



# 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

**Daniel D. Edwards**  
District 2 – Kempsville

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

**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*** **Wednesday, September 9, 2020**

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](http://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 September 9, 2020 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 September 9, 2020. 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. The School Board will hear Agenda Item speakers until 7:30 pm on September 9, 2020 and will then suspend speakers to conduct the regular School Board Meeting. Before concluding the Regular School Board Meeting, the School Board will resume hearing comments from the Agenda Item speakers. Non-Agenda Item speakers will be heard after the Conclusion of the Regular School Board Meeting. 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/webinar/register/WN\\_n4wO4fRMQ6eLGYgx-95IIQ](https://us02web.zoom.us/webinar/register/WN_n4wO4fRMQ6eLGYgx-95IIQ) Call-in (301) 715-8592 ID 883 8114 4780

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

(757) 263-1016

### **INFORMAL MEETING**

1. **Convene School Board Workshop ..... 3:30 p.m.**
  - A. School Board Administrative Matters and Reports
  - B. Updates on the Reopening of Schools
  - C. Transportation Updates

2. **Closed Meeting: (as needed)**

### **FORMAL MEETING**

3. **Call to Order and Verbal Roll Call..... 6:00 p.m.**
4. **Moment of Silence followed by the Pledge of Allegiance**



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## **School Board Regular Meeting Agenda (continued)** **Wednesday, September 9, 2020**

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

### **6. Superintendent's Report**

### **7. Hearing of Citizens and Delegations on Agenda Items**

The School Board will hear public comment on Agenda items at the September 9, 2020 School Board Meeting. Citizens may sign up to speak by completing the [online form here](#) or contacting the School Board Clerk at 263-1016 and shall be allocated 4 minutes each. Sign up for public speakers will close at noon on September 9, 2020. 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 before 6:00 p.m. September 9, 2020. 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.

### **8. Approval of Minutes: August 25, 2020 Regular School Board Meeting**

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

### **10. Consent Agenda**

All items under the Consent Agenda are enacted on by one motion. During item 9 – Adoption of the Agenda – School Board members may request any item on the Consent Agenda be moved to the Action portion of the regular agenda.

- A. Program Evaluation Schedule 2020-2021
- B. National Hispanic Heritage Month
- C. Suicide Prevention Week
- D. Religious Exemption(s)

### **11. Action**

- A. Personnel Report / Administrative Appointment(s) **Updated 09/10/2020**
- B. Policy Review Committee Recommendations
  - 1. PRC Equity Policy
  - 2. Bylaw Appendix B / School Board Standing Rules
  - 3. Bylaw 1-18/ Officers: Elections and Terms of Office
  - 4. Bylaw 1-39/ Agenda Preparations
  - 5. Bylaw 1-47/ Public Comments at School Board Meetings
  - 6. Policy 3-32/ Emergency/Small/Sole Source Purchases
  - 7. Policy 3-89/ General Contract Execution

### **12. Information**

- A. Budget Calendar
- B. Updates on Student Scheduling and Transportation

### **13. Standing Committee Reports**

### **14. Conclusion of Formal Meeting**

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

The School Board will hear public comment on Non-Agenda items at the September 9, 2020 School Board Meeting. Citizens may sign up to speak by completing the [online form here](#) or contacting the School Board Clerk at 263-1016 and shall be allocated 4 minutes each. Sign up for public speakers will close at noon on September 9, 2020. 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 before 6:00 p.m. September 9, 2020. 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.

### **16. Workshop (as needed)**

### **17. Closed Meeting (as needed)**

### **18. Vote on Remaining Action Items (as needed)**

### **19. Adjournment**



**Subject:** Updates on the Reopening of Schools **Item Number:** 1B

**Section:** Workshop **Date:** September 9, 2020

**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

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

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

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

David Din, Chief Information Officer, Department of Technology

**Recommendations:**

That the School Board receive an update on final preparations for the reopening of schools.

**Background Summary:**

The “VBCPS Fall 2020 Plan” was approved by the School Board on July 28, 2020.

**Source:**

School Board Minutes – July 28, 2020

**Budget Impact:**

TBD



**Subject:** Annual Update of Transportation Services SY 2020-21 **Item Number:** 1C

**Section:** Workshop **Date:** September 9, 2020

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

**Prepared by:** Jack Freeman, Chief Operations Officer, Department of School Division Services  
David L. Pace, Executive Director of Transportation and Fleet Management Services

**Presenter(s):** Jack Freeman, Chief Operations Officer, Department of School Division Services  
David L. Pace, Executive Director of Transportation and Fleet Management Services

**Recommendation:**

That the School Board receive information regarding student transportation for school reopening with comprehensive COVID-19 safety training and an update on transportation technology.

**Background Summary:**

**Source:**

**Budget Impact:**



**Subject:** Approval of Minutes **Item Number:** 8

**Section:** Approval of Minutes **Date:** September 9, 2020

**Senior Staff:** N/A

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

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

**Recommendation:**

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

- August 25, 2020 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.

**Background Summary:**

**Source:**

Bylaw 1-40

**Budget Impact:**

N/A



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

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## School Board Regular Meeting MINUTES

**Tuesday, August 25, 2020**

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

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## INFORMAL MEETING

1. **Convene School Board Workshop:** Chairwoman Rye convened the School Board workshop at 4:03 p.m. on the 25<sup>th</sup> day of August 2020 and announced pursuant to the State of Emergency related to the COVID-19 pandemic, the Governor's Executive Orders, the Virginia Freedom of Information Act as amended by the Virginia General Assembly and the School Board's April 7, 2020 Emergency Resolution, the School Board and selected staff members will meet in person at the School Administration Building however, at this time it is impractical and unsafe to allow other persons to attend the School Board Meeting due to physical distancing and safety precautions related to the pandemic. Members of the public will be able to observe the School Board Meeting through livestreaming on [www.vbschools.com](http://www.vbschools.com), broadcast on VBT Channel 47, and on Zoom. The following School Board members were present in the School Board chambers: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Mr. Edwards, Ms. Felton, Ms. Holtz, Ms. Hughes, Ms. Manning, and Ms. Riggs. The following School Board member was attending the workshop via Zoom: Ms. Owens. Note: Ms. Weems was not present on Zoom at the start of the workshop. Ms. Weems joined the workshop at 4:57 p.m. via Zoom.
  - A. **School Board Administrative Matters and Reports:** Chairwoman Rye mentioned the new teacher orientation in which 350 teachers were in attendance via Zoom. Chairwoman Rye and Superintendent Spence had the opportunity to address the new teachers. With no other updates, Chairwoman Rye introduced the first workshop presentation.
  - B. **Update on the Reopening of Schools:** The presenters were Marc A. Bergin, Ed.D., Chief of Staff; Donald E. Robertson, Ph.D., Chief Schools Officer; Kipp Rogers, Ph.D., Chief Academic Officer; Jack Freeman, Chief Operations Officer; David Din, Chief Information Officer; and Sharon L. Shewbridge, Ph.D., Director, Office of Instructional Technology.

Dr. Bergin began the presentation with an overview of presenters and presentation outline; reviewed current health metrics (percent positivity and new cases) from Virginia Department of Health (VDH); summary of final results from student registration verification – 53% Option 1: Face-to-Face, 39% Option 2: Virtual Learning Center, 8% Unverified; which were defaulted into Option 1 for a total of 61% Face-to-Face; Dr. Bergin introduced Dr. Robertson.

Dr. Robertson continued the presentation with an update on student scheduling status – released virtual and in-person learning daily schedules, nearing completion of student and staff scheduling/assignment process, scheduling challenges: matching family choice and teacher preference, course selections at the secondary level; timeline for sharing schedules – August 27 teacher assignments, August 28 elementary



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schools mail student schedules, August 31 secondary schools make student schedules viewable in ParentVue and StudentVue; plans to create online tutoring center. Dr. Robertson introduced Mr. Freeman.

Mr. Freeman provided an operational/facilities update regarding signage at schools; plexiglass shield at office counter and security desk; floor and wall signs; classroom spacing of desks; sanitization products: hand sanitizer and disinfectant spray for classrooms and office; custodial sanitizing equipment. Mr. Freeman introduced Dr. Rogers.

Dr. Rogers continued the presentation and discussed in-person return of designated groups of students with disabilities; reviewed the three phases of professional learning plan for teaching remotely; phase one included: development of PreK-12 Continuity of Learning website, instructional technology specialist (ITS) trained on best platforms, weekly tip sheet; phase two included: insights from 400+ teachers who taught during Virtual Summer Learning Camp, creation of course for all instructional staff – Strategic Moves for Virtual Learning, participation of educators in the Digital Learning Summer Summit; continued Professional Learning is planned for phase three; Dr. Rogers introduced Dr. Sharon Shewbridge.

Dr. Shewbridge reviewed instructional technology resources and training; explained Schoology as the Learning Management System used; Schoology courses will have consistent structures; discussed the Seesaw platform and Family App; Securly Classroom for classroom monitoring and student communication; single sign-on platform ClassLink; Dr. Shewbridge introduced Mr. Din.

The presentation continued with Mr. Din reviewing technology enhancements for virtual instruction; 295 interactive panels to be installed – useful for virtual, hybrid, and face-to-face instruction; outdoor Wi-Fi; division-wide Zoom license which removes the 40 minute restriction, increases number of users, and allows teachers for record classes for later viewing; student access to specialized software; supply of laptops and iPads – note on backorder due to supply issues; expanded support and services with hours Monday-Thursday, 7:30 a.m. to 6:30 p.m. and Friday, 7:30 a.m. to 4:30 p.m.

Dr. Bergin continued the presentation with a summary of Safe Learning Centers; Safe Learning Center program is to ensure student safety for children, provide adult supervision, virtual learning support, and opportunities for healthy growth and development; no cost except at Parks and Recreation sites (\$80/week); hours of operation – 8:00 a.m. to 3:00 p.m. at non-Parks and Recreation sites and 6:30 a.m. to 6:00 p.m. at Parks and Recreation sites; interactive Child Care Locator map; reminder of upcoming #VBSafeTogether series; opened up for questions.

