



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## School Board Services

**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

**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 14, 2020**

School Administration Building #6, Municipal Center  
2512 George Mason Dr.  
P.O. Box 6038  
Virginia Beach, VA 23456  
(757) 263-1000

*In accordance with [School Board Bylaw 1-48](#) §G, "No person attending a meeting of the School Board, in any capacity, shall use or allow to sound any device in a manner that disrupts the conduct of business within the room in which the School Board is meeting"*

## **FORMAL MEETING**

- 1. Call to Order and Electronic Roll Call (School Board Chambers) ..... 6:00 p.m.**
- 2. Moment of Silence followed by the Pledge of Allegiance**
- 3. 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 Committee Assignment Review for Term Ending June 30, 2020
  - E. School Board Bylaws Appendix B – Standing Rules Review
- 4. Student, Employee and Public Awards and Recognition**
- 5. Superintendent's Report**
- 6. Hearing of Citizens and Delegations on Agenda Items**

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. Citizens are encouraged to sign up by noon the day of the meeting by contacting the Clerk at 263-1016 and shall be allocated 4 minutes each until 7:30 p.m., if time is available. If time does not permit all members of the public to speak before 7:30 p.m., an additional opportunity for public comment on Agenda items may be given after the Information section of the Agenda. All public comments shall meet the [School Board Bylaw 1-48](#) requirements for Decorum and Order.
- 7. Approval of Minutes: December 10, 2019 School Board Regular Meeting**
- 8. Adoption of the Agenda**



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## ***School Board Organizational / Regular Meeting Agenda (continued)***

**Tuesday, January 14, 2020**

School Administration Building #6, Municipal Center

2512 George Mason Dr.

P.O. Box 6038

Virginia Beach, VA 23456

(757) 263-1000

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### **9. Consent Agenda**

All items under the Consent Agenda are enacted on by one motion. During Item 10 – 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. School Counseling Program (K-12): Comprehensive Evaluation - Personal and Social Development Component Recommendations
- B. Textbook Adoption: Advanced Placement (AP) Government
- C. Policy Review Committee (PRC) Recommendations
  - 1. Policy 3-20 Fines and Fees/Generally
  - 2. Policy 3-21 Collection of Past Due Accounts
  - 3. Policy 3-24 Gifts/Grants/Bequests of Property
  - 4. Policy 3-26 Investments
  - 5. Policy 3-27 Borrowing

### **10. Action**

Personnel Report / Administrative Appointment(s) **UPDATED 1/16/2020**

### **11. Information**

- A. Building Utilization Committee (BUC) Annual Report
- B. Policy Review Committee (PRC) Recommendations
  - 1. Bylaw 1-25 Complaints Regarding Students or Employees
  - 2. Bylaw 1-28 Committees, Organizations and Boards – School Board Member Assignments
  - 3. Policy 3-14 Income/Generally
  - 4. Policy 3-23 Sale/Exchange/Lease/Disposal of Property
  - 5. Policy 3-25 Trust Funds
  - 6. Policy 3-30 Purchasing and Procurement of Goods and Services
  - 7. Policy 3-31 Purchasing: Cooperative Procurement
  - 8. Policy 3-35 Competitive Sealed Bidding/Awards
  - 9. Policy 4-15 Personnel Records
  - 10. Policy 4-66 Tutoring for Pay
  - 11. Policy 5-18 Attendance Records

### **12. Standing Committee Reports**

### **13. Conclusion of Formal Meeting**



# **VIRGINIA BEACH CITY PUBLIC SCHOOLS**

## **CHARTING THE COURSE**

### ***School Board Organizational / Regular Meeting Agenda (continued)***

**Tuesday, January 14, 2020**

School Administration Building #6, Municipal Center

2512 George Mason Dr.

P.O. Box 6038

Virginia Beach, VA 23456

(757) 263-1000

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

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 3:00 p.m. the day of the meeting and shall be allocated 4 minutes each. All public comments shall meet the [School Board Bylaw 1-48](#) requirements for Decorum and Order.

**15. *Workshop:***

- A. School Board Administrative Matters and Reports
- B. Lacrosse

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

**17. *Vote on Remaining Action Items***

**18. *Adjournment***



**Subject:** Election of School Board Chair **Item Number:** 3A

**Section:** School Board Organizational Matters **Date:** January 14, 2020

**Senior Staff:** N/A

**Prepared by:** Dianne P. Alexander, 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 2020 Calendar year.

**Bylaws' Appendix B, Paragraph C: Procedure at Annual Organizational Meeting for Election of Chairman pursuant to Bylaw 1-37**

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

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

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

If repeat balloting is necessary, all candidates remain under consideration, unless a candidate withdraws.

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

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

**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:** 3B

**Section:** School Board Organizational Matters **Date:** January 14, 2020

**Senior Staff:** N/A

**Prepared by:** Dianne P. Alexander, 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 2020 Calendar year.

**Bylaws' Appendix B, Paragraph C: Procedure at Annual Organizational Meeting for Election of Chairman pursuant to Bylaw 1-37**

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

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

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

If repeat balloting is necessary, all candidates remain under consideration, unless a candidate withdraws.

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

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

**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:** 3C

**Section:** School Board Organizational Matters **Date:** January 14, 2020

**Senior Staff:** N/A

**Prepared by:** Dianne P. Alexander, School Board Clerk

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

**Recommendation:**

That the School Board approve the Superintendent's recommendation to appoint Dianne P. Alexander as Clerk of the School Board; and Susan L. Keipe as Deputy Clerk of the School Board for the 2020 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 Committee Assignment FY20 Review **Item Number:** 3D

**Section:** School Board Organizational Matters **Date:** January 14, 2020

**Senior Staff:** N/A

**Prepared by:** Dianne P. Alexander, School Board Clerk

**Presenter(s):** Dianne P. Alexander, School Board Clerk

**Recommendation:**

That the School Board review the list of committee assignments for the term ending June 30, 2020 as approved June 25, 2019 and updated on September 10 and November 12, 2019 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



| <b>Bylaw 1-28 REF</b> | <b>COMMITTEE</b>  | <b>ASSIGNMENTS</b>   |
|-----------------------|---|--|
| C1.                   | <b>Internal Audit (IA)</b>  | Dan Edwards*<br>Kim Melnyk<br>Carolyn Rye<br>Larry Davenport, Citizen Member         |
| C2.                   | <b>Policy Review (PRC)</b>  | Dan Edwards<br>Trenace Riggs<br>Carolyn Rye*   |
| C3.                   | <b>Planning and Performance Monitoring (PPM)</b>  | Sharon Felton<br>Dorothy Holtz<br>Carolyn Weems*                                     |
| C4.                   | <b>Governance</b>   | School Board Chair*<br>IA Chair<br>PRC Chair<br>PPM Chair<br>Trenace Riggs, At-Large |
| C5.                   | <b>Legislative</b>  | Sharon Felton<br>Kim Melnyk*<br>Trenace Riggs  |
| C6.                   | <b>Building Utilization</b>   | Laura Hughes*<br>Carolyn Rye<br>Carolyn Weems  |
| C7.                   | <b>Student Discipline: Committee I</b><br>(2 <sup>nd</sup> & 4 <sup>th</sup> Mon) 3:00 PM   | Sharon Felton*<br>Laura Hughes<br>Jessica Owens                                      |
| C7.                   | <b>Student Discipline: Committee II</b><br>(2 <sup>nd</sup> & 4 <sup>th</sup> Tues) 8:30 AM | Dan Edwards<br>Vicki Manning<br>Carolyn Weems*                                       |
| C7.                   | <b>Student Discipline: Committee III</b><br>(1 <sup>st</sup> & 3 <sup>rd</sup> Wed) 3:00 PM | Dottie Holtz<br>Trenace Riggs*<br>Carolyn Rye  |
| D1.                   | <b>CIP/Modernization Review Committee:</b>  | Dan Edwards*<br>Vicki Manning<br>Dottie Holtz (alt.)                                 |
| E1.                   | <b>School Site Selection</b>  | As needed  |
| E2.                   | <b>An Achievable Dream Academy Ad Hoc Committee</b>   | Bev Anderson<br>Dan Edwards*<br>Sharon Felton<br>Carolyn Rye                         |
| F1a.                  | <b>Equity Council:</b>  | Sharon Felton<br>Jessica Owens<br>Kim Melnyk (alt.)                                  |

\*Currently serving as Chair



| <b>Bylaw 1-28 REF</b> | <b>COMMITTEE</b>  | <b>ASSIGNMENTS</b>  |
|-----------------------|---|---|
| G1.                   | <b>ACCESS College Foundation</b>  | Change in ACCESS bylaws abolished role of School Board representative in 2019 thereby eliminating need for assignment |
| G2.                   | <b>Governor's School for the Arts</b>   | Kim Melnyk<br>Bev Anderson (alt.)   |
| G3.                   | <b>Mayor's Committee for Persons with Disabilities:</b>   | Dottie Holtz<br>Trenace Riggs (alt.)  |
| G4.                   | <b>Southeastern Cooperative Education Programs (SECEP):</b>   | Kim Melnyk<br>Bev Anderson (alt.)   |
| G5.                   | <b>VSBA - Virginia School Board Association Delegate Assembly at Annual Convention Nov. 20-22, 2019</b>           | Sharon Felton<br>Dottie Holtz (alt.)  |
| G6.                   | <b>Hampton Roads Educational Telecommunications Association (HRETA) WHRO Educational Advisory Committee (EAC)</b> | Dottie Holtz<br>Trenace Riggs (alt.)  |
| G7.                   | <b>Sister Cities Association of Virginia Beach</b>  | Trenace Riggs<br>Bev Anderson (alt.)  |
| G8.                   | <b>Deferred Compensation Board</b>  | Dan Edwards   |
| G9.                   | <b>Virginia Beach Human Rights Commission</b>   | Dottie Holtz<br>Jessica Owens (alt.)  |
|                       | <b>Green Run Collegiate (GRC) Charter Board Task Force</b>  | Jessica Owens<br>Kim Melnyk (alt.)  |

| <b>Policy 7-21 REF</b> | <b>CITIZENS' ADVISORY COMMITTEE</b>                                | <b>LIAISON</b>                        |
|------------------------|--|---------------------------------------|
| B1.                    | <b>Special Education Advisory Committee</b>                        | Carolyn Weems<br>Jessica Owens (alt.) |
| B2.                    | <b>General Advisory Council for Technical and Career Education</b> | Sharon Felton<br>Carolyn Weems (alt.) |
| B3.                    | <b>Community Advisory Committee for Gifted Education</b>           | Carolyn Rye<br>Laura Hughes (alt.)    |
| B4.                    | <b>Interagency Adult Basic Education Advisory Committee</b>        | Vicki Manning<br>Laura Hughes (alt.)  |
| B5.                    | <b>School Health Advisory Committee</b>                            | Carolyn Weems<br>Vicki Manning (alt.) |



**Subject:** School Board Bylaws' Appendix B – Standing Rules Review **Item Number:** 3E

**Section:** School Board Organizational Matters **Date:** January 14, 2020

**Senior Staff:** N/A

**Prepared by:** Dianne P. Alexander, School Board Clerk

**Presenter(s):** School Board Chair

**Recommendation:**

That the School Board review Bylaws' Appendix B – *Standing Rules* as it relates to the days of the month the School Board meets for their regular meetings.

**Background Summary:**

**Source:**

Bylaw 1-37 – Annual Organizational Meeting

**Budget Impact:**

N/A



**Subject:** Approval of Minutes **Item Number:** 7

**Section:** Approval of Minutes **Date:** January 14, 2020

**Senior Staff:** N/A

**Prepared by:** Dianne P. Alexander, School Board Clerk

**Presenter(s):** Dianne P. Alexander, School Board Clerk

**Recommendation:**

That the School Board adopt minutes from their December 10, 2019 regular meeting as presented.

**Background Summary:**

**Source:**

Bylaw 1-40

**Budget Impact:**

N/A



# VIRGINIA BEACH CITY PUBLIC SCHOOLS

## CHARTING THE COURSE

### School Board Services

**Beverly M. Anderson, Chair**  
At-Large

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

|   |   |   |
|---|---|---|
| <b>Daniel D. Edwards</b><br>District 2 – Kempsville | <b>Sharon R. Felton</b><br>District 6 – Beach   | <b>Dorothy M. Holtz</b><br>At-Large               |
| <b>Laura K. Hughes</b><br>At-Large                  | <b>Victoria C. Manning</b><br>At-Large          | <b>Jessica L. Owens</b><br>District 3 – Rose Hall |
| <b>Trenace B. Riggs</b><br>District 1 – Centerville | <b>Carolyn T. Rye</b><br>District 5 - Lynnhaven | <b>Carolyn D. Weems</b><br>District 4 - Bayside   |

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

### **School Board Regular Meeting MINUTES**

**Tuesday, December 10, 2019**

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

### **INFORMAL MEETING**

1. ***Convene School Board Workshop:*** The School Board convened in the einstein.lab in workshop format at 4:03 p.m. In addition to Superintendent Spence, all School Board members were present with the exception of Ms. Manning who Chairwoman Anderson noted would not be present for the workshop due to a family matter. Ms. Holtz arrived late at 4:06 p.m.
  - A. **School Board Administrative Matters and Reports:** School Board members were provided with updated modifications to Policy 3- 20 and 3-21 being presented under the Information section with a brief explanation provided, and advised of a request to move Consent Item 12B - Legislative Agenda - to Action. School Board member reports were related to the upcoming Virginia Beach Education Foundation Teacher Grants Improve Futures (TGIF) celebration, and groundbreaking event for the new Brock Environmental Science Classroom addition with gratitude to the benefactor, Mrs. Joan Brock. Superintendent Spence then congratulated a member of senior leadership, Ramesh Kapoor, Chief Information Officer, on his upcoming retirement and spoke to his leadership and service.
    1. **COIA and FOIA Training Reminder / Verification Deadline of December 31, 2019:** At the School Board Chair's request, School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney, spoke to the Conflict of Interest Act (COIA) training provided by the COIA Ethics Council and requirement for completion by December 31, 2019. She reported the Freedom of Information Act (FOIA) training requirement for completion by December 31, 2020, and offered to provide the training to the School Board at a future workshop.
    2. **CY2020 Organizational Matters Preview:**



- a. Leadership Interest: Chairwoman Anderson stated she did not intend to accept a nomination to be re-elected School Board Chair for 2020. Vice Chair Melnyk expressed interest in remaining Vice Chair for 2020. Both Ms. Felton and Ms. Rye expressed their interest in being considered for the position of School Board Chair for 2020.
- b. Schedule of Meetings: Remaining FY20 Affirmed; FY21 Proposed: Noting only one meeting scheduled in December and the lack of a huge difference in attendees at School Board meetings, Chairwoman Anderson suggested the School Board consider returning to a schedule of the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. There was also concern expressed regarding a lengthy period of five weeks between meetings in December and January.
- c. Committee Assignments SY20 Adjustments: Chairwoman Anderson advised the election of new School Board leadership for 2020 will require minor adjustments to committee assignments to be taken up by the School Board in January.
- d. Standing Rules: Affirmed or Revised: Chairwoman Anderson stated if the School Board wants to return to meeting on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month, a change would first have to go through the Policy Review Committee (PRC) to adjust the Bylaw and Standing Rules.

This portion of the workshop concluded at 4:21 p.m.

- B. General Assembly 2020 Legislative Preview: Serving as Chair of the School Board's Legislative Committee, Vice Chair Melnyk circulated a list of unfunded mandates for the School Board's future reference and then introduced Ross Grogg from Kemper Consulting who provided a preview of the 2020 Virginia General Assembly Session. He began with a recap of 2019 elections with a look at the new House and Senate membership, leadership, and committee chairs. He reported the 60-day session as a budget year where the 2020-2022 biennial budget is to be adopted, and the only budget Governor Northam will see through completion with major drivers identified as Medicaid spending, re-benchmarking and economic uncertainty. He reported on potential legislative issues, highlighted budget items, and provided a brief synopsis of several bills impacting K-12. This portion of the workshop concluded at 4:39 P.M.
- C. Forecast of Regular School Board Meeting Agenda Topics FY20, 3<sup>rd</sup> Quarter: January, February, March 2020: Superintendent Spence presented Administration's forecast of School Board meeting agenda topics to be presented in the FY20 third quarter – January, February, March 2020.

The workshop concluded at 4:45 p.m.

2. **Closed Meeting**: None
3. **School Board Recess**: The School Board recessed at 4:45 p.m. to reconvene in School Board Chambers for the formal meeting at 6:00 p.m.



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**FORMAL MEETING**

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4. ***Call to Order and Roll Call:*** Chairwoman Anderson called the formal meeting to order in School Board Chambers at 6:00 p.m. In addition to Superintendent Spence, all School Board members were present.
5. ***Moment of Silence followed by the Pledge of Allegiance***
6. ***Student, Employee and Public Awards and Recognition:***
  - A. **Virginia Marching Band Cooperative State Champions:** The School Board recognized bands from Cox and Princess Anne high schools for winning first place in their respective groups at the Virginia Marching Band Cooperative (VMBC) state championships.
  - B. **Cox Girls' Field Hockey Team State Champions:** The School Board recognized Cox High School girls' field hockey team for winning the Virginia High School League (VHSL) state championship in Class 5.
  - C. **Cox Girls' Volleyball Team State Champions:** Cox High School's girls' volleyball team was recognized by the School Board for winning the VHSL state championship in Class 5.
  - D. **Kellam Girls' Volleyball Team State Champions:** The School Board recognized the Kellam High School girls' volleyball team for winning the VHSL state championship in Class 6.
7. ***Superintendent's Report:*** Five things shared in Superintendent Spence's report were related to 1) the December 14 Beach Girls Rock! event at Kellam High School; 2) the African-American Male Summit; 3) voting on the Virginia Beach Education Foundation's commemorative print; 4) performing arts events calendar; and 5) upcoming winter break for schools and offices.
8. ***Public Hearing on FY2020/21 School Operating Budget and FY2020/21 through FY2025/26 Capital Improvement Program:*** The School Board heard comments from Todd Fritz from Landstown Middle School and Kelsey Seibert from Kellam High School, regarding allowances for school counselors who also serve as department chairs.
9. ***Hearing of Citizens and Delegations on Agenda Items:*** The School Board heard comments by Kelly Walker as president of the Virginia Beach Education Association (VBEA) in support of the Legislative Agenda as proposed by the School Board's Legislative Committee, specifically in the area of compensation.
10. ***Approval of Minutes:*** November 26, 2019 School Board Regular Meeting: Ms. Riggs made a motion, seconded by Ms. Hughes, that the School Board approve the minutes of their November 26, 2019 regular School Board meeting as presented. Without discussion, the motion passed unanimously.
11. ***Adoption of the Agenda:*** Absent objection, Chairwoman Anderson noted at the request of a School Board member, Consent Agenda Item 12B – School Board Legislative Agenda for 2020 General Assembly Session – is hereby moved to Action Item 13F. Ms. Weems then made a motion, seconded by Ms. Manning, that the School Board adopt the meeting agenda as amended. Without discussion, the motion passed unanimously.





- 12. Consent Agenda:** After Chairwoman Anderson's overview of the remaining item presented for approval as part of the Consent Agenda, Ms. Riggs made a motion, seconded by Mr. Edwards, that the School Board approve the Consent Agenda. Without discussion, the motion passed unanimously, and the following item was approved:
- A. Recommendations proposed in response to the Schoology implementation evaluation report as follows:
- Recommendation #1: Continue Schoology implementation with modifications noted in recommendations 2 through 5. (*Responsible Groups: Department of Teaching and Learning; Department of School Leadership; Department of Technology; Office of Planning, Innovation, and Accountability*)
  - Recommendation #2: Continue to provide schools with the necessary knowledge, support, and reporting capabilities to administer assessments through Schoology in 2019-2020. (*Responsible Groups: Office of Planning, Innovation, and Accountability; Department of Technology; Department of Teaching and Learning*)
  - Recommendation #3: Ensure schools access resources through Schoology, especially the division-created curriculum resources at the secondary level. (*Responsible Groups: Department of Teaching and Learning, Department of School Leadership*)
  - Recommendation #4: Encourage schools to utilize Schoology as a means for communication and collaboration. (*Responsible Group: Department of Teaching and Learning*)
  - Recommendation #5: Continue to work towards providing parents access to Schoology in 2019-2020. (*Responsible Groups: Department of Teaching and Learning, Department of Technology, Department of School Leadership*)
- B. [moved during Adoption of the Agenda to Action Item 13F]
- 13. Action:**
- A. Personnel Report/Administrative Appointments: Vice Chair Melnyk made a motion, seconded by Ms. Rye, that the School Board approve the appointments and accept the resignations, retirements and other employment actions as listed on the Personnel Report dated December 10, 2019, along with one administrative appointment as recommended by the Superintendent. Without discussion, the motion passed unanimously; and Superintendent Spence announced Sharon L. Shewbridge, Ph.D., current Principal of Kingston Elementary School, as the new Director of Instructional Technology in the Department of Teaching and Learning with an effective date to be determined. Superintendent Spence noted Dr. Shewbridge will be replacing William Johnsen who is retiring. Ramesh Kapoor, Chief Information Officer, was also congratulated on his retirement at the end of the year.
- B. Biennial School Calendar for 2020/21 and 2021/22: Ms. Manning made a motion, seconded by Ms. Holtz, that the School Board approve the calendars for the 2020-2021 and 2021-2022 school years. Acknowledging the first day of school always starts after the Labor Day holiday which is also a Jewish holiday, Superintendent Spence advised the School Board of his intent to send a message to the community affirming the division's respect and appreciation for the holiday, with assurance that student absences as a result of it being a high holiday will be accounted for appropriately. The motion passed unanimously, and the calendars were approved as follows with 181 instructional days,





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

Tuesday, December 10, 2019  
School Board Regular Meeting  
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two embedded professional learning days, at least 7 days of winter break not including weekends, at least 5 days of spring break not including weekends, and observed holidays.

## 2020-2021 School Calendar

| JULY 2020 |     |      |     |       |     |     |
|-----------|-----|------|-----|-------|-----|-----|
| Sun       | Mon | Tues | Wed | Thurs | Fri | Sat |
|           |     |      |     |       |     |     |
| 5         | 6   | 7    | 8   | 9     | 10  | 11  |
| 12        | 13  | 14   | 15  | 16    | 17  | 18  |
| 19        | 20  | 21   | 22  | 23    | 24  | 25  |
| 26        | 27  | 28   | 29  | 30    | 31  |     |

✖ **First Day of School**  
Sept. 8

📅 **Holidays**  
Sept. 7 - Labor Day  
Nov. 11 - Veterans Day  
Nov. 26 & 27 - Thanksgiving  
Dec. 23, 2020 - Jan. 1, 2021 - Winter Break  
Jan. 18 - Martin Luther King Jr. Day  
Feb. 15 - Presidents Day  
April 5-9 - Spring Break  
May 31 - Memorial Day

👤 **Staff Days (no school for students)**  
Aug. 28, 31  
Sept. 2-4  
Nov. 3

📅 **Flexible Staff Day**  
August 27 June 21

✅ **Adjusted Dismissal for All Students**  
Nov. 10 April 14

📅 **Adjusted Dismissal for All Staff and Students**  
Nov. 25 April 2  
Dec. 22

📅 **Professional Learning Day (no school for students)**  
Sept. 1 Oct. 12

📅 **Virtual Learning Day**  
Oct. 12 Nov. 3

✖ **Last Day of School and Early Dismissal for All Students**  
June 18

| AUGUST 2020 |     |      |     |       |     |     |
|-------------|-----|------|-----|-------|-----|-----|
| Sun         | Mon | Tues | Wed | Thurs | Fri | Sat |
|             |     |      |     |       |     |     |
| 2           | 3   | 4    | 5   | 6     | 7   | 8   |
| 9           | 10  | 11   | 12  | 13    | 14  | 15  |
| 16          | 17  | 18   | 19  | 20    | 21  | 22  |
| 23          | 24  | 25   | 26  | 27    | 28  | 29  |

| SEPTEMBER 2020 |     |      |     |       |     |     |
|----------------|-----|------|-----|-------|-----|-----|
| Sun            | Mon | Tues | Wed | Thurs | Fri | Sat |
|                |     |      |     |       |     |     |
| 6              | 7   | 8    | 9   | 10    | 11  | 12  |
| 13             | 14  | 15   | 16  | 17    | 18  | 19  |
| 20             | 21  | 22   | 23  | 24    | 25  | 26  |
| 27             | 28  | 29   | 30  |       |     |     |

| OCTOBER 2020 |     |      |     |       |     |     |
|--------------|-----|------|-----|-------|-----|-----|
| Sun          | Mon | Tues | Wed | Thurs | Fri | Sat |
|              |     |      |     |       |     |     |
| 4            | 5   | 6    | 7   | 8     | 9   | 10  |
| 11           | 12  | 13   | 14  | 15    | 16  | 17  |
| 18           | 19  | 20   | 21  | 22    | 23  | 24  |
| 25           | 26  | 27   | 28  | 29    | 30  | 31  |

| NOVEMBER 2020 |     |      |     |       |     |     |
|---------------|-----|------|-----|-------|-----|-----|
| Sun           | Mon | Tues | Wed | Thurs | Fri | Sat |
|               |     |      |     |       |     |     |
| 1             | 2   | 3    | 4   | 5     | 6   | 7   |
| 8             | 9   | 10   | 11  | 12    | 13  | 14  |
| 15            | 16  | 17   | 18  | 19    | 20  | 21  |
| 22            | 23  | 24   | 25  | 26    | 27  | 28  |
| 29            | 30  |      |     |       |     |     |

| DECEMBER 2020 |     |      |     |       |     |     |
|---------------|-----|------|-----|-------|-----|-----|
| Sun           | Mon | Tues | Wed | Thurs | Fri | Sat |
|               |     |      |     |       |     |     |
| 6             | 7   | 8    | 9   | 10    | 11  | 12  |
| 13            | 14  | 15   | 16  | 17    | 18  | 19  |
| 20            | 21  | 22   | 23  | 24    | 25  | 26  |
| 27            | 28  | 29   | 30  | 31    |     |     |

📅 **First Semester:**  
First nine-weeks: Sept. 8 - Nov. 10  
Second nine-weeks: Nov. 12 - Jan. 29

📅 **Second Semester:**  
Third nine-weeks: Feb. 2 - April 14  
Fourth nine-weeks: April 15 - June 18

In cases of school closings due to inclement weather or emergency conditions, makeup days will be designated by the superintendent and may include available staff days or holidays.



## 2021-2022 School Calendar

| JULY 2021 |     |      |     |       |     |     |
|-----------|-----|------|-----|-------|-----|-----|
| Sun       | Mon | Tues | Wed | Thurs | Fri | Sat |
|           |     |      |     |       |     |     |
| 4         | 5   | 6    | 7   | 8     | 9   | 10  |
| 11        | 12  | 13   | 14  | 15    | 16  | 17  |
| 18        | 19  | 20   | 21  | 22    | 23  | 24  |
| 25        | 26  | 27   | 28  | 29    | 30  | 31  |

✖ **First Day of School**  
Sept. 7

📅 **Holidays**  
Sept. 6 - Labor Day  
Nov. 11 - Veterans Day  
Nov. 25 & 26 - Thanksgiving  
Dec. 23-31, 2021 - Winter Break  
Jan. 17 - Martin Luther King Jr. Day  
Feb. 21 - Presidents Day  
April 11-18 - Spring Break  
May 30 - Memorial Day

👤 **Staff Days (no school for students)**  
Aug. 27, 30  
Sept. 1-3  
Oct. 11  
Jan. 31  
March 14

📅 **Flexible Staff Day**  
August 26 June 20

✅ **Adjusted Dismissal for All Students**  
Nov. 10 April 5

📅 **Adjusted Dismissal for All Staff and Students**  
Nov. 24 Dec. 22

📅 **Professional Learning Day (no school for students)**  
Aug. 31 Nov. 2

📅 **Virtual Learning Day**  
Oct. 11 Nov. 2

✖ **Last Day of School and Early Dismissal for All Students**  
June 17

| AUGUST 2021 |     |      |     |       |     |     |
|-------------|-----|------|-----|-------|-----|-----|
| Sun         | Mon | Tues | Wed | Thurs | Fri | Sat |
|             |     |      |     |       |     |     |
| 1           | 2   | 3    | 4   | 5     | 6   | 7   |
| 8           | 9   | 10   | 11  | 12    | 13  | 14  |
| 15          | 16  | 17   | 18  | 19    | 20  | 21  |
| 22          | 23  | 24   | 25  | 26    | 27  | 28  |
| 29          | 30  | 31   |     |       |     |     |

| SEPTEMBER 2021 |     |      |     |       |     |     |
|----------------|-----|------|-----|-------|-----|-----|
| Sun            | Mon | Tues | Wed | Thurs | Fri | Sat |
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| 12             | 13  | 14   | 15  | 16    | 17  | 18  |
| 19             | 20  | 21   | 22  | 23    | 24  | 25  |
| 26             | 27  | 28   | 29  | 30    |     |     |

| OCTOBER 2021 |     |      |     |       |     |     |
|--------------|-----|------|-----|-------|-----|-----|
| Sun          | Mon | Tues | Wed | Thurs | Fri | Sat |
|              |     |      |     |       |     |     |
| 3            | 4   | 5    | 6   | 7     | 8   | 9   |
| 10           | 11  | 12   | 13  | 14    | 15  | 16  |
| 17           | 18  | 19   | 20  | 21    | 22  | 23  |
| 24           | 25  | 26   | 27  | 28    | 29  | 30  |
| 31           |     |      |     |       |     |     |

| NOVEMBER 2021 |     |      |     |       |     |     |
|---------------|-----|------|-----|-------|-----|-----|
| Sun           | Mon | Tues | Wed | Thurs | Fri | Sat |
|               |     |      |     |       |     |     |
| 1             | 2   | 3    | 4   | 5     | 6   | 7   |
| 8             | 9   | 10   | 11  | 12    | 13  | 14  |
| 15            | 16  | 17   | 18  | 19    | 20  | 21  |
| 22            | 23  | 24   | 25  | 26    | 27  | 28  |
| 29            | 30  |      |     |       |     |     |

| DECEMBER 2021 |     |      |     |       |     |     |
|---------------|-----|------|-----|-------|-----|-----|
| Sun           | Mon | Tues | Wed | Thurs | Fri | Sat |
|               |     |      |     |       |     |     |
| 5             | 6   | 7    | 8   | 9     | 10  | 11  |
| 12            | 13  | 14   | 15  | 16    | 17  | 18  |
| 19            | 20  | 21   | 22  | 23    | 24  | 25  |
| 26            | 27  | 28   | 29  | 30    | 31  |     |

📅 **First Semester:**  
First nine-weeks: Sept. 7 - Nov. 10  
Second nine-weeks: Nov. 12 - Jan. 28

📅 **Second Semester:**  
Third nine-weeks: Feb. 1 - April 5  
Fourth nine-weeks: April 6 - June 17

In cases of school closings due to inclement weather or emergency conditions, makeup days will be designated by the superintendent and may include available staff days or holidays.



- C. **School Start Times:** Vice Chair Melnyk made a motion, seconded by Ms. Felton, that the School Board approve Administration's recommendation for shifting school start times that supports a later start for adolescents, and then expressed disappointment that the high school start time could not be in the area of 8-8:30 a.m. instead of the 9:20 a.m. proposal. Many agreed acknowledging the benefits of a later start time for adolescents and hope for a future endeavor, but conceding with disappointment to the challenges brought about by a four-tiered bus system and to accommodate the vast array of programs offered. Also recognized was the final survey results where majority indicated their preference to maintain the current schedule as opposed to the later school start time alternative. Following discussion, the motion failed (ayes 1- Holtz; nays 10) resulting in no change to school start times.
- D. **Appointment of an At-Large Governance Committee Member:** Ms. Felton made a motion, seconded by Vice Chair Melnyk, to approve the School Board Chair's proposal to appoint School Board member Trenace Riggs to serve as the at-large Governance Committee member. Without discussion, the motion was unanimously approved.



- E. Process for Dealing with Certain Complaints Addressed to the School Board: Ms. Rye made a motion, seconded by Ms. Felton, that the School Board address a process for dealing with certain complaints addressed to the School Board. School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney, reported the intent is to amend Bylaw 1-25 to refer complaints addressed to the School Board to the Governance Committee, however, the Policy Review Committee (PRC) recommendation will not come before the School Board until late January. Therefore, the request is to assign the Governance Committee the authority to handle several pending complaints addressed to the School Board in the meantime. The motion passed (ayes 10, nays 1 – Holtz).
- F. [formerly Consent Item 12B] School Board Legislative Agenda for 2020 General Assembly Session: Vice Chair Melnyk made a motion, seconded by Ms. Riggs, that the School Board approve the Legislative Agenda for the 2020 Virginia General Assembly Session as proposed by the School Board Legislative Committee. Ms. Hughes presented a substitute motion, seconded by Ms. Manning, to remove the portion related to charter schools. She explained it didn't make sense to change legislation to confine areas that have problems with their schools to where the same public schools in the area are controlling the charter schools. