOUNTABILITY	467,003	79	203,703	50,500	212,800	54.4%
BUDGET AND FINANCE	352,471	23,525	154,420	88	197,963	43.8%
INTERNAL AUDIT	1,607	7	87		1,520	5.4%
PURCHASING SERVICES	51,967	200	35,479	3,886	12,602	75.7%
OFFICE OF TECHNOLOGY	958,683	90,989	531,761	21,635	405,287	57.7%
HEALTH SERVICES	5,485		3,489	170	1,826	66.7%
PSYCHOLOGICAL SERVICES	32,915	185	24,174	409	8,332	74.7%
TRANSPORTATION MANAGEMENT	6,068	107	756	765	4,547	25.1%
VEHICLE OPERATIONS	344,417	20,356	269,335	81,427	(6,345)	101.8%
VEHICLE OPERATIONS-SPECIAL ED	108,552	6,428	85,053	25,714	(2,215)	102.0%
VEHICLE MAINTENANCE	29,052	1,470	18,166		10,886	62.5%
SCHOOL DIVISION SERVICES	3,920		1,272		2,648	32.4%
FACILITIES AND MAINTENANCE SERVICES	1,410,204	81,957	782,189	173,345	454,670	67.8%
CUSTODIAL SERVICES SCHOOL	2,672		5,052		(2,380)	189.1%
VEHICLE SERVICES	94,765	5,555	72,515	22,222	28	99.9%
SAFE SCHOOLS	145,596	247	95,668	250	49,678	65.9%
DISTRIBUTION SERVICES	52,927	83	45,462	3,287	4,178	92.1%
TELECOMMUNICATIONS CC	10,212				10,212	
TECHNOLOGY MAINTENANCE	15,365,819	1,303,665	11,151,893	848,677	3,365,249	78.1%
TOTAL TECHNOLOGY	39,134,617	2,704,384	27,126,725	2,101,746	9,906,146	74.7%
TOTAL SCHOOL OPERATING FUND (EXCLUDING DEBT SERVICE)	819,967,205	72,666,916	494,169,191	10,337,388	315,460,626	61.5%
DEBT SERVICE CATEGORY:	47,630,328	3,712,788	33,797,727	1,446	13,831,155	71.0%

Virginia Beach City Public Schools

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Interim Financial Statements

School Operating Fund Summary

For the period July 1, 2020 through February 28, 2021

Revenues :

	Budget	% of Total	Actual	Unrealized	Percent Realized
Source:					
Commonwealth of Virginia	297,791,599	34.86%	184,612,699	(113,178,900)	61.99%
State Share Sales Tax	79,209,739	9.27%	51,032,265	(28,177,474)	64.43%
Federal Government	13,500,000	1.58%	15,114,026	1,614,026	111.96%
City of Virginia Beach	460,646,169	53.93%	304,511,461	(156,134,708)	66.11%
Other Sources	3,082,803	0.36%	1,445,446	(1,637,357)	46.89%
Total Revenues	854,230,310	100.0%	556,715,897	(297,514,413)	65.17%
Prior Year Local Contribution*	13,367,223				
	<u>867,597,533</u>				

Expenditures/Encumbrances:

	Budget	% of Total	Actual	Unencumbered	Percent Obligated
Category:					
Instruction	596,005,301	68.70%	364,743,151	231,262,150	61.20%
Administration, Attendance and Health	40,290,112	4.64%	23,061,901	17,228,211	57.24%
Pupil Transportation	44,776,609	5.17%	26,863,622	17,912,987	59.99%
Operations and Maintenance	99,760,566	11.50%	60,609,434	39,151,132	60.75%
Technology	39,134,617	4.51%	29,228,471	9,906,146	74.69%
Debt Service	47,630,328	5.49%	33,799,173	13,831,155	70.96%
Total Expenditures/Encumbrances	<u>867,597,533</u>	100.0%	538,305,752	329,291,781	62.05%

*Fiscal year 2019-2020 encumbrances brought
forward into the current year

VIRGINIA BEACH CITY PUBLIC SCHOOLS
SCHOOL OPERATING FUND
BALANCE SHEET
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 2

ASSETS:

CASH	1,944,617
DUE FROM GENERAL FUND	78,361,380
PREPAID ITEM	42,747

TOTAL ASSETS

80,348,744

LIABILITIES:

CHECKS PAYABLE	227,875
WIRES PAYABLE	3,712,788
ACH PAYABLE	230,847
ACCOUNTS PAYABLE	35,670
ACCOUNTS PAYABLE-SCHOOLS	97,904
SALARIES PAYABLE-OPTIONS	30,958,801
FICA PAYABLE-OPTIONS	<u>2,355,225</u>
TOTAL LIABILITIES	<u>37,619,110</u>

FUND EQUITY:

FUND BALANCE	613,432
ESTIMATED REVENUE	(854,230,310)
APPROPRIATIONS	867,597,533
ENCUMBRANCES	10,338,834
RESERVE FOR ENCUMBRANCES	(10,338,834)
EXPENDITURES	(527,966,918)
REVENUES	<u>556,715,897</u>
TOTAL FUND EQUITY	<u>42,729,634</u>

TOTAL LIABILITIES AND FUND EQUITY

80,348,744

VIRGINIA BEACH CITY PUBLIC SCHOOLS
STATEMENT OF REVENUES
SCHOOL OPERATING FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 3

	<u>FY 2021</u> <u>ESTIMATED</u>	<u>MONTH'S</u> <u>REALIZED</u>	<u>YR-TO-DATE</u> <u>REALIZED</u>	<u>UNREALIZED</u> <u>REVENUES</u>	<u>PERCENT</u> <u>REALIZED</u>
COMMONWEALTH VRS RETIREMENT	26,230,301	1,313,120	17,385,713	(8,844,588)	66.3%
SOCIAL SECURITY	11,241,558	932,315	7,458,523	(3,783,035)	66.3%
GROUP LIFE	788,881	65,656	525,248	(263,633)	66.6%
BASIC SCHOOL AID	194,239,903	16,163,735	129,428,172	(64,811,731)	66.6%
REMEDIAL SUMMER SCHOOL	188,358		102,027	(86,331)	54.2%
VOCATIONAL EDUCATION	1,656,651	137,878	1,103,022	(553,629)	66.6%
GIFTED EDUCATION	2,051,091	170,706	1,365,646	(685,445)	66.6%
SPECIAL EDUCATION	20,668,688	2,580,281	13,761,501	(6,907,187)	66.6%
PREVENTION, INTERVENTION AND REMEDIATION	4,733,287	393,937	3,151,489	(1,581,798)	66.6%
SPECIAL EDUCATION HOMEBOUND	117,991	12,829	25,658	(92,333)	21.7%
SUPPLEMENTAL LOTTERY PER PUPIL ALLOCATION	12,394,018	2,671,676	4,007,514	(8,386,504)	32.3%
FOSTER CARE	455,023			(455,023)	
SPECIAL ED-REGIONAL TUITION	9,690,078			(9,690,078)	
CAREER AND TECH ED-OCCUPATIONAL	328,669			(328,669)	
ENGLISH AS A SECOND LANGUAGE	1,707,149	131,610	1,052,883	(654,266)	61.7%
AT-RISK	5,930,533	513,293	3,849,696	(2,080,837)	64.9%
K-3 PRIMARY CLASS SIZE REDUCTION	5,369,420	924,568	1,386,852	(3,982,568)	25.8%
OTHER STATE FUNDS			8,755	8,755	
TOTAL FROM COMMONWEALTH OF VIRGINIA	<u>297,791,599</u>	<u>26,011,604</u>	<u>184,612,699</u>	<u>(113,178,900)</u>	62.0%
STATE SHARE SALES TAX	<u>79,209,739</u>	<u>8,631,191</u>	<u>51,032,265</u>	<u>(28,177,474)</u>	64.4%
TOTAL FROM STATE SHARE SALES TAX	<u>79,209,739</u>	<u>8,631,191</u>	<u>51,032,265</u>	<u>(28,177,474)</u>	64.4%
IMPACT AID PUBLIC LAW 874	9,935,191		6,530,079	(3,405,112)	65.7%
IMPACT AID SPECIAL ED			3,029,184	3,029,184	
IMPACT AID DEPT OF DEFENSE	1,500,000		2,735,852	1,235,852	182.4%
DEPT. OF THE NAVY NJROTC	100,000	143,551	143,551	43,551	143.6%
DEPT OF DEFENSE SPECIAL ED			2,102,900	2,102,900	
MEDICAID REIMB-MEDICAL	1,964,809	77,290	552,129	(1,412,680)	28.1%
MEDICAID REIMB-TRANSPORTATION			20,331	20,331	
TOTAL FROM FEDERAL GOVERNMENT	<u>13,500,000</u>	<u>220,841</u>	<u>15,114,026</u>	<u>1,614,026</u>	112.0%

VIRGINIA BEACH CITY PUBLIC SCHOOLS
STATEMENT OF REVENUES
SCHOOL OPERATING FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 4

	FY 2021 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED
CITY OF VIRGINIA BEACH-LOCAL CONTRIBUTION	454,846,169	37,840,927	300,596,921	(154,249,248)	66.1%
TRANSFER FROM SCHOOL RESERVE FUND	5,800,000	471,366	3,914,540	(1,885,460)	67.5%
TOTAL TRANSFERS	460,646,169	38,312,293	304,511,461	(156,134,708)	66.1%
RENT OF FACILITIES SCHOOLS	450,000	83,500	167,000	(283,000)	37.1%
TUITION CHARGES	20,811			(20,811)	
TUITION REGULAR DAY	100,000	14,437	87,271	(12,729)	87.3%
TUITION GEN ADULT ED	142,839			(142,839)	
TUITION VOCATIONAL ADULT ED	169,750			(169,750)	
TUITION LPN PROGRAM	25,575			(25,575)	
TUITION SUMMER SCHOOL	700,000		205,774	(494,226)	29.4%
TUITION DRIVERS ED	322,125	840	66,680	(255,445)	20.7%
PLANETARIUM FEES			(20)	(20)	
STOP ARM ENFORCEMENT	300,000	14,826	135,515	(164,485)	45.2%
SALE OF SALVAGE MATERIALS	12,000	2,369	36,188	24,188	301.6%
SALE OF CAPITAL ASSETS AND VEHICLES	15,000	43,198	66,660	51,660	444.4%
SALE OF SCHOOL BUSES		25,500	129,568	129,568	
REIMB SYSTEM REPAIRS		975	4,890	4,890	
LOST AND STOLEN-TECHNOLOGY		503	3,210	3,210	
DAMAGED-TECHNOLOGY		2,288	15,224	15,224	
LOST AND DAMAGED-CALCULATORS		410	865	865	
LOST AND DAMAGED-HEARTRATE MONITORS		98	396	396	
MISCELLANEOUS REVENUE	224,703	330	101,252	(123,451)	45.1%
INDIRECT COST-GRANTS	600,000	73,226	424,973	(175,027)	70.8%
TOTAL FROM OTHER SOURCES	3,082,803	262,500	1,445,446	(1,637,357)	46.9%
TOTAL SCHOOL OPERATING FUND	854,230,310	73,438,429	556,715,897	(297,514,413)	65.2%

VIRGINIA BEACH CITY PUBLIC SCHOOLS
SCHOOL ATHLETICS FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 5

ASSETS:		LIABILITIES:	
CASH	3,209,487	CHECKS PAYABLE	27,372
		TOTAL LIABILITIES	27,372
		FUND EQUITY:	
		FUND BALANCE	
		ESTIMATED REVENUE	(5,478,274)
		APPROPRIATIONS	5,485,692
		ENCUMBRANCES	58,326
		RESERVE FOR ENCUMBRANCES	(58,326)
		EXPENDITURES	(1,824,201)
		REVENUES	4,998,898
		TOTAL FUND EQUITY	3,182,115
TOTAL ASSETS	3,209,487	TOTAL LIABILITIES AND FUND EQUITY	3,209,487

	FY 2021 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED	FY 2020 PERCENT REALIZED
REVENUES:						
INTEREST ON BANK DEPOSITS	5,000	799	24,264	19,264	485.3%	1006.8%
BASKETBALL	120,000			(120,000)		75.0%
FOOTBALL	250,000			(250,000)		92.1%
GYMNASTICS	4,000			(4,000)		122.4%
WRESTLING	13,000			(13,000)		102.2%
SOCCER	42,000			(42,000)		
MIDDLE SCHOOL	65,000			(65,000)		96.8%
TRANSFER FROM SCHOOL OPERATING	4,974,274		4,974,274		100.0%	100.0%
OTHER INCOME	5,000		360	(4,640)	7.2%	460.9%
TOTAL REVENUES	5,478,274	799	4,998,898	(479,376)	91.2%	99.4%
PYFB-ENCUMBRANCES	7,418					
TOTAL REVENUES AND PYFB	5,485,692					

	FY 2021 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED	FY 2020 PERCENT OBLIGATED
EXPENDITURES:							
PERSONNEL SERVICES	2,805,767	323,645	658,029		2,147,738	23.5%	62.8%
FICA BENEFITS	195,437	25,173	51,615		143,822	26.4%	62.8%
PURCHASED SERVICES	1,282,029	68,927	364,889		917,140	28.5%	49.8%
VA HIGH SCHOOL LEAGUE DUES	51,250		17,148		34,102	33.5%	40.2%
ATHLETIC INSURANCE	190,000		178,534		11,466	94.0%	94.6%
MATERIALS AND SUPPLIES	772,218	46,598	467,433	58,326	246,459	68.1%	68.6%
CAPITAL OUTLAY	188,991		86,553		102,438	45.8%	38.8%
TOTAL	5,485,692	464,343	1,824,201	58,326	3,603,165	34.3%	60.2%

VIRGINIA BEACH CITY PUBLIC SCHOOLS
SCHOOL CAFETERIAS FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 6

ASSETS:		LIABILITIES:	
CASH	7,453,572	CHECKS PAYABLE	1,444
CASH WITH CAFETERIAS	5,389	ACH PAYABLE	269,410
FOOD INVENTORY	455,396	SALARIES PAYABLE-OPTIONS	640,961
FOOD-USDA INVENTORY	171,401	FICA PAYABLE-OPTIONS	49,029
SUPPLIES INVENTORY	161,813	UNEARNED REVENUE	754,978
		TOTAL LIABILITIES	<u>1,715,822</u>
		FUND EQUITY:	
		FUND BALANCE	4,415,922
		ESTIMATED REVENUE	(32,513,966)
		APPROPRIATIONS	38,729,817
		ENCUMBRANCES	672,897
		RESERVE FOR ENCUMBRANCES	(672,897)
		EXPENDITURES	(15,127,998)
		REVENUES	<u>11,082,974</u>
		TOTAL FUND EQUITY	<u>6,586,749</u>
TOTAL ASSETS	<u>8,247,571</u>	TOTAL LIABILITIES AND FUND EQUITY	<u>8,302,571</u>

	FY 2021 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED	FY 2020 PERCENT REALIZED
REVENUES:						
INTEREST ON BANK DEPOSITS	200,000	1,742	48,792	(151,208)	24.4%	248.7%
SERVICE CHARGES	11,183,378	6,858	70,316	(11,113,062)	0.6%	57.1%
USDA REBATES FROM VENDORS	650,000	110,945	173,287	(476,713)	26.7%	51.3%
MISCELLANEOUS REVENUE			61,699			
TOTAL LOCAL REVENUE	<u>12,033,378</u>	<u>119,545</u>	<u>354,094</u>	<u>(11,740,983)</u>	2.9%	58.1%
SCHOOL LUNCH	550,000		268,810	(281,190)	48.9%	77.8%
SCHOOL BREAKFAST	55,000	9,594	14,391	40,609	26.2%	
TOTAL REVENUE FROM COMMONWEALTH	<u>550,000</u>	<u>9,594</u>	<u>283,201</u>	<u>(281,190)</u>	51.5%	82.4%
SCHOOL BREAKFAST PROGRAM	5,052,450			(5,052,450)		
NATIONAL SCHOOL LUNCH PROGRAM	12,524,138			(12,524,138)		35.5%
CHILD & ADULT CARE FOOD PROGRAM	350,000	695,969	1,357,578	1,007,578	387.9%	64.5%
USDA SUMMER FEEDING PROGRAM	150,000	1,397,446	9,088,101	8,938,101	6058.7%	93.1%
TOTAL REVENUE FROM FEDERAL GOV'T	<u>19,930,588</u>	<u>2,093,415</u>	<u>10,445,679</u>	<u>(9,484,909)</u>	52.4%	45.9%
TOTAL REVENUES	<u>32,513,966</u>	<u>2,222,554</u>	<u>11,082,974</u>	<u>(21,507,082)</u>	34.1%	50.8%
PRIOR YEAR FUND BALANCE (PYFB)	4,971,333					
PYFB-ENCUMBRANCES	1,189,518					
TOTAL REVENUES AND PYFB	<u>38,674,817</u>					