The discussion continued regarding Schoology and availability for parents; differences between Schoology and Seesaw; kudos for technology piece; technology infrastructure to support platforms; Zoom difficulties; various platforms that are being used (Zoom, Google Meet, Schoology Big Blue Button); parent resources for technology, benefit of ClassLink for messages; staffing compared to last year; Safe Learning Centers; staff at Safe Learning Centers – will not be teaching but make sure students are engaged in the virtual learning, completing assignments, following schedule, provide basic technology support; substitute teachers – 1881 active, no specific communication with substitutes but there is an FAQ and substitutes are copied on communication sent to all employees; job vacancies; recruitment of substitutes; technology differences from the Spring; class schedule; SATs offerings and College Board; IB program and 4x4 schedule; mask waivers – form, offer accommodations; bus drivers and assignments; elementary school paper/pencil tasks – balance of virtual and non-virtual, working on getting materials to families – contact school; writing skills.

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Chairwoman Rye concluded the workshop at 5:40 p.m.

### **FORMAL MEETING**

2. ***Call to Order and Verbal Roll Call:*** Chairwoman Rye called the formal meeting to order at 6:02 p.m. on the 25<sup>th</sup> day of August 2020 and announced pursuant to the State of Emergency related to the COVID-19 pandemic, the Governor's Executive Orders, the Virginia Freedom of Information Act as amended by the Virginia General Assembly and the School Board's April 7, 2020 Emergency Resolution, the School Board and selected staff members will meet in person at the School Administration Building, however, at this time it is impractical and unsafe to allow other persons to attend the School Board Meeting due to physical distancing and safety precautions related to the pandemic. Members of the public will be able to observe the School Board Meeting through livestreaming on [www.vbschools.com](http://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, Mr. Edwards, Ms. Felton, Ms. Holtz, Ms. Hughes, Ms. Manning, and Ms. Riggs. The following School Board member were attending the meeting via Zoom: Ms. Owens, and Ms. Weems.
3. ***Moment of Silence followed by the Pledge of Allegiance***
4. ***Superintendent's Report:*** Superintendent Spence shared the following information 1) VBSchools' Teacher Orientation 2020 has been underway since July and continues throughout the week. Almost 350 teachers have joined the division; 2) #VBSafeTogether five-part series is in progress with an upcoming session on safety mitigations in our schools and classrooms; and 3) workers with Sun Tribe Solar are installing of solar arrays on the rooftops of Renaissance Academy, Ocean Lakes Elementary, Thoroughgood Elementary and the new Princess Anne Middle School
5. ***Hearing of Citizens and Delegations on Agenda Items:*** Chairwoman Rye asked if there were any speakers for Agenda items and the School Board Clerk responded there were speakers both in-person and online. There were 11 in-person speakers and nine on-line speakers discussing the reopening of schools (4x4 scheduling and IB program, safety mandates, return to school metrics, school calendar, Fall 2020 Plan.)
6. ***Approval of Minutes:*** August 11, 2020 Regular School Board Meeting: Chairwoman Rye called for any modifications to the August 11, 2020 minutes. There was one modification noted by Ms. Manning, her name was listed twice in the Call to Order and Roll Call. This modification was noted by the School Board Clerk. Mr. Edwards made a motion, seconded by Ms. Melnyk. Chairwoman Rye announced to do a raised hand vote for those members in the chamber and on Zoom. The School Board Clerk announced the motion passed unanimously.
7. ***Adoption of the Agenda:*** Chairwoman Rye called for any modifications to the agenda. There being none, Ms. Riggs made a motion, seconded by Ms. Holtz. Chairwoman Rye called for a vote. The School Board Clerk announced the motion passed unanimously.
8. ***Consent Agenda:*** After Chairwoman Rye read item presented for approval as part of the consent agenda, there being no modifications, she called for a motion. Ms. Anderson made a motion, seconded by Ms. Felton. Without discussion, the motion passed unanimously, and the following items were approved as part of the Consent Agenda:
  - A. John B. Dey Elementary/Great Neck Middle School HRSD Easement: The School Board authorize the Chairman to execute agreements with Hampton Road Sanitation District to provide an easement over an existing sanitary sewer force main. HRSD has an existing sanitary sewer force main along Great Neck Road. During the modernization of John B. Dey Elementary School HRSD determined that they did not have an easement over their existing facilities.
  - B. Gifted 5-Year Plan 2020-2025: The School Board approve the proposed 2020-2025 Local Plan for the Education of the Gifted. The Local Plan for the Education of the Gifted is required by the Virginia



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Department of Education (VDOE) every five years and includes planning for gifted services in 6 areas: Identification, Delivery of Services, Curriculum and Instruction, Professional Development, Parent and Community Involvement, and Equitable Representation of Students.

- C. Policy Review Committee Recommendations: The School Board review Policy Review Committee recommendations regarding review, amendment, and repeal of certain policies as reviewed by the committee at their June 11<sup>th</sup> and July 1<sup>st</sup> 2020 meetings and presented for Consent.
1. Policy 3-33/ Requisitions/Purchase Orders: The PRC recommends amending the Policy to require requisitions over \$10,000 to use the requisition form and made scrivener's changes.
  2. Policy 3-38/ Competitive Negotiations/Awards/Small Professional Service Contracts: The PRC recommends amending the Policy to note legal changes allowing for notices to be published on certain websites in lieu of publishing them in newspapers of general circulation and made scrivener's changes.
  3. Policy 3-42/ Financial Record Keeping of Individual School Funds: The PRC recommends amending the title to this Policy to be Financial Record Keeping of Individual School Funds and made scrivener's changes.
  4. Policy 7-59/ Relations with Governmental Agencies: Virginia Employment Commission: The PRC recommends amending the Policy title to Relations with Employment/Career Agencies: Employment Counseling and placement services and amended the Policy to address the variety of employment counseling and placement services for secondary students.
  5. Policy 6-26/ Evaluation of New and Existing Programs: The PRC recommends amending the Policy to reflect the name change of the Office of Program and Evaluation and including the roles of the Program Evaluation Committee and the Planning and Performance Monitoring Committee.
  6. Policy 7-13/ Appeals of Board Decisions: The PRC recommends amending the Policy to add the standard of review when appealing School Board decisions to court.
  7. Policy 7-51/ Use of School Board Equipment: The PRC recommends amending the Policy to expand the reasons School Board equipment may be loaned or rented by non- School Board organizations.
  8. Policy 7-58/ Relations with Governmental Agencies: The PRC recommends amending the Policy to make minor changes to the categories and scrivener's changes.
- D. School Calendar for 2020-2021 Revision: The School Board approve the revised 2020-2021 school calendar. The calendar has been revised based upon information regarding COVID-19 and our school re-opening plan.
- E. Religious Exemptions: That the School Board approve Religious Exemption Case Nos. RE-20-05, RE-20-06, RE-20-07, RE-20-08, RE-20-09, RE-20-10, RE-20-11 and RE-20-12.

## 9. Action

- A. Personnel Report / Administrative Appointment(s): Ms. Riggs made a motion, seconded by Ms. Hughes, that the School Board approve the appointments and accept the resignations, retirements, and other employment actions as presented on the August 25, 2020 Personnel Report along with administrative appointments as recommended by the Superintendent. Without discussion the School Board Clerk announced the motion passed unanimously. Superintendent Spence noted there were no administrative appointments.

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**10. Information:**

- A. Program Evaluation Schedule 2020-2021: Heidi L. Janicki, Ph.D., Director of Research and Evaluation, presented the proposed Program Evaluation Schedule for 2020-2021, provided an overview of the evaluation reports from 2019-2020: digital learning one-to-one initiative, English as a Second Language (ESL) Program (K-12), Schoology; some evaluations postponed due to school closures: Positive Behavioral Interventions and Supports (PBIS), Student Response Team (SRT), Entrepreneurship and Business Academy (EBA), School Counseling Program (K-12); 2020-2021 Program Evaluation Schedule: School Counseling Program (K-12), Environmental Studies Program, English as a Second Language (ESL) Program (K-12), Positive Behavioral Interventions and Supports (PBIS), Student Response Team (SRT), Entrepreneurship and Business Academy (EBA). There were no comments or questions.
- B. Policy Review Committee Recommendations: School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney, presented an overview of the following Policy Review Committee (PRC) recommendations regarding review, amendment and repeal of certain policies reviewed by the committee at their August 13, 2020 meeting and presented for Information as follows:
1. PRC Equity Policy: The PRC recommends that the School Board adopt an Educational Equity Policy that reflects the School Board's commitment to developing a capacity for cultural competence and a commitment to equity and inclusion to enable the fulfillment of its core values and life-long learning competencies. This Policy comes at the request of School Board Members Felton and Owens and was developed with the Equity Council.
  2. Bylaw Appendix B / School Board Standing Rules: The PRC is recommending changes to the School Board Standing Rules regarding Regular School Board Meetings. Many of the recommendations come from the School Board Governance Committee's review of School Board Bylaws as it develops a School Board Protocol Manual. Recommendations include reordering some aspects of the Agenda, removing certain language concerning awards and the annual organizational meeting, and amending the time allotted to hear Agenda Item speakers, and amending the time such speakers have to address the School Board.
  3. Bylaw 1-18/ Officers: Elections and Terms of Office: The PRC recommends that the Bylaw be amended to include the procedures for electing the School Board Chair at the annual organizational meeting. This language is being recommended to be removed from Appendix B.
  4. Bylaw 1-39/ Agenda Preparations: The PRC is recommending the addition of Section E School Board Awards and Recognition Criteria for Students, Employees and the Public. This language is being recommended to be removed from Appendix B.
  5. Bylaw 1-47/ Public Comments at School Board Meetings: The PRC recommends that the Bylaw be amended to establish one deadline for speakers to sign up to speak at a School Board Meeting, to provide three minutes for speakers to make their remarks, remove Section D regarding documents, and authorize the School Board Chair or the Superintendent to create procedures to address the orderly presentation of speakers.
  6. Policy 3-32/ Emergency/Small/Sole Source Purchases: The PRC recommends that the Policy be amended to exempt certain types of contracts from competitive negotiation requirements based upon recommendation of the Director of Purchasing that competitive negotiation is not cost effective for such contracts.
  7. Policy 3-89/ General Contract Execution: The PRC recommends that dollar amounts for certain contracts requiring certain authorizations be raised to reflect current law and other amended policies.

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A discussion followed regarding components of the Equity Policy; speakers, speaking time, sign-up process; agenda notification; and public comment.

- C. Updates on the Reopening of Schools: Marc A. Bergin, Ed.D., Chief of Staff presented a brief presentation regarding Updates on the Reopening of Schools. This was an abridged presentation from the in-depth presentation to the School Board during the Workshop; revisited metrics, student registration results, student scheduling status, timeline for sharing schedules, operational/facilities update, professional learning for teaching remotely, various platforms, technology enhancements, Safe Learning Centers, and upcoming #VBSafeTogether session.

