



VIRGINIA BEACH CITY PUBLIC SCHOOLS

CHARTING THE COURSE

School Board Services

Beverly M. Anderson

At-Large

Sharon R. Felton

District 6 – Beach

Jennifer S. Franklin

District 2 – Kempsville

Dorothy M. Holtz

At-Large

Laura K. Hughes

At-Large

Victoria C. Manning

At-Large

Kimberly A. Melnyk

District 7 – Princess Anne

Jessica L. Owens

District 3 – Rose Hall

Trenace B. Riggs

District 1 – Centerville

Carolyn T. Rye

District 5 – Lynnhaven

Carolyn D. Weems

District 4 – Bayside

Aaron C. Spence, Ed.D.

Superintendent

School Board Organizational / Regular Meeting Agenda **Tuesday, January 12, 2021**

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

The School Board will hear public comment both Agenda and Non-Agenda items at the January 12, 2021 School Board Meeting. Citizens who would like to speak can sign up to speak either in person or electronically. All speakers must be signed up to speak by noon on January 12, 2021. The School Board has determined that in person speakers will be heard before speakers who are participating electronically. Agenda and Non-Agenda item speakers will be heard as set forth in the Agenda. Persons signed up to speak in person will be required to remain outside of the School Administration Building until called to speak and may not enter the building for any other reason. In person speakers will be required to follow physical distancing and safety protocols including wearing a face covering while in the School Administration Building, while addressing the School Board or on its grounds. Speakers who are under 18 years old may be accompanied by one adult while in the School Administration Building. Citizens requiring accommodations to these requirements are encouraged to participate through electronic means or to contact the School Board Clerk to discuss accommodations. Non-Agenda Item speakers will be heard after the Conclusion of the Regular School Board Meeting. The School Board will hear comments from speakers but reserves the right to conclude speaker comments by vote of the School Board. All public comments shall meet the [School Board Bylaw 1-48](#) requirements for Decorum and Order.

Attendee link: https://us02web.zoom.us/join/register/WN_-bC9tNI8TIOxSsn_Zt4FeA

Call-in (301) 715-8592 ID 857 4779 4618

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

INFORMAL MEETING

- 1. Convene School Board Workshop 4:00 p.m.**
 - A. 2020-21 Plan Updates

FORMAL MEETING

- 2. Call to Order and Verbal Roll Call (School Board Chambers).....6:00 p.m.**
- 3. Moment of Silence followed by the Pledge of Allegiance**
- 4. School Board Organizational Matters**
 - A. Election of School Board Chair
 - B. Election of School Board Vice Chair
 - C. Appointment of Clerk and Deputy Clerk
 - D. School Board Bylaws Appendix B – Standing Rules Review
 - E. School Board Committee Assignment Review for Term Ending January 31, 2021
 - F. Schedule of Meetings: January 2021 through June 2022
- 5. Student, Employee and Public Awards and Recognitions**
- 6. Adoption of the Agenda**
- 7. Superintendent's Report**
- 8. Approval of Meeting Minutes:** December 15, 2020 Regular School Board Meeting **Added 01/11/2021**



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

School Board Organizational / Regular Meeting Agenda (continued) Tuesday, January 12, 2021

9. **Hearing of Citizens and Delegations on Agenda Items**

The School Board will hear public comment on Agenda items at the January 12, 2021 School Board Meeting. Citizens may sign up to speak by completing the [online form here](#) or contacting the School Board Clerk at 263-1016 and shall be allocated 4 minutes each. Sign up for public speakers will close at noon on January 12, 2021. Speakers will be provided with further information concerning how they will be called to speak. In person speakers should be in the parking lot of the School Administration Building, 2512 George Mason Drive, Building 6, Municipal Center, Virginia Beach, Virginia 23456 by 5:45 p.m. January 12, 2021. Speakers signed up to address the School Board through Zoom or by telephone should be signed into the School Board Meeting by 5:45 p.m. All public comments shall meet the [School Board Bylaw 1-48](#) requirements for Decorum and Order.

10. **Consent Agenda**

All items under the Consent Agenda are enacted on by one motion. During item 5 – 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. Schoology: Comprehensive Evaluation Recommendations
- B. Policy Review Committee (PRC) Recommendations
 - 1. Policy 2-59/ Outside Legal Counsel
 - 2. Policy 4-17/ Suspension of Work of Teachers or Classified Employees
 - 3. Policy 4-39/ Employee Professional Development and Growth in Job Skills

11. **Action**

- A. Personnel Report / Administrative Appointment(s) **Updated 01/13/2021**
- B. Policy Review Committee (PRC) Recommendations
 - 1. Bylaw 1-36/ Opening Meetings and Closed Meetings
 - 2. Bylaw 1-38/ Regular Meetings, Time, Place, Order of Business, Recessed Meetings, Work Sessions/Public Hearing
- C. 2020-21 Plan Updates

12. **Information**

- A. New Courses:
 - 1. Dual Enrollment (DE)
 - a. BUS100 – DE Introduction to Business
 - b. BUS117 – DE Leadership Development
 - 2. African American History Elective
- B. Textbook Adoptions:
 - 1. AP French Language and Culture
 - 2. AP German Language and Culture
 - 3. AP Spanish Language and Culture
 - 4. AP Spanish Literature and Culture
 - 5. AP Biology
 - 6. AP Physics 1 and 2
- C. Policy Review Committee (PRC) Recommendations:
 - 1. Bylaw 1-28/ Committees, Organizations and Boards – School Board Member Assignments
 - 2. Bylaw 1-39/ Agenda Preparation
 - 3. Policy 4-32/ Employee Associations
 - 4. Policy 4-36/ Payroll Deductions
 - 5. Appendix C

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 January 12, 2021 School Board Meeting. Citizens may sign up to speak by completing the [online form here](#) or contacting the School Board Clerk at 263-1016 and shall be allocated 4 minutes each. Sign up for public speakers will close at noon on January 12, 2021. Speakers will be provided with further information concerning how they will be called to speak. In person speakers should be in the parking lot of the School Administration Building, 2512 George Mason Drive, Building 6, Municipal Center, Virginia Beach, Virginia 23456 by 5:45 p.m. January 12, 2021. Speakers signed up to address the School Board through Zoom or by telephone should be signed into the School Board Meeting by 5:45 p.m. All public comments shall meet the [School Board Bylaw 1-48](#) requirements for Decorum and Order.

16. **Workshop** (as needed)

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

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

19. **Adjournment**



Subject: 2020-21 Plan Updates

Item Number: 1A

Section: Workshop

Date: January 12, 2021

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

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

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

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

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

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

Recommendations:

That the School Board receive information regarding adjustments to the adopted Fall 2020-21 Plan and updates on the current health metrics, instruction, scheduling, and mitigation.

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: Election of School Board Chair

Item Number: 4A

Section: School Board Organizational Matters

Date: January 12, 2021

Senior Staff: Kamala Lannetti, Deputy City Attorney

Prepared by: Regina M. Toneatto, School Board Clerk

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

Recommendation:

That the School Board elect one of its members to serve as Chair for the 2021 Calendar year.

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

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

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

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

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

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

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

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

Background Summary:

Source:

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

Budget Impact:

N/A



Subject: Election of School Board Vice Chair

Item Number: 4B

Section: School Board Organizational Matters

Date: January 12, 2021

Senior Staff: Kamala Lannetti, Deputy City Attorney

Prepared by: Regina M. Toneatto, School Board Clerk

Presenter(s): School Board Chair

Recommendation:

That the School Board elect one of its members to serve as Vice Chair for the 2021 Calendar year.

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

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

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

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

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

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

Background Summary:

Source:

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

Budget Impact:

N/A



Subject: Appointment of Clerk and Deputy Clerk of the School Board **Item Number:** 4C

Section: School Board Organizational Matters **Date:** January 12, 2021

Senior Staff: N/A

Prepared by: Regina M. Toneatto, School Board Clerk

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

Recommendation:

That the School Board approve the Superintendent's recommendation to appoint Regina M. Toneatto as Clerk of the School Board; and Susan L. Keipe as Deputy Clerk of the School Board for the 2021 calendar year.

Background Summary:

Source:

Bylaw 1-18 Officers: Election and Term of Office

Bylaw 1-37 Annual Organizational Meeting

Virginia Code §§ 22.1-72 and 22.21-76

Budget Impact:

N/A



Subject: School Board Bylaws Appendix B – Standing Rules Review **Item Number:** 4D

Section: School Board Organizational Matters **Date:** January 12, 2021

Senior Staff: N/A

Prepared by: Regina M. Toneatto, School Board Clerk

Presenter(s): School Board Chair

Recommendation:

That the School Board review Bylaw's Appendix B – *Standing Rules*.

Background Summary:

Source:

Bylaw 1-37 Annual Organizational Meeting

Budget Impact:

N/A

SCHOOL BOARD STANDING RULES

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

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

INFORMAL MEETING

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

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

- a. School Board Administrative Matters & Reports
2. Closed Meeting for legal matters, personnel matters, publicly held property, student disciplinary matters or other matters authorized by the Virginia Freedom of Information Act.
3. School Board Recess 5:30 p.m.

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

FORMAL MEETING

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

At this time, the School Board will hear public comment on items germane to the School Board Agenda for the meeting from citizens who have signed up to speak with the Clerk of the School Board by noon the day of the meeting and shall be allocated four (4) minutes each, if time is available. Citizens must sign up by noon the day of the meeting. If All public comment shall meet the School Board Bylaws requirements for Decorum and Order and Public Comments at School Board Meetings.

11. **Consent Agenda**

- a. Commemorative Resolutions

- b. Policy Review Committee Recommendations
- c. Religious exemptions

12. Action

- a. Personnel Report / Administrative Appointments

13. Information

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

14. Standing Committee 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.

15. Conclusion of Formal Meeting

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

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

- 17. Recess into workshop and/or Closed Meeting, if necessary**
- 18. Vote on Remaining Action Items, if necessary**
- 19. Adjournment**

Related Links

School Board [Bylaw 1-18](#)
School Board [Bylaw 1-37](#)
School Board [Bylaw 1-39](#)
School Board [Bylaw 1-40](#)

Adopted by the School Board: February 20, 2001
Amended by the School Board: July 3, 2001
Amended by the School Board: July 2, 2002
Amended by the School Board: July 1, 2003
Amended by the School Board: July 6, 2004
Amended by the School Board: July 5, 2005
Amended by the School Board: July 8, 2006
Amended by the School Board: July 12, 2007
Amended by the School Board: December 2, 2008
Amended by the School Board: August 18, 2015
Amended by School Board: August 2, 2016
Amended by School Board: October 10, 2017
Amended by School Board: March 27, 2018
Amended by School Board: September 9, 2020



Subject: School Board Committee Assignment Review for Term Ending January 31, 2021 **Item Number:** 4E

Section: School Board Organizational Matters **Date:** January 12, 2021

Senior Staff: N/A

Prepared by: Regina M. Toneatto, School Board Clerk

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

Recommendation:

That the School Board review the list of committee assignments for the term January 31, 2021 as approved June 23, 2020 with the expectation that modifications may be needed as a result of the election of the School Board Chair and Vice Chair.

Background Summary:

Pursuant to Bylaw 1-28, Assignments may be reviewed in January of each year or when otherwise necessary and are effective until June 30th of each year.

Source:

Bylaw 1-28 Committees, Organizations and Boards – School Board Member Assignments
Policy 7-21 Citizens' Advisory Committees

Budget Impact:

N/A

School Board of the City of Virginia Beach
School Board Committee Assignments FY21
January 12, 2021 Organizational Review

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Bylaw 1-28 REF	COMMITTEE	ASSIGNMENTS
C1.	Internal Audit	TBD* Kim Melnyk Jessica Owens Larry Davenport (citizen member)
C2.	Policy Review (PRC)	Bev Anderson TBD Trenace Riggs*
C3.	Planning and Performance Monitoring Committee (PPM)	Sharon Felton Dorothy Holtz Carolyn Weems*
C4.	Governance	School Board Chair* Audit Chair PPM Chair PRC Chair Beverly Anderson
C5.	Legislative	Sharon Felton Kim Melnyk* Trenace Riggs
C6.	Building Utilization	Laura Hughes* Jessica Owens Carolyn Weems
C7.	Student Discipline Committee I (2 nd & 4 th Mon) 3:00 PM	Sharon Felton* Laura Hughes Jessica Owens
C7.	Student Discipline Committee II (2 nd & 4 th Tues) 8:30 AM	TBD Vicki Manning Carolyn Weems*
C7.	Student Discipline Committee III (1 st & 3 rd Wed) 3:00 PM	Bev Anderson Dottie Holtz Trenace Riggs*
D1.	CIP/Modernization Review Committee	TBD* Vicki Manning Dottie Holtz (alt.)
	In-House Pharmacy Exploratory Committee	Kim Melnyk Trenace Riggs CC mbrs: Moss & Wilson
E1.	School Site Selection	As needed
F1a	Equity Council	Sharon Felton Jessica Owens Kim Melnyk (alt.)
F1b	403b Plan Oversight Committee	TBD

*Currently serving as Committee Chair

School Board of the City of Virginia Beach
School Board Committee Assignments FY21
January 12, 2021 Organizational Review
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Bylaw 1-28 REF	COMMITTEE	ASSIGNMENTS
G1.	Green Run Collegiate Charter Board	Jessica Owens Kim Melnyk (alt.)
G2.	Governor's School for the Arts	Kim Melnyk Bev Anderson (alt.)
G3.	Mayor's Committee for Persons with Disabilities	TBD Trenace Riggs (alt.)
G4.	Southeastern Cooperative Educational Programs (SECEP)	Kim Melnyk Bev Anderson (alt.)
G5.	Virginia School Boards Association (VSBA) Voting Delegate at Annual Convention Nov. 18-20, 2020	Sharon Felton Dottie Holtz (alt.)
G6.	Hampton Roads Educational Telecommunications Association (HRETA) WHRO Educational Advisory Committee (EAC)	TBD Trenace Riggs (alt.)
G7.	Sister Cities Association of Virginia Beach	Trenace Riggs Bev Anderson (alt.)
G8.	457 Deferred Compensation Board	TBD
G9.	Virginia Beach Human Rights Commission	Dottie Holtz Jessica Owens (alt.)

Policy 7-21 REF	CITIZENS' ADVISORY COMMITTEE	LIAISON
B1.	Special Education Advisory Committee	Carolyn Weems Jessica Owens (alt.)
B2.	General Advisory Council for Technical and Career Education	Sharon Felton Carolyn Weems (alt.)
B3.	Community Advisory Committee for Gifted Education	Jessica Owens Laura Hughes (alt.)
B4.	Interagency Adult Basic Education Advisory Committee	Vicki Manning Laura Hughes (alt.)
B5.	School Health Advisory Committee	Carolyn Weems Vicki Manning (alt.)
B6.	Strategic Plan Committee	Every five years



Subject: Schedule of School Board Meetings through June 30, 2022

Item Number: 4F

Section: School Board Organizational Matters

Date: January 12, 2021

Senior Staff: N/A

Prepared by: Regina M. Toneatto, School Board Clerk

Presenter(s): School Board Chair

Recommendation:

That the School Board approve the schedule of regular meetings for a period ending June 30, 2022. Pursuant to School Board Bylaw 1-38 and Standing Rules outlined in Appendix B, meetings will be held at the School Administration Building, 2512 George Mason Dr., Virginia Beach, and generally on the second and fourth Tuesday of each month with some variations as needed due to scheduled holidays and other significant events.

- Informal meetings generally convene at 4 p.m. subject to the volume of business to be transacted
- School Board Recess at 5:30 p.m.
- Formal Meeting Called to Order at 6:00 p.m.

Affirm Balance of SY2020-21 Schedule of Meetings	Proposed SY2021-22 Schedule of Meetings
January 12 & 26 2021	July 6/7 Retreat/Abridged Regular Meeting & 20 2021
February 2 - Special Meeting for presentation of SEON FY2021/22 & CIP FY2021/22 through FY2026/27 February 9 & 23 February 16*	August 10 & 24
March 2 – Special Meeting for adoption of Budget FY2021/22 & CIP FY2021/22 through FY2026/27 March 9 & 23	September 14 & 28
April 13 & 27 [4/5-4/9 = Spring Break]	October 12 & 26
May 11 & 25	November 9 & 23
June 8 & 22	December 7 & 21
	January 11 & 25 2022
	February 1 - Special Meeting for presentation of SEON FY2022/23 & CIP FY2022/23 through FY2027/28 February 8 February 15 – Special Meeting/Workshop Budget/CIP Workshop* February 22
	March 1 – Special Meeting for adoption of Budget FY2022/23 & CIP FY2022/23 through FY2027/28 March 8 & 22
	April 5 (1 st Tuesday) & 26
	May 10 & 24
	June 14 & 28
*Budget/CIP Workshop	*Budget/CIP Workshop

Background Summary:

Source:

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

Budget Impact:

N/A



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

Section: Approval of Minutes **Date:** January 12, 2021

Senior Staff: N/A

Prepared by: Regina M. Toneatto, School Board Clerk

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

Recommendation:

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

- December 15, 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.

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

Background Summary:

Source:

Bylaw 1-40

Budget Impact:

N/A



VIRGINIA BEACH CITY PUBLIC SCHOOLS

CHARTING THE COURSE

School Board Services

Carolyn T. Rye, Chair
District 5 - Lynnhaven

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

Beverly M. Anderson
At-Large

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 MINUTES

Tuesday, December 15, 2020

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

INFORMAL MEETING

- 1. Swearing-In Ceremony for Re-Elected and Newly-Elected School Board Members Serving a Four-Year Term Commencing January 1, 2021:** The School Board gathered in the School Board Chambers at 2:30 p.m. for a swearing-in ceremony. Virginia Beach Circuit Court Chief Deputy Clerk, Ms. Tracey Entwisle, administered the required oath of office individually for re-elected and newly elected School Board members to serve for a term commencing January 1, 2021 through December 31, 2024 as follows:
 - A. Beverly M. Anderson, At-Large since 2013
 - B. Victoria C. Manning, At-Large since 2017
 - C. Jessica L. Owens, District 3 Rose Hall since 2019
 - D. Jennifer S. Franklin, District 2 Kempsville

Note: Trenace B. Riggs, District 1 Centerville since 2017 was not able to attend the swearing-in ceremony due to a health issue. Ms. Riggs will plan to meet with the Virginia Beach Circuit Court Clerk for the administration of the oath of office at a later date.