	FY 2021 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED	FY 2020 PERCENT OBLIGATED
EXPENDITURES:							
PERSONNEL SERVICES	12,576,815	926,688	6,497,849		6,078,966	51.7%	50.4%
FRINGE BENEFITS	4,965,156	389,621	2,446,975		2,518,181	49.3%	42.1%
PURCHASED SERVICES	1,155,424	(11,054)	653,940	36,678	464,806	59.8%	147.2%
OTHER CHARGES	49,801	1,823	5,045		44,756	10.1%	88.2%
MATERIALS AND SUPPLIES	16,976,720	1,367,651	5,323,233	11,219	11,642,268	31.4%	52.0%
CAPITAL OUTLAY	3,005,901		200,956	625,000	2,179,945	27.5%	129.4%
TOTAL	<u>38,729,817</u>	<u>2,674,729</u>	<u>15,127,998</u>	<u>672,897</u>	<u>22,928,922</u>	40.8%	54.2%

VIRGINIA BEACH CITY PUBLIC SCHOOLS
SCHOOL TEXTBOOKS FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 7

ASSETS:		LIABILITIES:	
CASH	7,286,383	TOTAL LIABILITIES	
		FUND EQUITY:	
		FUND BALANCE	7,757,568
		ESTIMATED REVENUE	(4,295,536)
		APPROPRIATIONS	4,411,338
		ENCUMBRANCES	1,054
		RESERVE FOR ENCUMBRANCES	(1,054)
		EXPENDITURES	(3,444,850)
		REVENUES	2,857,863
		TOTAL FUND EQUITY	7,286,383
TOTAL ASSETS	<u>7,286,383</u>	TOTAL LIABILITIES AND FUND EQUITY	<u>7,286,383</u>

	FY 2021 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED	FY 2020 PERCENT REALIZED
REVENUES:						
INTEREST ON BANK DEPOSITS	29,483	1,655	34,110	4,627	115.7%	308.8%
LOST AND DAMAGED	27,000	67	1,278	(25,722)	4.7%	4.2%
MISCELLANEOUS			54	54		
TOTAL LOCAL REVENUE	<u>56,483</u>	<u>1,722</u>	<u>35,442</u>	<u>(21,041)</u>	62.7%	166.1%
DEPT OF EDUCATION	4,239,053	352,803	2,822,421	(1,416,632)	66.6%	66.1%
TOTAL REVENUE-COMMONWEALTH	<u>4,239,053</u>	<u>352,803</u>	<u>2,822,421</u>	<u>(1,416,632)</u>	66.6%	66.1%
TOTAL REVENUES	<u>4,295,536</u>	<u>354,525</u>	<u>2,857,863</u>	<u>(1,437,673)</u>	66.5%	67.5%
PRIOR YEAR FUND BALANCE (PYFB)	115,802					
TOTAL REVENUES AND PYFB	<u>4,411,338</u>					

	FY 2021 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED	FY 2020 PERCENT OBLIGATED
EXPENDITURES:							
PERSONNEL SERVICES	93,976	4,708	54,824		39,152	58.3%	66.8%
FRINGE BENEFITS	35,641	1,571	21,231		14,410	59.6%	84.3%
PURCHASED SERVICES			191,390		(191,390)		
MATERIALS AND SUPPLIES	4,281,721	5,402	3,177,405	1,054	1,103,262	74.2%	68.3%
TOTAL	<u>4,411,338</u>	<u>11,681</u>	<u>3,444,850</u>	<u>1,054</u>	<u>965,434</u>	78.1%	68.3%

VIRGINIA BEACH CITY PUBLIC SCHOOLS
SCHOOL RISK MANAGEMENT FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 8

ASSETS:		LIABILITIES:	
CASH	17,398,182	ACCOUNTS PAYABLE	6,351
PREPAID ITEM	254,760	EST CLAIMS/JUDGMENTS PAYABLE	<u>7,808,151</u>
		TOTAL LIABILITIES	<u>7,814,502</u>
		FUND EQUITY:	
		RETAINED EARNINGS	7,227,041
		ENCUMBRANCES	77,081
		RESERVE FOR ENCUMBRANCES	(77,081)
		EXPENSES	(5,080,527)
		REVENUES	<u>7,691,926</u>
		TOTAL FUND EQUITY	<u>9,838,440</u>
TOTAL ASSETS	<u>17,652,942</u>	TOTAL LIABILITIES AND FUND EQUITY	<u>17,652,942</u>

	MONTH'S REALIZED	YR-TO-DATE REALIZED
REVENUES:		
INTEREST ON BANK DEPOSITS	4,016	98,199
RISK MANAGEMENT CHARGES		6,805,724
INSURANCE PROCEEDS	3,494	117,733
MISCELLANEOUS REVENUE	58	3,603
TRANSFER FROM SCHOOL OPERATING FUND	333,334	666,667
TOTAL REVENUES	<u>340,902</u>	<u>7,691,926</u>

	MONTH'S EXPENSES	YR-TO-DATE EXPENSES	OUTSTANDING ENCUMBRANCES
EXPENSES:			
PERSONNEL SERVICES	28,727	210,851	
FRINGE BENEFITS	9,968	70,703	
OTHER PURCHASED SERVICES	2,896	201,082	68,159
FIRE AND PROPERTY INSURANCE		2,218,827	
MOTOR VEHICLE INSURANCE	31,171	839,571	
WORKER'S COMPENSATION	113,018	1,234,137	
SURETY BONDS		11,140	
GENERAL LIABILITY INSURANCE	30,135	271,031	
MISCELLANEOUS	195	760	
MATERIALS AND SUPPLIES	138	22,425	8,922
TOTAL	<u>216,248</u>	<u>5,080,527</u>	<u>77,081</u>

VIRGINIA BEACH CITY PUBLIC SCHOOLS
SCHOOL COMMUNICATION TOWERS/TECHNOLOGY FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 9

ASSETS:		LIABILITIES:	
CASH	3,583,401	DEPOSITS PAYABLE	<u>75,000</u>
		TOTAL LIABILITIES	<u>75,000</u>
		FUND EQUITY:	
		FUND BALANCE	2,754,868
		ESTIMATED REVENUE	(516,000)
		APPROPRIATIONS	800,000
		ENCUMBRANCES	
		RESERVE FOR ENCUMBRANCES	
		EXPENDITURES	
		REVENUES	<u>469,533</u>
		TOTAL FUND EQUITY	<u>3,508,401</u>
TOTAL ASSETS	<u>3,583,401</u>	TOTAL LIABILITIES AND FUND EQUITY	<u>3,583,401</u>

	FY 2021 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED	FY 2020 PERCENT REALIZED
REVENUES:						
INTEREST ON BANK DEPOSITS	16,000	827	18,789	2,789	117.4%	283.7%
RENT- WIRELESS COMMUNICATION	500,000			(500,000)		
TOWER RENT-COX HIGH		5,289	201,270	201,270		
TOWER RENT-FIRST COLONIAL HIGH			32,920	32,920		
TOWER RENT-LANDSTOWN HIGH		35,265	35,265	35,265		
TOWER RENT-OCEAN LAKES HIGH			41,278	41,278		
TOWER RENT-TALLWOOD HIGH			48,374	48,374		
TOWER RENT-TECH CENTER		2,341	80,446	80,446		
TOWER RENT-WOODSTOCK ES		1,625	11,191	11,191		
TOTAL REVENUES	<u>516,000</u>	<u>45,347</u>	<u>469,533</u>	<u>(46,467)</u>	91.0%	111.7%
PRIOR YEAR FUND BALANCE (PYFB)	<u>284,000</u>					
TOTAL REVENUES AND PYFB	<u>800,000</u>					

	FY 2021 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED	FY 2020 PERCENT OBLIGATED
EXPENDITURES:							
MATERIALS AND SUPPLIES	800,000				800,000		20.6%
TOTAL	<u>800,000</u>				<u>800,000</u>		21.1%

VIRGINIA BEACH CITY PUBLIC SCHOOLS
STATEMENT OF REVENUES
SCHOOL GRANTS FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

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Revenues :

	FY 2021 Estimated	Month's Realized	Yr-To-Date Realized	Unrealized Revenues	Percent Realized
Source:					
Commonwealth of Virginia	18,920,290	1,008,926	3,802,835	(15,117,455)	20.10%
Federal Government	66,942,768	2,099,523	14,013,428	(52,929,340)	20.93%
Other Sources	624,287	18,382	305,784	(318,503)	48.98%
Transfers from School Operating Fund	6,429,230		6,669,449	240,219	103.74%
Total Revenues	92,916,575	3,126,831	24,791,496	(68,125,079)	26.68%