Discussion followed regarding breakdown of Option 1 and Option 2; classroom set-up and using other areas of school building; working on schedules and teacher assignments; first day of school; note: Chairwoman Rye made a comment concerning the agenda and there was no indication on the agenda regarding a vote tonight on the plan; distribution of class schedules; bus schedule in relation to the daily schedule; Safe Learning Centers; health metrics and trends; continue to work on scheduling, staffing, budgeting; number of students in classrooms (cap); working with staff in regards to the Safe Learning Centers; thank you to administration for commitment, hard work, Safe Learning Centers, and sharing information and answering questions.

11. **Standing Committee Reports:** Mr. Edwards mentioned the Audit Committee meeting on Thursday afternoon will meet in the School Board Chambers.
12. **Conclusion of Formal Meeting:** Chairwoman Rye announced the formal meeting concluded and Hearing of Citizens and Delegations on Non-Agenda Items was next. The formal meeting concluded at 9:34 p.m.
13. **Hearing of Citizens and Delegations on Non-Agenda Items:** Chairwoman Rye announced the School Board will hear comments from citizens and delegations on Non-Agenda Items who signed up with our Clerk prior to the meeting and mentioned the School Board invites the public to also submit comments through our group email account on the website. The School Board Clerk announced there was 1 in-person speaker regarding civil air patrol and aerospace education.
14. **Closed Meeting: Personnel Matters:** Ms. Melnyk made a motion, seconded by Ms. Holtz, that the School Board recess into a closed session pursuant to the exemptions from open meetings allowed by Section 2.2-3711, Part A, Paragraph 1 of the Code of Virginia, 1950, as amended, for the following reasons:
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 to: discuss and consider the Superintendent's annual goals and performance expectations.

With a brief comment about preparedness for the close session, the motion passed with 9 votes: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Mr. Edwards, Ms. Felton, Ms. Holtz, Ms. Hughes, Ms. Manning, and Ms. Riggs. The following School Board members were not present during the closed session due to participation via Zoom: Ms. Owens and Ms. Weems.

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

1. Personnel Matters: School Board members: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Mr. Edwards, Ms. Felton, Ms. Holtz, Ms. Hughes, Ms. Manning, and Ms. Riggs; Superintendent Spence; Dr. Marc Bergin, Chief of Staff, School Board Legal Counsel Kamala H. Lannetti, Deputy City Attorney; Regina M. Toneatto, Clerk of the School Board.

The School Board reconvened at 9:56 p.m.

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Certification of Closed Meeting: Ms. Melnyk read the Certificate of Closed Meeting. Ms. Manning made a motion, seconded by Ms. Anderson that the School Board certifies to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered. Without discussion, the motion passed with 9 votes: Chairwoman Rye, Ms. Melnyk, Ms. Anderson, Mr. Edwards, Ms. Felton, Ms. Holtz, Ms. Hughes, Ms. Manning, and Ms. Riggs. The following School Board members were not present during the closed session due to participation via Zoom: Ms. Owens and Ms. Weems.

**Vote on Remaining Action Items:** None.

- 15. Adjournment:** There being no further business before the School Board, Chairwoman Rye adjourned the meeting at 9:56 p.m.

Respectfully submitted:

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

Approved:

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



**Subject:** Program Evaluation Schedule for 2020-2021 **Item Number:** 10A

**Section:** Consent **Date:** September 9, 2020

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

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

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

**Recommendation:**

That the School Board approve the schedule of program evaluations that will be completed by the Office of Planning, Innovation, and Accountability (PIA) during the 2020-2021 school year.

**Background Summary:**

The attached 2020-2021 Program Evaluation Schedule includes programs recommended for evaluation during the 2020-2021 school year based on School Board Policy 6-26 and the postponement of several evaluations from the 2019-2020 school year due to the March 2020 school closure's impact on the availability of needed data. The following programs or initiatives are included on the 2020-2021 Program Evaluation Schedule: School Counseling Program, Environmental Studies Program, English as a Second Language Program, Positive Behavioral Interventions and Supports, Student Response Teams, and the Entrepreneurship and Business Academy.

**Source:**

School Board Policy 6-26

**Budget Impact:**



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

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

**2020-2021 Program Evaluation Schedule**

**Review of 2019-2020 Program Evaluation Schedule\***

<b>Program</b>	<b>Proposed Reporting Schedule</b>
Digital Learning One-to-One Initiative**	Fall 2020
English as a Second Language Program (K-12)	Fall 2020
Schoology***	Fall 2020

**2020-2021 Program Evaluation Schedule**

**(Submitted for School Board approval in accordance with School Board Policy 6-26)**

<b>Program</b>	<b>Proposed Reporting Schedule</b>
School Counseling Program**	Fall 2021
Environmental Studies Program***	Fall 2021
English as a Second Language Program (K-12)	Fall 2021
Positive Behavioral Interventions and Supports (PBIS)	Fall 2021
Student Response Teams (SRT)	Fall 2021
Entrepreneurship and Business Academy (EBA)***	Winter 2021/2022

\*The following evaluations originally included on the 2019-2020 Program Evaluation Schedule were postponed to 2020-2021 due to the school closure and lack of necessary data: Positive Behavioral Interventions and Supports (PBIS), Student Response Teams (SRT), and the Entrepreneurship and Business Academy (EBA). Brief status updates on each program will be provided to the School Board in fall 2020. The School Counseling Program evaluation update was also postponed until 2020-2021.

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

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





**Subject:** Resolution: National Hispanic Heritage Month **Item Number:** 10B

**Section:** Consent **Date:** September 9, 2020

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

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

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

**Recommendation:**

That the School Board approve a resolution recognizing National Hispanic Heritage Month.

**Background Summary:**

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

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

The theme of the 2020 Hispanic Heritage Month, “Hispanics: Be Proud of Your Past and Embrace the Future,” aligns with the school division’s core values by supporting a culture where we value differences and foster an environment where diversity of thought and contributions are prized.

In our desire to encourage unity in the Virginia Beach City Public Schools, we hereby recognize this important event which will take place Sept. 15 – Oct. 15, 2020.

**Source:**

Public Law 100-402

**Budget Impact:**

N/A

**RESOLUTION FOR NATIONAL HISPANIC HERITAGE MONTH**  
**September 15-October 15, 2020**

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

**WHEREAS**, Hispanic and Latino Americans have forged a proud legacy that reflects the spirit of our nation and community; and

**WHEREAS**, it is imperative for the good of our nation that schools continue to build awareness and understanding of the contributions made by people from all cultures and backgrounds; and

**WHEREAS**, through the study of these contributions, students may find role models whose participation, commitment and achievement embody the American spirit and ideals; and

**WHEREAS**, the School Board of the City of Virginia Beach recognizes the importance of multicultural diversity education within our school division;

**NOW, THEREFORE, BE IT**

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

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

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

Adopted by the School Board of the City of Virginia Beach this 9<sup>th</sup> day of September 2020.

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

\_\_\_\_\_  
Aaron C. Spence, Superintendent

Attest:

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



**Subject:** Resolution: Suicide Prevention Week, September 6-12, 2020 **Item Number:** 10C

**Section:** Consent **Date:** September 9, 2020

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

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

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

**Recommendation:**

That the School Board approve a resolution recognizing September 6-12, 2020 as Suicide Prevention Week.

**Background Summary:**

Virginia Beach City Public Schools values the importance of positive mental health to being a key component for optimal learning. In an effort to promote awareness that suicide is a major preventable cause of premature death, the American Association of Suicidology in collaboration with the World Health Organization and the World Federation for Mental Health, has set aside the week of September 6-12, 2020, as Suicide Prevention Week. The American Association of Suicidology believes we need to focus on suicide prevention every day, of every year. And we can do this by continuously spreading awareness, advocating for research funding, developing innovative and effective treatment tools, being kind and helping to educate others on things like resources and warning signs. It's time to get involved, but not just this week and not just the month.

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

**Source:**

American Association of Suicidology  
Virginia Department of Health

**Budget Impact:**

N/A

**Resolution for Suicide Prevention Week  
September 6-12, 2020**

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach designates the week of September 6-12, 2020, as Suicide Prevention Awareness Week in the Virginia Beach City Public Schools, and be it

FURTHER RESOLVED: That strategies and activities to address suicide prevention and suicidal behaviors be ongoing in Virginia Beach City Public Schools, and be it

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

Adopted by the School Board of the City of Virginia Beach this 9<sup>th</sup> day of September 2020

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Carolyn T. Rye, Chairman

S E A L

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Aaron C. Spence, Ed.D., Superintendent

Attest:

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Regina Toneatto, Clerk of the Board



**Subject:** Religious Exemptions

**Item Number:** 10D

**Section:** Consent Agenda

**Date:** September 9, 2020

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

**Prepared by:** Denise White, Student Conduct/Services Coordinator

**Presenter(s):** Michael B. McGee, Director, Office of Student Leadership

**Recommendation:**

That the School Board approve Religious Exemption Case No. RE-20-14.

**Background Summary:**

Administration finds documentation meets the threshold requirements stipulated in Virginia Code.

Virginia Code §22.1-254.B.1 states the following:

“B. A school board shall excuse from attendance at school:

1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, “bona fide religious training or belief” does not include essentially political, sociological or philosophical views or a merely personal moral code”

Virginia Code § 22.1-254.D.1 states the following:

“D. A school board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school”

**Source:**

Virginia Code §22.1-254.B.1 and §22.1-254.D.1  
School Board Policy 5-12, Legal Withdrawal

**Budget Impact:**

None



**Subject:** Personnel Report **Item Number:** 11A

**Section:** Action **Date:** September 9, 2020

**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 September 9, 2020, personnel report.

**Background Summary:**

List of appointments, resignations and retirements for all personnel

**Source:**

School Board Policy #4-11, Appointment

**Budget Impact:**

Appropriate funding and allocations



Personnel Report  
Virginia Beach City Public Schools  
September 9, 2020  
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	Alanton	9/1/2020	Lee R Matthews	Special Education Assistant	Grove City College, PA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Alanton	9/1/2020	Elizabeth P Mendenhall	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Alanton	9/3/2020	Diane D Serrano	General Assistant, 500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Bayside	9/1/2020	Arlene Jones	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Bettie F. Williams	9/1/2020	Imajae Johnson	Special Education Assistant	Norfolk State University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Cooke	8/27/2020	Kallie Raymond	Security Assistant	Tidewater Community College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Fairfield	9/1/2020	Grayson K Lamb	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Fairfield	9/1/2020	Joshua J West	Physical Education Assistant, 500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Green Run	9/1/2020	Zakiya L Holden	Kindergarten Assistant	Norfolk State University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Green Run	9/1/2020	Laurie E Quint	Special Education Assistant	University of Southern Maine, ME	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Hermitage	9/1/2020	Zachari A Breland	Physical Education Assistant	Bluefield College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Kempsville	9/1/2020	Karina L Lovo	Special Education Assistant	Virginia Commonwealth Univ, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Kempsville	9/1/2020	Angel M Vaughn	Kindergarten Assistant	James Madison University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Kempsville Meadows	9/1/2020	Victorian S McGee	Pre-Kindergarten Teacher Assistant	Liberty University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Luxford	8/21/2020	Tammy I Snell	School Office Associate II	Not Applicable	Virginia Department of Health, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Lynnhaven	8/26/2020	Darlene T McGee	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Lynnhaven	9/1/2020	DeAngelo Q Doles	Special Education Assistant	Norfolk State University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Malibu	9/1/2020	Danielle Brewer	Special Education Assistant	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Newtown	9/1/2020	Scott G Holl	Special Education Assistant	Tidewater Community College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Newtown	9/1/2020	Maranda B Jones	Clinic Assistant, 500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke	9/1/2020	Danyle M Howard	Physical Education Assistant	Virginia Wesleyan University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Point O'View	9/1/2020	Tamara A Francis	Kindergarten Assistant	ECPI College of Tech, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Point O'View	9/1/2020	Christine M Marsh	Special Education Assistant	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Providence	9/1/2020	Aaron P Campbell	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Salem	8/21/2020	Jennifer N Sexton	School Office Associate II	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Strawbridge	9/1/2020	Dinah V Doyle	Physical Education Assistant	Tidewater Community College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Strawbridge	9/1/2020	Andrea L Toran	Kindergarten Assistant	Old Dominion University, VA	Norfolk Public Schools, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Three Oaks	8/24/2020	Violeta I Bagtas	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Trantwood	9/1/2020	Francesco J Franzese	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	White Oaks	9/1/2020	Marissa L Braun	Physical Education Assistant, 500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	White Oaks	9/1/2020	Rebecca A Parker	Clinic Assistant, 500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Windsor Oaks	8/21/2020	Felicia A Portorreal-Henry	Custodian I	Virginia State University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Windsor Woods	9/1/2020	Esther D Patrick	Physical Education Assistant, 500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Brandon	8/27/2020	Angela S Chism	School Office Associate II	St Leo College, FL	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Larkspur	9/1/2020	Mikayla S Cypress	Distance Learning Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Old Donation School	9/1/2020	Charlotte Borgerding	Special Education Assistant	James Madison University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Old Donation School	9/1/2020	Katielynn M Gay	Physical Education Assistant, 500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Princess Anne	8/27/2020	Victoria C Asiegbu	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Princess Anne	8/27/2020	James Laclaire	Security Assistant	Not Applicable	City of Virginia Beach Police
Assigned to Unified Salary Scale	Appointments - Middle School	Princess Anne	9/1/2020	Riley S Leathers	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Salem	9/1/2020	Safaa N Haddou	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Virginia Beach	8/27/2020	John M Winnett	Security Assistant	Not Applicable	City of Virginia Beach Police
Assigned to Unified Salary Scale	Appointments - High School	Bayside	9/1/2020	Melvina A Means	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	First Colonial	9/1/2020	Kemlee W Byrn	Special Education Assistant	Murray State University, KY	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	First Colonial	9/1/2020	Annamarie Galloway	Special Education Assistant	East Carolina University, NC	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Landstown	9/1/2020	Eric Magwood	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Tailwood	9/1/2020	Sharon D Mazzio	Clinic Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Consolidated Benefits	9/8/2020	Gloria A Reddon	Benefits Assistant	Central Piedmont Comm College, NC	Worcester County Public Schools, MD
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Food Services	8/21/2020	William F Hughes	Cook, 7.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Food Services	8/21/2020	Keonte M Porter	Cook, 7.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Food Services	8/21/2020	Lori-Anne Wall	Cook, 7.0 Hours	Johnson & Wales Univ, RI	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Maintenance Services	8/25/2020	Bryan W Hood	Electrical Craftsman III	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	9/1/2020	Stephanie M Springer	General Assistant	St Leo College, FL	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2020	Angela D Pace Manganiello	Auxiliary Driver Plan Bee	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/1/2020	Glenda T Boone	Bus Driver, 7.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/1/2020	George J Boyce	Bus Driver, 5.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/1/2020	Holly H Dugger-Wilson	Bus Driver, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/1/2020	Todd Flickinger	Bus Driver, 7.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/1/2020	Thomas O Morgan	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	9/1/2020	Dan A Peifer	Bus Driver, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Pembroke	8/24/2020	Rodelia O Silla	Cook, 7.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Bettie F. Williams	8/28/2020	Zachary D Hanvey	Technology Support Technician (job abandonment)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	North Landing	6/30/2020	Ruth A Nunez	Physical Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Ocean Lakes	6/30/2020	Keith J Streeter	Custodian I (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Rosemont Forest	6/30/2020	Steven Bryan	Security Assistant, 400 (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Seatack	7/30/2020	Christopher Shearin	Custodian I (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Shelton Park	6/30/2020	Tiffany Reyes	Special Education Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Tailwood	8/28/2020	Thomas L Cartwright Jr	Security Assistant (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Three Oaks	6/30/2020	Patricia H Mills	Kindergarten Assistant, 500 (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Three Oaks	6/30/2020	LaTasha D Pinkney	Custodian I (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Trantwood	6/30/2020	Ruth I Freisenbruch	Kindergarten Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Independence	8/21/2020	Elsa Soto-Cole	Custodian I (job abandonment)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Landstown	8/20/2020	Miranda R Conover	Assistant Principal (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Old Donation School	8/27/2020	Calvin M Wilds	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Salem	6/30/2020	Eliza A Seckman	Cafeteria Assistant, 5.0 Hours (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Green Run	6/30/2020	Elron L Savage	General Assistant (temporary employment agreement expired)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Green Run	9/4/2020	Taylor L Wong	Security Assistant (continuing education)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Landstown	9/10/2020	Victoria L Fisher	School Nurse (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Technical And Career Education Center	6/30/2020	Jason M Eyora	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Department of School Leadership	8/31/2020	Daniel F Keever	Senior Executive Director, High Schools (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Department of Technology	8/20/2020	Nolan D Bradshaw	Network Technician I (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/2020	Stanley C Freeman	Bus Driver, 5.5 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/2020	Daniel J Joss	Bus Driver, 7.0 Hours (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/2020	Barbara Kaelin	Bus Driver (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/2020	Xiomara M Rodriguez	Bus Driver, 6.0 Hours (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	8/27/2020	Taniesha L Ames	Bus Driver, 7.0 Hours (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	8/31/2020	Stephanie L Clifford	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Thalia	8/27/2020	Meredith B Hills	Second Grade Teacher	College of William and Mary, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Alanton	8/27/2020	Olivia G Stoddard	Fifth Grade Teacher	West Liberty State College, WV	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Bayside	8/27/2020	Baylee A Taylor	Third Grade Teacher	Liberty University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Bettie F. Williams	8/27/2020	James W McMullen	School Counselor, 800	Univ North Carolina Charlotte, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Cooke	8/27/2020	Heather A Cox	Fourth Grade Teacher	Radford University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Corporate Landing	8/27/2020	Lucyna C Russell	Special Education Teacher	Saint Leo University, FL	SECEP, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Holland	8/27/2020	Elizabeth D Goetz	Special Education Teacher	Northern Arizona University, AZ	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Indian Lakes	8/27/2020	Jennifer Brearley	Fifth Grade Teacher	Western Governors University, UT	Not Applicable

Personnel Report  
Virginia Beach City Public Schools  
September 9, 2020  
2020-2021

Scale	Class	Location	Effective	Employee Name	Position/Reason	College	Previous Employer
Assigned to Instructional Salary Scale	Appointments - Elementary School	John B. Dey	8/27/2020	Alyssa Ingram	Fourth Grade Teacher	Radford University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	John B. Dey	8/27/2020	Rena H Stevenson	Special Education Teacher	North Carolina State University, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	John B. Dey	8/28/2020	Charles E Rogers	Fifth Grade Teacher	Murray State University, KY	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Kempsville Meadows	8/27/2020	Sierra C McClair	First Grade Teacher	Norfolk State University, VA	Chesapeake Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	King's Grant	8/27/2020	Alyssa Bennett	Third Grade Teacher	Univ of Wisconsin Madison, WI	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	King's Grant	8/27/2020	Heather L Parker	Third Grade Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Kingston	8/27/2020	Rebekah L Goodyear	First Grade Teacher	Univ North Carolina Greensboro, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Landstown	8/27/2020	Alexandra G Hall	Special Education Teacher	Thiel College, PA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Luxford	8/27/2020	Rebecca Fuller	Third Grade Teacher	University of Northern Iowa, IA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Malibu	8/27/2020	Stephanie Marley	Second Grade Teacher	Walden University, MN	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	New Castle	8/27/2020	Bonnie P Cotter	Music/Vocal Teacher, 600	University of Miami, FL	North Andover Public Schools
Assigned to Instructional Salary Scale	Appointments - Elementary School	New Castle	8/27/2020	Scotti M Masson	Kindergarten Teacher	Western Governors University, UT	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Newtown	8/27/2020	Lyssa M Heath	Second Grade Teacher	Regent University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	North Landing	8/27/2020	Ysmaïne J Bailey	Special Education Teacher	Norfolk State University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Parkway	8/27/2020	Jessica R Price	Third Grade Teacher	Longwood University, VA	VBCPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Pembroke Meadows	8/27/2020	Alicia M Manor	Fourth Grade Teacher	American InterContinental Univ, GA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Point O'View	8/27/2020	Tara M Klutch	Kindergarten Teacher	Virginia Wesleyan University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Point O'View	8/27/2020	Olivia N Taylor	Music/Instrumental Teacher, 400	Virginia Commonwealth Univ, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Providence	8/27/2020	Brittany M Bridges	First Grade Teacher	Palm Beach Atlantic College, FL	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Rosemont Forest	8/27/2020	Casondra L Clark	First Grade Teacher	The Citadel, SC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Rosemont Forest	8/27/2020	Kaitlyn E Spellane	First Grade Teacher	Indiana Univ of Pennsylvania, PA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Seatack	8/27/2020	Nichole M Evenson	Third Grade Teacher	Virginia Wesleyan University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Strawbridge	8/27/2020	Maria Dolores V Calda	Special Education Teacher	Philippines Other, PH	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Tailwood	8/27/2020	Charmein T Harris	School Counselor, 400	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Tailwood	8/27/2020	Peggy J Muse	Music/Vocal Teacher, 200	George Washington University, DC	VBCPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Thoroughgood	8/27/2020	Michelle L Crocker	Fifth Grade Teacher	East Carolina University, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Windsor Oaks	8/27/2020	Deniz D Sipes	Special Education Teacher	San Diego State University, CA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Bayside	10/1/2020	Lori B Murphy	Intervention Support Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Bayside Sixth Grade Campus	8/27/2020	Edward B Raff	Sixth Grade Teacher	Coastal Carolina University, SC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Corporate Landing	8/27/2020	Brooke E Boutwell	English Language Learner	University of Texas El Paso, TX	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Corporate Landing	8/27/2020	Sarita D Viloria	Seventh Grade Teacher	Boston College, MA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Corporate Landing	8/28/2020	Stephanie Shook	Sixth Grade Teacher	Virginia Wesleyan University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Great Neck	9/14/2020	Kristina A Riley	Spanish Teacher	Virginia Wesleyan University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Independence	8/27/2020	Brooke I Galtner	Special Education Teacher	Regent University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Independence	8/27/2020	Anastasia N Norwood	Special Education Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Independence	8/27/2020	Zenilda Thompson	Seventh Grade Teacher	Cal State Univ Bakersfield, CA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Larkspur	8/27/2020	Whitney S Hargraves	Eighth Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Larkspur	8/27/2020	Michelle D Klewer	Special Education Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Lynnhaven	8/27/2020	Jane M Carlisle	Special Education Teacher	Randolph-Macon Womens College, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Lynnhaven	8/27/2020	Ashley E Maxwell	Eighth Grade Teacher	Eastern Oregon State College, OR	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Lynnhaven	9/14/2020	Christina L Elliott	Sixth Grade Teacher	Elizabeth City State Univ, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Old Donation School	8/27/2020	Kathryn L Korslund	Seventh Grade Teacher	Virginia Other, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Virginia Beach	8/27/2020	Andria M Levine	Special Education Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Bayside	8/27/2020	Emily L Staskin	Mathematics Teacher	Virginia Tech, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Cox	8/27/2020	Lily Moresco	Science Teacher	East Stroudsburg Univ of Penns, PA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Green Run	8/27/2020	Kathleen N Guzman	Family & Consumer Science Teacher	Virginia Commonwealth Univ, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Green Run Collegiate	8/27/2020	Pablo Lavin	Spanish Teacher	Universidad Americas, ME	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Kellam	8/27/2020	Tonya L Tanney	Mathematics Teacher, 600	Midwestern State University, TX	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Landstown	8/27/2020	Jenny L Pearson	Spanish Teacher, 800	Liberty University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Renaissance Academy	8/27/2020	Michael L Deatherage	English Teacher	Northcentral University, AZ	USMC, VA
Assigned to Instructional Salary Scale	Appointments - High School	Salem	8/27/2020	Hayley N Tabora	Special Education Assistant	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Tailwood	8/27/2020	Aramis L Lopez	Latin Teacher	University of Southern Maine, ME	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	8/27/2020	Rebecca R McAhren	Behavior Intervention Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Green Run	8/26/2020	Savannah A Forton	Fourth Grade Teacher (declined position)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	John B. Dey	8/26/2020	Lisa W Sommella	Special Education Teacher (declined position)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Malibu	6/30/2020	Emily M Simmons	Third Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Pembroke Meadows	6/30/2020	Doreen R Wilson	First Grade Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Thoroughgood	6/30/2020	Natalie Garber	First Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Three Oaks	6/30/2020	Jamie F Dougherty	Music/Vocal Teacher, 200 (temporary employment agreement expired)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Trantwood	8/26/2020	Stephanie M Piron	Kindergarten Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	First Colonial	6/30/2020	Janine R Rush	Social Studies Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Green Run	8/7/2020	Anne D Kittrell	Gifted Teacher (death)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Kellam	6/30/2020	Kimberly P Shakallis	English Teacher (moved to public school system)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Princess Anne	6/30/2020	Elizabeth J Dilulio	Art Teacher (moved to private school)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Elementary School	North Landing	6/30/2020	Martha A Asire	Library Media Specialist	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Elementary School	Pembroke Meadows	6/30/2020	Carolyn E Sawyer	Gifted Resource Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Elementary School	Point O'View	6/30/2020	Denise L Sizemore	Special Education Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Elementary School	Red Mill	9/30/2020	Susan M Tobin	Second Grade Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Elementary School	Seatack	6/30/2020	Lynn P O'Brien-Lee	Kindergarten Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Elementary School	Thalia	8/31/2020	Lynne A Henry	School Counselor	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Elementary School	Three Oaks	8/31/2020	Stacey A Moore	Third Grade Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	First Colonial	6/30/2020	Joyce R Ingledue	Business Education Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	Green Run	9/30/2020	Jeannine B Jones	Family & Consumer Science Teacher	Not Applicable	Not Applicable
Administrative	Appointments - Elementary School	Kempsville Meadows	9/15/2020	Danielle W Craven	Assistant Principal	George Washington University, DC	Not Applicable
Administrative	Appointments - Elementary School	Tailwood	9/16/2020	Lisa A Suter	Principal	Not Applicable	Not Applicable
Administrative	Appointments - Middle School	Salem	9/17/2020	Tamika Singletary-Johnson	Principal	Gardner-Webb University, NC	Not Applicable



**Subject:** Policy Review Committee Recommendations **Item Number:** 11B 1-7

**Section:** Action **Date:** September 9, 2020

**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 review Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain policies as reviewed by the committee at their August 13, 2020 meetings and presented for Action.

**Background Summary**

- 1) **PRC Educational Equity Policy** – the PRC recommends that the School Board adopt an Educational Equity Policy that reflects the School Board’s commitment to developing a capacity for cultural competence and a commitment to equity and inclusion to enable the fulfillment of its core values and life-long learning competencies. This Policy comes at the request of School Board Members Felton and Owens and was developed with the Equity Council
- 2) **Bylaw Appendix B/School Board Standing Rules** – the PRC is recommending changes to the School Board Standing Rules regarding Regular School Board Meetings. Many of the recommendations come from the School Board Governance Committee’s review of School Board Bylaws as it develops a School Board Protocol Manual. Recommendations include reordering some aspects of the Agenda, removing certain language concerning awards and the annual organizational meeting, and amending the time allotted to hear Agenda Item speakers, and the amending the of time such speakers have to address the School Board.
- 3) **Bylaw 1-18/Officers: Elections and Terms of Office** – the PRC recommends that the Bylaw be amended to include the procedures for electing the School Board Chair at the annual organizational meeting. This language is being recommended to be removed from Appendix B.
- 4) **Bylaw 1-39/Agenda Preparations** – the PRC is recommending the addition of Section E School Board Awards and Recognition Criteria for Students, Employees and the Public. This language is being recommended to be removed from Appendix B.
- 5) **Bylaw 1-47/Public Comments at School Board Meetings** – the PRC recommends that the Bylaw be amended to establish one deadline for speakers to sign up to speak at a School Board Meeting, to provide three minutes for speakers to make their remarks, remove Section D regarding documents, and authorize the School Board Chair or the Superintendent to create procedures to address the orderly presentation of speakers.
- 6) **Policy 3-32/Emergency/Small/Sole Source Purchases** – the PRC recommends that the Policy be amended to exempt certain types of contracts from competitive negotiation requirements based upon recommendation of the Director of Purchasing that competitive negotiation is not cost effective for such contracts.
- 7) **Policy 3-89/General Contract Execution** - the PRC recommends that dollar amounts for certain contracts requiring certain authorizations be raised to reflect current law and other amended policies.

**Source:**

Code of Virginia, 1950, as amended, § 22.1-253.12:7 School Board Policies.  
Policy Review Committee Meetings of August 13, 2020

**Budget Impact:**

## **Educational Equity**

### **A. Purpose**

The School Board values the diversity in our community and staff. The School Board believes that all students, staff, and community members, regardless of backgrounds, deserve a rigorous and respectful learning and work environment where diversity is valued and used toward achieving positive academic and social outcomes. The School Board and the School Division are committed to developing a capacity for cultural competence and a commitment to equity and inclusion to enable the fulfilment of its core values and life-long learning competencies. This Policy defines expectations for consideration of racial and social equity, including meaningful stakeholder involvement in planning, developing, and implementing policies, practices and initiatives as well as review by the School Board of the School Division's efforts to address issues of educational equity. It provides a framework to advance educational equity in alignment with the School Board and the School Division's visions and priorities.

### **B. Generally accepted beliefs**

1. The School Board acknowledges that complex societal and historical factors have contributed to educational inequities within the School Division.
2. The School Board will to be intentional in its efforts to replace factors that may lead to inequities, including racism, discrimination, harassment and prejudice with attitudes and behaviors that reflect acceptance, belonging, compassion, integrity, understanding, fairness, cooperation and respect.
3. The School Board understands that the concept of educational equity is not the same as equality. Equity refers to fostering a barrier-free environment whereby by all students, regardless of race, color, religion, national origin, sex, sexual orientation/gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, or genetic information, have the opportunity to

benefit from the establishment of high standards and the provision of access, support, effective and inclusive learning environments and resources required for a high-quality education. Strict equality of opportunity and resources between students may not result in educational equity. Therefore, review and deliberative decision making regarding equitable practices and allocation of resources may be needed to achieve the School Board's and the School Division's goals for educational equity.

4. Race means a socially constructed category of identification based on physical characteristics, ancestry, historical affiliation, or shared culture.
5. Racial equity means the absence of institutional and structural barriers experienced by people based on race or colors, that have impeded access opportunities, and results.
6. Social equity means the absence of institutional and structural barriers experienced by people that impede opportunities and results based on other societal factors such as: age; sex; sexual orientation; gender identity; religion; national origin; ethnicity; marital status; pregnancy, childbirth and related medical conditions; disability; socio-economic status; neighborhood of residence; and other related factors.
7. Equity gaps means the disparity in a metric in achievement, opportunity, or treatment that can be reasonably be correlated to racial or social inequity practice.

### **C. Educational Equity Assessment, Plan for Equity Priorities and Practices, and Review**

The School Board and the School Division will assess the educational equity issues of the School Division and then create an Equity Plan to identify priorities, correct and address the inequities, and review and monitor such efforts.