- 2. Convene School Board Workshop:** Chairwoman Rye convened the School Board workshop at 3:01 p.m. on the 15th day of December 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, broadcast on VBT Channel 47, and on Zoom.

It is the School Board's protocol to break at 5:30 p.m. to prepare for the Regular School Board Meeting to begin at 6:00 p.m. At 5:30 p.m. the School Board will conclude its Informal Meeting unless the School Board votes to continue the Informal Meeting until 5:45 p.m.

The following School Board members were present in the School Board chambers: Chairwoman Rye, Ms. Anderson, Mr. Edwards, Ms. Felton, Ms. Holtz, Ms. Owens, and Ms. Manning. The following School Board members were attending via Zoom: Ms. Riggs (due to family health situation); Ms. Hughes (health matter), and Ms. Weems joined via Zoom at 3:57 p.m. (due to family situation). Ms. Melnyk did not attend the meeting due to a death in the family.

- A. School Board Administrative Matters and Reports

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

Tuesday, December 15, 2020
School Board Regular Meeting
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1. Leadership Interest: Chairwoman Rye expressed interest in continuing as School Board Chair. Chairwoman Rye also shared Ms. Melnyk's interest as Vice Chair.
 2. Schedule of Meetings: Remaining /FY21 Affirmed; FY22 Proposed: Chairwoman Rye briefly discussed the School Board meeting dates from January 2021 to June 2021 and the proposed meeting dates from July 2021 to December 2021. The meeting days will follow the pattern of the second and fourth Tuesday of each month; January 2021 retreat – more information will be shared with the School Board after Governance meeting.
 3. Committee Assignments: SY21 Adjustments: Chairwoman Rye briefly reviewed some of the adjustments to the Committee Assignments for SY21: Access Foundation no longer listed; Green Run Collegiate listed under Outside Committees; updated language to the Deferred Compensation Board; positions that are vacant are noted as TBD; will discuss further at the Organizational meeting in January; please inform the Clerk of the Board of any interests.
 4. Standing Rules: Affirmed or Revised: School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney explained according to the Bylaws, Appendix B is affirmed /revised; if no decision is made, the it will roll over until next year; Appendix B was amended in September 2020.
- B. Forecast of Regular School Board Meeting Agenda Topics FY21, 3rd Quarter: January, February, March 2021: Superintendent Spence reviewed the Administration's forecast of agenda topics to be presented on the School Board's regular meeting agenda in the FY21 third quarter – January, February, March 2021; if School Board members have specific questions to let administration know; the quarterly forecast is used to plan agendas and workshop topics based on feedback from meetings and the July 2020 retreat; February meetings will be dedicated to budget; some School Board members addressed the need for a workshop due to the situation with the pandemic.
- C. 2020-21 Plan Updates: Marc A. Bergin, Ed.D., Chief of Staff, provided the School Board with updates on the current health metrics; three members of local advisory panel of physicians were present for Question and Answer session; reviewed percent positivity for the Eastern Region; reviewed 7-day rolling average of new cases; reviewed guidance chart for schools from VDOE (Virginia Department of Education) and VDH (Virginia Department of Health); the presentation continued with discussion with Health Panel; mitigation matters, kids are less susceptible, continue to offer a virtual option; mitigation strategies work together: mask; social distancing; cleaning and disinfecting, and handwashing; three indicators: number of new cases, percent of new cases, and ability of school to implement mitigation strategies; transmission and susceptibility; around the nation – in-school transmission is low/small when schools mitigate; summary of key questions: mitigation, collaboration with VDH, consider community, monitor for in-class transmission rates, who is prioritized for in-person; the physicians shared information from other sources (Massachusetts, Maine, Children's Hospital of Philadelphia; worldwide experience); considerations of approach/questions: how well are you mitigating, what's the extent of transmission within the school AND burden of disease on school (i.e. absenteeism, staffing, outbreaks, adherence to mitigation); new question is how to stay open safely and minimize closures/burden to schools, use mitigation and monitoring.

The discussion continued regarding mental health affects; educational gaps; cases confirmed by lab testing; flu season; mitigation, contact tracing, social distancing, phase in approach; routine testing; testing in other states, other districts/private schools; difference between schools vs. communities, schools more controlled environment – layers of mitigation; contact tracing; safety teams; mitigation is important; strong communication with families about mitigation; Chairwoman Rye thanked the panel of physicians.

The workshop concluded at 5:36 p.m.

3. **Closed Meeting:** See item 19.

FORMAL MEETING

4. **Call to Order and Verbal Roll Call:** Chairwoman Rye called the formal meeting to order at 6:01 p.m. on the 15th day of December 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

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Board Meeting due to physical distancing and safety precautions related to the pandemic. Members of the public will be able to observe the School Board Meeting through livestreaming on www.vbschools.com, broadcast on VBTV Channel 47, and on Zoom.

The following School Board members were present in the School Board chambers: Chairwoman Rye, Ms. Anderson, Mr. Edwards, Ms. Felton, Ms. Holtz, and Ms. Owens. The following School Board members were attending the meeting via Zoom: Ms. Hughes (health matter), Ms. Riggs (family health situation), and Ms. Weems (family situation). The following School Board members were not in attendance: Ms. Melnyk due to a death in the family and Ms. Manning due to a family obligation.

5. **Moment of Silence followed by the Pledge of Allegiance**
6. **Student, Employee and Public Awards and Recognitions:** Mr. Daniel (Dan) Edwards was recognized for his 22 years of service to the School Board of the City of Virginia Beach. Chairwoman Rye shared remarks. The following presented recognitions to Mr. Edwards: Robert Dyer, Mayor, City of Virginia Beach; Dale Ward, Vice-President, Boy Scouts of America Tidewater Council and Zacary Grinvalski, Eagle Scout; Bill Brunke, former member, Virginia Beach School Board; John F. Sutton III, Coordinator of Policy and Intergovernmental Affairs read letters from Governor Ralph Northam and US House of Representatives member, Elaine Luria; Ms. Beverley Anderson and Ms. Carolyn Weems shared remarks; Superintendent Spence shared the Compass Keeper video and remarks.
7. **Adoption of the Agenda:** Without any modifications, Chairwoman Rye called for a motion. Mr. Edwards made a motion, seconded by Ms. Anderson. Without discussion, Chairwoman Rye called for a vote. The School Board Clerk announced the motion passed unanimously.
8. **Superintendent's Report:** Superintendent Spence shared the following information: 1) Schools and administrative buildings closed for winter break, Wednesday, December 23 through Friday, January 1, 2021; 2) Bagged meals are provided Monday-Friday from 10:30 a.m. to 1:30 p.m. with the Friday bag containing breakfast and lunch for Saturday and Sunday. Meals can be picked up from any school; 3) Parent Connection Zoom session, December 16 at 6 p.m. The session will focus on Parenting During a Pandemic; 4) Applications for academies and advanced academic programs are now available, visit vbschools.com for details; 5) the school division is now hiring for a variety of positions, including bus drivers, and custodial.
9. **Public Hearing on FY2021/22 School Operating Budget and FY2021/22 through FY2026/27 Capital Improvement Program:** There was one speaker, Kelly Walker, for the public hearing.
10. **Approval of Meeting Minutes:** December 1, 2020 Regular School Board Meeting. Without any modifications, Chairwoman Rye called for a motion. Ms. Felton made a motion, seconded by Ms. Holtz. Without discussion, Chairwoman Rye called for a vote. The School Board Clerk announce the motion passed unanimously.
11. **Hearing of Citizens and Delegations on Agenda Items:** Chairwoman Rye announced The School Board will now hear comments on Agenda Items from citizens and delegations who signed up with our Clerk prior to this meeting. In person speakers will be called first followed by speakers participating through Zoom or by telephone. It is not necessary for speakers to ask if they can be heard. Speakers should begin speaking once their name is called. As a reminder, each speaker has four minutes to present and will be given a thirty second warning before time expires. Once the speaker's time has expired, the speaker should stop making remarks and the next speaker will be cued to speak. Please keep in mind, the School Board invites the public to also submit comment through our group e-mail account which can be found on our website.

There were four (4) in-person speakers and four (4) on-line speakers discussing the 2020-21 Plan Updates: special education students: Option 1 students returning; safety mitigations; 4x4 schedule/pacing; virtual learning.

12. **Consent Agenda:** Chairwoman Rye stated the following items for approval as part of the Consent Agenda:

A. Textbook Adoptions:

1. **AP Computer Science A:** That the School Board approve the following high school textbook as recommended by the Secondary Mathematics Textbook Adoption Committee for implementation in the fall of 2021.

Course Title	Textbook	Publisher	Copyright
AP Computer Science A	CSAwesome	CSAwesome	2019

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B. Recommendation of General Contractor

1. Green Run and Bayside High Schools Synthetic Turf/Track Improvements: The School Board adopt a motion authorizing the Superintendent to execute a contract with Astro Turf Corporation for the Green Run High School and Bayside High School Stadium Synthetic Turf & Track Overlay in the amount of \$2,844,166.
2. Ocean Lakes High School Boiler Plant Replacement: The School Board adopt a motion authorizing the Superintendent to execute a contract with JRC Mechanical for the Ocean Lakes High School Boiler Plant Replacement in the amount of \$599,300.

Without any modifications, Chairwoman Rye called for a motion. Ms. Holtz made a motion, seconded by Mr. Edwards. Chairwoman Rye called for a vote. The School Board Clerk announced there were eight (8) ayes in favor of the motion: Chairwoman Rye, Ms. Anderson, Mr. Edwards, Ms. Felton, Ms. Holtz, Ms. Hughes, Ms. Owens, and Ms. Riggs. The following board member abstained from voting: Ms. Weems, did not respond via Zoom. The motion passed with eight (8) votes.

13. Action

- A. Personnel Report / Administrative Appointment(s): Ms. Felton made a motion, seconded by Ms. Anderson that the School Board approve the appointments and accept the resignations, retirements, and other employment actions as presented on the December 15, 2020 Personnel Report along with administrative appointments as recommended by the Superintendent. Without discussion, Chairwoman Rye called for a vote. The School Board Clerk announced there were eight (8) ayes in favor of the motion: Chairwoman Rye, Ms. Anderson, Mr. Edwards, Ms. Felton, Ms. Holtz, Ms. Hughes, Ms. Owens, and Ms. Riggs. The following board member abstained from voting: Ms. Weems, did not respond via Zoom. The motion passed with eight (8) votes. Superintendent Spence introduced the following: Jacqueline A. Blair, Administrative Assistant, Larkspur Middle School as Assistant Principal, Larkspur Middle School.
- B. Textbook Adoptions:
1. Elementary Art: Chairwoman Rye called for a motion to approve. Ms. Felton made a motion, seconded by Ms. Holtz. A discussion followed regarding the use of textbook, textbook as a teacher resource; ensure staff will be prepared to deliver instruction; comprehensive resource; other school divisions adopted; resource for new and veteran teachers; formative and summative evaluation. Without further discussion, Chairwoman Rye called for a vote. The School Board Clerk announced the motion passed unanimously.

14. Information

- A. Interim Financial Statements: October 2020: Crystal Pate, Director of Business Services shared the following information: as of October 31, 2020 overall revenue trends are acceptable; revisions based on the economic conditions due to COVID-19 pandemic resulted in a projected decrease of approximately 9.2 million dollars; increase in basis aid revenue of approximately 6.7 million; the impact of the reduction of sales tax revenue estimates resulted in the projected one-time payment of approximately 4.6 million; the General Assembly adapted language the delays reductions to state payments resulting from reduced ADM projections until after March 31; federal revenues are also showing an acceptable trend; we had received impact aid payments of approximately 4.8 million; other sources of revenue through the month of October are lagging compared to prior years; sales tax receipts are at an acceptable level year to date through October, we are approximately 1.3 million higher than the same time last year; the expenditures and encumbrances trend is also acceptable at this point in the fiscal year.
- B. Schoology: Comprehensive Evaluation: Allison M. Bock, Ph.D., Program Evaluation Specialist, Office of Planning, Innovation, and Accountability presented the Schoology: Comprehensive Evaluation Report to the School Board; provided a background of Schoology; comprehensive evaluation and data collection (staff and student surveys in May; parent access field test surveys; Schoology usage data; cost); Goals: 1) Instructional Content, Resources, and Assessments; 2) Communication and Collaboration; 3) User-Friendly; 4) Effective Professional Learning; 5) Perceptions of Schoology helping student and teacher transformational learning dispositions; overall general perceptions – satisfaction; Schoology cost; Recommendations: 1) Continue Schoology initiative with modifications noted in recommendations 2-5; 2) Continue to communicate Schoology functionality at the elementary school level to encourage elementary teachers to utilize various functions of Schoology; 3) Provide elementary school parents with additional

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- knowledge and support; 4) Continue to work towards ensuring secondary level grades entered in Schoology sync with Synergy; and 5) Conduct an evaluation update during 2020-2021 focused on parent perceptions of their access to Schoology.
- C. Policy Review Committee (PRC) Recommendations: School Board Legal Counsel, Kamala Lannetti, Deputy City Attorney presented the following Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain policies as reviewed by the PRC at its November 12, 2020 meeting and presented to the School Board for Information at the December 15, 2020 Meeting:
1. Bylaw 1-36/Opening Meetings and Closed Meetings: The PRC recommends amending the Bylaw: to clarify the process for certifying voting to go into closed session; to clarify the expectation regarding confidentiality of closed meeting items; clarify when electronic meetings are allowed and the procedures for remote participation in meetings.
 2. Bylaw 1-38/Regular Meetings, Time, Place, Order of Business, Recessed Meetings, Work Sessions/Public Hearing: The PRC recommends amending the Bylaw to add Section E which will authorize the Chair, Clerk or Superintendent to make reasonable and necessary decisions regarding how meetings are prepared and conducted when Bylaws, policies, regulations or laws do not address the matter or when there is insufficient time for the School Board to take action.
 3. Policy 2-59/Outside Legal Counsel: The PRC recommends amending the Bylaw to clarify the process for the School Board to approve payment of legal fees incurred by employees related to their work for the School Division.
 4. Policy 4-17/Suspension of Work of Teachers or Classified Employees: The PRC recommends amending the Policy to differentiate between disciplinary and administrative suspensions and to clarify when an employee will be on investigatory suspension without pay.
 5. Policy 4-39/Employee Professional Development and Growth in Job Skills: The PRC recommends adding Section D Training to incorporate a new statutory change that requires that employees be trained on mental health awareness.
- D. 2020-21 Plan Updates: Donald E. Robertson, Ph.D., Chief Schools Officer, Department of School Leadership presented to the School Board updates on student scheduling for the second term and preliminary plans for student scheduling for the 2021-22 school year; high school winter sports and activities – activities may continue with virtual option, coaching supplements, communicating information; plan for term 3 and 2nd semester – students will continue in the learning environment chosen by families in August for the 1st semester, if students/families wish to change learning environment, they must contact the school principal on or before Friday, December 18, 2020, schools will work to honor changes; secondary central VLC will continue and could be expanded based on student and school needs, families will be notified by Wednesday, January 27, 2021 of their Term 2, 2nd Semester Option placement; SOL testing; SOL testing plan; students who choose not to participate in January SOL testing may participate in SOL testing in the Spring; planning considerations for SY 2021-22 – scheduling models, plan to continue to operate a secondary VLC in SY 2021-22; next steps – conduct analysis of MP3 academic and attendance data, monitor health data and plan for MS Winter Season 2, HS Winter & Fall Sports.
- The discussion continued regarding schedule models (4x4 and A/B); winter sports; meeting before next board meeting; availability of staff bringing students back; safety of students and staff; task force; athletics and watching the metrics.

- 15. *Standing Committee Reports:*** Mr. Edwards mentioned the upcoming Audit Committee meeting on Thursday, will be virtual, receiving a briefing from external auditor, School Board will be receiving the CAFR (Comprehensive Annual Financial Report) next month. Ms. Owens shared information on the Equity Council meeting that took place last Thursday; recognizing items for December (Human Rights Month, Inclusive Schools Network Week); discipline guidelines and code of conduct being reviewed; presentation on memorandum of understanding with SROs; remarks from student representatives; meeting in January. Ms. Felton talked briefly about the legislative policy shared with VSBA called 21st Century Community Communication for School Boards. Ms. Holtz shared on behalf of the mayor's committee for disabilities that applications were still being accepted through the month of December for those who have helped others with disabilities. Ms. Hughes mentioned the Building Utilization Meeting is scheduled for tomorrow from 11 a.m. to 12:30 p.m. It will be a Zoom meeting and they will be discussing

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attendance zones, capacity. Chairwoman Rye mentioned consulting with Governance Committee and Administration regarding the retreat timing and School Board meeting on January 26.

16. **Conclusion of Formal Meeting:** The formal meeting concluded at 9:05 p.m.
17. **Hearing of Citizens and Delegations on Non-Agenda Items - NONE**
18. **Workshop** (as needed)
19. **Closed Meeting:** Ms. Anderson made a motion, seconded by Mr. Edwards, that the School Board recess into a closed meeting pursuant to the exemptions from open meetings allowed by Section 2.2-3711, Part A, Paragraphs 1, 7 and 8 of the Code of Virginia, 1950, as amended, for the following purposes:

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

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

2. **CONSULTATION WITH LEGAL COUNSEL:** Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body: namely to discuss

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

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

The motion passed with six (6) votes: Chairwoman Rye, Ms. Anderson, Mr. Edwards, Ms. Felton, Ms. Holtz, and Ms. Owens. The following School Board members were not present during the closed session due to participation via Zoom: Ms. Hughes, Ms. Riggs, and Ms. Weems; in accordance with Bylaw 1-36.D.