VIRGINIA BEACH CITY PUBLIC SCHOOLS
STATEMENT OF EXPENDITURES AND ENCUMBRANCES
SCHOOL GRANTS FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 11

	<u>FY 2021</u> <u>APPROPRIATIONS</u>	<u>MONTH'S</u> <u>EXPENDITURES</u>	<u>YR-TO-DATE</u> <u>EXPENDITURES</u>	<u>OUTSTANDING</u> <u>ENCUMBRANCES</u>	<u>REMAINING</u> <u>BALANCE</u>	<u>PERCENT</u> <u>OBLIGATED</u>
2 REVOLUTIONS	195,000	11,025	65,196	1,311	128,493	34.1%
ADULT BASIC EDUCATION	327,144	19,453	229,225		97,919	70.1%
ADVANCING COMPUTER SCIENCE EDUCATION	148,678		43,762		104,916	29.4%
ALGEBRA READINESS	1,728,099	32,551	326,689	96	1,401,314	18.9%
ASIA SOCIETY CONFUCIUS CLASSROOMS NETWORK	991				991	
CAREER & TECH ED STATE EQUIP ALLOC	72,946	4,038	42,401	30,203	342	99.5%
CAREER SWITCHER PROG MENTOR REIMB	7,000				7,000	
CARES ACT CORONA VIRUS RELIEF FUND (CRF)	11,677,033	57,045	10,636,473		1,040,560	91.1%
CARES ACT ESSER	10,141,569	194,241	311,779	321,827	9,507,963	6.2%
CARES ESSER CLEANING SUPPLIES	50,000			43,233	6,767	86.5%
CARES ESSER FACILITIES AND PPE	37,500	25,820	25,820	10,452	1,228	96.7%
CARES ESSER INS DELIVERY SUPPORT	27,000	1,062	1,062		25,938	3.9%
CARES ESSER SE UNIVERSAL SCRNR	50,312				50,312	
CARES ESSER SPED SRVCS SUPPORT	233,142				233,142	
CARES GEER VISION	2,610,828			120,000	2,490,828	4.6%
CARL PERKINS	1,051,189	29,884	494,127	215,094	341,968	67.5%
CHAMPIONS TOGETHER-IDEA	4,000		3,952		48	98.8%
CTE SPECIAL STATE EQUIP ALLOC	57,113			57,113		100.0%
DODEA MCASP OPERATION GRIT	320,115	12,600	135,119	3,226	181,770	43.2%
DUAL ENROLLMENT TCC	750,000				750,000	
EARLY READING INTERVENTION	3,361,231	222,471	1,146,114	1,422	2,213,695	34.1%
GENERAL ADULT ED	30,993	4,103	14,901		16,092	48.1%
GO OPEN VA	8,708				8,708	
GREEN RUN COLLEGIATE CHARTER SCHOOL SUPPORT	9,928				9,928	
HAMPTON ROADS COMMUNITY FOUNDATION	30,000				30,000	
HAMPTON ROADS WORKFORCE COUNCIL-ALC	129,600	8,480	51,593		78,007	39.8%
HAMPTON ROADS WORKFORCE COUNCIL-STEM (ISY)	117,618	4,344	27,089		90,529	23.0%
HAMPTON ROADS WORKFORCE COUNCIL-STEM (OSY)	141,136	7,902	60,120		81,016	42.6%
INDUSTRY CERT EXAMINATIONS	88,032		6,250		81,782	7.1%
INDUSTRY CERT EXAMINATIONS STEM-H	24,033		13,543		10,490	56.4%
ISAEF	70,240	4,049	23,409		46,831	33.3%
JAIL EDUCATION PROGRAM	139,698	10,711	91,527		48,171	65.5%
JUVENILE DETENTION HOME	1,502,627	104,634	742,460	10,597	749,570	50.1%
MCKINNEY VENTO	86,059	4,196	16,513		69,546	19.2%
MYCAA-LPN	1,000				1,000	
NATIONAL BOARD CERTIFICATION INCENTIVE	400,000		400,000			100.0%
NETWORK IMPROVEMENT COMMUNITY (NIC)	2,500		1,120		1,380	44.8%
NEW TEACHER MENTOR	34,768				34,768	

VIRGINIA BEACH CITY PUBLIC SCHOOLS
STATEMENT OF EXPENDITURES AND ENCUMBRANCES
SCHOOL GRANTS FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 12

	<u>FY 2021</u> <u>APPROPRIATIONS</u>	<u>MONTH'S</u> <u>EXPENDITURES</u>	<u>YR-TO-DATE</u> <u>EXPENDITURES</u>	<u>OUTSTANDING</u> <u>ENCUMBRANCES</u>	<u>REMAINING</u> <u>BALANCE</u>	<u>PERCENT</u> <u>OBLIGATED</u>
POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT	19,702		15,434		4,268	78.3%
POST 9-11 GI BILL	1,626				1,626	
PRESCHOOL- IDEA SECTION 619	781,051	39,969	296,815		484,236	38.0%
PROJECT GRADUATION	112,500		15,567		96,933	13.8%
PROJECT HOPE - CITY WIDE SCA	2,454				2,454	
RACE TO GED	66,168	7,645	38,690		27,478	58.5%
RESERVE FOR CONTINGENCY	2,909,352				2,909,352	
SCHOOL SECURITY EQUIPMENT	102,746			82,241	20,505	80.0%
STARTALK	84,375		(133)		84,508	-0.2%
STEM COMPETITION	18,761				18,761	
TECHNOLOGY INITIATIVE	7,585,976		1,772,833		5,813,143	23.4%
TITLE I PART A	15,619,805	982,917	6,400,377	336,053	8,883,375	43.1%
TITLE I PART D SUBPART 1	36,909	1,465	7,992		28,917	21.7%
TITLE I PART D SUBPART 2	596,385	15,858	112,708		483,677	18.9%
TITLE II PART A	1,921,445	139,787	841,492		1,079,953	43.8%
TITLE III PART A LANGUAGE ACQUISITION	277,120	10,787	82,948	30,480	163,692	40.9%
TITLE IV PART A	1,916,796	45,671	412,266		1,504,530	21.5%
TITLE IV PART B 21ST CCLC-LYNNHAVEN ES	2,604				2,604	
TITLE IV PELL	30,200		14,002		16,198	46.4%
TITLE VI-B IDEA SECTION 611	19,100,100	1,414,126	8,555,065		10,545,035	44.8%
VA PRESCHOOL INITIATIVE	6,004,602	537,031	3,181,071		2,823,531	53.0%
VBEF SCHOOL PLUS COMMUNITY SUPER GRANT	4,989	952	4,783		206	95.9%
VIRGINIA MIDDLE SCHOOL TEACHER CORPS	5,000		2,596		2,404	51.9%
VPI+	33,243		33,243			100.0%
WORKPLACE READINESS	14,836				14,836	
TOTAL SCHOOL GRANTS FUND	<u>92,916,575</u>	<u>3,954,817</u>	<u>36,697,993</u>	<u>1,263,348</u>	<u>54,955,234</u>	40.9%

VIRGINIA BEACH CITY PUBLIC SCHOOLS
SCHOOL BOARD/CITY HEALTH INSURANCE FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 13

ASSETS:		LIABILITIES:	
CASH	83,193,232	CHECKS PAYABLE	421
		ACCOUNTS PAYABLE-HSA	287
		UNEARNED REVENUE	2,752,476
		EST CLAIMS-JUDGMENTS PAYABLE	8,255,000
		TOTAL LIABILITIES	11,008,184
		FUND EQUITY:	
		RETAINED EARNINGS	69,811,377
		ENCUMBRANCES	
		RESERVE FOR ENCUMBRANCES	
		EXPENSES	(98,383,521)
		REVENUES	100,757,192
		TOTAL FUND EQUITY	72,185,048
TOTAL ASSETS	83,193,232	TOTAL LIABILITIES AND FUND EQUITY	83,193,232

REVENUES:	MONTH'S	YEAR-TO-DATE	
	REALIZED	REALIZED	
INTEREST ON BANK DEPOSITS	18,887	418,561	
EMPLOYEE PREMIUMS-CITY	1,068,193	9,132,933	
EMPLOYER PREMIUMS-CITY	3,884,588	32,546,034	
EMPLOYEE PREMIUMS-SCHOOLS	1,477,422	11,901,662	
EMPLOYER PREMIUMS-SCHOOLS	5,926,569	46,530,207	
COBRA ADMINISTRATIVE FEE-CITY	8,783	106,926	
COBRA ADMINISTRATIVE FEE-SCHOOLS	15,373	120,869	
TOTAL REVENUES	12,399,815	100,757,192	
EXPENSES:	MONTH'S	YEAR-TO-DATE	OUTSTANDING
	EXPENSES	EXPENSES	ENCUMBRANCES
SALARIES AND BENEFITS	723,168	2,656,728	
HEALTH CLAIMS AND OTHER EXPENSES-CITY	3,627,065	39,226,221	
HEALTH CLAIMS AND OTHER EXPENSES-SCHOOLS	5,523,729	56,500,572	
TOTAL EXPENSES	9,873,962	98,383,521	