1. The School Board directs the Superintendent to assess and identify inequitable practices and procedures within the School Division that have historically or are currently resulting in inequities of opportunity for students and staff.

2. The Superintendent is authorized to employ personnel or retain outside services to assist in the assessment, review and ongoing implementation of educational equity practices.
3. The Superintendent or designee(s) will report such assessments as well as recommended changes to practices, procedures, policies and/or regulations to the School Board. The written report shall also be made available to the public and the School Division's Equity Council.
4. The Superintendent and the School Board may begin incorporating changes based on assessments and review prior to such reports.
5. The Superintendent and the School Board will determine the goals and priorities for the School Division's equity programs and practices and how the Superintendent or designees will report assessment efforts to the School Board. The Superintendent or designee(s) will then create an Equity Plan for the School Division.
6. The School Board shall no less than annually review data from the Superintendent or designee(s) regarding the goals and priorities of the School Division's Equity Plan.
7. The Equity Plan reports and data provided to the School Board will include but not be limited to equity gaps in: student achievement; identification and enrollment in gifted education; enrollment in academies and advanced courses; student discipline rates; graduation rates; and alternative program enrollment. The reports shall also include evidence of growth in each identified equity gap.
8. The Superintendent, through the Director of Diversity, Equity and Inclusion, shall be responsible for implementation and evaluation of School Division strategies for implementation.



9. Adequate resources, both human and financial, shall be reasonably allocated to achieve these goals.

#### **D. School Board commitments**

The School Board will commit to the following:

1. Supporting the Superintendent in identifying processes and practices that cause or contribute to inequitable outcomes.
2. Respecting and championing the diversity and life experiences of all community members to support the School Division's core values and strategic goals.
3. Adopting processes, practices, and initiatives to ensure an equitable school community inclusive of diversity, race, color, religion, national origin, sex, sexual orientation/gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, or genetic information.
4. Identifying and acknowledging where lack of access and opportunity may exist in the School Division and may have compounded educational inequities.
5. Supporting development of processes, practices, and initiatives that will foster equity of opportunity and equity of access to programs, services, and resources.
6. Requiring mandatory training for all School Board Members and staff regarding: implicit bias and how it produces inequitable practices and outcomes; cultural awareness and culturally responsive teaching and educational practices; improve culturally responsive practices in order to serve the School Division's diverse students and communities.
7. Supporting a culturally responsive curriculum and assessments for all students.
8. Increasing equity, diversity, and inclusion in the School Division by addressing identified practices, where they may exist, that contribute to discrepancies in recruitment, hiring, and retention practices.
9. Requiring that administrator and teacher personnel evaluation systems incorporate culturally responsive teaching practices.

#### **E. Equity Policy Communication**

The Superintendent or designee(s) is directed to ensure that this Equity Policy is communicated to students, staff, and the community as set forth below.

1. Each school shall post the following public statement:

“Virginia Beach City Public Schools is committed to establishing and sustaining an equitable community that exemplifies the School Division’s core values and equity mission to end the predictive value of race, ethnicity, color, religion, national origin, sex, sexual orientation/gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability and to ensure each member of the school community’s success. The School Board and the School Division reject all forms of unlawful discrimination and harassment as destructive to their core values and strategic goals.” The School Division will post this statement on the School Division website and social media sites.

3. This Policy shall be available to families and translated into other languages to ensure accessibility.

4. The School Division shall ensure that the public is aware of this Policy and the means for students, families, and staff to report inequities and other forms of alleged discrimination and harassment.

#### **F. Curriculum and Instruction**

The Superintendent or designee(s) will ensure that curriculum and instructional materials reflect the School Board’s commitment to educational equity.

1. Curriculum and instructional materials for all grades shall reflect diversity and include a range of perspectives and experiences, particularly those of historically underrepresented groups.

2. All curriculum materials shall be examined for bias by the Department of Teaching and Learning. Where materials reflect bias, teachers utilizing the materials will acknowledge and seek to understand the bias and communicate this important context to students and parents/legal guardians prior to instruction.

3. The School Division shall develop, support, and implement curriculum and instruction as well as educational resources that have been reviewed and determined not to promote bias
4. Class instructional activities and extracurricular programs shall be designed to provide opportunities for cross-cultural and cross-racial interactions that foster respect for diversity. The School Board supports interschool activities that will allow students to experience the diversity within their schools and the School Division.
5. To address disparities in course participation (i.e. academies and AP/honors participation), middle and high schools will offer opportunities for supplementary coursework, such as summer bridge programs, study skills, or tutoring during or after school, to students interested in moving to higher level courses. This information will be made available to students and families through school counselors, school bulletins and webpages.

#### **G. Policy Enforcement**

The School Board directs the Superintendent or designee(s) to enforce this Policy and create regulations and practices to implement this Policy. The School Board will annually review School Division's implementation of this Policy and take appropriate action to ensure compliance with and enforcement of this Policy.

Adopted by the School Board: 2020

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Larrick

## **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~~man~~ 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 threefour (34) minutes each ~~until 7:30 p.m.~~, if time is available. Citizens ~~mustare encouraged to~~ sign up by noon the day of the meeting. If ~~time does not permit all citizens who have signed up members of the public to speak before 7:30 p.m., an additional opportunity for public comment on Agenda items may be given after the information section of the Agenda.~~ All public comment shall meet the School Board Bylaws requirements for Decorum and Order and Public Comments at School Board Meetings.

~~11.~~ **Approval of Minutes**

~~12.~~ **Adoption of the Agenda**

~~13.~~ **11. Consent Agenda**

- a. Commemorative Resolutions<sup>1</sup>
- b. Policy Review Committee Recommendations
- c. Religious exemptions

~~14.~~ **12. Action**

- a. Personnel Report / Administrative Appointments

~~15.~~ **13. Information**

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

~~16.~~ **14. Standing Committee Reports**

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

~~17.~~ **15. Conclusion of Formal Meeting**

~~18.~~ **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 noon3:00 p.m. the day of the meeting. Speakers are limited to threefour (34)

**minutes** of comment. All public comments shall meet the School Board Bylaw requirements for Decorum and Order and Public Comments at School Board Meetings.

~~19.17.~~ **Recess into workshop and/or Closed Meeting, if necessary**

~~20.18.~~ **Vote on Remaining Action Items, if necessary**

~~21.19.~~ **Adjournment**

**~~B. School Board Awards and Recognition Criteria for Students, Employees and the Public~~**

~~The School Board may provide recognition at its formal regular School Board meetings for achievements that meet the following criteria:~~

- ~~• Achieve first or second place in national competitions/events.~~
- ~~• Achieve national recognition for outstanding achievements, i.e., National Merit Finalists.~~
- ~~• Achieve first place in regional (multi-state) competitions/events.~~
- ~~• Achieve first place in state competitions/events.~~
- ~~• Achievements beyond the scope of regular academics/activities and/or job performance~~

**~~B. Procedure at Annual Organizational Meeting for Election of Chairman pursuant to Bylaw 1-37~~**

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

~~The election procedure begins with the call for the nomination of candidates for the position of Chairman. The nomination of any candidate does not require a second. A motion to close nominations is not necessary but, when made, requires an affirmative vote of two-thirds of the School Board. A motion to re-open nominations requires a majority vote of the School Board.~~

~~Procedure for electing Chairman—If fewer than four candidates are nominated for the Chairman, candidates will be voted for electronically utilizing the voting colors green, red, and yellow on the electronic voting board. The candidates will draw for their voting color and the Clerk will inform the School Board Members which candidate is assigned to each color. School Board Members will then vote for a candidate by selecting the color that corresponds to the candidate on the electronic voting board. If four or more candidates are nominated for the position of Chairman, then each School Board Member present will vote for a nominee by written ballot. The Clerk or designee will read the name of the School Board Member and who that School Board Member voted for. If no nominee receives a majority vote, then balloting will continue until one nominee has receives a majority vote of the School Board Members present at the Meeting. Abstention votes will not be allowed during balloting for the Chairman or Vice Chairman. If repeat balloting is necessary, all candidates remain under consideration, unless a candidate withdraws.~~

~~The School Board may permit Members to speak on behalf of nominations at the time of nomination or only after nominations have closed, at its discretion.~~



~~Following the completion of the election of the Chairman, the Chairman shall conduct the election of the Vice Chairman. The same procedure for election will be followed.~~  
~~<sup>1</sup>In order to ensure a recognition process that is reasonable and manageable, the School Board may read and approve resolutions supported by Presidential, Congressional, General Assembly, and Gubernatorial Proclamation~~

*Editor's Note*

~~*Pursuant to Bylaw 1-40 these Standing Rules may be suspended or amended by a majority vote of the Board at any time and without notice.*~~  
~~*See Bylaw 1-37 for adoption, publication and scope of Standing Rules.*~~

**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: 2020

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Kamala H. Lantieri

## SCHOOL BOARD BYLAWS

### Officers: Election and Term of Office

#### A. Election

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

##### 1. Procedure for electing Chair

- a. At the annual organizational meeting the Superintendent shall serve as Chair pro tem for the sole purpose of electing the Chair;
- b. The election procedure begins with the call for the nomination of candidates for the position of Chair. The nomination of any candidate does not require a second. A motion to close the nomination is not necessary but, when made, requires an affirmative vote of two-thirds of the School Board. A motion to re-open nominations require a majority vote of the School Board;
- c. If fewer than four candidates are nominated for the Chair, candidates will be voted for electronically utilizing the voting colors green, red, and yellow on the electronic voting board. The candidates will draw for their voting color and the Clerk will inform the School Board Members which candidate is assigned to each color;
- d. School Board Members will then vote for a candidate by selecting the color that corresponds to the candidate on the electronic voting board. The candidate with the most votes will be declared the Chair. If four or more candidates are nominated for the position of Chair, then the candidates will be voted upon in an order determined by random process.

~~1.2.~~ Procedure for electing Vice Chair - the newly elected Chair will conduct the election for Vice Chair using the same procedure.

#### B. Term of Office

The Chair and Vice Chair shall serve in those positions until the annual organizational meeting or the election of officers is completed, whichever happens first. 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 serving (in a continuous term) School Board Member whose last name is first alphabetically shall act as Vice Chair until the annual meeting.

*Editor's Note*

*The election shall be held in accordance with School Board Bylaw 1-37.*

**Legal Reference**

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

Charter of the City of Virginia Beach, Virginia §§ 3:02:1, 3.02:2 and 16.04, as amended.