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

1. Personnel Matters: School Board members: Chairwoman Rye, Ms. Anderson, Mr. Edwards, Ms. Felton, Ms. Holtz, and Ms. Owens; Superintendent Spence; School Board Legal Counsel Kamala H. Lannetti, Deputy City Attorney; Regina M. Toneatto, Clerk of the School Board.
2. Consultation with Legal Counsel: School Board members: Chairwoman Rye, Ms. Anderson, Mr. Edwards, Ms. Felton, Ms. Holtz, and Ms. Owens; Superintendent Spence; School Board Legal Counsel Kamala H. Lannetti, Deputy City Attorney; Regina M. Toneatto, Clerk of the School Board.
3. Consultation with Legal Counsel: School Board members: Chairwoman Rye, Ms. Anderson, Mr. Edwards, Ms. Felton, Ms. Holtz, and Ms. Owens; Superintendent Spence; School Board Legal Counsel Kamala H. Lannetti, Deputy City Attorney; Regina M. Toneatto, Clerk of the School Board.

The School Board reconvened at 10:43 p.m.

Certification of Closed Meeting: Ms. Anderson read the Certification of Closed meeting:

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

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Committee that such closed session was conducted in conformity with Virginia Law;

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

Mr. Edwards seconded the motion. Without discussion the motion passed with six (6) votes: Chairwoman Rye, Ms. Anderson, Mr. Edwards, Ms. Felton, Ms. Holtz, and Ms. Owens. The following School Board members were not present during the closed session due to participation via Zoom: Ms. Hughes, Ms. Riggs, and Ms. Weems.

20. *Vote on Remaining Action Items - NONE*

21. *Adjournment:* Chairwoman Rye adjourned the meeting at 10:45 p.m.

Respectfully submitted:

Regina M. Toneatto, Clerk of the School Board

Approved:

Carolyn T. Rye, School Board Chair



Subject: Schoology: Comprehensive Evaluation Recommendations **Item Number:** 10A

Section: Consent **Date:** January 12, 2021

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

Prepared by: Allison M. Bock, Ph.D., Program Evaluation Specialist
Heidi L. Janicki, Ph.D., Director of Research and Evaluation
Lisa A. Banicky, Ph.D., Executive Director
Office of Planning, Innovation, and Accountability

Presenter(s): Allison M. Bock, Ph.D., Program Evaluation Specialist
Office of Planning, Innovation, and Accountability

Recommendation:

That the School Board approve the administration's recommendations that were proposed in response to the Schoology: Comprehensive Evaluation Report.

Background Summary:

Schoology is a Learning Management System (LMS) adopted by Virginia Beach City Public Schools (VBCPS) to deliver educational content to students online. The purpose of obtaining an LMS was to provide a streamlined, user-friendly application for interacting with and accessing educational content and providing assessments as well as to facilitate the transition to personalized learning. According to School Board Policy 6-26, "All new programs will be evaluated for a minimum of two years." The 2018-2019 school year was the first year when all schools began to implement various components of Schoology based on each school's staff readiness and needs. The implementation evaluation of Schoology was conducted during the 2018-2019 school year, and the results and recommendations were presented to the School Board November 26, 2019. The recommendations were approved December 10, 2019.

The final comprehensive evaluation of Schoology was conducted during 2019-2020 and focused on the main operational components of the LMS, progress toward meeting established goals and objectives, stakeholder perceptions, and the cost of Schoology to the school division. In addition, the evaluation also included information about the actions taken regarding the implementation evaluation recommendations and the impact the March 2020 COVID-19 pandemic school closure had on the Schoology initiative.

Source:

School Board Policy 6-26
School Board Minutes November 26, 2019
School Board Minutes December 10, 2019

Budget Impact:



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

PLANNING, INNOVATION, AND ACCOUNTABILITY Office of Research and Evaluation

Schoology: Comprehensive Evaluation

The table below indicates the proposed recommendations resulting from the **Schoology: Comprehensive Evaluation**. It is requested that the School Board review and approve the administration's recommendations as proposed.

School Board Meeting Date	Evaluation	Recommendations From the Fall 2020 Program Evaluation	Administration's Recommendations
<u>Information</u> December 15, 2020 <u>Consent</u> January 12, 2021	Schoology: Comprehensive Evaluation	<ol style="list-style-type: none"> 1. Continue Schoology initiative with modifications noted in recommendations 2 through 5. (<i>Responsible Groups: Department of Teaching and Learning; Department of School Leadership; Department of Technology; Office of Planning, Innovation, and Accountability</i>) 2. Continue to communicate Schoology functionality at the elementary school level to encourage elementary school teachers to utilize the various functions of Schoology, such as delivering course content and assessment-related activities. (<i>Responsible Groups: Department of Teaching and Learning; Department of School Leadership; Office of Planning, Innovation, and Accountability</i>) 3. Provide elementary school parents with additional knowledge and support to access their child's academic information and work in Schoology. (<i>Responsible Group: Department of Teaching and Learning</i>) 4. Continue to work toward ensuring secondary level grades entered in Schoology sync with Synergy. (<i>Responsible Groups: Department of Teaching and Learning; Department of Technology</i>) 5. Conduct an evaluation update during 2020-2021 focused on parent perceptions of their access to Schoology. (<i>Responsible Group: Office of Planning, Innovation, and Accountability – Office of Research and Evaluation</i>) 	The administration concurs with the recommendations from the program evaluation.



Subject: Policy Review Committee Recommendations **Item Number:** 10B 1-3

Section: Consent **Date:** January 12, 2021

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

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

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

Recommendation:

That the School Board approve Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain policies as reviewed by the PRC at its November 12, 2020 meeting and presented to the School Board for the January 12, 2021 Consent Agenda.

Background Summary:

1. Policy 2-59 / Outside Legal Counsel

The PRC recommends amending the Bylaw to clarify the process for the School Board to approve payment of legal fees incurred by employees related to their work for the School Division.

2. Policy 4-17 / Suspension of Work of Teachers or Classified Employees

The PRC recommends amending the Policy to differentiate between disciplinary and administrative suspensions and to clarify when an employee will be on investigatory suspension without pay.

3. Policy 4-39 / Employee Professional Development and Growth in Job Skills

The PRC recommends adding Section D Training to incorporate a new statutory change that requires that employees be trained on mental health awareness.

Source:

Code of Virginia, 1950, as amended, § 22.1-253.12:7 School Board Policies.
Policy Review Committee Meetings of November 12, 2020

Budget Impact:

ADMINISTRATION

Outside Legal Counsel

A. Employment of Outside Counsel

1. Authority to Employ Outside Legal Counsel

- a. The School Board shall determine whether it is necessary and/or advisable that outside legal counsel (hereinafter "outside counsel") be employed to represent: i) the School Board; ii) an individual School Board Member; iii) the Superintendent; or iv) any School Division official; and only the School Board, or its duly authorized designee, shall be authorized to employ such counsel. Unless otherwise specifically directed by the School Board at the first meeting in July of each year or as otherwise specified, the School Board's duly authorized designee for legal matters shall be its in-house legal counsel. Under no circumstance shall outside counsel be employed unless the School Board or Chairman has given prior approval of such employment.
- b. If an individual School Board Member or official desires to be represented by legal counsel pursuant to Virginia Code § 22.1-82, the School Board Member or official shall not directly employ such counsel, but shall request the School Board to employ such counsel on his or her behalf. If the School Board does not authorize employment on behalf of the School Board Member or official, and legal representation is not provided under a School Board insurance policy, the School Board Member or official will be responsible for the employment and costs for retaining legal counsel.
- c. Notwithstanding the above, the Superintendent may employ outside counsel to represent the School Administration on employee grievances. Prior to employing such counsel, the Superintendent must: i) seek the advice and recommendations of the School Board's legal counsel concerning the specific attorney or law firm whose services should be employed; ii) consider the selection criteria set forth in subsection A(2) below; and iii) notify the School Board Chairman of his or her intent to employ such counsel. Additionally, the Superintendent must obtain the approval of the School Board prior to expending funds in excess of \$7,500 for outside legal counsel on any given employee grievance.

- d. Prior to the employment of outside counsel pursuant to paragraph A(1)(a), (b) or (c) above, the School Board, its duly authorized designee, or the Superintendent, as applicable, shall contact the Department of Budget and Finance to determine whether sufficient funds are available for such employment.

2. Selection Criteria

In determining which outside counsel should be employed, the following criteria shall be considered:

- a. The attorney's or law firm's ability, reputation and experience in the area of the legal services involved;
- b. The cost of legal services to be provided;
- c. Whether the attorney or firm has an office(s), or the attorney principally resides, in the South Hampton Roads area (i.e., the cities of Virginia Beach, Chesapeake, Norfolk, Portsmouth, and Suffolk). (It is the intent of the School Board that outside counsel will be employed from the South Hampton Roads area unless it determines, based upon the facts of a specific matter, that the employment of such counsel from out of the area would be in the best interest of the School Board and the School Division);
- d. Whether the attorney or firm currently represents, or has previously represented, a third party in legal action against the School Board or the City;
- e. Whether the attorney or firm currently has, or has previously had, any other type of involvement or connection with a third party who is, or has been, engaged in an adversarial relationship with the School Board or the City;
- f. Whether the attorney or firm is currently providing, or has previously provided, satisfactory services to the School Board or the City; and
- g. Whether the attorney is a member of the immediate family of a School Board Member, a City Council Member, the Superintendent, or a School Division administrator or employee, or whether the firm or the attorney employs a School Board Member, a City Council Member, the Superintendent, a School Division administrator or employee, or a member of any such individual's immediate family. A "member of the immediate family" shall be deemed to include a spouse, son, daughter, stepson, stepdaughter, father, mother, stepfather, stepmother, grandfather, grandmother, sister, brother, stepsister, stepbrother, aunt, uncle, son-in-law, daughter-in-law, father-in-law, mother-in-law,

sister-in-law or brother-in-law. (It is the intent of the School Board not to employ outside counsel having a relationship as described herein unless it determines, based upon the facts of a specific matter, that the employment of such counsel would be in the best interest of the School Board and the School Division.)

3. Direction and Reporting

- a. Outside counsel shall work at the direction of the School Board, or the School Board's duly authorized designee. The School Board's duly authorized designee is authorized to agree to settlement, mediation, reconciliation or resolution terms for specific matters which do not amount to more than \$20,000 in settlement and costs for a specific matter and for which the School Board has been previously informed of the nature of the claim and authorized settlement as deemed appropriate under the circumstances.
- b. Outside counsel shall report directly to the School Board through its Chairman, or through the School Board's duly authorized designee; provided, however, that if outside counsel has been employed by the Superintendent pursuant to subsection A(1)(b) above, or has been employed by the School Board or its duly authorized designee to directly represent the Superintendent or an individual School Board Member, such outside counsel shall report to the Superintendent or the School Board Member, as applicable. Whenever outside counsel provides a report of its activities to the School Board or the School Board's duly authorized designee, such report shall be simultaneously made available to the Superintendent unless such counsel has been employed to represent the School Board in a matter against the Superintendent, or to represent an individual School Board Member.

B. Reimbursement of Employee Legal Expenses

1. Employees may request that the School Board reimburse the employee the legal costs related to defending a criminal charge brought against the employee in the employee's capacity as a School Division employee as well as the legal costs to have such criminal charges expunged from the employee's criminal history record.
2. A request for reimbursement of such costs may be made after such charge is dismissed, "nolle prossed" or final verdict of "not guilty" is rendered. The employee may wait to submit a request for reimbursement until an expungement order has been issued.
3. A request for reimbursement of legal costs and/or the cost to expunge the employee's criminal record should be submitted to the Superintendent or

designee. Included with the request for reimbursement should be the following:

- a. Documentation to support that the employee was named as the defendant in a criminal case and that such criminal charges were brought against the employee in the employee's capacity as a School Division employee;
- b. The warrant, summons, indictment or other prosecution document with the charges;
- c. Documentation that: the employee was found not guilty; the charges or indictment was dismissed; the statute of limitations has expired on the charges; the charges were nolle prossed; or other evidence that the employee does not have criminal charges related to the warrant, summons or indictment;
- d. A court order expunging the employee's criminal history record of such charge(s) or indictment(s).
- e. Evidence that the employee paid the legal fees, related costs, and/or expungement costs.
- f. The Superintendent or designee or the School Board may request further documentation or evidence from the employee to support the request for reimbursement.

~~1. In those cases in which an employee retains an attorney to defend the employee in a criminal matter and seeks reimbursement of legal expenses from the School Board pursuant to Virginia Code § 22.1-83, the following shall be required of the employee before the School Board will consider exercising its discretion to pay such legal expenses:~~

- ~~a. The arrest, indictment, or other prosecution must be on a charge arising out of an act committed by the employee in the discharge of his/her duties as an employee of the School Board;~~
- ~~b. Such charge must be subsequently dismissed or a verdict of "not guilty" rendered; and~~
- ~~c. The attorney representing the employee must have contacted the School Board's legal counsel in advance of accepting the case and discussed the range of legal fees generally considered reasonable for the type of case being handled.~~

4. The Superintendent or designee will review the submitted documentation and make a written determination as to: 1) whether the charges arose out of the employee's position as a School Division employee; 2) whether the Superintendent recommends that the School Board reimburse the employee as requested.

5. The Superintendent or designee will prepare the employee's request for reimbursement with supporting documentation for inclusion on a School Board Agenda.

6. It is in the sole discretion of the School Board whether to reimburse the legal fees, related expenses and expungement costs incurred by an employee, and The School Board will not reimburse any such fees or legal expenses unless it deems them reasonable and determines that such reimbursement is in the best interest of the School Division. The School Board may consult with School Board legal counsel or the Superintendent or staff regarding the reasonableness of any such requests for reimbursement or as to other matters related to the criminal charge(s) or indictment(s) or expunge process.

2.7. The School Board may waive any portion of the procedures set forth in this Section of the Policy.

Legal Reference

Code of Virginia § 22.1-82, as amended. Employment of counsel to advise or defend school boards or officials; payment of costs, expenses and liabilities; consent of governing bodies required prior to institution of proceedings.

Code of Virginia § 22.1-128, as amended. Title to school board real estate.

Code of Virginia § 22-83, as amended. Payment of employees legal fees and expenses.

Code of Virginia § 2.2-4343, as amended. Exemption from operation of chapter for certain transactions.

School Board Bylaw 1-5, as amended. Legal Counsel.

Related Links

School Board [Bylaw 1-5](#)

Adopted by School Board: October 7, 1997
Amended by School Board: December 3, 2013
Amended by School Board: February 12, 2019
Amended by School Board: 2020

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lennetti

PERSONNEL

Suspension From Work or Administrative Leave

A. Suspensions Without Pay for Disciplinary Reasons

An employee may receive a suspension without pay as discipline as a result of founded misconduct or unsatisfactory work performance. A suspension without pay means that the employee shall not be allowed to work for a specified period of time, nor be paid for ~~his or her~~their absence from work during the period of suspension.

An employee who is classified as a “non-exempt” employee in accordance with the Fair Labor Standards Act may be suspended without pay for a number of hours or up to five (5) days to be determined by the Chief Human Resources Officer. An employee who is classified as an “exempt” employee in accordance with the Fair Labor Standards Act may only be suspended without pay for an entire workweek or in multiples of a workweek, i.e., one week, two weeks, three weeks, etc. However, if the “exempt” employee is being disciplined for violating a major safety rule, ~~he or she~~they may be suspended without pay for a number of hours or days.

B. ~~Investigatory Suspensions Without Pay and~~ Administrative Leave With Pay

The Superintendent or ~~his/her~~ designee is authorized to temporarily relieve an employee of ~~his or her~~their duties pending an investigation into an allegation of employee misconduct or unsatisfactory work performance. Under such circumstances, the Superintendent or designee may ~~choose to suspend the employee without pay, in accordance with subsection C or to~~ place the employee on administrative leave with pay, pending the completion of the investigation and any subsequent corrective action. An employee's placement on unpaid investigatory suspension or paid administrative leave pending the outcome of an investigation shall not be considered disciplinary in nature. No determination regarding the alleged misconduct or unsatisfactory performance shall be made until the administrative investigation is concluded and sufficient facts have been gathered.

C. ~~Grounds and Procedure for Investigatory Suspensions~~Administrative Leave Without Pay

A teacher or other employee, whether full-time, part-time, permanent or temporary, may be suspended without pay for good and just cause when the safety or welfare of the School Division or the students therein is threatened, or when the teacher or employee has been charged by summons, warrant, indictment or information with the commission of a felony or a misdemeanor involving: i) sexual assault as set forth in Virginia Code Title 18.2; ii) obscenity and related offenses as established in Virginia Code Title 18.2; iii) drugs as established in Virginia Code Title 18.2; iv) moral turpitude; or v) the physical or sexual abuse, or neglect of a child; or an equivalent offense in another state.

1. ~~Suspension-Administrative leave~~ without pay for criminal charges

Teachers or employees suspended because of being charged by summons, warrant, information or indictment with one of the offenses in subsection C may be suspended without pay. If a teacher or employee is suspended without pay, an amount equal to ~~his or her~~their salary while on suspended status shall be placed in an interest-bearing demand escrow account. Upon being found not guilty of one of the offenses, or upon dismissal or nolle prosequi of the charge, the teacher or employee will be reimbursed all unpaid salary and accrued interest from the escrow account, less any earnings received by the teacher or employee during the period of suspension. In no event will payment exceed one year's salary.

In the event a teacher or employee is found guilty by an appropriate court of one of the offenses, and after all available appeals have been exhausted and the conviction is upheld, all funds in the escrow account shall be repaid to the School Board.

The placing of a teacher or an employee on probation by a court pursuant to the terms of Virginia Code § 18.2-251 will be deemed a finding of guilt for the purposes of salary reimbursement.