VIRGINIA BEACH CITY PUBLIC SCHOOLS
SCHOOL VENDING OPERATIONS FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 14

ASSETS:		LIABILITIES:	
CASH	85,712	TOTAL LIABILITIES	
		FUND EQUITY:	
		FUND BALANCE	55,772
		ESTIMATED REVENUE	(149,000)
		APPROPRIATIONS	155,000
		ENCUMBRANCES	
		RESERVE FOR ENCUMBRANCES	
		EXPENDITURES	(35,469)
		REVENUES	59,409
		TOTAL FUND EQUITY	85,712
TOTAL ASSETS	<u>85,712</u>	TOTAL LIABILITIES AND FUND EQUITY	<u>85,712</u>

	FY 2021 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED	FY 2020 PERCENT REALIZED
REVENUES:						
INTEREST ON BANK DEPOSITS		359	6,282	6,282		
VENDING OPERATIONS RECEIPTS	149,000	14,005	53,127	(95,873)	35.7%	65.2%
TOTAL REVENUES	149,000	14,364	59,409	(89,591)	39.9%	65.5%
PRIOR YEAR FUND BALANCE (PYFB)	6,000					
TOTAL REVENUES AND PYFB	<u>155,000</u>					

	FY 2021 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED	FY 2020 PERCENT OBLIGATED
EXPENDITURES:							
SCHOOL ALLOCATIONS	144,280	36,000	36,000		108,280	25.0%	103.8%
MATERIALS AND SUPPLIES	10,520		(531)		11,051	-5.0%	
PURCHASED SERVICES	200				200		
TOTAL	<u>155,000</u>	<u>36,000</u>	<u>35,469</u>		<u>119,531</u>	22.9%	99.9%

VIRGINIA BEACH CITY PUBLIC SCHOOLS
SCHOOL INSTRUCTIONAL TECHNOLOGY FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 15

ASSETS:		LIABILITIES:	
CASH	1,235,481	TOTAL LIABILITIES	
		FUND EQUITY:	
		FUND BALANCE	423,687
		ESTIMATED REVENUE	
		APPROPRIATIONS	698,000
		ENCUMBRANCES	
		RESERVE FOR ENCUMBRANCES	
		EXPENDITURES	
		REVENUES	113,794
		TOTAL FUND EQUITY	1,235,481
TOTAL ASSETS	1,235,481	TOTAL LIABILITIES AND FUND EQUITY	1,235,481

REVENUES:	FY 2021 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES
INTEREST ON BANK DEPOSITS		4,660	113,794	113,794
TOTAL REVENUES		4,660	113,794	113,794
PRIOR YEAR FUND BALANCE (PYFB)	698,000			
TOTAL REVENUES AND PYFB	698,000			

EXPENDITURES:	FY 2021 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE
MATERIALS AND SUPPLIES	698,000				698,000
TOTAL	698,000				698,000

VIRGINIA BEACH CITY PUBLIC SCHOOLS
SCHOOL EQUIPMENT REPLACEMENT FUND
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 16

ASSETS:		LIABILITIES:	
CASH	977,617	TOTAL LIABILITIES	
		FUND EQUITY:	
		FUND BALANCE	93,582
		ESTIMATED REVENUE	
		APPROPRIATIONS	1,051,000
		ENCUMBRANCES	50,303
		RESERVE FOR ENCUMBRANCES	(50,303)
		EXPENDITURES	(173,064)
		REVENUES	6,099
		TOTAL FUND EQUITY	977,617
TOTAL ASSETS	977,617	TOTAL LIABILITIES AND FUND EQUITY	977,617

REVENUES:	FY 2021 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES
INTEREST ON BANK DEPOSITS		233	6,099	6,099
TOTAL REVENUES		233	6,099	6,099
PRIOR YEAR FUND BALANCE (PYFB)	1,051,000			
TOTAL REVENUES AND PYFB	1,051,000			

EXPENDITURES:	FY 2021 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE
PURCHASED SERVICES			38,440	45,755	(84,195)
MATERIALS AND SUPPLIES	1,051,000		134,624	4,548	911,828
TOTAL	1,051,000		173,064	50,303	827,633

VIRGINIA BEACH CITY PUBLIC SCHOOLS
STATEMENT OF EXPENDITURES AND ENCUMBRANCES
CAPITAL PROJECTS
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B 17

	FY 2021 APPROPRIATIONS	MONTH'S EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PROJECT-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED
601001-RENOV-REPLACMT-ENERGY MGMT II	9,475,000	733	207,773	7,030,293	73,515	2,371,192	74.97%
601002-TENNIS COURT RENOVATIONS II	1,400,000		16,701	1,008,906		391,094	72.06%
601005-JOHN B DEY ES MODERNIZATION	28,040,076	176	438,521	27,228,930	158,315	652,831	97.67%
601006-THOROUGHGOOD ES REPLACEMENT	32,470,000	932,664	1,587,896	32,279,268	61,182	129,550	99.60%
601007-PRINCESS ANNE MS REPLACEMENT	77,238,759	1,494,778	12,719,291	68,016,775	8,185,208	1,036,776	98.66%
601008-SCHOOL BUS FACILITY RENOVATION-EXPANSION	21,821,574			21,821,574			100.00%
601009-COMPREHENSIVE LONG RANGE FACILITIES PLANNING UPD	284,602			284,602			100.00%
601010-RENOV & REPLACE-GROUNDS PHASE II	11,675,000		100	11,672,701		2,299	99.98%
601012-RENOV & REPLACE-HVAC SYSTEMS PHASE II	45,367,724			45,365,842	1,473	409	100.00%
601013-RENOV & REPLACE-REROOFING PHASE II	35,025,639	13,608	138,839	34,923,261	102,378		100.00%
601014-RENOV & REPLACE-VARIOUS PHASE II	15,033,273			15,021,915	8,861	2,497	99.98%
601015-PRINCESS ANNE HS REPLACEMENT	43,462,277					43,462,277	
601016-ENERGY PERFORMANCE CONTRACTS PHASE II	25,000,000	337,788	3,989,506	18,419,434	4,465,061	2,115,505	99.90%
601017-RENOV & REPLACE-GROUND PH III	9,229,510	66,959	564,859	1,947,391	1,640,613	5,641,506	38.88%
601018-RENOV & REPLACE-HVAC PH III	20,371,541	106,598	6,002,456	16,855,208	1,904,874	1,611,459	92.09%
601019-RENOV & REPLACE-REROOFING PH III	11,650,000	6,403	3,364,714	5,102,122	2,407,906	4,139,972	64.46%
601020-RENOV & REPLACE - VARIOUS PH III	13,491,223	22,463	1,137,589	3,695,881	1,585,742	8,209,600	39.15%
601021-PLAZA ANNEX-LASKIN ROAD ADDITION	13,500,000	583,864	5,582,174	11,762,917	1,403,719	333,364	97.53%
601022-ELEMENTARY PLAYGROUND EQUIPMENT REP	1,084,737		134,206	797,904	186,194	100,639	90.72%
601023-STUDENT DATA MANAGEMENT SYSTEM	12,187,001	43,024	48,700	12,097,873		89,128	99.27%
601024-KEMPS LANDING-ODC REPLACEMENT	63,514,563			63,514,562		1	100.00%
601025-SCHOOL HR-PAYROLL	9,196,000			8,867,573		328,427	96.43%
601026-LYNNHAVEN MIDDLE SCHOOL EXPANSION	21,500,000		78,308	78,308	677,243	20,744,449	3.51%
601027-RENOV & REPLACE-SAFE SCHOOLS IMPROVEMENTS	200,000		57,267	57,267	73,514	69,219	65.39%
601999-PAYROLL ALLOCATION		104,305	208,601	208,601		(208,601)	
TOTAL CAPITAL PROJECTS	522,218,499	3,713,363	36,277,501	408,059,108	22,935,798	91,223,593	82.53%

VIRGINIA BEACH CITY PUBLIC SCHOOLS
GREEN RUN COLLEGIATE CHARTER SCHOOL
JULY 1, 2020 THROUGH FEBRUARY 28, 2021

B18

ASSETS:		LIABILITIES:	
CASH	2,208,320.00	CHECKS PAYABLE	
		SALARIES PAYABLE-OPTIONS	152,979
		FICA PAYABLE-OPTIONS	11,703
		TOTAL LIABILITIES	<u>164,682</u>
		FUND EQUITY:	
		FUND BALANCE	700
		ESTIMATED REVENUE	(4,076,486)
		APPROPRIATIONS	4,076,486
		ENCUMBRANCES	227
		RESERVE FOR ENCUMBRANCES	(227)
		EXPENDITURES	(2,033,548)
		REVENUES	4,076,486
		TOTAL FUND EQUITY	<u>2,043,638</u>
TOTAL ASSETS	<u>2,208,320</u>	TOTAL LIABILITIES AND FUND EQUITY	<u>2,208,320</u>

	FY 2021 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED	FY 2020 PERCENT REALIZED
REVENUES:						
TRANSFER FROM GENERAL FUND	4,076,486		4,076,486		100.0%	100.0%
TOTAL REVENUES	<u>4,076,486</u>		<u>4,076,486</u>		100.0%	100.0%

	FY 2021 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED	FY 2020 PERCENT OBLIGATED
EXPENDITURES:							
PERSONNEL SERVICES	2,414,953	226,539	1,397,581		1,017,372	57.9%	57.8%
FRINGE BENEFITS	870,157	81,408	504,932		365,225	58.0%	60.8%
PURCHASED SERVICES	412,672	21,040	58,196		354,476	14.1%	42.9%
OTHER CHARGES	77,339	1,976	11,531		65,808	14.9%	58.6%
MATERIALS AND SUPPLIES	301,365	4,917	61,308	227	239,830	20.4%	41.0%
TOTAL	<u>4,076,486</u>	<u>335,880</u>	<u>2,033,548</u>	<u>227</u>	<u>2,042,711</u>	49.9%	56.0%



Subject: 2021-2022 School Calendar **Item Number:** 13B

Section: Information **Date:** March 23, 2021

Senior Staff: Donald E. Robertson, Jr., Ph.D., Chief Schools Officer

Prepared by: Donald E. Robertson, Jr., Ph.D., Chief Schools Officer, Dept. of School Leadership
Natalie N. Allen, Chief Communications and Community Engagement Officer, Dept. of
Communications and Community Engagement

Presenter(s): Donald E. Robertson, Jr., Ph.D., Chief Schools Officer, Dept. of School Leadership
Natalie N. Allen, Chief Communications and Community Engagement Officer, Dept. of
Communications and Community Engagement

Recommendation:

That the School Board receive and review the two calendar options and administration's recommendation for the 2021-2022 school year. The two calendars have been created based upon information and feedback received from the calendar workgroup, which is comprised of division stakeholders.

Background Summary:

Administration worked with the calendar workgroup, our newly assembled Interfaith Council, and met with the Regional Calendar Committee—which includes representatives from the surrounding divisions—and reviewed and compiled data from previously supplied community feedback.

Source:

Calendar workgroup, Regional Calendar Committee, community feedback and calendar presentation for the 2021-2022

Budget Impact:

None



Subject: 2021-22 Special Education Annual Plan/Part B Flow-Through Application Item Number: 13C

Section: Information **Date:** March 23, 2021

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

Prepared by: Roni Myers-Daub, Ed.D., Executive Director of Programs for Exceptional Children

Presenter(s): Roni Myers-Daub, Ed.D., Executive Director of Programs for Exceptional Children

Recommendation:

That the School Board reviews the 2021-22 Special Education Annual Plan/Part B Flow-Through Application.

Background Summary:

All school divisions in Virginia are required to establish eligibility for funding under the *Individuals with Disabilities Education Improvement Act (IDEA)*. IDEA and the implemented federal and state regulations require that each local school division, in providing for the education of students with disabilities within its jurisdiction, have in effect policies and procedures that are consistent with the Virginia Department of Education's (VDOE) policies and procedures. These policies and procedures have been established in accordance with IDEA. For this and the last several application periods, all submissions have been made via electronic transmission. All assurances are aligned with the provisions in *The Regulations Governing Special Education Programs for Children with Disabilities in Virginia*. As required, the VBCPS Special Education Advisory Committee (SEAC) reviewed this document with the Policy Subcommittee, and as a whole Committee, during March 2021.

This current Special Education Annual Plan contains no substantive changes to policies or procedures. Only those changes (e.g., implementation of prior approved funding proposals, proposed budgets for 611 and 619) required in an application for new funding have been made. The Special Education Annual Plan, when approved by the School Board, assures the school division's compliance with federal and state regulations pertaining to students with disabilities.

Source:

Individuals with Disabilities Education Improvement Act – 2004

Regulations Governing Special Education Programs for Children with Disabilities in Virginia – January 25, 2010

Budget Impact:

Approval of the Special Education Annual Plan/Part B Flow-Through Application by the School Board and the Virginia Department of Education is a prerequisite for the receipt of federal funds requested in the Part VI-B Flow-Through Application.



Subject: Equity Updates **Item Number:** 13D

Section: Information **Date:** March 23, 2021

Senior Staff: LaQuiche R. Parrott, Ed.D., Director of Diversity, Equity & Inclusion

Prepared by: LaQuiche R. Parrott, Ed.D., Director of Diversity, Equity & Inclusion

Presenter(s): LaQuiche R. Parrott, Ed.D., Director of Diversity, Equity & Inclusion

Recommendation:

That the School Board receive an Equity update.

Background Summary:

The School Board adopted Policy 5-4 Educational Equity on September 9, 2020. This update will include the progress of the equity assessment and current professional learning offerings for teachers and school leaders.

The office remains committed to providing and supporting inclusive teaching and learning opportunities for students, staff, and the community.

Source:

Office for Diversity, Equity & Inclusion

Budget Impact:

N/A



Subject: Policy Review Committee Recommendations **Item Number:** 13E 1-9

Section: Information **Date:** March 23, 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 March 11, 2021 meeting and presented to the School Board for the March 23, 2021 Information Agenda.

Background Summary

1. **Appendix B/School Board Standing Rules-** the PRC recommends amending Appendix B to add committees, organizations and boards to the committee reports section of the Agenda, amending the language regarding speakers, and removing the workshop location as the Einstein.lab.
2. **Policy 3-32/ Emergency/Small/Sole Source Purchases-** the PRC recommends amending the small purchase amount to \$200,000.
3. **Policy 5-23/Students of Twenty Years-** the PRC recommends amending Policy 5-23 to reflect current law regarding student ages for regular education, for students identified for special education services, and adult education enrollment.
4. **Policy 5-38/Freedom of Speech-** the PRC recommends amending Policy 5-38 to incorporate publications (currently in Policy 5-39) and updating language and expectations regarding student speech and expression.
5. **Policy 5-39/Publications-** the PRC recommends repealing Policy 5-39 and incorporating the language into Policy 5-38.
6. **Policy 5-46/ Student Government/City-Wide Student Cooperative Association-** the PRC recommends only minor scrivener's changes to Policy 5-46.
7. **Policy 5-69/Fees/Materials/Deposits/Reimbursements-** the PRC recommends significant amendments to Policy 5-69 that reflect changes in the law and that will promote equity for students with limited financial means.
8. **Policy 5-74/Fingerprinting/Videotaping-** the PRC recommends repealing Policy 5-74 as fingerprinting and videotaping of students is no longer a School Division function but is provided through outside partner groups.
9. **Policy 5-75/Indigent Students-** the PRC recommends repealing Policy 5-75 because the designation of students as indigent is not an equitable practice and other policies and regulations address financial assistance and waiver of costs for students with limited financial means.

Source:

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

Budget Impact:

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. ~~Standing Committee~~, Organization or 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, organization 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

Related Links

School Board [Bylaw 1-18](#)

School Board [Bylaw 1-37](#)

School Board [Bylaw 1-39](#)

School Board [Bylaw 1-40](#)

Adopted by the School Board: February 20, 2001

Amended by the School Board: July 3, 2001

Amended by the School Board: July 2, 2002

Amended by the School Board: July 1, 2003

Amended by the School Board: July 6, 2004

Amended by the School Board: July 5, 2005

Amended by the School Board: July 8, 2006

Amended by the School Board: July 12, 2007

Amended by the School Board: December 2, 2008

Amended by the School Board: August 18, 2015

Amended by School Board: August 2, 2016

Amended by School Board: October 10, 2017

Amended by School Board: March 27, 2018

Amended by School Board: September 9, 2020

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Emergency/Small/Sole Source Purchases

A. Emergency Purchases

An emergency shall be deemed to exist when a breakdown in machinery or equipment and/or a threatened termination of essential services or a dangerous condition develops, or when any unforeseen circumstances arise causing curtailment or diminution of an essential service or where materials or services are needed to prevent loss of life or property.

In case of emergency, a contract may be awarded without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be submitted to the School Board and included in the contract file. Public notice will be made as required by law or regulation.

B. Small Purchases/Professional Service Contracts

All purchases of goods, contractual services, insurance and capital improvements where the aggregate or sum of all phases is estimated to be less than ~~\$200,000~~ ~~100,000~~ in value, shall not be subject to the requirements of the competitive sealed bidding procedures as described in School Board Policy 3-35 or competitive negotiation. However, when the aggregate or sum of all phases is estimated to be between ~~\$30,000~~ 50,000 and ~~\$100,000~~ 200,000, the purchasing authority will, when practicable, obtain three informal solicitations or proposals, document such solicitations or proposals, and document the basis for choosing the vendor/contractor. If no other vendor/contractor is practicably available to provide the goods or services or the purchasing authority is unable to obtain solicitations or proposals, the purchasing authority will document this information and proceed with the purchase.

The following items, when purchased in dollar amounts below ~~\$100,000~~ 200,000, shall be exempt from competition:

1. Instructional Materials-as determined by the Director of Purchasing;
2. Instructional Software and Digital Resources;
3. Assessment Test; and
4. Industry Standard Certifications.

Single or term contracts for professional services shall not be subject to the requirement of competitive negotiation of School Board Policy 3-38 where the aggregate or the sum of all phases is not expected to exceed ~~\$30,000~~ 80,000; however, the purchasing authority shall provide for competition wherever practicable. Professional services are exempt from these provisions.

C. Sole/Single Source Purchases

1. When only one known source exists or can be practicably identified or only one single supplier can fulfill the requirements for a purchase or the provision of services, the purchasing authority may purchase or enter into a contract without using competitive processes if the following procedures are followed. Acceptable reasons for sole/single source purchases:
 - a. Only one known source exists for the supplies or services as determined by documented research;
 - b. No other reasonable alternative source exists or can reasonably be identified that meets the purchasing authority's requirements;
 - c. Only one source meets the business needs of the purchasing authority (e.g. compatibility; unique or special features or services);
 - d. Procurement of public utility services;
 - e. Compatibility (such as purchasing authority requires specific piece of equipment to be compatible with existing equipment);
 - f. Limited or proprietary systems, services (i.e. additional licenses, updates, specialized replacement parts, etc.)
 - g. A unique professional expert is required;
 - h. Sales territories or product availability within limited geographic boundaries;
 - i. Unique or proprietary services owned or licensed by a person or corporation (motivational speakers, comedians, artists, musicians, singers, actors, etc.); and
 - j. Other reasons consistent with applicable law and regulation and as approved by the Director of Purchasing.
2. What does not constitute acceptable reasons for sole/single source purchases
 - a. Purchasing authority's preference for a brand name product or service or preference for particular vendor/contractor;
 - b. The "uniqueness" alone of a good or service without justification of the reasons no other good or service will meet the requirements and without written agreement of the Director of Purchasing that no other good or service can meet the requirements; and

- c. Failure of the purchasing authority to follow purchasing procedures or plan adequate time to complete competitive procurement procedures or contract approval process.
- 3. Sole/single source procedure
 - a. Purchasing authority must provide written justification to support the sole/single source request. Such request must include the following:
 - 1. A description of the unique features or reasons that justify not following competitive negotiation procedures;
 - 2. Documented research supporting the determination that the vendor/contractor is the only known source or only practicably identifiable source;
 - 3. Documented compatibility, licensing or related issues; and
 - 4. Other supporting evidence.
- 4. Approval of sole/single source determination
 - a. The purchasing authority will submit the written justification and supporting documentation to the Director of Purchasing for approval prior to purchasing goods or services;
 - b. The Director of Purchasing or designee will review the supporting documentation and approve the written justification, reject the written justification or request further supporting information for consideration before rendering a decision;
 - c. Public notice of the sole/single source determination will be made in accordance with applicable law or regulation; and
 - d. The purchasing authority will not be authorized to proceed with the purchase or contract for services or goods without approval from the Director of Purchasing.

Editor's Note

See also the School Division's "Purchasing Services Handbook."

Legal Reference

Code of Virginia § 2.2-3100, et seq., as amended. State and Local Government Conflict of Interests Act.

Code of Virginia § 2.2-4300, et seq., as amended. Virginia Public Procurement Act.

Code of Virginia § 2.2-4370, as amended. Disclosure of subsequent employment.

Related Links

School Board **Policy 3-35**

School Board **Policy 3-38**

Adopted by School Board: February 16, 1993

Amended by School Board: October 19, 1999

Amended by School Board: August 2, 2000

Amended by School Board: September 3, 2002

Amended by School Board: December 20, 2011

Amended by School Board: September 16, 2014

Amended by School Board: February 13, 2018

Amended by School Board: September 9, 2020

STUDENTS

Students Over ~~Twenty (20)~~ Years of Age

A. Regular education students

The ~~s~~Superintendent ~~or designee will~~~~shall create~~ ~~provide~~ a review process for currently enrolled regular education students who have reached the age of twenty (20) and who require additional time to complete their studies toward a high school diploma, a GED or and certificate of completion. The School Division will retain the right to determine all conditions for continued enrollment including any associated costs or fees.

B. Students eligible for special education services

Students who are found eligible for special education services, who have not graduated with a standard or advanced high school diploma and who have not reached their twenty second (22nd) birthday on or before September 30th may be enrolled or remain enrolled and can remain enrolled for until the end of the regular school year. An enrolled student found eligible for special education services and who has not graduated with a standard or advanced high school diploma but whose 22nd birthday happens after September 30th remains eligible for the remainder of the regular school year.

C. Adult education programs

Adults over the age of twenty years old may be enrolled in an adult education programs under conditions set forth by the Superintendent or designee.

~~and wish to continue in day school.~~

Legal references

Code of Virginia §22.1-213, as amended. Definitions.

Code of Federal Regulations, 34 C.F.R. 300.101(a) and 34 C.F.R. 300.102(a)(3)(ii).

Adopted by School Board: October 21, 1969

Amended by School Board: February 20, 1979

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

Amended by School Board: 2021

STUDENTS

Freedom of Speech and Expression- Students

A. Generally

Schools, by their very nature, must encourage free inquiry and free expression of ideas. ~~Oral expression is needed as a learning mechanism and as a psychological outlet.~~ Schools should provide opportunities for the students to express themselves. ~~orally.~~ Schools should provide age appropriate guidance and instruction on the rights, privileges, responsibilities, and consequences of freedom of speech and expression.

B. Student publications or creations

The Superintendent or designee is authorized to develop regulations and guidance for school sponsored student publications or creations. Such publications or creations can include but are not limited to: classwork or assignments; yearbooks; newspapers; journals; compilations of student works; flyers or advertisements; video, photographic, electronic or other media creations and postings; works of art; other visual, auditory or tangible creations. Student publications or creations not related to a school sponsored class, activity or program may be subject to reasonable limitations regarding the time, place or manner of distribution or expression on School Division property, buildings, computer systems, or at school sponsored events.

B.C. Guidelines

1. Students have the right to free and dynamic expression of ideas. Such expression shall include the ~~personal opinion~~ opinions of students. Controversial ideas are not to be avoided however, students should be provided guidance regarding when a student may be limited or disciplined for expression or speech.
2. Students shall not be forced by any means to accept a purely personal and arbitrary opinion or idea.
3. A forum for the expression of legitimate student concerns shall be established and maintained for the secondary schools and shall be attended by appropriate staff representatives when in session. It is recommended that the school follow one of the two methods described below, when setting up such a forum:
 - a. a sub-committee of the student cooperative association, or
 - b. a panel of students, parents, teachers, and administrators.

4. ~~A s~~Students whose expression or speech violates the Code of Student Conduct or applicable law, regulation or policy may be disciplined accordingly. who engage in offensive obscenity and slander during dialogues may subject themselves to discipline in accord with clearly defined policies of the school board and the implementing regulations of the school administration. The student's right to appeal a decision regarding the student's expression or speech shall be governed by School Board policy and regulation as well as applicable law. The right of appeal on the part of the student is guaranteed.
5. The Superintendent or designee is authorized to determine when a student's expression, speech, publication or creation has or is reasonably anticipated to disrupt the educational and/or work environment or violate applicable policy, regulation or law. No person shall have the right to speak in such a way as to significantly disrupt the educational process. The Superintendent or designee may use different criteria for determining disruption of the educational and/or work environment based on the age, and intellectual capacity of the students involved in the matter.
6. ~~Any person speaking solely or partially for the purpose of infringing on the rights of others is beyond his or her~~their right of freedom of speech

Editor's Note

For student publications see School Board Policy 5-39 and any implementing regulations.

Legal Reference

~~Tinker v. Des Moines Independent School District, 393 U.S. 503 (1969)~~

~~Bethel School Dist. No. 403 v. Fraser, 106 S. Ct. 3159 (1986).~~

Related Links

School Board Policy 5-39

Adopted by School Board: June 16, 1981

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

Amended by School Board: 2021

STUDENTS

Publications

~~The sSchool bBoard supports the students' rights to freedom of expression within the context of the guarantee of First Amendment rights. The Ssuperintendent shall develop regulations governing student publication of questionable materials.~~

Legal Reference

~~Trachtman v. Anker, 563 F.2d 512 (2d Cir. 1977)~~

~~Hazelwood School District v. Kuhlmeir, (U.S. Supreme Court, January 13, 1988).~~

Adopted by School Board: June 16, 1981

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

Repealed by School Board: 2021

STUDENTS

Student Government/City-Wide Student Cooperative Association

A. Student Government

The ~~s~~School ~~b~~B~~o~~ard encourages the participation of students in responsible planning and governing of student activities and school improvements. The School ~~b~~B~~o~~ard encourages effective student cooperative associations in all secondary schools. The constitutions of the student cooperative associations shall set forth the limits of student authority and shall delineate those areas in which the students' functions shall be of an advisory nature from those areas over which they may exert controls. Such constitutions shall be subject to the approval of the School ~~A~~administration.

B. City-Wide Student Cooperative Association

The ~~s~~School ~~b~~B~~o~~ard endorses the City-Wide Student Cooperative Association of Virginia Beach and its purposes;

1. To establish a pattern of cooperation, friendship and service among the School ~~D~~ivision's secondary schools, and
2. To serve as a clearing house for ideas and events which are important to the students of these schools.

Adopted by School Board: June 15, 1993 (Effective August 14, 1993)
Amended by School Board: 2021

STUDENTS

Fees/Materials/Deposits/Reimbursements

A. Generally

1. Fees and charges approved by the School Board

No fees or charges may be levied on students except when approved by the ~~s~~School ~~b~~Board and when specifically permitted by law or the regulations of the Virginia Board of Education or the General Assembly. ~~Scholastic report cards or diplomas shall not be withheld because of nonpayment of fees or charges.~~

a. The School Board will annually adopt a schedule of fees and charges for students.

b. Such schedule will include provisions for reducing or waiving fees or charges as well as the consequences for nonpayment of fees. The schedule may refer to policies, regulations or guidelines that address such matters.

c. Eligible students, parents/legal guardians of minor students will be provided informed of the fee schedule annually and the fee schedule will be posted on the School Division's website.

2. Financial assistance or waiver for students and families

The Superintendent or designee are authorized to provide financial assistance or waiver of fees and charges when students or families may not have the financial means to pay fees or charges. At the discretion of the Superintendent/designee and consistent with applicable law, policy or regulation, all students and families may be exempted from fees and charges when doing so will promote an equitable and inclusive opportunity for all students and families.

3. Fees and charges for voluntary school and extracurricular activities

Students may be charged for their participation in school activities or extracurricular activities of a voluntary nature if fees or charges are approved by the School Bboard. Before recommending a fee or charge for voluntary school activities or extracurricular activities, the school administrator will consider the impact that such fee or charge may have on the inclusivity and equity opportunity for students.

4. Prohibited actions based on nonpayment of fees or charges

a. A student may not be suspended or expelled or have sscholastic report cards, ~~or~~ diplomas, or class schedules shall not be withheld because of nonpayment of fees or charges.

b. A student may not be denied a school provided meal based on inability to pay or unpaid prior meal fees or charges. The Superintendent is authorized to take actions to collect unpaid meal fees or charges consistent with applicable law.

B. Admission Fees and Charges

Reasonable fees and charges may be collected for admission to athletic contests, student performances that are open to the public and other programs sponsored by the school.

C. Voluntary Class and Membership Dues

Approved student organizations and classes may assess their members. These dues shall not exceed an amount approved by the principal and will take into consideration the impact that such dues may have on the inclusivity and equity opportunities for students.

D. Lockers and Locks

A fee may be charged for the use of school lockers. All locks on school lockers must be approved by the school administrator.

E. Library Fines

Students may be assessed reasonable fines for overdue books, ~~materials~~materials, and equipment.

F. Material Charges and Rentals

1. Classroom Materials

Students may be required to purchase or rent materials other than instructional materials used in a class.

2. Students may be required to purchase or rent musical instruments and personal attire for voluntary participation in organizations sponsored by the school.

G. Fees for Classes and Programs

Persons attending adult education programs, night school, summer school, postgraduate classes or behind-the-wheel phase of driver education may be charged a fee approved by the School Board.

H. Field Trip Fees and Charges

Students may be charged for transportation and admission fees for cultural, enrichment programs or extracurricular activities when:

1. Participation is voluntary.
2. Participation is not required for any course of study.
3. The activity is of a type authorized by policy or regulation ~~the board~~ and approved by the principal as a qualifying activity.
4. The trip or program is not covered by an activity fund.
5. The funds are available to pay for those students who are financially unable to pay the fee and have expressed the intent to ~~could not~~ otherwise participate.

I. Textbooks and other educational materials

The ~~s~~Superintendent shall establish regulations regarding payment for textbooks, other educational materials and supplementary materials.

Editor's Notes

~~For field trips see School Board Policy 6-56 and implementing regulations.~~

~~For driver education fee see the legal reference to School Board Policy 6-28.~~

Legal Reference

Code of Virginia, § 22.1-6, as amended. Permitted fees and charges.

Code of Virginia §22.1-79.1:1, as amended. School meals; availability to students.

Code of Virginia, § 22.1-176, as amended. Transportation of pupils authorized; when fee may be charged; contributions; regulations of Board of Education.

Code of Virginia, § 22.1-276, as amended. Liability of pupils for destruction of property.

~~Virginia Board of Education Regulations, "Governing Fees and Charges."~~

~~1. § 1.1 No fees or charges as noted below may be levied on any pupil by any school board unless authorized by the Board of Education; further, no pupils' scholastic report card or diploma shall be withheld because of nonpayment of any such fee or charge.~~

~~2. § 1.2 Fees may be charged for:~~

~~A. Class dues~~

~~B. Voluntary student activities~~

~~C. Night school classes~~

~~D. Postgraduate classes~~

~~E. Summer school~~

~~F. Rental textbooks~~

~~G. Musical instruments used in regularly scheduled instructional classes~~

~~H. Library fees~~

~~3. § 1.3 Nothing in this regulation shall be construed to prohibit the school board of any county, city, or town from making supplies, services, or materials available to pupils at cost. Nor is it a violation to make a charge for a field trip or an educational related program that is not a required activity.~~

~~4. § 1.4 Deposits may be required when return of an item used results in a return of the fees deposited.~~

~~5. § 1.5 This regulation is not intended to cover operations of school stores or other fund raising activities. These activities are covered by opinions of the Attorney General and certain practices which may be approved by auditors." (January 1991)~~

Virginia Board of Education Regulations, "Governing Textbook Fund, Management and Handling on Local Level." (January 1991)

Virginia Board of Education Regulations 8VAC20-720-80, as amended. Student fees and charges.

Related Links

School Board **Policy 6-28**

School Board **Policy 6-56**

School Board **Regulation 6-56.1**

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: June 15, 1993 (Effective August 14, 1993)

Amended by School Board: 2021

STUDENTS

Fingerprinting/Videotaping

~~The School Board approves the fingerprinting and videotaping in grades K-12 by law enforcement agencies under the following conditions:~~

- ~~1. Parental permission must be obtained.~~
- ~~2. No fee shall be charged.~~
- ~~3. The prints shall be kept by the parents, or guardian(s).~~

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

Repealed by School Board: 2021

STUDENTS

Indigent Students

~~Indigent students are entitled to the school services available to meet their needs. Principals and teachers are to use all resources available for the welfare of indigent students through the department of welfare, civic clubs, churches and parent teacher associations.~~

~~The sSchool bBoard will provide free textbooks to all students.~~

~~Free and reduced price lunches will be provided to those students who qualify under state and federal regulations.~~

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

Repealed by School Board: 2021