**Related Links**

School Board **Bylaw 1-37**

Adopted by School Board: July 21, 1992  
Amended by School Board: August 17, 1999  
Amended by School Board: February 20, 2001  
Amended by School Board: August 21, 2007  
Amended by School Board: December 2, 2008  
Reviewed by School Board: August 2, 2016  
Amended by School Board: February 12, 2019  
Amended by School Board: 2020

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## **SCHOOL BOARD BYLAWS**

### **Agenda Preparation**

#### **A. Notification of Meetings**

The Chairman and one School Board Member appointed by the Chairman on a rotating basis, with the cooperation of the Superintendent or designee shall plan a proposed agenda for the forthcoming meeting for preparation by the Clerk to have delivered to members of the School Board five (5) calendar days prior to a regularly scheduled School Board meeting.

The Clerk shall post and give notice of the date, time, and location of meetings to the public as required by the Virginia Freedom of Information Act.

#### **B. Supporting Documents**

School Board Members shall be furnished, along with notice of the forthcoming meeting, such supporting documents and information as may be required in considering agenda items.

At least one copy of all agenda packets and, unless exempt, all materials furnished to School Board Members for a meeting shall be made available for public inspection by the Clerk at the same time such documents are made available to School Board Members.

#### **C. Agenda Items**

School Board Members shall present to the Chairman or the School Board Member assigned to Agenda planning for the forthcoming meeting, a request for the inclusion on the agenda of matters they wish to have considered, thus allowing time to prepare necessary background materials. School Board Members may have the privilege of adding items to the published agenda upon request to the Chairman, by the School Board Member, as early as reasonably feasible and an affirmative vote of the School Board membership present at the meeting should any School Board Member object.

Patrons of the School Division who desire to suggest items to be included on the agenda of a particular meeting shall submit in writing such request to the Chairman in care of the Office of the Superintendent at least fifteen (15) working days prior to the day of the meeting.

Unless provided elsewhere in its bylaws the business conducted by the School Board will be restricted to those matters included in the agenda.

#### **D. Annual Organizational Meeting Agenda Preparation**

It shall be the duty of the outgoing Chair~~man~~ to plan the agenda for the annual organizational meeting. If the Chair~~man~~'s elected/appointed term of office on the School Board expires before the annual organizational meeting or is not available, the Vice-Chair~~man~~ shall act as Chair~~man~~ for the purposes of planning the agenda for the annual organizational meeting. If the Vice-Chair~~man~~'s elected/appointed term of office on the School Board expires before the annual organizational meeting or the Vice Chair is not available, the most senior School Board Member whose last name is first alphabetically shall act as Chair~~man~~ for the purposes of planning the agenda for the annual organizational meeting.

**E. School Board Awards and Recognition Criteria for Students, Employees, and the Public**

1. The School Board may provide recognition at its formal regular School Board meetings for achievements that meet the following criteria:

- a. Achieve first or second place in national competitions/events.
- b. Achieve national recognition for outstanding achievements, i.e., National Merit Finalists.
- c. Achieve first place in regional (multi-state) competitions/events.
- d. Achieve first place in state competitions/events.
- e. Other extraordinary aAchievements (upon consultation with the Superintendent and Agenda Planning Committee)-~~beyond the scope of regular academics/activities and/or job performance~~

2. In order to ensure a recognition process that is reasonable and manageable, the School Board may read and approve resolutions supported by Presidential, Congressional, General Assembly, ~~and~~ Gubernatorial Proclamation, and City Council.

**Legal Reference**

Code of Virginia § 2.2-3707, as amended. Meetings to be public; notice of meetings; recordings; minutes.

Adopted by School Board: July 21, 1992

Amended by School Board: July 18, 1995

Amended by School Board: November 5, 1996

Amended by School Board: August 17, 1999

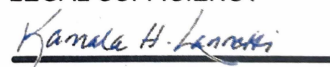
Amended by School Board: February 20, 2001

Amended by School Board: May 14, 2002

Amended by School Board: August 2, 2016

Amended by School Board: 2020

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## SCHOOL BOARD BYLAWS

### Public Comments at School Board Meetings

#### A. Presentations to the School Board

The School Board shall, in open session at regular School Board meetings, accept public comment on matters germane to the business of the School Board. Public comment shall be conducted under the agenda topics "Hearing of Citizens and Delegations on Non-Agenda Items" and "Hearing of Citizens and Delegations on Agenda Items" at each regular School Board meeting at such time as the School Board determines in its Standing Rules. Speakers shall have the opportunity to speak one time on either Agenda or Non-Agenda items at each meeting.

#### B. Advance Request Procedure

Citizens wishing to speak during the Hearing of Citizens and Delegations on Non-Agenda Items or Hearing of Citizens and Delegations on Agenda Items portion of a regular School Board meeting are encouraged to sign up with the Clerk by noon on the day of the meeting: ~~However, if citizens do not sign up by noon on the day of the meeting, they still may be permitted to speak during the Hearing of Citizens and Delegations on Non-Agenda items if they sign up by 3:00 p.m.; and, on Agenda items if they sign up by the start of the formal meeting and time permits.~~ Citizens shall be called to speak in the order in which they have signed up with the Clerk however the School Board reserves the right to alter the order of speakers. The time available for the hearings of citizens and delegations at a School Board meeting on either Non-Agenda or Agenda items is set by the Standing Rules.

#### C. Time Limitations

Citizens addressing the School Board shall limit their remarks to four-three (34) minutes unless otherwise modified by order of the Chairman. The Chairman shall, with assistance from the Clerk, consistently monitor and enforce the limitation.

#### ~~D. Documents~~

~~Documentary support for a speaker's positions should be provided to the Clerk of the School Bboard by noon seven (7) working days before the meeting to ensure that the documents are timely provided to the School Board Members. Documents provided after that time may not be available to School Board Members at the time of the speaker's presentation.~~

#### ~~E.D.~~ Public Hearing

When the School Board has scheduled a public hearing for the purpose of receiving public comment, the School Board shall accept comment only on the topic(s) for which the public

hearing was called. The School Board Chair or the Superintendent or designee may create procedures to address the orderly presentation of speakers. All other Bylaws applicable to individuals or groups appearing before the School Board shall apply to public hearings.

*Editor's Note*

*Standing Rules may be found in Appendix B to these Bylaws.*

*~~For decorum and order at School Board meetings, see Bylaw 1-48.~~*

**Legal Reference**

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

**Related Links**

School Board **Bylaw 1-48**

School Board Bylaws **Appendix B**

Adopted by School Board: July 21, 1992

Amended by School Board: August 16, 1994

Amended by School Board: September 19, 1995

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2001

Amended by School Board: December 3, 2002

Amended by School Board: December 2, 2008

Amended by School Board: August 2, 2016

Amended by School Board: March 27, 2018

Amended by School Board: 2020

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Kamala H. Larrick



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 \$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 and \$100,000, 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, 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; 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
  - 3) 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: 2020

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Kamala H. Lencioni

## **BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

### **General Contract Execution Policy**

#### **A. Generally**

This Policy establishes a uniform procedure for the review, approval, and execution of School Board contracts by officers and employees of the School Board. As used herein, the phrase "School Board contract" means any contract or agreement to which the School Board, School Administration or an individual school is a named party, or which any School officer or employee enters into on behalf of the School Board, School Administration or an individual school.

#### **B. Applicability**

This Policy shall be applicable to all School Board contracts entered into with any person. For purposes of this Policy, "person" shall be deemed to include any individual, or any corporation, partnership, firm, organization, or other group or association of persons acting as a unit. Notwithstanding the above, this policy shall not be applicable to: i) routine contracts of employment budgeted by the School Board and authorized by the Chief Human Resources Officer; ii) contracts for the design, construction, or renovation of capital improvements budgeted by the School Board and authorized by the Chief Operations Officer; or iii) contracts entered into by the Superintendent, with the approval of the School Board Chairman, in response to an emergency provided that the contract does not exceed \$300,000, and further provided that the Superintendent documents, in writing, that an emergency exists and that delay in executing the contract will be detrimental to the interests of the School Division.

#### **C. Contract Review and Approval**

##### **1. Content**

Every contract shall be reviewed by the individual in charge of the department, office, school or other agency (hereinafter "Agency") from which the contract originated, or to which it is related, or by such individual's duly authorized designee. Every contract shall also be signed (or initialed) "approved as to content" by such individual or his or her designee. When an individual signs (or initials) a contract "approved as to content," the individual is representing that he or she: i) has read the contract; ii) agrees with the terms and conditions contained therein; and iii) is satisfied that the terms and conditions of the contract accurately reflect the agreement that was reached between the parties thereto.

2. Fiscal Note

Every contract shall have a fiscal note attached thereto in a form prescribed by the Office of Business Services. The fiscal note, which must be prepared by the Agency responsible for submitting the contract, shall provide an estimate of the costs and revenues generated by the contract over the life of the contract, not to exceed five (5) years. For capital projects, the fiscal note shall provide an estimate of the "total cost to complete" the project, including the contract base cost, and shall compare the "total cost to complete" to the project budget. A copy of the fiscal note shall be provided to the Office of Business Services at the time the contract is prepared. If the contract does not involve the expenditure of funds, an authorized representative of the entity submitting the contract shall indicate "N/A" (not applicable) on the fiscal note and shall place his or her signature or initials adjacent thereto.

3. Non-appropriation Clause

Any contract with a term that extends beyond one fiscal year must contain a non-appropriation clause.

4. Availability of Funds

Except as provided in Section E of this Policy, every contract exceeding \$105,000.00 shall be signed or initialed "approved as to availability of funds" by the Director of the Office of Business Services or duly authorized designee. Every contract less than \$105,000.00 shall be initialed "approved as to availability of funds" by the individual in charge of the department, office, or other entity from which the contract originated.

If it is determined by the Office of Business Services that there are insufficient funds available to approve the contract, the contract shall be referred back to the submitting school/department for a determination as to whether or not the school/department desires to request a transfer of the necessary funds for the contract to be approved and executed. If the entity decides to request such a transfer, the request shall be forwarded to the Office of Budget Development for appropriate action.

5. Legal Sufficiency

The following contracts shall be forwarded to legal counsel for review once they have: i) been "approved as to content;" ii) had the required fiscal note placed thereon; and iii) been "approved as to availability of funds".

- a. Any contract involving the expenditure of School funds in excess of \$100,000;

- b. Any contract that the Superintendent has been specifically directed and/or authorized by the School Board to execute on behalf of the School Board; and
- c. Any other contract that the Superintendent specifically requests to be reviewed and approved by legal counsel. Any staff member may make request to the Superintendent that a specific contract be considered for review. The Director of Purchasing or Director of Business Services may request that a specific contract be reviewed. Once legal counsel has reviewed a contract and has determined that it is in a form that meets the requirements of law, he or she shall sign (or initial) the contract as "legally sufficient."
- d. When legal counsel signs (or initials) a contract as being "legally sufficient," he or she is only certifying that the contract complies with all applicable laws, policies, and regulations, contains all necessary contractual provisions, and is legally enforceable. Legal counsel is not indicating his or her approval of the contents of the contract or the purposes for which the contract is being entered into.

#### **D. Contract Execution**

Once a contract has gone through the above-stated review and approval process, it shall be forwarded to one of the following parties for final execution:

##### **1. Superintendent of Schools**

The Superintendent or his/her duly authorized designees shall execute all contracts on behalf of the School Board. In that regard, the Superintendent may delegate the authority to execute contracts on a "contract-by-contract" basis, or may establish a list of the types of contracts that specific designees shall have the authority to execute on an ongoing basis until such time as the delegation is amended or revoked.

##### **2. Director of Purchasing/Director of Business Services**

Except as provided in Section E of this Policy, the Director of Purchasing or Director of Business Services or their duly authorized designees shall have the authority to execute all contracts involving the procurement of goods and services; provided, however, that the following contracts (except Purchase Orders) shall be executed by the Superintendent or his designee:

- a. Any contract involving the annual obligation of funds in excess of \$100,000;



- b. Any contract that the Superintendent has been specifically directed and/or authorized by the School Board to execute on its behalf; and
  - c. Any other contract that the Superintendent specifically requests to be forwarded to him/her for execution.
- 3. Notwithstanding any provision herein to the contrary, the Superintendent, his designee, the Director of Purchasing, and the Director of Business Services are not authorized to execute any contract which contains a clause, paragraph, or provision ("Provision") designed to "indemnify" or "hold harmless" the provider of goods or services for liability due to negligence or an intentional act of the provider in the performance of the contract. If a contract contains such a Provision and the service provider will not agree to remove the Provision from the contract, the Superintendent, his/her designee, the Director of Purchasing, or the Director of Business Services shall forward the contract to legal counsel for resolution. If legal counsel cannot resolve the issue with the service provider then a risk-benefit analysis will be performed by the Office of Risk Management to determine if it is acceptable to enter into such a contract. If the Office of Risk Management determines that it is acceptable to enter into such a contract, then that determination will be put in writing and the contract may be executed without approval for legal sufficiency.

**E. Contracting Authority for Schools and Departments**

- 1. Notwithstanding the provisions of Sections C and D of this Policy, the principal of each individual school and department heads shall have the authority to negotiate and execute any contract for the purchase of goods or services for use by his or her school or department if the value of the contract does not exceed \$510,000.00; provided, however, that principals shall not have the authority to negotiate or execute the following contracts:
  - a. Multiple contracts for purchase of the same goods or services, or with the same service provider, which exceed \$510,000.00 in value in the aggregate during a single school year. Value refers to both expenditures and receipts, e.g., pictures, yearbooks, and vending machines. For example, if snacks for vending machines are purchased for \$53,000 and is expected to result in receipts to the school in the amount of \$116,000, the contract has a value of \$116,000 and does not qualify for small purchase procedures for site-based procurement set forth in this subsection;

- b. Any contract for goods and/or services that are covered by a term pricing agreement established by the Office of Purchasing. If a division term pricing agreement exists for a good(s) or service(s) the school/department must use the established agreement;
- c. Contracts which require or extend performance by either party beyond more than two fiscal years; or
- d. Contracts with persons or organizations for the use of school buildings or grounds.

**F. Each principal or department shall maintain a copy of each contract he or she executes pursuant to this Section E in a central repository.**

1. Copies of all contracts executed by each principal/department head shall be maintained for a period of five (5) years following the date of contract execution.
2. It shall be the responsibility of each principal, when negotiating or executing a contract, to ensure that the procurement process which is followed prior to the award of a contract fully complies with the requirements of the Virginia Public Procurement Act and applicable School Board policies and regulations.
3. It shall also be the responsibility of each principal/department head, when negotiating or executing a contract, to ensure that there are sufficient funds available for the contract. Before signing any contract, the principal/department head shall verify that there are or will be funds available to meet the contract obligation. The principal/department head shall attach a written fiscal note on the contract to that effect on a form provided by the Office of Business Services.
4. If a "standard" contract for the purchase of particular goods or services has been developed by the Office of Business Services, a principal shall use the "standard" contract whenever purchasing such goods or services.
5. Notwithstanding any provision herein to the contrary, principals are not authorized to execute any contract which contains a clause, paragraph, or provision ("Provision") designed to "indemnify" or "hold harmless" the provider of goods or services from liability due to negligence or an intentional act of the provider in the performance of the contract. If a contract contains such a Provision, and the service provider will not agree to remove the Provision from the contract, the principal/department head shall forward the contract to the Director of Business Services for final resolution.

## **G. Compliance with School Board Policies and Regulations**

The provisions of this Policy supplement, but do not supersede, other applicable School Board policies and procedures. Therefore, any contract that is negotiated, awarded, and executed pursuant to this Policy shall comply with any other applicable policies and procedures.

## **H. Failure to Follow Contract Execution Policy**

Any individual purporting to execute contracts, who executes a contract on behalf of the School Board without the requisite School Board authority, in accordance with this Policy may be held personally liable for any or all of the obligations imposed on the School Board by such contract.

### **Legal Reference**

Virginia Constitution Article VIII, § 7. School Boards.

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

Code of Virginia § 22.1-28, as amended. Supervision of schools in each division vested in school board.

Code of Virginia § 22.1-70, as amended. Powers and duties of superintendent generally.

Code of Virginia § 22.1-71, as amended. School board constitutes body corporate; corporate powers.

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

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

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

Adopted by School Board: July 1, 1997

Amended by School Board: June 17, 2008

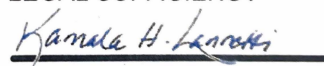
Scrivener's Amendments: September 6, 2013

Amended by School Board: May 22, 2018

Amended by School Board: September 25, 2018

Amended by School Board: 2020

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LEGAL SUFFICIENCY

  
Kamala H. Lannetti



**Subject:** Budget Calendar: School Operating Budget FY 2021/22 and  
Capital Improvement Program (CIP) 2021/22 – 2026/27 **Item Number:** 12A

**Section:** Information **Date:** September 9, 2020

**Senior Staff:** Mr. Farrell E. Hanzaker, Chief Financial Officer

**Prepared by:** Mr. Farrell E. Hanzaker, Chief Financial Officer

**Presenter(s):** Mr. Farrell E. Hanzaker, Chief Financial Officer

**Recommendation:**

It is recommended that the School Board review and approve the attached Budget Calendar for the FY 2021/22 Operating Budget and the 2021/22 – 2026/27 Capital Improvement Program.

**Background Summary:**

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

**Source:**

School Board Policy 3-6

Code of Virginia §22.1-93

**Budget Impact:**

Funds are budgeted in the various funds and budget unit codes for FY 2021/22.

# Budget Calendar

## FY 2021/22 School Operating Budget and FY 2021/22 - FY 2026/27 Capital Improvement Program

### 2020

September	The Budget Calendar is developed
Sept. 9	The Budget Calendar is presented to the School Board for information
Sept. 22	The Budget Calendar is presented to the School Board for action
Oct. 7	A budget kickoff meeting is conducted to provide senior staff and budget managers with an economic update, revenue outlook and general directions for budget development
Oct. 7 - Dec. 11	Budget requests are submitted by senior staff and budget managers to the Office of Budget Development
Nov. 17	A Five-Year Forecast is presented to the School Board and the City Council
Dec. 4	Recommended part-time hourly rates for FY 2021/22 are submitted by the Department of Human Resources to the Office of Budget Development
Dec. 15	A draft of the Capital Improvement Program is prepared for the superintendent's review
Dec. 15	A public hearing is held to solicit stakeholder input and offer the community an opportunity to be involved in the budget development process
December (3 <sup>rd</sup> week)	State revenue estimates are released by the Virginia Department of Education

### 2021

Jan. 4 - 15	Budget requests are reviewed, refined and summarized by the Office of Budget Development
Jan. 12	The recommended Capital Improvement Program budget is presented to the superintendent and senior staff
Jan. 12	The unbalanced School Operating budget is presented to the superintendent and senior staff
Feb. 2	The Superintendent's Estimate of Needs for FY 2021/22 is presented to the School Board (Special School Board meeting required)
Feb. 2	The Superintendent's Proposed FY 2021/22 - FY 2026/27 Capital Improvement Program budget is presented to the School Board (Special School Board meeting required)
Feb. 9	School Board Budget Workshop #1 is held - Time TBD.
Feb. 16	School Board Budget Workshop #2 is held - Time TBD.
Feb. 16	A public hearing is held to solicit stakeholder input and offer the community an opportunity to be involved in the budget development process
Feb. 23	School Board Budget Workshop #3 - Time TBD (if needed)
Mar. 2	School Board Budget Workshop #4 - Time TBD (if needed)
Mar. 2	The FY 2021/22 School Board Proposed Operating budget and FY 2021/22 - FY 2026/27 Capital Improvement Program budget are adopted by the School Board (Special School Board meeting required)
Mar. 9	The FY 2021/22 School Board Proposed Operating budget is provided to city staff
Apr.	The FY 2021/22 School Board Proposed Operating budget and FY 2021/22 - FY 2026/27 Capital Improvement Program budget are presented to the City Council (Sec. 15.1-163)
No Later Than May 15	The FY 2021/22 School Board Proposed Operating budget and FY 2021/22 - FY 2026/27 Capital Improvement Program budget are approved by the City Council (Sec. 22.1-93; 22.1-94; 22.1-115)



**Subject:** Updates on Student Scheduling and Transportation **Item Number:** 12B

**Section:** Information **Date:** September 9, 2020

**Senior Staff:** Donald E. Robertson, Jr., Ph.D., Chief Schools Officer, Department of School Leadership  
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**Presenter(s):** Donald E. Robertson, Jr., Ph.D., Chief Schools Officer, Department of School Leadership  
David L. Pace, Executive Director of Transportation and Fleet Management Services

**Recommendation:**

That the School Board receive information regarding the ongoing preparation for the opening of schools in regards to student scheduling and transportation.

**Background Summary:**

This information is part of an ongoing update on School Reopening 2020. The information provided represents the work completed and in-progress since the August 25, 2020 School Board meeting.

**Source:**

**Budget Impact:**

TBD