2. Hearing before School Board for classified employees

Prior to placing a classified employee on an investigatory suspension without pay for a period of five to sixty days for a matter not listed in subsection C, the classified employee must be advised in writing of the reason for the suspension and afforded the opportunity for a hearing before the School Board. The classified employee will continue to receive ~~his or her~~their then applicable salary unless and until the School Board, after a hearing, determines otherwise.

3. Hearing before the School Board for teachers

Prior to placing a teacher on an investigatory suspension without pay for any period of time for a matter not listed in subsection C, the teacher must be advised in writing of the reason for the suspension and afforded the opportunity for a hearing before the School Board. The teacher will continue to receive ~~his or her~~their then applicable salary unless and until the School Board, after a hearing, determines otherwise.

D. Insurance benefits

No teacher or employee shall have ~~his or her~~their health insurance benefits suspended or terminated because of such suspension in accordance with this ~~p~~Policy. However, the employee will be responsible for making the employee portion of premium payments for health benefits coverage.

Legal Reference

Code of Virginia § 18.2-251, as amended. Persons charged with first offense may be placed on probation; conditions; screening, assessment and education programs; drug tests; costs and fees; violations; discharge.

Code of Virginia § 22.1-315, as amended. Grounds and Procedures for Suspension.

Adopted by School Board: June 8, 2004

Scrivener's Amendments: February 11, 2014

Amended by School Board: June 26, 2018

APPROVED AS TO
LEGAL SUFFICIENCY



PERSONNEL

Employee Professional Development & Growth in Job Skills

The School Board encourages employees to participate in activities that will expand the employee's knowledge and will increase professional competency as well as continuing growth in skills, techniques, and human relations. To the extent that the budget allows, the School Board shall provide opportunities for employees to participate in activities outside the School Division and shall offer in-service training programs within the School Division.

The Superintendent or designee may approve programs and activities, to the extent that the School Board has budgeted funds.

A. Teacher Orientation

1. Each school's administration shall develop a program for the orientation of new teachers. In planning the program provisions will be made for current staff involvement.
2. The Department of Planning, Innovation, and Accountability shall develop division-wide programs for the orientation of new teachers.

B. Release Time

1. Administrators shall adjust employee schedules to permit attendance at professional workshops and on-the-job- training programs when such attendance does not disrupt the educational needs of the school or department. Administrators have discretion to determine adjustments and approval of attendance at such events.
2. Professional development activities may occur year round and may be required to be completed outside of contract dates and/or hours. Attendance at professional development may be excused as determined by the supervising administrator. Professional development activities shall be reasonable in number and duration, with sufficient notice provided.

C. Tuition Reimbursement

Eligible employees may qualify for employee professional development reimbursement for college course tuition and/or vocational/technical or professional development course tuition/registration in an amount approved by the School as part of the annual budget. The Chief Human Resources Officer may approve additional reimbursement for coursework in high need and/or critical shortage areas. The amount to be reimbursed must be within the funds appropriated annually by the School Board and within the budget.

D. Trainings

~~1. — As required by law, the School Board Every teacher will be required to complete a mental health awareness training. The School Board authorizes authorizes the Superintendent or designees to establish such training for teachers and other employees, including mental health awareness training and other required trainings.~~

Editor's Note

See Regulation 4-39.1: Employee Professional Development Reimbursement

See Policy 4-65 Meetings and Conferences

Related Links

School Board [Regulation 4-39.1](#)

School Board [Policy 4-65](#)

Legal Authority

Code of Virginia § 22.1-298.6, as amended. Mental Health Awareness Training.

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

Amended by School Board: August 6, 2002

Amended by School Board: October 2, 2012

Amended by School Board: October 10, 2017

Amended by School Board: August 27, 2018

Amended by School Board: 2020

APPROVED AS TO
LEGAL SUFFICIENCY





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

Section: Action **Date:** January 12, 2021

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

Prepared by: John A. Mirra

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

Recommendation:

That the Superintendent recommends the approval of the appointments and the acceptance of the resignations, retirements and other employment actions as listed on the January 12, 2021, personnel report.

Background Summary:

List of appointments, resignations and retirements for all personnel

Source:

School Board Policy #4-11, Appointment

Budget Impact:

Appropriate funding and allocations

Personnel Report
Virginia Beach City Public Schools
January 12, 2021
2020-2021

Scale	Class	Location	Effective	Employee Name	Position/Reason	College	Previous Employer
Assigned to Unified Salary Scale	Appointments - Elementary School	Alanton	1/4/2021	Ruth E Metzger	School Nurse	University of South Florida, FL	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Birdneck	12/7/2020	Christina A Adams	School Administrative Associate I	Christopher Newport University, VA	Lightbridge Academy, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	College Park	12/17/2020	Graciela Diaz	School Office Associate II	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Corporate Landing	12/15/2020	Anthony Goodall	Custodian I	Boston University, MA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Indian Lakes	12/21/2020	Brigid Higgins	Kindergarten Assistant	Radford University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	New Castle	12/21/2020	Samantha N Glaros	Physical Education Assistant	Tidewater Community College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Red Mill	1/4/2021	Chanel L Oliver	Special Education Assistant	Tidewater Community College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Windsor Oaks	1/4/2021	Deborah L Kaiser	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Great Neck	1/4/2021	Robert W Cunliff II	Security Assistant	Not Applicable	City of VA Beach Police Dept, VA
Assigned to Unified Salary Scale	Appointments - Middle School	Lynnhaven	12/10/2020	Terrence L Boone Jr.	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Salem	12/17/2020	Dawn M Phillips	Bookkeeper	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Bayside	12/21/2020	Cassetty Howerin	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Bayside	1/5/2021	TyKee D McCullers	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Ocean Lakes	12/17/2020	Emily A Kilmartin	Library/Media Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Salem	12/17/2020	Shannon Buffington	Special Education Assistant	Norfolk State University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Department of Human Resources	12/17/2020	Sasha L Imbrogno	Human Resources Associate	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Department of Human Resources	1/1/2021	Marla R Butler	Human Resources Associate	Not Applicable	Boulevard Vet Hospital, VA
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Maintenance Services	1/4/2021	Elizabeth Henning	Data Processing Specialist	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Programs for Exceptional Children	12/17/2020	Christine M McCarraher	Interpreter	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Purchasing Services	12/21/2020	Brittany N Sutton	Procurement Assistant II	Not Applicable	Joe Miller Law Office, VA
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Purchasing Services	12/21/2020	Ryan C Thompson	Procurement Systems Specialist	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Purchasing Services	1/4/2021	Sharon L Hilliard	Procurement Assistant II	Franklin University, OH	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	12/15/2020	Russell R Rodriguez	Transportation Dispatcher	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	12/16/2020	Kenneth J Hannahs	Fleet Technician III	Not Applicable	United States Navy, VA
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	12/16/2020	Alicia M Montney	Fleet Technician III	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Alanton	1/4/2021	Kathleen Ku	School Nurse (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Corporate Landing	11/25/2020	Raechel B Rickard	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Hermitage	12/22/2020	Elizabeth Serre	Kindergarten Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Landstown	12/4/2020	Kenneth C Lynch	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Bayside Sixth Grade Campus	12/22/2020	Valeria A Elliott	School Administrative Associate I (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Larkspur	12/31/2020	Ray F Neiderhiser	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Bayside	1/4/2021	Derrick W White	Security Assistant (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Salem	12/14/2020	Kevin Aviles	Custodian IV Head Day (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Custodial and Distribution Services	12/16/2020	Zachary D Hansen	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Maintenance Services	1/4/2021	Donna M Wentt	Administrative Office Associate I (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Programs for Exceptional Children	1/21/2021	Merrie G Gray	Physical Therapist (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Windsor Oaks	12/31/2020	Ann T Garris	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Middle School	Brandon	12/31/2020	Donna J Miller	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Arrowhead	12/4/2020	Hillari K Walston	First Grade Teacher	Liberty University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Birdneck	12/14/2020	Cristina E Loyola	Music/Vocal Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Fairfield	12/15/2020	Brooke S Richardson	Third Grade Teacher	Norfolk State University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Green Run	1/4/2021	Jordan Freels	Special Education Teacher	New Jersey City University, NJ	VBCPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Linkhorn Park	12/22/2020	Bobbi K Bennett	Fourth Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	New Castle	12/21/2020	Emily S O'Connor	Third Grade Teacher	University of Virginia, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Pembroke Meadows	1/4/2021	Bradley Dyson	Fourth Grade Teacher	Longwood University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Pembroke Meadows	1/4/2021	Sean P Ehrhard	Special Education Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Seatack	1/4/2021	Devonna M Reynolds	Fifth Grade Teacher	Norfolk State University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	White Oaks	12/17/2020	Garrett J O'Hara	Special Education Teacher	Norfolk State University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	First Colonial	12/17/2020	Amanda B Hansen	Graduation Coach, 400	Wake Forest University, NC	VBCPS
Assigned to Instructional Salary Scale	Appointments - High School	Ocean Lakes	12/14/2020	Emily Adams	Science Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Ocean Lakes	1/4/2021	Rebecca R Minding	Mathematics Teacher	Clemson University, SC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Renaissance Academy	12/21/2020	Jeffrey L Connor	Mathematics Teacher	Williams College, MA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Tallwood	12/10/2020	Marcus A Rinehardt	School Counselor	Univ North Carolina Charlotte, NC	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Alanton	1/29/2021	Brandee A Turner	Third Grade Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Parkway	1/15/2021	Casey R Nelson	Physical Education Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Three Oaks	12/22/2020	Jenna L Lucas	Second Grade Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Three Oaks	1/14/2021	Catherine Digioia	Reading Specialist, 800 (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Princess Anne	1/15/2021	Jeanne M Snowdon	Library Media Specialist (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Bayside	1/4/2021	Colt A Resnick	Health & Physical Education Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Landstown	12/31/2020	Minnie R Reliford	Special Education Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Tallwood	1/8/2021	Eric N Benoit	Social Studies Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Elementary School	Landstown	12/31/2020	Bruce N Doss	Music/Vocal Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Middle School	Old Donation School	6/30/2021	Mauria F Ganther	Third Grade Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Middle School	Virginia Beach	1/29/2021	Sandra J Mattes	Seventh Grade Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	Kellam	6/30/2021	John R White	Latin Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	Kempsville	1/31/2021	Michael J Prokopchak	Science Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	Tallwood	1/31/2021	Melissa C Freeman	Social Studies Teacher	Not Applicable	Not Applicable
Administrative	Appointments - Middle School	Bayside Sixth Grade Campus	1/13/2021	Shamprist S Bevel	Principal	George Washington University, DC	Norfolk Public Schools, VA



Subject: Policy Review Committee Recommendations **Item Number:** 11B 1-2

Section: Action **Date:** January 12, 2021

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

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

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

Recommendation:

That the School Board approve Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain policies as reviewed by the PRC at its November 12, 2020 meeting and presented to the School Board for the January 12, 2021 Action Agenda.

Background Summary:

1. Bylaw 1-36/ Open Meetings and Closed Meetings

The PRC recommends amending the Bylaw: to clarify the process for certifying voting to go into closed session; to clarify the expectation regarding confidentiality of closed meeting items; clarify when electronic meetings are allowed and the procedures for remote participation in meetings.

2. Bylaw 1-38/ Regular Meetings, Time, Place, Order of Business, Recessed Meetings, Work Sessions/Public Hearing

The PRC recommends amending the Bylaw to add Section E which will authorize the Chair, Clerk or Superintendent to make reasonable and necessary decisions regarding how meetings are prepared and conducted when Bylaws, policies, regulations or laws do not address the matter or when there is insufficient time for the School Board to take action..

Source:

Code of Virginia, 1950, as amended, § 22.1-253.12:7 School Board Policies.
Policy Review Committee Meetings of November 12, 2020

Budget Impact:

SCHOOL BOARD BYLAWS

Open Meetings and Closed Meetings

A. Open Meetings

Meetings of the School Board shall be open to the public except those meetings when the School Board adjourns to a closed meeting by a majority vote of the School Board. Such meetings shall be conducted in accordance with the legal references to this Bylaw.

B. Closed Meetings

1. Authority/Attendees

The Code of Virginia permits closed meetings in order to discuss specific topics in private. Closed meetings must be convened by polled vote of the majority of the Members in attendance in public session. No action may be taken in closed meetings. In open session immediately following any closed meeting, the School Board Members must certify by a polled vote that no matter was discussed in closed meeting that was not encompassed in the topics authorized in the motion to convene in closed meeting- Any School Board Member who believes that there was a departure from the requirements for closed session set forth in Virginia Code § 2.2-3712, as amended shall so state at the time of the departure from the subject of the closed meeting and prior to the vote, indicating the substance of the departure that, in the School Board Member's judgment, has taken place. The statement shall be recorded in the minutes of the public body.

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

2. Minutes

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

- a. Date, time and place of meeting;
- b. Record of all persons in attendance;
- c. Motion for Closed Meetings;
- d. Certification of Closed Meetings; and
- e. Any action taken.⁵⁷

Closed meetings shall not be tape recorded with the exception of student discipline hearings which may be recorded by the School Board.

3. Confidentiality of Closed Meeting items

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

C. Electronic communication meetings

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

1. the catastrophic nature of the declared state of emergency makes it impracticable or unsafe to assemble a quorum in a single location; and

2. the purpose of the meeting is to address the emergency;

3. under other conditions allowed by the Governor or the Virginia General Assembly and adopted by the School Board;

4. The School Board must give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to School Board Members;

5. Agenda packets and all nonexempt materials should be available electronically or at all locations where public access will be provided and at the same time as the meeting;

6. Arrangements must be made for the public to access the meeting;

7. The meeting minutes must state the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

8. Votes taken during any such meeting shall be recorded by the name in the roll-call fashion and included in the minutes;

9. School Board Committees may follow the same procedures for electronic meetings; and

10. The Clerk of the School Board or designee will make a written report of such meeting as required by the Virginia Freedom of Information Act.

D. Remote location participation

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

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

a. On or before the day of a meeting, a School Board Member must ~~(1)~~ notify the School Board Chair for School Board Meetings or the School Board Committee Chair for Committee Meetings that the School Board Member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the School Board Member's physical attendance.

b. The Chair or designee will note during the meeting that the School Board Member is remotely participating due to a temporary or permanent disability or other medical condition that prevents the School Board Member's physical attendance. The location from which the School Board Member participates will be included in the meeting minutes but the exact nature of the disability or medical condition does not need to be announced publicly or be included in the meeting minutes. ~~Chairman that he or she is unable to attend the meeting due to an emergency or personal matter;~~

c. A School Board Member's ability to remotely participate due to a temporary or permanent disability or other medical condition will not be limited in number as long as such remote participation: does not create an unreasonable hardship for the School Board or the Committee to administer; does not unreasonably interfere with the School Board's or the Committee's ability to conduct its business; and/or the School Board Member can clearly be heard and/or seen through the method of remote participation throughout each meeting. Before limiting continued remote participation pursuant to this subsection, the School Board or

the Committee members must vote to discontinue the remote participation.

2. Personal matter prevents physical attendance.

a. On or before the day of a meeting, a School Board Member must notify the School Board Chair for School Board Meetings or the School Board Committee Chair for Committee meetings that the School Board Member is unable to attend the meeting due to a personal matter and must identify the with specificity the nature of the personal matter;

b. ~~(2) identify, with specificity, the nature of the emergency or personal matter; and (3) The~~ Chair will note during the meeting School Board records in its minutes the specific nature of the ~~emergency or personal matter~~ and the remote location from which the School Board Member is participating; ~~ed.~~

c. During a calendar year, a School Board Member will be limited to remote participation two times for School Board Meetings and two times each for every School Board Committee that the School Board Member is assigned to serve on. Once a School Board Member has participated remotely two times under this subsection, the Chair or designee will inform a School Board Member that no further remote participation will be allowed during the calendar year for personal reasons.

~~Each School Board Member's remote location participation shall be limited to two (2) meetings or twenty five percent (25%), whichever is fewer, each calendar year.~~ 3. A School Board Members' remote location participation shall be counted separately for School Board Meetings and each School Board Committee meeting when considering limitations on use of remote location participation.

4. In any meeting at which one or more School Board Members participates from a remote location, ~~the following conditions must be met:~~

~~(1)~~ a quorum of the School Board or the School Board Committee must physically assemble at the primary or central meeting location; and ~~(2)~~ the Chair or designee School Board must make arrangements for the voice of the remote participant(s) to be heard by all persons at the primary or central meeting location. The Chair or designee The Chair or designee will determine the appropriate method, if reasonably available, for the School Board Member to remotely participate in meeting.

5. School Board Members may not participate from a remote location in any closed session meeting. The School Board may make exceptions to this restriction regarding closed session participation by a majority vote of the School Board or the Committee Members prior to the beginning of any closed session meeting.

6. Conditions regarding remote location participation may be suspended or modified in accordance with applicable School Board action or resolution, Governor's action, or Virginia General Assembly action.

Editor's Note

For requirements regarding meetings of Board committees see Bylaw 1-28.

Legal Reference

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

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

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

Related Links

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

Adopted by School Board: July 21, 1992

Amended by School Board: September 5, 1995

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2001

Amended by School Board: May 14, 2002

Amended by School Board: December 2, 2008

Amended by School Board: September 1, 2015

Amended by School Board: August 2, 2016

Amended by School Board: 2020

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lomax

SCHOOL BOARD BYLAWS

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

A. Time and Place

Effective January 1, 2018, regular meetings of the School Board will generally be held on the second and fourth Tuesday of each month, or on the dates and times designated by the School Board at its annual organizational meeting and as thereafter modified, in the School Board chambers of the School Administration Building. Only one regular meeting may be scheduled in the months of July, August and December.

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

B. Order of Business

The normal order of business at regular meetings shall be established in the Standing Rules.

C. Recessed Meetings

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

D. Work Session/Public Hearing

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

E. Decisions regarding how School Board meetings are conducted

When School Board Bylaws, policies, regulations or applicable law or regulation do not adequately address how School Board Meetings are conducted or when insufficient time is available for the School Board as a

whole to take action before such Meeting, the Chair, Clerk or Superintendent or their designees are authorized to make reasonable and necessary decisions regarding how such meetings are to be prepared and conducted, subject to review by the School Board.

Editor's Note

For public notification of meetings see School Board Policy 7-2.

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

Legal Reference

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

Related Links

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

School Board Bylaws [Appendix B](#).

Adopted by School Board: July 21, 1992

Amended by School Board: September 21, 1993

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2001

Amended by School Board: December 2, 2008

Amended by School Board: August 2, 2016

Amended by School Board: October 10, 2017

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lencioni



Subject: 2020-21 Plan Updates

Item Number: 11C

Section: Action

Date: January 12, 2021

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

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

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

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

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

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

Recommendations:

That the School Board approve the administration's proposed adjustments to the adopted Fall 2020-21 Plan.

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: Dual Enrollment: BUS100 – DE Introduction to Business **Item Number:** 12A1a

Section: Information **Date:** January 12, 2021

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

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

Sara L. Lockett, Ed.D., Director of Technical and Career Education

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

Recommendation:

That the School Board receive information regarding the proposed Dual Enrollment course addition for *Introduction to Business (BUS100)* from Tidewater Community College (TCC) for the Entrepreneurship and Business Academy (EBA) at Kempsville High School for implementation in the 2021-2022 school year.

Background Summary:

Connecting Tidewater Community College (TCC) degree and certificate programs to existing career and technical programs provides opportunity for students. This proposal addresses course updates to the associates degree program offered to students in the EBA by TCC. The proposed course is a new requirement for the associates degree in Business pursued by EBA students. The addition of this course will allow EBA students to continue to have the ability to complete an associates degree while still in high school.

Budget Impact:

There is no budget impact for the addition of this course as it is a replacement for a course previously approved, but no longer part of the TCC degree plan.

Dual Enrollment Course Offering:

Introduction to Business BUS100

Course Description:

Introduction to Business (BUS100) presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance, and risk management. Develops business vocabulary. This course requires critical thinking and written communication skill.

Prerequisites:

There are no prerequisites for this course. However, students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests to qualify for admission as determined by Tidewater Community College.

Expected Learning Outcomes:

- Explain the overall concept and purpose of business.
- Identify the internal functions and external forces that shape the business environment.
- Describe how economic forces impact business.
- Explain the use of capital in business.
- Describe economic, cultural and ethical factors impacting global trade.
- Explain the purpose and characteristics of laws affecting business.
- Differentiate between legal and ethical behavior in business.
- Identify and explain the various forms of business ownership.
- Identify and describe the steps necessary to start a business.
- Identify and describe management and leadership in business.
- Identify and describe concepts and theories used in business to motivate employees.
- Describe characteristics of teams.
- Identify contemporary business communication practices and issues.
- Explain key functions and importance of operations management in the production of goods and services.
- Explain the role of marketing in business.
- Explain how the functions of human resource management contribute to business performance.
- Define the key accounting reports used to communicate business performance.
- Calculate profitability measurements.



Subject: Dual Enrollment: BUS117 – DE Leadership Development **Item Number:** 12A1b

Section: Information **Date:** January 12, 2021

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

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

Sara L. Lockett, Ed.D., Director of Technical and Career Education

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

Recommendation:

That the School Board receive information regarding the proposed Dual Enrollment course addition for *Leadership Development (BUS117)* from Tidewater Community College (TCC) for the Entrepreneurship and Business Academy (EBA) at Kempsville High School for implementation in the 2021-2022 school year.

Background Summary:

Connecting Tidewater Community College (TCC) degree and certificate programs to existing career and technical programs provides opportunity for students. This proposal addresses course updates to the associates degree program offered to students in the EBA by TCC. The proposed course is a new requirement for the associates degree in Business pursued by EBA students. The addition of this course will allow EBA students to continue to have the ability to complete an associates degree while still in high school.

Budget Impact:

There is no budget impact for the addition of this course as it is a replacement for a course previously approved, but no longer part of the TCC degree plan.

Dual Enrollment Course Offering:

Leadership Development BUS117

Course Description:

Leadership Development (BUS117) Covers interpersonal relations in hierarchical structures. Examines the dynamics of teamwork, motivation, handling change and conflict and how to achieve positive results through others. This course requires critical thinking and written communication skill.

Prerequisites:

There are no prerequisites for this course. However, students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests to qualify for admission as determined by Tidewater Community College.

Expected Learning Outcomes:

- Describe the role of leaders and leadership.
- Identify appropriate leadership qualities in themselves and others.
- Identify and explain accepted theories of leadership and motivation.
- Define and demonstrate the following topics:
 - a) The importance of vision
 - b) Organizational climate
 - c) Leadership ethics
 - d) The role of values
 - e) Leadership authority
 - f) The Team Concept
 - g) The diversity challenge
 - h) Effective delegation
 - i) Burnout preventions
 - j) Managing performance
 - k) Sustaining discipline



Subject: African American History Course **Item Number:** 12A2

Section: Information **Date:** January 12, 2021

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

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

Kris Troch, Coordinator of Secondary Social Studies

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

Recommendation:

That the School Board receive information regarding the proposed African American History course for all high schools for implementation in the 2021-2022 school year.

Background Summary:

On August 24, 2019, Governor Northam directed the Virginia Department of Education (VDOE) to collaborate with Virtual Virginia, WHRO Public Media, and committees of history teachers, historians, and history professors to develop a new African American history course for high school students. Now complete, the full-credit course surveys African American history from precolonial Africa through today. It introduces students to key concepts in African American history, from early beginnings in Africa through the transatlantic slave trade, the Civil War, Emancipation, Reconstruction, the Civil Rights era and to the present.

Budget Impact:

Based on one teacher per school to participate in a three-day institute for four hours each day with workshop pay at \$25/hour, it is anticipated that thirteen teachers would be paid for twelve hours each and result in an expenditure of \$3,900 from the budget in July of 2021.

Course Description:

The course will challenge students to explore primary and secondary sources documenting the African American experience by surveying African American history from precolonial Africa through today. It introduces students to key concepts in African American history, from early beginnings in Africa through the transatlantic slave trade, the Civil War, Emancipation, Reconstruction, the Civil Rights era and to the present. The goals of this course are:

- expanding the content provided through the online modules provided by Virginia Department of Education (VDOE);
- providing opportunities to develop historical thinking skills by investigating and synthesizing the evidence from rich primary and secondary sources;
- providing additional opportunities for deeper exploration by making specific connections to local history; and
- exploring a variety of options for final products that demonstrate student understanding.

Students will learn about African American voices, including many not traditionally highlighted, and their contributions to the story of Virginia and America. Modules developed in collaboration with WHRO and Virtual Virginia will be used in the instructional sequence. Additionally, the course focuses on civic engagement and gives students an opportunity to demonstrate the knowledge and skills they have gained through the course. Topics that have been developed for the state course and are expected to be used in localities include:

- Talking about Race and Racism
- Ancestral Africa and the Atlantic World
- Continuous Quests for Freedom
- Fighting to Change the Face of Liberty
- Modern Black America
- Advocacy and Change

Prerequisites:

None.

Expected Learning Outcomes:

- Identify and understand the African origins and developments of the Black experience in North America;
- Analyze and understand how the institution of slavery in the United States from its colonial period through Reconstruction:
a) helped to shape beliefs about race and the supremacy of one race over another; and b) established (influenced) America's economy and politics;
- Evaluate how African Americans have shaped, contributed and have been shaped by the institutions, policies, and laws established by federal, state and local governments; and
- Evaluate and interpret the various paths of civic responsibility that led to quests for equality, justice, and freedom for individuals and communities facing barriers and oppression based on race, class, and gender.



Subject: Textbook Adoption: AP French Language and Culture **Item Number:** 12B1

Section: Information **Date:** January 12, 2021

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

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

Kelly F. Arble, K-12 World Languages Coordinator

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

Recommendation:

That the School Board review the following high school textbooks as recommended by the AP World Language Textbook Adoption Committee for implementation in the fall of 2021.

Course Title	Textbook	Publisher	Copyright
AP French Language and Culture	<i>Themes</i> , 2 nd edition and <i>AP French Language and Culture Exam Preparation Worktext</i>	Vista Higher Learning	2021

Background Summary:

The members of the AP World Language Textbook Adoption Committee reviewed textbooks and materials sent by publishers. The committee evaluated the textbooks based on their alignment to the College Board AP Course and Exam Descriptions, ability to integrate seamlessly into our Learning Management System, and the digital resources it provides for students and teachers. The textbooks were reviewed by teachers, parents, student representatives, and a university representative. The textbooks were available electronically through our website for public comment and review. After reviewing the textbooks, the AP World Language Textbook Adoption Committee recommends the above textbooks as its first-choice recommendation for implementation in the fall of 2021.

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

The proposed textbook will replace the current textbooks as follows:

Course Title	Textbook	Copyright	Years in use (including this year)
AP French Language and Culture	<i>AP French Preparing for the Language & Culture Exam</i> , 3 rd edition, <i>Face-à-Face</i> , 2 nd edition <i>Allons au-delà</i> , 2 nd edition	2012	8

Source:

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

Budget Impact:

Total initial implementation costs:

Course Title	First-choice Recommendation Totals	Second-choice Recommendation Totals
AP French Language and Culture	\$21,495.00	\$20,828.00

**AP World Languages
Textbook Adoption
Implementation for Fall 2021**

Course(s)	Recommendations	Student Enrollment	Initial Implementation Cost	Five Year Additional Costs (3%/yr.)	Total Implementation Cost
AP French Language and Culture	First Choice: <i>Themes</i> , 2 nd edition and <i>AP French Language and Culture Exam Preparation worktext</i>	100	\$21,495	\$3,224.25	\$24,719.25
	Second Choice: <i>APprenons</i> , 2 nd edition	100	\$20,828	\$3,124.20	\$23,952.20

TEXTBOOK ADOPTION RECOMMENDATION

AP FRENCH LANGUAGE AND CULTURE

January 12, 2021

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

AP WORLD LANGUAGES TEXTBOOK ADOPTION TIMELINE

January 2020	<p>Quotes and sample materials requested from vendors.</p> <p>All AP world language teachers invited to serve on the Textbook Adoption Committee. Principals notified via email of teacher participation on committee.</p>
March 2020	<p>Teachers were given textbooks and associated materials including online access to review and evaluate.</p>
June 2020	<p>The Textbook Adoption Committee met to discuss the textbooks. Prior to the meeting, each committee member completed an evaluation form for each textbook. The team discussed their individual evaluations, built consensus, and determined which textbooks were their first and second recommendation.</p>
October 2020	<p>The recommended textbooks and evaluation forms were made available electronically through the Call to Action Page on the VBSchools website to allow for public comments. Public comments were received from 14 students.</p>
November 2020	<p>Negotiations were conducted with appropriate representatives of the publishers, the Director of K-12 and Gifted Programs, a contract specialist from Purchasing Services and the K-12 World Languages coordinator.</p> <p>The K-12 World Languages coordinator used the recommendations from the committee to prepare the report for the School Board.</p>

**AP WORLD LANGUAGES
TEXTBOOK ADOPTION COMMITTEE**

City-Wide Representatives:

Kelly Arble, K-12 World Languages Coordinator

Instructor Representatives

Elisabeth Crothers, AP French, Princess Anne High School

Kristine Finnegan, AP French, Kempsville High School

Kristen Marcel, AP French, Cox High School

Patrick Rostock, AP French, Ocean Lakes High School

Fatima Zahraoui, AP French, Tallwood High School

Parent Representatives

Rosaura Jimenez, Tallwood High School

Lynne Hendrick, Tallwood High School

University Representative

Kathryn Murphy-Judy, Foreign Language Coordinator, Virginia Commonwealth University

Student Representatives

AP French students from Kempsville High School and Princess Anne High School

**AP WORLD LANGUAGE TEXTBOOK ADOPTION
AP FRENCH LANGUAGE & CULTURE
FIRST-CHOICE RECOMMENDATION**

The AP World Language Textbook Adoption Committee recommends the following AP French Language & Culture textbook as its first choice for adoption by Virginia Beach City Public Schools:

Themes, 2nd edition, and *AP French Language and Culture Exam Preparation worktext*, Vista Higher Learning

The recommended textbook displays the following strengths:

- Aligns to the new thematic course content and skills outlined in the curriculum framework set forth by the College Board.
- Includes ample opportunities to develop interpretive, interpersonal and presentational communication skills.
- Promotes cultural awareness through an emphasis on authentic, real-world tasks and connections to cultural products, practices perspectives.
- Provides numerous activities in the same format and layout as the AP exam and includes an emphasis on all the components of the exam.
- Includes online learning site that provides access to the full text in addition to supplementary audio, video, reference tools, activities, assignments and features for teacher-student communication.
- Online learning site integrates with ClassLink and has option for SSO and rostering for easy student and teacher access.
- Includes access to an additional supplementary worktext with ample practice activities and questions in the same format as the AP exam.

**FIRST-CHOICE RECOMMENDATION
IMPLEMENTATION COSTS FOR**

Themes, 2nd edition, and *AP French Language and Culture Exam Preparation worktext*

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
Themes Student Edition + Online access to SSPlus 6Y + Online access to AP Worktext SSPlus 6Y	All high school students taking the course	\$214.95	100	\$21,495	\$3,224.25	\$24,719.25
Total Implementation Cost				\$21,495	\$3,224.25	\$24,719.25

**AP WORLD LANGUAGE TEXTBOOK ADOPTION
AP FRENCH LANGUAGE & CULTURE
SECOND-CHOICE RECOMMENDATION**

The AP World Language Textbook Adoption Committee recommends the following AP French Language & Culture textbook as its second choice for adoption by Virginia Beach City Public Schools:

APprenons, 2nd Edition, Wayside Publishing

The recommended textbook displays the following strengths:

- Digital Platform includes a fully digital textbook and additional activities in the format of the AP exam.
- Addresses some of the themes in the AP French curriculum framework outlined by the college board.
- Provides ample practice that prepares students for all components of the AP exam.

The recommended textbook displays the following limitations:

- Does not address all themes in the AP French curriculum framework outlined by the college board.
- Overly focused on test prep and does not provide enough authentic, real-world tasks or content that focuses on developing students' cultural awareness.

**SECOND-CHOICE RECOMMENDATION
IMPLEMENTATION COSTS FOR
APprenons, 2nd Edition**

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
APprenons, 2nd Edition, 6yr. Hardcover Print and Digital (FlexText + Explorer)	All high school students taking the course	\$208.28	100	\$20,828	\$3,124.20	\$23,952.20
Total Implementation Cost				\$20,828	\$3,124.20	\$23,952.20



Subject: Textbook Adoption: AP German Language and Culture **Item Number:** 12B2

Section: Information **Date:** January 12, 2021

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

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

Kelly F. Arble, K-12 World Languages Coordinator

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

Recommendation:

That the School Board review the following high school textbooks as recommended by the AP World Language Textbook Adoption Committee for implementation in the fall of 2021.

Course Title	Textbook	Publisher	Copyright
AP German Language and Culture	<i>Neue Blickwinkel</i> , 2 nd edition	Wayside Publishing	2017

Background Summary:

The members of the AP World Language Textbook Adoption Committee reviewed textbooks and materials sent by publishers. The committee evaluated the textbooks based on their alignment to the College Board AP Course and Exam Descriptions, ability to integrate seamlessly into our Learning Management System, and the digital resources it provides for students and teachers. The textbooks were reviewed by teachers, parents, student representatives, and a university representative. The textbooks were available electronically through our website for public comment and review. After reviewing the textbooks, the AP World Language Textbook Adoption Committee recommends the above textbook as its first-choice recommendation for implementation in the fall of 2021.

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

The proposed textbook will replace the current textbooks as follows:

Course Title	Textbook	Copyright	Years in use (including this year)
AP German Language and Culture	<i>Aspekte 1</i> , 1 st edition	2007	8
	<i>Denk Mal</i> , 2 nd edition	2012	

Source:

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

Budget Impact:

Total initial implementation costs:

Course Title	First-choice Recommendation Totals	Second-choice Recommendation Totals
AP German Language and Culture	\$5,382	\$2,898.05

**AP World Languages
Textbook Adoption
Implementation for Fall 2021**

Course(s)	Recommendations	Student Enrollment	Initial Implementation Cost	Five Year Additional Costs (3%/yr.)	Total Implementation Cost
AP German Language and Culture	First Choice: <i>Neue Blickwinkel</i> , 2 nd edition	25	\$5,382	\$807.30	\$6,189.30
	Second Choice: <i>Aspekte junior B1+</i>	25	\$2,898.05	\$434.71	\$3,332.76

TEXTBOOK ADOPTION RECOMMENDATION

AP GERMAN LANGUAGE AND CULTURE

January 12, 2021

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

AP WORLD LANGUAGES TEXTBOOK ADOPTION TIMELINE

January 2020	<p>Quotes and sample materials requested from vendors.</p> <p>All AP world language teachers invited to serve on the Textbook Adoption Committee. Principals notified via email of teacher participation on committee.</p>
March 2020	<p>Teachers were given textbooks and associated materials including online access to review and evaluate.</p>
June 2020	<p>The Textbook Adoption Committee met to discuss the textbooks. Prior to the meeting, each committee member completed an evaluation form for each textbook. The team discussed their individual evaluations, built consensus, and determined which textbooks were their first and second recommendation.</p>
October 2020	<p>The recommended textbooks and evaluation forms were made available electronically through the Call to Action Page on the VBSchools website to allow for public comments. Public comments were received from 14 students.</p>
November 2020	<p>Negotiations were conducted with appropriate representatives of the publishers, the Director of K-12 and Gifted Programs, a contract specialist from Purchasing Services and the K-12 World Languages coordinator.</p> <p>The K-12 World Languages coordinator used the recommendations from the committee to prepare the report for the School Board.</p>

**AP WORLD LANGUAGES
TEXTBOOK ADOPTION COMMITTEE**

City-Wide Representatives:

Kelly Arble, K-12 World Languages Coordinator

Instructor Representatives

Devon Curtis, AP German, Princess Anne High School

Tanya Espinoza, AP German, Landstown High School

Heiderose Hackworth, AP German, Green Run High School

Andrew “Nick” Titus, AP German, Tallwood High School

Parent Representatives

Rosaura Jimenez, Tallwood High School

Lynne Hendrick, Tallwood High School

University Representative

Kathryn Murphy-Judy, Foreign Language Coordinator, Virginia Commonwealth University

Student Representatives

AP German students from Landstown High School

**AP WORLD LANGUAGE TEXTBOOK ADOPTION
AP GERMAN LANGUAGE & CULTURE
FIRST-CHOICE RECOMMENDATION**

The AP World Language Textbook Adoption Committee recommends the following AP German Language & Culture textbook as its first choice for adoption by Virginia Beach City Public Schools:

Neue Blickwinkel, 2nd edition, Wayside Publishing

The recommended textbook displays the following strengths:

- Aligns to the new thematic course content and skills outlined in the curriculum framework set forth by the College Board.
- Includes ample opportunities to develop interpretive, interpersonal and presentational communication skills.
- Promotes cultural awareness through an emphasis on authentic, real-world tasks and connections to cultural products, practices perspectives.
- Provides numerous activities in the same format and layout as the AP exam and includes an emphasis on all the components of the exam.
- Is Well-organized and visually appealing to students.
- Includes online learning platform that provides access to the full text in addition to supplementary audio, video, reference tools, activities, assignments and features for teacher-student communication.

**FIRST-CHOICE RECOMMENDATION
IMPLEMENTATION COSTS FOR
Neue Blickwinkel, 2nd edition**

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
Neue Blickwinkel, 2nd Edition, Multi-Year (6yr) Hardcover Print and Digital (FlexText + Explorer)	All high school students taking the course	\$215.28	25	\$5,382	\$807.30	\$6,189.30
Total Implementation Cost				\$5,382	\$807.30	\$6,189.30

AP WORLD LANGUAGE TEXTBOOK ADOPTION COMMITTEES
AP GERMAN LANGUAGE & CULTURE
SECOND-CHOICE RECOMMENDATION

The AP World Language Textbook Adoption Committee recommends the following AP German Language & Culture textbook as its second choice for adoption by Virginia Beach City Public Schools:

Aspekte junior B1+, Klett USA

The recommended textbook displays the following strengths:

- Addresses some themes and subthemes in AP curriculum.
- Provides some practice activities that promote the development of communicative skills.

The recommended textbook displays the following limitations:

- Does not align with AP curriculum framework.
- Does not provide as wide a range of practice activities and activities do not follow the format of AP exam questions.
- Online tools are available, but are difficult to navigate.

SECOND-CHOICE RECOMMENDATION
IMPLEMENTATION COSTS FOR
Aspekte junior B1+

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
Aspekte junior B1+ Hard copy of Textbook	All high school students taking the course	\$37.95	25	\$948.75	\$142.31	\$1,091.06
Aspekte junior B1+ Hard copy of Textbook	Teacher desk copies	\$37.95	4	\$151.80	\$22.77	174.57
Aspekte junior B1+ Online Textbook (1yr x 6yr bundle—purchase annually)	All high school students taking the course	\$13.49	25	\$337.25	\$50.59	\$387.84
Aspekte junior B1+ Hard copy of Workbook	All high school students taking the course	\$30.25	25	\$756.25	\$113.44	\$869.69
Aspekte junior B1+ Hard copy of Workbook	Teacher desk copies	\$30.25	4	\$121	\$18.15	\$139.15
Aspekte Junior B1+ Interactive Online	All high school students	\$18.16	25	\$454	\$68.10	\$522.10

Workbook (1 yr x 6yr bundle purchase annually)	taking the course					
Aspekte junior B1+ Teacher's Manual	All teachers teaching the course	\$32.25	4	\$129	\$19.35	\$148.35
Total Implementation Cost				\$2,898.05	\$434.71	\$3,332.76



Subject: Textbook Adoption: AP Spanish Language and Culture **Item Number:** 12B3

Section: Information **Date:** January 12, 2021

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

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

Kelly F. Arble, K-12 World Languages Coordinator

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

Recommendation:

That the School Board review the following high school textbooks as recommended by the AP World Language Textbook Adoption Committee for implementation in the fall of 2021.

Course Title	Textbook	Publisher	Copyright
AP Spanish Language and Culture	<i>Temas</i> , 2 nd edition and <i>AP Spanish Language and Culture Exam Preparation Worktext</i>	Vista Higher Learning	2020

Background Summary:

The members of the AP World Language Textbook Adoption Committee reviewed textbooks and materials sent by publishers. The committee evaluated the textbooks based on their alignment to the College Board AP Course and Exam Descriptions, ability to integrate seamlessly into our Learning Management System, and the digital resources it provides for students and teachers. The textbooks were reviewed by teachers, parents, student representatives, and a university representative. The textbooks were available electronically through our website for public comment and review. After reviewing the textbooks, the AP World Language Textbook Adoption Committee recommends the above textbooks as its first-choice recommendation for implementation in the fall of 2021.

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

The proposed textbooks will replace the current textbooks as follows:

Course Title	Textbook	Copyright	Years in use (including this year)
AP Spanish Language and Culture	<i>Preparing for the AP Language & Culture Exam</i> , 4 th edition	2014	8
	<i>Triangulo Aprobado</i> , 5 th edition	2013	

Source:

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

Budget Impact:

Total initial implementation costs:

Course Title	First-choice Recommendation Totals	Second-choice Recommendation Totals
AP Spanish Language and Culture	\$59,661.25	\$57,277

**AP World Languages
Textbook Adoption
Implementation for Fall 2021**

Course(s)	Recommendations	Student Enrollment	Initial Implementation Cost	Five Year Additional Costs (3%/yr.)	Total Implementation Cost
AP Spanish Language and Culture	First Choice: <i>Temas</i> , 2 nd edition and <i>AP Spanish Language and Culture Exam Preparation Worktext</i>	275	\$59,661.25	\$8,949.19	\$68,610.44
	Second Choice: <i>Triángulo APreciado</i> , 6 th edition	275	\$57,277	\$8,591.55	\$65,868.55

TEXTBOOK ADOPTION RECOMMENDATION

AP SPANISH LANGUAGE AND CULTURE

January 12, 2021

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

AP WORLD LANGUAGES TEXTBOOK ADOPTION TIMELINE

January 2020	<p>Quotes and sample materials requested from vendors.</p> <p>All AP world language teachers invited to serve on the Textbook Adoption Committee. Principals notified via email of teacher participation on committee.</p>
March 2020	<p>Teachers were given textbooks and associated materials including online access to review and evaluate.</p>
June 2020	<p>The Textbook Adoption Committee met to discuss the textbooks. Prior to the meeting, each committee member completed an evaluation form for each textbook. The team discussed their individual evaluations, built consensus, and determined which textbooks were their first and second recommendation.</p>
October 2020	<p>The recommended textbooks and evaluation forms were made available electronically through the Call to Action Page on the VBSchools website to allow for public comments. Public comments were received from 14 students.</p>
November 2020	<p>Negotiations were conducted with appropriate representatives of the publishers, the Director of K-12 and Gifted Programs, a contract specialist from Purchasing Services and the K-12 World Languages coordinator.</p> <p>The K-12 World Languages coordinator used the recommendations from the committee to prepare the report for the School Board.</p>

**AP WORLD LANGUAGES
TEXTBOOK ADOPTION COMMITTEE**

City-Wide Representatives:

Kelly Arble, K-12 World Languages Coordinator

Instructor Representatives

Soraya Delachica, AP Spanish Language, Kellam High School

Leah Donohue, AP Spanish Language, Salem, High School

Maria Fernandez, AP Spanish Language, First Colonial High School

Jennifer Guido, AP Spanish Language, Princess Anne High School

Eric Jaworski, AP Spanish Language, Ocean Lakes High School

Connie Martinez, AP Spanish Language, Landstown High School

Sarah Miniard, AP Spanish Language, Kempsville High School

Maria Roy, AP Spanish Language and AP Spanish Literature, Cox High School

Rubicelia Weitzner, AP Spanish Language, Green Run High School

Parent Representatives

Rosaura Jimenez, Tallwood High School

Lynne Hendrick, Tallwood High School

University Representative

Kathryn Murphy-Judy, Foreign Language Coordinator, Virginia Commonwealth University

Student Representatives

AP Spanish students from Tallwood High School

**AP WORLD LANGUAGE TEXTBOOK ADOPTION
AP SPANISH LANGUAGE & CULTURE
FIRST-CHOICE RECOMMENDATION**

The AP World Language Textbook Adoption Committee recommends the following AP Spanish Language & Culture textbook as its first choice for adoption by Virginia Beach City Public Schools:

Temas, 2nd edition, and *AP Spanish Language and Culture Exam Preparation Worktext*, Vista Higher Learning

The recommended textbook displays the following strengths:

- Aligns to the new thematic course content and skills outlined in the curriculum framework set forth by the College Board.
- Includes ample opportunities to develop interpretive, interpersonal and presentational communication skills.
- Promotes cultural awareness through an emphasis on authentic, real-world tasks and connections to cultural products, practices perspectives.
- Provides numerous activities in the same format and layout as the AP exam and includes an emphasis on all the components of the exam.
- Includes an online learning site that provides access to the full text in addition to supplementary audio, video, reference tools, activities, assignments and features for teacher-student communication.
- Online learning site integrates with ClassLink and has option for SSO and rostering for easy student and teacher access.
- Includes access to an additional supplementary worktext with ample practice activities and questions in the same format as the AP exam.

**FIRST-CHOICE RECOMMENDATION
IMPLEMENTATION COSTS FOR**

Temas, 2nd edition, and *AP Spanish Language and Culture Exam Preparation worktext*

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
Temas Student Edition + Online access to SSPlus 6Y + Online access to AP Worktext SSPlus 6Y	All high school students taking the course	\$216.95	275	\$59,661.25	\$8,949.19	\$68,610.44
Total Implementation Cost				\$59,661.25	\$8,949.19	\$68,610.44

**AP WORLD LANGUAGE TEXTBOOK ADOPTION
AP SPANISH LANGUAGE & CULTURE
SECOND-CHOICE RECOMMENDATION**

The AP World Language Textbook Adoption Committee recommends the following AP Spanish Language & Culture textbook as its second choice for adoption by Virginia Beach City Public Schools:

Triángulo APreciado, 6th edition, Wayside Publishing

The recommended textbook displays the following strengths:

- Each unit highlights a cultural product which allows for deeper exploration different perspectives and development of students' cultural awareness.
- Offers activities designed to develop student proficiency in the language.

The recommended textbook displays the following limitations:

- Not as well organized and does not connect as clearly to AP themes and subthemes.
- Activities do not follow the format of AP exam questions and provide fewer opportunities for students to practice for the exam, especially free response questions.

**SECOND-CHOICE RECOMMENDATION
IMPLEMENTATION COSTS FOR
APprenons, 2nd Edition**

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
Triangulo Apreciado, 6th Edition, Multi-Year Hardcover Print and Digital (FlexText + Explorer)	All high school students taking the course	\$208.28	275	\$57,277	\$8,591.55	\$65,868.55
Total Implementation Cost				\$57,277	\$8,591.55	\$65,868.55



Subject: Textbook Adoption: AP Spanish Literature and Culture **Item Number:** 12B4

Section: Information **Date:** January 12, 2021

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

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

Kelly F. Arble, K-12 World Languages Coordinator

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

Recommendation:

That the School Board review the following high school textbooks as recommended by the AP World Language Textbook Adoption Committee for implementation in the fall of 2021.

Course Title	Textbook	Publisher	Copyright
AP Spanish Literature and Culture	<i>Intrigas</i> , 3 rd edition	Vista Higher Learning	2020

Background Summary:

The members of the AP World Language Textbook Adoption Committee reviewed textbooks and materials sent by publishers. The committee evaluated the textbooks based on their alignment to the College Board AP Course and Exam Descriptions, ability to integrate seamlessly into our Learning Management System, and the digital resources it provides for students and teachers. The textbooks were reviewed by teachers, parents, student representatives, and a university representative. The textbooks were available electronically through our website for public comment and review. After reviewing the textbooks, the AP World Language Textbook Adoption Committee recommends the above textbooks as its first-choice recommendation for implementation in the fall of 2021.

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

The proposed textbook will replace the current textbooks as follows:

Course Title	Textbook	Copyright	Years in use (including this year)
AP Spanish Literature and Culture	<i>Letras de Hispanoamérica</i> , 1 st edition	2014	6
	<i>Taller de escritores</i> , 2 nd edition	2016	
	<i>A Handbook of Contemporary Spanish</i>	2012	
	<i>Grammar</i> , 1 st edition		

Source:

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

Budget Impact:

Total initial implementation costs:

Course Title	First-choice Recommendation Totals	Second-choice Recommendation Totals
AP Spanish Literature and Culture	\$3,219	\$4,142.80

**AP World Languages
Textbook Adoption
Implementation for Fall 2021**

Course(s)	Recommendations	Student Enrollment	Initial Implementation Cost	Five Year Additional Costs (3%/yr.)	Total Implementation Cost
AP Spanish Literature and Culture	First Choice: <i>Intrigas</i> , 3 rd edition	20	\$3,219	\$482.85	\$3,701.85
	Second Choice: <i>Azulejo</i> , 2 nd edition	20	\$4,142.80	\$621.42	\$4,764.22

TEXTBOOK ADOPTION RECOMMENDATION

AP SPANISH LITERATURE AND CULTURE

January 12, 2021

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

AP WORLD LANGUAGES TEXTBOOK ADOPTION TIMELINE

January 2020	<p>Quotes and sample materials requested from vendors.</p> <p>All AP world language teachers invited to serve on the Textbook Adoption Committee. Principals notified via email of teacher participation on committee.</p>
March 2020	<p>Teachers were given textbooks and associated materials including online access to review and evaluate.</p>
June 2020	<p>The Textbook Adoption Committee met to discuss the textbooks. Prior to the meeting, each committee member completed an evaluation form for each textbook. The team discussed their individual evaluations, built consensus, and determined which textbooks were their first and second recommendation.</p>
October 2020	<p>The recommended textbooks and evaluation forms were made available electronically through the Call to Action Page on the VBSchools website to allow for public comments. Public comments were received from 14 students.</p>
November 2020	<p>Negotiations were conducted with appropriate representatives of the publishers, the Director of K-12 and Gifted Programs, a contract specialist from Purchasing Services and the K-12 World Languages coordinator.</p> <p>The K-12 World Languages coordinator used the recommendations from the committee to prepare the report for the School Board.</p>

**AP WORLD LANGUAGES
TEXTBOOK ADOPTION COMMITTEE**

City-Wide Representatives:

Kelly Arble, K-12 World Languages Coordinator

Instructor Representatives

Maria Roy, AP Spanish Language and AP Spanish Literature, Cox High School

*Note: AP Spanish Literature is only offered at Cox High School.

Parent Representatives

Rosaura Jimenez, Tallwood High School

Lynne Hendrick, Tallwood High School

University Representative

Kathryn Murphy-Judy, Foreign Language Coordinator, Virginia Commonwealth University

Student Representatives

AP Spanish students from Cox High School

**AP WORLD LANGUAGE TEXTBOOK ADOPTION
AP SPANISH LITERATURE & CULTURE
FIRST- CHOICE RECOMMENDATION**

The AP World Language Textbook Adoption Committee recommends the following AP Spanish Literature & Culture textbook as its first choice for adoption by Virginia Beach City Public Schools:

Intrigas, 3rd edition, Vista Higher Learning

The recommended textbook displays the following strengths:

- Aligns to the new thematic course content and skills outlined in the curriculum framework set forth by the College Board.
- Includes all readings listed on the College Board syllabus.
- Includes ample opportunities to develop interpretive, interpersonal and presentational communication skills.
- Promotes development of students' critical reading and analytical writing skills through a variety of activities.
- Provides numerous activities in the same format and layout as the AP exam and includes an emphasis on all the components of the exam.
- Includes online learning site that provides access to the full text in addition to supplementary audio, video, reference tools, activities, assignments and features for teacher-student communication.
- Online learning site integrates with ClassLink and has option for SSO and rostering for easy student and teacher access.
- Includes an additional worktext with AP-style practice activities and assessments.

**FIRST-CHOICE RECOMMENDATION
IMPLEMENTATION COSTS FOR
Intrigas, 3rd Edition**

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
Student Edition + SSPlus 6Y+ AP Lit resources	All high school students taking the course	\$160.95	20	\$3,219	\$482.85	\$3,701.85
Total Implementation Cost				\$3,219	\$482.85	\$3,701.85

**AP WORLD LANGUAGE TEXTBOOK ADOPTION
AP SPANISH LITERATURE & CULTURE
SECOND-CHOICE RECOMMENDATION**

The AP World Language Textbook Adoption Committee recommends the following AP Spanish Literature & Culture textbook as its second choice for adoption by Virginia Beach City Public Schools:

Azulejo, 2nd edition, Wayside Publishing

The recommended textbook displays the following strengths:

- Aligns with AP content and skills and includes all required syllabus readings.
- Includes an additional worktext that provides AP exam practice activities.

The recommended textbook displays the following limitations:

- Does not include as many authentic, real-world activities.
- Not as well-organized and online resources are more difficult to navigate.
- Older copyright date.

**SECOND-CHOICE RECOMMENDATION
IMPLEMENTATION COSTS FOR
Azulejo, 2nd edition**

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
Azulejo, 2 nd Edition, Multi-Year Hardcover Print and Digital (FlexText + Explorer)- 6yrs	All high school students taking the course	\$207.14	20	\$4,142.80	\$621.42	\$4,764.22
Total Implementation Cost				\$4,142.80	\$621.42	\$4,764.22



Subject: Textbook Adoption: AP Biology Item Number: 12B5

Section: Information Date: January 12, 2021

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

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

Amanda Malbon, Secondary Science Coordinator

Keith Goodman, Secondary Science Instructional Specialist

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

Recommendation:

That the School Board review the following high school textbooks as recommended by the Secondary Science Textbook Adoption Committee for implementation in the fall of 2021.

Course Title	Textbook	Publisher	Copyright
AP Biology	<i>Biology for AP[®] Courses</i>	OpenStax – Mar 8, 2018	Licensed under Creative Commons Attribution License 4.0 Updated Aug 31, 2020

Background Summary:

The secondary science coordinator and instructional specialist reviewed the recommended textbook list from College Board's AP Biology course. A meeting with the Director of K-12 and Gifted Programs resulted in the recommendation to explore any open educational resource (OER) books first before moving forward with a request for proposal. An application was open to all AP Biology teachers to join a committee to initially review the OER textbook and materials from OpenStax and provide feedback. The committee evaluated the textbook based on its alignment to the AP College Board guidelines and course objectives, its ability to integrate seamlessly into our Learning Management System, and the flexibility and adaptability in resources it provides for students and teachers. The team indicated that books would be a valuable resource to support instruction in the AP Biology course. The textbook was available electronically through our website for public comment and review. This book has been reviewed by teachers, students, and higher education representatives. After reviewing the textbook, the Secondary Science Textbook Adoption Committee recommends the above textbook for implementation in the fall of 2021. The book will be moved to the CK-12 platform for customization and full interactivity by students and teachers. Furthermore, these resources have the ability to be updated regularly and will be done yearly to reflect any necessary changes by OpenStax, pending approval by the School Board.

The proposed textbooks will replace the current textbooks as follows:

Course Title	Textbook	Copyright	Years in use (including this year)
AP Biology	<i>Campbell Biology in Focus, AP[®] Edition, 1st Edition</i>	2014	6

Source:

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

Budget Impact:

Total initial implementation costs:

Course Title	Recommendation Totals
AP Biology	\$0.00

**AP Biology
Textbook Adoption
Implementation for Fall 2021**

Course(s)	Recommendations	Student Enrollment	Initial Implementation Cost	Five Year Additional Costs (5%)	Total Implementation Cost
AP Biology	<i>Biology for AP[®] Courses</i>	798	\$0	\$0	\$0

TEXTBOOK ADOPTION RECOMMENDATION

AP BIOLOGY

January 12, 2021

*Department of Teaching and Learning
Office of Secondary Science*

SECONDARY SCIENCE TEXTBOOK ADOPTION TIMELINE

February 2020	Email calling for Secondary Science teachers to serve on the Textbook Adoption Committee by completing an application process.
February 2020	Committee Members Selected
March 2020	Teachers met with STEM and Innovation Specialist to get an overview of OER and review the proposed OER books. Teachers had time following the initial meeting to review and evaluate the book and provide feedback. Books were determined to be a valuable resource and decision was made to move forward with the OpenStax books.
July 2020	Work began to move the OpenStax book to the CK-12 FlexBook platform for full customization and interactive capabilities.
August 2020	The Textbook Adoption Committee met with vendors to review any ancillary products to support instruction. Teachers and central support staff determined more time was needed to make a decision and the current resources would be used.
October 2020	The recommended textbooks and evaluation forms were made available electronically through the Call to Action Page on the VBSchools website to allow for public comments.
December 2020	The Secondary Science Coordinator used the recommendations from the committee to prepare the report for the School Board.

**AP BIOLOGY
TEXTBOOK ADOPTION COMMITTEE**

City-wide Representatives:

Amanda Malbon, Secondary Science Coordinator
Keith Goodman, Secondary Science Instructional Specialist
Bridget Mariano, STEM and Innovation Specialist

Instructor Representatives

Sabrina Shumate, Cox High School
Kathleen Spears, Tallwood High School
Jennifer McGregor, Kellam High School
Wendy Barcroft, Landstown High School
Kristen Johnson, Tallwood High School

Student Representative

Student from Cox High School

Higher Education Representative

Christopher Osgood, Ph.D., Old Dominion University
Joanna Garner, Ph.D., Old Dominion University

**SECONDARY SCIENCE TEXTBOOK ADOPTION COMMITTEE
RECOMMENDATION**

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

BIOLOGY FOR AP[®] COURSES

The recommended textbook displays the following strengths:

- Student solutions manual
- Vocabulary with each chapter
- Career connections throughout book
- Variety of image types (microscopes, diagrams, animations and videos)
- Language was student friendly
- Ability to customize in the CK-12 platform for full functionality and interactivity with the text and additional resources

**FIRST-CHOICE RECOMMENDATION
IMPLEMENTATION COSTS FOR
BIOLOGY FOR AP[®] COURSES**

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (5%)	Total Implementation
<i>Biology for AP[®] Courses</i>	All high school students taking the course	\$0.00	798	\$0.00	\$0.00	\$0.00
Total Implementation Cost				\$0.00	\$0.00	\$0.00

SECONDARY SCIENCE TEXTBOOK ADOPTION COMMITTEES

SECOND RECOMMENDATION

The Secondary Science Textbook Adoption Committee was unable to recommend a second choice for adoption by Virginia Beach City Public Schools. The committee determined the OER textbook was an excellent resource and the RFP did not need to be issued. In addition, by selecting the Open Education Resources, there is no cost associated with choosing this resource.



Subject: Textbook Adoption: AP Physics 1 and 2 Item Number: 12B6

Section: Information Date: January 12, 2021

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

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

Amanda Malbon, Secondary Science Coordinator

Keith Goodman, Secondary Science Instructional Specialist

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

Recommendation:

That the School Board review the following high school textbook as recommended by the Secondary Science Textbook Adoption Committee for implementation in the fall of 2021.

Course Title	Textbook	Publisher	Copyright
AP Physics 1 and 2	<i>College Physics for AP[®] Courses</i>	OpenStax – Aug 12, 2015	Licensed under Creative Commons Attribution License 4.0 Updated Sep 1, 2020

Background Summary:

The secondary science coordinator and instructional specialist reviewed the recommended textbook list from College Board's AP Physics 1 and 2 courses. A meeting with the Director of K-12 and Gifted Programs resulted in the recommendation to explore any open educational resource (OER) books first before moving forward with a request for proposal. An application was open to all AP Physics 1 and 2 teachers to join a committee to initially review the OER textbook and materials from OpenStax and provide feedback. The committee evaluated the textbook based on its alignment to the AP College Board guidelines and course objectives, its ability to integrate seamlessly into our Learning Management System, and the flexibility and adaptability in resources it provides for students and teachers. The team indicated that books would be a valuable resource to support instruction in the AP Physics courses. The textbook was available electronically through our website for public comment and review. This book has been reviewed by teachers, parents, students, and higher education representatives. After reviewing the textbook, the Secondary Science Textbook Adoption Committee recommends the above textbook for implementation in the fall of 2021. The book will be moved to the CK-12 platform for customization and full interactivity by students and teachers. Furthermore, these resources have the ability to be updated regularly and will be done yearly to reflect any necessary changes by OpenStax, pending approval by the School Board.

The proposed textbook will replace the current textbook as follows:

Course Title	Textbook	Copyright	Years in use (including this year)
AP Physics 1 and 2	<i>Physics: Principles with Applications, AP[®] Edition</i>	2014	6

Source:

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

Budget Impact:

Total initial implementation costs:

Course Title	Recommendation Totals
AP Physics 1 and 2	\$0.00

**AP Physics 1 and 2
Textbook Adoption
Implementation for Fall 2021**

Course(s)	Recommendations	Student Enrollment	Initial Implementation Cost	Five Year Additional Costs (5%)	Total Implementation Cost
AP Physics 1 and 2	<i>College Physics for AP[®] Courses</i>	435	\$0	\$0	\$0

TEXTBOOK ADOPTION RECOMMENDATION

AP PHYSICS 1 AND 2

January 12, 2021

*Department of Teaching and Learning
Office of Secondary Science*

SECONDARY SCIENCE TEXTBOOK ADOPTION TIMELINE

February 2020	Email calling for Secondary Science teachers to serve on the Textbook Adoption Committee by completing an application process.
February 2020	Committee Members Selected
March 2020	Teachers met with STEM and Innovation Specialist to get an overview of OER and review the proposed OER books. Teachers had time following the initial meeting to review and evaluate the book and provide feedback. Books were determined to be a valuable resource and decision was made to move forward with the OpenStax books.
July 2020	Work began to move the OpenStax book to the CK-12 FlexBook platform for full customization and interactive capabilities.
August 2020	The Textbook Adoption Committee met with vendors to review any ancillary products to support instruction. Teachers and central support staff determined more time was needed to make a decision and the current resources would be used.
October 2020	The recommended textbooks and evaluation forms were made available electronically through the Call to Action Page on the VBSchools website to allow for public comments.
December 2020	The Secondary Science Coordinator used the recommendations from the committee to prepare the report for the School Board.

**AP PHYSICS 1 AND 2
TEXTBOOK ADOPTION COMMITTEE**

City-wide Representatives:

Amanda Malbon, Secondary Science Coordinator
Keith Goodman, Secondary Science Instructional Specialist
Bridget Mariano, STEM and Innovation Specialist

Instructor Representative:

Amee Johnson, Landstown High School

Student Representative:

Student from Ocean Lakes High School

Parent Representative:

Parent from Ocean Lakes High School

Higher Education Representative:

Marija Raskovic, Tidewater Community College
Katrina Henry, Ph.D., Virginia Wesleyan University
Raúl Briceño, Ph.D., Old Dominion University
Joanna Garner, Ph.D., Old Dominion University

SECONDARY SCIENCE TEXTBOOK ADOPTION COMMITTEE RECOMMENDATION

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

COLLEGE PHYSICS FOR AP[®] COURSES

The recommended textbook displays the following strengths:

- Included misconception alerts for students to avoid common pitfalls
- Checking for understanding questions
- Chapter outlines are in learning objective language
- Logical progression in problem-solving and integration of concepts
- Embedded videos are high quality, short and effective
- Connections to other branches of science and math
- Ability to customize in the CK-12 platform for full functionality and interactivity with the text and additional resources

FIRST-CHOICE RECOMMENDATION IMPLEMENTATION COSTS FOR COLLEGE PHYSICS FOR AP[®] COURSES

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (5%)	Total Implementation
<i>College Physics for AP[®] Courses</i>	All high school students taking the course	\$0.00	435	\$0.00	\$0.00	\$0.00
Total Implementation Cost				\$0.00	\$0.00	\$0.00

SECONDARY SCIENCE TEXTBOOK ADOPTION COMMITTEES
SECOND RECOMMENDATION

The Secondary Science Textbook Adoption Committee was unable to recommend a second choice for adoption by Virginia Beach City Public Schools. The committee determined the OER textbook was an excellent resource and the RFP did not need to be issued. In addition, by selecting the Open Education Resources, there is no cost associated with choosing this resource.



Subject: Policy Review Committee Recommendations **Item Number:** 12C 1-5

Section: Information **Date:** January 12, 2021

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

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

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

Recommendation:

That the School Board approve Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain policies as reviewed by the PRC at its November 12 and December 10, 2020 meetings and presented to the School Board for the January 12, 2021 Information Agenda.

Background Summary

1. **Bylaw 1-28/ Committees, Organizations and Boards – School Board Member Assignments-** the PRC recommends that the School Board amend Bylaw 1-28 to clarify the procedures for assigning School Board Members and others to School Board Committees, the clarify the procedures for electing Committee chairs, to add a subsection to the Governance Committee responsibilities, to add C (8) Agenda Planning Committee as a Standing Committee, to add the 403 b Plan Oversight Committee as a School Division Standing Committee, and to clarify the outside committees.
2. **Bylaw 1-39/ Agenda Preparation-** the PRC recommends amending Bylaw 1-39 to clarify the duties of the Agenda Planning Committee, to further clarify how agendas are developed, and to add the criteria for School Board Awards and Recognitions.
3. **Policy 4-36/ Payroll Deductions-** the PRC recommends deleting references to tax sheltered accounts and deferred compensation plan as these matters are handled elsewhere in policy and regulation.
4. **Policy 4-32/ Employee Associations-** the PRC recommends that the Policy be amended to require reimbursement to the School Division for the actual expense required by substitutes for employee association members approved for association related leave.
5. **Appendix C –** the PRC recommends that the School Board adopt Appendix C School Board Standing Committee Procedures. The procedures were recommended by the Governance Committee and School Board Legal Counsel to standardize how School Board Standing Committees conduct Committee business.

Source:

Code of Virginia, 1950, as amended, § 22.1-253.12:7 School Board Policies.
Policy Review Committee Meetings of November 12 and December 10, 2020

Budget Impact:

SCHOOL BOARD BYLAWS

Committees, Organizations and Boards – School Board Member assignments

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

A. General matters

1. Creation

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

2. Authority

Any such Committee shall have only such authority to bind the School Board as is expressly granted and shall have only such powers as the School Board has expressly granted or which, by implication, are reasonably necessary to accomplish the stated purpose(s).

3. Assignments

Unless otherwise specified, ~~tThe School Board Chair in consultation with the Vice Chair will recommend to the School Board School Board Members and others to be assigned to Committees. The School Board by majority vote will appoint School Board Committee Members by July 1st of each year. will be assigned/appointed to Committees or Boards by the School Board Chair in consultation with the Vice Chair and with the approval of the School Board. School Board Members will be assigned to Committees or Boards no later than July 1st of each year.~~ Assignments may be reviewed in January of each year or when otherwise necessary. Each School Board Member should be assigned to at least one (1) Committee. Appointment to a Committee ~~may~~should take into consideration, but not be limited to, the following ~~(the order of the list does not indicate importance of the factor)~~:

- a.) equitable distribution of Committee assignments among School Board Members;
- b.) expressed interests of School Board Members;
- c.) experience as a School Board Member;
- d.) a School Board Member's training, education and/or experience with the purpose of the Committee;
- e.) continuity of service, prior committee performance, and historical knowledge;
- f.) availability for and attendance at Committee meetings;
- g.) the need for diversity;

- h. the needs of the School Board; and
- i. other good and just reason for assignment.

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

The School Board is authorized to appoint alternates to Committees, should the School Board Member assigned require another School Board Member to substitute. In the absence of an alternate or when an alternate is unavailable, the Chair may assign another School Board Member to represent the School Board at a Committee meeting.

4. Individual Authority

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

5. Reports

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

6. Committee Chair

The Committee Chair will be chosen by the Members of the Committee unless otherwise specified. For the purposes of electing a Committee Chair, the most senior School Board Member attending the first meeting of the year (or the most senior assigned staff member attending the meeting if a School Board Member is not present at the first meeting) shall conduct the election of the Committee Chair. All School Board created Committees shall be chaired by an assigned School Board Member unless the Committee structure specifically requires that another person be the Committee Chair. When choosing a Committee Chair, the following shall be considered: a) continuity of membership; b) expressed interest of assigned School Board Members; c) diversity of membership; and d) needs of the School Board Committee. Until such time as a new Committee Chair is elected, the current Committee Chair may continue to serve as the Committee Chair so long as the Committee Chair remains appointed to that Committee.

7. Roles and Responsibilities of the Committee Chair

The Committee Chair shall have the responsibility for: a) presiding over the meetings or designating another Committee Member to preside in the Chair's absence; b) setting the direction for and establishing norms and protocols that allow for appropriate function and in an efficient manner; c) provide guidance and communicate expectations to other Committee Members; d) ensure that relevant, timely and effective decisions are executed and that all Committee Members are provided the opportunity to participate in the decision making process; e) ensure compliance with applicable law, bylaw, policy and regulation; f) ensure that appropriate notices are made, agendas and supporting materials are provided and that minutes of the meetings are kept if so required by law.

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

B. Committee Meetings

1. Notices of Meetings by Committee Chair

The Committee Chair or the assigned staff member shall provide the School Board Clerk notice of the date, time, and location of Committee meetings so that the School Board Clerk can give the public notice of meetings consistent with applicable law. The Committee Chair or the assigned staff member shall make available to the public, upon request, nonexempt agenda materials furnished to Members for the meeting as required by the Virginia Freedom of Information Act and other applicable law. Committee Meetings will be held in locations accessible to the public.

2. Public Access

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

3. Rules of Order

Committee Meetings shall be run in accordance with the Special Rules of Order found in School Board Bylaws Appendix A and the current edition of *Robert's Rules of Order Newly Revised*.

C. School Board Standing Committees

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

1. Internal Audit Committee

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

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

2. Policy Review Committee

The School Board Policy Review Committee (PRC) will consist of three School Board Members. The School Board, at its discretion, may appoint a citizen to serve as a voting

member. School Board Legal Counsel, the Chief of Staff and other staff members appointed by the Superintendent will serve as liaisons to the PRC but will not be voting members.

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

3. Planning and Performance Monitoring Committee

The Planning and Performance Monitoring Committee will consist of three School Board Members. The Superintendent and other staff members assigned by the Superintendent will serve as liaisons to the Committee but will not be voting members. The purpose of the Committee will be to provide transparent oversight of School Division resources and processes to ensure effective and efficient operations in support of the School Division's vision, mission and strategic goals as well as coordinating School Board Member engagement in strategic and operational planning, including budget development by:

- a. Planning responsibilities will include, but not be limited to:
 - 1) updating the strategic and operational planning/budgeting process and calendars;
 - 2) establishing annual operating priorities and targets/goals to guide budget development;
 - 3) identifying operational issues deserving special attention in the next year's budget (e.g., unmet needs, transportation, compensation, building safety);
 - 4) identifying and prioritizing opportunities for significant innovation in particular areas;
- b. Performance Monitoring responsibilities will include, but not be limited to:
 - 1) recommending key planning "products" to the full School Board for review and approval (e.g., updates to the vision/mission statement, new strategic plan, the annual budget);
 - 2) working with the School Administration in updating the content and format of performance reports being sent to the School Board (e.g., student testing, program evaluation calendar and reporting, strategic plan/navigational marker reporting);
 - 3) reviewing performance reports, identifying issues and opportunities; and
 - 4) assisting with presentation of performance reports at regular School Board Meetings.

4. Governance Committee

The Governance Committee will consist of the School Board Chair and the Chairs of the Internal Audit Committee, the Policy Review Committee, and the Planning and Performance

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

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

5. Legislative Committee

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

6. Building Utilization Committee

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

7. Student Discipline Committees

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

8. Agenda Planning Committee

For each regular School Board Meeting, an Agenda Planning Committee will be formed and will have responsibility for creating the proposed Formal Meeting Agenda for that Meeting. The Committee Members will decide by majority vote what matters will be included on the proposed Formal Meeting Agenda. The School Board Chair, the Superintendent or designee, and one other School Board Member appointed on a rotating basis by the School Board Chair will serve as the Agenda Planning Committee for each regular School Board Meeting. All three Committee Members will have voting rights. The School Board Clerk and any staff members appointed by the Superintendent will assist each Agenda Planning Committee but will not have voting rights. The Agenda Planning Committee will not be required to create a Committee Agenda for meetings or maintain meeting minutes but will be required to publish notice of the meeting dates and times and allow public access to such meetings. Annual notice of the Agenda Planning Committee Meetings times and dates will be posted, and any changes will publicly be posted within a reasonable time. The Agenda Planning Committee for each regular School Board Meeting will authority to develop the proposed Formal Meeting Agenda for the meeting that that Agenda Planning Committee was assigned. The School Board has final authority for the adoption of the Formal Meeting Agenda and may amend the Formal Meeting Agenda as it deems appropriate. The Chair, Vice Chair and Superintendent or designee will serve as the Agenda Planning Committee for any other School Board Meetings.

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

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

1. CIP/Modernization Review Committee

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

E. School Board Ad Hoc Committees

A School Board Ad Hoc Committee and Ad Hoc Committee Chair shall be proposed by the School Board Chair and appointed by the School Board, as the need arises, to carry out a specified task, at the completion of which - that is, on presentation of its final report to the School Board, such Ad Hoc Committee will automatically cease to exist. An Ad Hoc Committee shall have those powers designated by the School Board. The following Committee(s) are designated School Board Ad Hoc Committee(s):

1. Ad Hoc School Site Selection Committee

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

2. Other Ad Hoc Committees as needed.

2. _____

F. School Division Standing Committees with School Board Member Liaisons

If requested by the Superintendent or as set forth by Policy, the School Board may assign School Board Members to serve as Members of School Division Standing Committees. ~~In those instances, the appointed School Board Members serve only as liaisons and have no authority to bind the School Board on any matter. Voting rights of School Board Members serving as liaisons are determined by the Committee.~~ The Superintendent shall provide a list of all such Liaison positions to the School Board by June 1st of each year.

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

a. Equity Council

The Equity Council addresses issues related to diverse populations and how the organizational climate contributes to fostering: greater student achievement; effective communication across all levels and with the greater community; honoring and listening to all voices; providing focused opportunities discussion, feedback, input and support to the implementation of Compass to 2020 and future School Board goals; reporting on all aspects of diversity and equity with a special focus on students of color; resources and support to further the work educational equity within the School Division. The Superintendent will designate a staff member to serve as the Chair of the Equity Council. No more than two (2) School Board Members will be assigned as liaisons to the Equity Council.

b. 403 b Plan Oversight Committee

G. Outside Committees

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

1. ~~Green Run Collegiate Charter Board~~Access—College Foundation;
2. Governor's School for the Arts;
3. Mayor's Committee for Persons with Disabilities;

4. SECEP - Southeastern Cooperative Educational Program;
5. VSBA - Virginia School Board Association Delegate Assembly;
6. Hampton Roads Educational Telecommunications Association (HRETA) WHRO Educational Advisory Committee;
7. Sister Cities Association of Virginia Beach;
8. ~~Deferred Compensation Board~~~~403b Plan Oversight Committee (B) Compensation Board~~; and
9. Virginia Beach Human Rights Commission

Related Links

School Board Bylaws [Appendices A and C](#)

School Board [Policy 3-96](#)

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

Adopted by School Board: July 21, 1992
Amended by School Board: April 19, 1994
Amended by School Board: January 3, 1995
Amended by School Board: August 17, 1999
Amended by School Board: February 20, 2001
Amended by School Board: August 7, 2001
Amended by School Board: August 21, 2001
Amended by School Board: May 28, 2002
Amended by School Board: August 6, 2002
Amended by School Board: July 15, 2008
Amended by School Board: December 2, 2008
Amended by School Board: December 15, 2015
Amended by School Board: August 2, 2016
Amended by School Board: June 11, 2018
Amended by School Board: February 12, 2019
Amended by School Board: November 12, 2019
Amended by School Board: January 28, 2020
Amended by School Board: June 23, 2020

SCHOOL BOARD BYLAWS

Agenda Preparation

A. Notification of Meetings

The Chair~~man~~, one School Board Member, appointed by the Chair~~man~~ on a rotating basis, ~~and with the cooperation of~~ the Superintendent or designee will constitute the Agenda Planning Committee for each regularly scheduled School Board Meeting. The Agenda Planning Committee will~~shall~~ plan a proposed agenda for the forthcoming meeting for preparation by the Clerk to have delivered to ~~m~~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~~the 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

The Chair, the Superintendent or designee and one other School Board Member (appointed on a rotating basis) will serve as the voting members for the Agenda Planning Committee for each regularly scheduled School Board Meeting and will be responsible for development the Agenda for that Meeting. Prior to public posting of the Formal Meeting Agenda, School Board Members or the Superintendent or designee will~~shall~~ present to the ~~PC~~ Agenda Planning Committee, Chairman or the School Board Member assigned to Agenda planning for the forthcoming meeting, a request for consideration for the inclusion on the agenda addition of ~~al~~ matters they wish to have considered for inclusion on the Agenda. The Quarterly Forecast will be considered in guiding the development of each Meeting Agenda and Tthe Agenda Pplanning Ceommittee will determine what matter will be included on the Agenda for the next meeting. The Agenda Planning Committee will take into consideration the time available for all proposed topics, the preparation time

necessary for presentation, and other relevant matter before setting the final Agenda. Items should not be placed on the Action Agenda without consideration being given to providing adequate public notice., thus allowing time to prepare necessary background materials. If two or more Agenda Planning Committee Members agree that a matter should be on, added on, or removed from the Formal Meeting Agenda before the Formal Meeting Agenda is published, the matter will be so handled.

After the Formal Meeting Agenda has been published, with the approval of two or more members of the Agenda Planning Committee, School Board Members or the Superintendent or designee may have the privilege of adding request of the Agenda Planning Committee Chair that additional items be added, to or removed from the published Formal Meeting Agenda. upon request to the Chairman., which Addition of or removal of the published Formal Meeting Agenda items would requires the approval of two or more members of the that Meeting's Agenda Planning Committee. Items should not be placed on the Action Agenda without consideration being given to providing adequate public notice., 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. If two or more Members of that Meeting's the Agenda Planning Committee does not approve of adding to or removing an item from to the published Formal Meeting Agenda, that requesting School Board Member may make a motion at the Meeting to add to or remove the item from to the Meeting Agenda.

If a School Board Member is denied the request to add an item to a Meeting Agenda, that School Board Member may make a motion at the meeting to add the item to the Meeting Agenda.

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 ion 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 if the Chair 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 ~~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 pPlanning cCommittee) 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

PERSONNEL

Employee Associations

A. Right to Form, Join, etc.

The Superintendent shall ensure the right of all employees, freely and without fear of penalty, to form, join, assist, or be represented by an employee association or to refrain from such activity. The School Board shall continue to exercise unilaterally its final managerial authority.

B. Employee Association- definition

An employee association is defined as an organization comprised of and organized by only employees or retirees of Virginia Beach City Public Schools.

C. Use of School Facilities for Employee Association Business

Employee associations are authorized to use school facilities for association business as set forth below.

1. With the prior approval of the principal, an employee association representative may confer with an individual association member on school premises, either before or after such member's established work hours.
2. An employee association may hold meetings of its members on school premises, provided: a) a written request for the use of school premises is submitted to the principal at least twenty-four (24) hours in advance of such use; b) the request is approved; c) the meeting is not held during the regular work hours of the facility being used; and d) the employee association agrees to pay any customary charges that may be assessed for custodial services and utilities.
3. One (1) bulletin board shall be set aside at each school specifically for the posting of information by employee associations. The principal of each school shall determine the size and location of such bulletin board; provided, however, that the bulletin board shall be at least two (2) feet by three (3) feet in size and shall be located away from student areas. Any information posted on school premises by an employee association shall only be posted on the designated bulletin board.
4. Employee associations may distribute information in teacher mailboxes, provided such distribution is: a) done by a member of the employee association and not by a school's administrative staff; and b) only occurs before the beginning of, or after the end of, a school's regular workday.

5. With the prior approval of the principal, employee associations may use a school's public address system to announce the date, time and place of association meetings, provided such use does not occur during the instructional part of the day.

Notwithstanding the above, school premises, bulletin boards, teacher mailboxes and public address systems shall not be used by any employee association, on its own behalf or on behalf of a political action committee or other entity, for the distribution or dissemination of information which directly or indirectly supports or opposes any candidate for public office.

D. Additional Services

In addition to the foregoing, any employee association as defined in this Policy shall be entitled to the following:

1. With the prior approval of the Superintendent or designee, an employee association's members may take leave to conduct employee association business, provided the employee association reimburses the School Division for ~~any such leave taken, which reimbursement shall be at the member's hourly rate of pay~~ actual expenses for required substitutes for members approved for association leave; and
2. An employee association may have the dues of its members deducted from such members' paychecks, provided the employee has provided authorization to the Administration to have employee association dues deducted from his/her paycheck. Effective with Fiscal Year 2006-2007, the employee must provide appropriate authorization to and as determined by the Administration to withhold dues. Such withholding will remain in force until the employee provides appropriate authorization as determined by the Administration to discontinue the deduction. Employees who are employed or join an employee association after November 1st may elect to have their dues deducted from their paychecks for the remainder of the fiscal year by providing appropriate authorization to the Administration at least ten (10) days before the date they want the first such deduction to take place. Verification of such authorization, and the deduction of dues, shall be conducted by the Administration, provided the employee association reimburses the School Division for the actual cost to provide this service.

Editor's Note

On October 5, 1999, the School Board passed a Resolution Authorizing Superintendent to Suspend Employee Association's Privilege of Using School Facilities in Response to Association's Violation of School Board Policy or Regulation Governing Use. This resolution gives the Superintendent authority to suspend an association's privileges under

this Policy for a period of up to twelve (12) months. This resolution will remain in effect until the School Board takes action to revoke it. A copy of the resolution can be found in the School Board minutes for October 5, 1999, and attached to this policy.

Related Links

School Board [**October 5, 1999 Resolution**](#)

Adopted by School Board: November 1, 1977

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

Amended by School Board: September 21, 1999

Amended by School Board: June 8, 2004

Amended by School Board: December 20, 2005

Amended by School Board: February 13, 2018

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

PERSONNEL

Payroll Deductions/~~Tax Sheltered Accounts/Deferred Compensation Plan~~

A. Payroll Deductions

No deductions shall be made from the salary of any employee except for such purposes as required by law or specifically approved by the School Board. Deductions other than those required by law shall be made only on the approval of the School Board and at the written request of the individual desiring such deduction(s). No such approval for any deductions shall be granted which does not offer advantages or opportunities which are open and available to all employees.

~~B. Tax Sheltered Accounts (TSA) Program~~

~~The School Board, through employee authorized payroll deductions, shall provide opportunities for eligible employees to participate in tax sheltered accounts (also referred to as 403(b) plans) offered by commercial vendors.~~

~~C. Deferred Compensation Plan~~

~~The School Board provides a Deferred Compensation Plan ("Plan") for the benefit of its employees pursuant to section 457 of the Internal Revenue Code. The School Board intends that the employee compensation deferred and invested, pursuant to the Plan, shall not be subject to federal and state income tax until such compensation is lawfully withdrawn. To that end, the Deferred Compensation Plan Administrator designated by the School Board as the Director of Benefits, shall periodically consult with financial and legal professionals to ensure that the Plan and its administration complies with all applicable laws and regulations.~~

~~Each employee will make independent decisions regarding participation in the Plan and investment choices. The School Board's decision to offer the Plan and this Policy in no way constitutes an endorsement or recommendation of participation in, or of any investment offered as part of, the Plan.~~

~~1. General Provisions~~

- ~~a. Pursuant to §51.1-603 of the Code of Virginia, as amended, the Deferred Compensation Plan shall be administered by an officer, who shall be known as the Deferred Compensation Plan Administrator.~~
- ~~b. The Director of Benefits for the School Board shall serve as the Deferred Compensation Plan Administrator and assume all related responsibilities.~~
- ~~c. The Deferred Compensation Plan Administrator shall have, pursuant to §51.1-603 of the Code of Virginia, as amended, the authority to do all things necessary to~~

supervise, administer and implement the Deferred Compensation Plan, including the power to contract with private corporations or institutions for services in connection therewith including but not limited to investment and options, record keeping and quarterly statements.

2. Administration

- a. The deferral of compensation shall be accomplished by payroll deductions.
- b. The Deferred Compensation Plan Administrator shall have the authority to establish *ad hoc* advisory committees to provide him or her with guidance in the administration of the Deferred Compensation Plan.
- c. The Deferred Compensation Plan Administrator shall, to the extent compatible with state law, follow all School Board policies and regulations while administering the Deferred Compensation Plan, including, but not limited to, the policies for contract review and hiring of outside legal counsel.
- d. The Deferred Compensation Plan Administrator shall provide, if requested, an annual report to the School Board as to the status of the Deferred Compensation Plan, including participation levels, current investment offerings, and expenditures.
- e. Any company or institution hired to administer the Deferred Compensation Plan shall, as a condition of any contract, offer information about the Deferred Compensation Plan, and the investment options thereunder, to all eligible School Board employees.

Editor's Note

For garnishments see Division Regulation 4-36.2.

For general contract execution policy see School Division Policy 3-89.

For employment of outside legal counsel see Division Policy 2-59.

See School Board Resolution adopted April 6, 2004 "A Resolution Providing for an Administrator of the School Board's Deferred Compensation Plan."

Legal Reference

Internal Revenue Code, 26 U.S.C. §403(b), as amended. Taxation of Employee Annuities.

Internal Revenue Code, 26 U.S.C. §457, as amended.

Code of Virginia §51.1-603, as amended. Local deferred compensation plan

Related Links

School Board [Regulation 4-36.2](#)

School Board [Policy 3-89](#)

School Board [Policy 2-59](#)

Adopted by School Board: October 20, 1987

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

Amended by School Board: December 21, 1999

Amended by School Board: April 1, 2003

Amended by School Board: April 6, 2004

Amended by School Board: October 10, 2017

Amended by School Board: 2021

School Board Bylaws Appendix C

School Board Standing Committee Procedures

A. Meetings and Notices

1. Meeting dates and locations – Meetings of School Board Committees should be posted no later than three business days before the Meeting date. An annual schedule of Committee Meetings should be set and published. Meeting locations must be open to the public with appropriate ADA access.
2. Quorum- a quorum of the School Board Committee Members must be present in person at the meeting location for the meeting to proceed. Persons appointed to the Committee and can vote on matters are to be counted to determine the quorum. Some Committees have non-School Board appointees who should be counted. Assigned staff and ex officio members do not have voting rights and do not count toward the quorum. School Board Members may participate remotely if Bylaw 1-36 procedures are followed if a quorum of the Committee Members are present at the meeting location. During authorized electronic meetings, Committee Members do not need to be present in one location, but a quorum is still required to proceed with the meeting. School Board Members not appointed to a Committee who participate in meetings should not be counted toward the quorum unless they are substituting for an appointed Committee Member.
3. Public notice of meeting- School Board Committees with three or more School Board Members must comply with FOIA public notice requirements. Public notice of Committee Meetings must be published publicly on the bulletin board in the School Administration Building and put on the School Board Committee webpage. Staff should maintain evidence of the postings for one year after the meeting.
4. Posting to Committee webpage
 - a. Staff should ensure that the School Board Committee webpage accurately and timely reflects the Meeting dates and time, public access instructions. The Department of Communications and Community Engagement requires seven days' notice to post onto the Committee webpage. Please note that ADA requirements apply to postings and staff should consult with Communications and Community Engagement Staff regarding such requirements.
 - b. School Board Committee meetings are not recorded. Posting a recording of a School Board Committee Meeting requires that either a transcript be included when the posting is published, or that closed caption be done at the time of the recording. VBTv can do closed captioning if meetings are done in School Board Chambers and broadcast on VBTv.
5. Electronic meetings or remote participation- electronic meetings and remote participation by Committee Members must be done in compliance with Bylaw 1-36.

Different rules may apply during States of Emergency and staff and the Committee Chair should consult legal counsel. By June 1st, the staff member will report to the School Board Clerk all electronic Committee meetings held during the year.

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

B. Meeting Agendas and Minutes

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

C. Annual Election of Chair

1. Annual election of Committee Chair at the first meeting in the new fiscal year, when the Chair is removed from the committee, or after a new committee is created, a Committee Chair should be elected by the voting Committee Members. If the Committee Chair who was elected the prior year is still serving on the Committee, the Chair will conduct all meetings until a new Chair is elected. If the former Chair is not on the Committee in the new year, the senior most School Board Member on the Committee or the School Board Chair in an ex officio capacity will conduct the meetings until a new Chair is elected.
2. Replacing Committee Members and/or Chair – if a School Board Member assigned to a Committee is no longer serving as a School Board Member, resigns from the Committee, or is otherwise not serving on the Committee, the Chair or staff member should inform the School Board Chair to begin procedures to appoint another Committee Member. If the Committee Chair is no longer on the Committee, a new election should be held.
3. Duties of Chair- the Committee Chair is responsible for conducting the Committee Meetings, working with staff to determine Meeting dates and times, agendas and agenda materials. The Chair and staff liaison will maintain attendance rolls throughout the year for all Committee Members and will transmit such list to the School Board Chair each year for the purpose of planning for Committee assignments for the new year. By May 1st.

D. Other matters

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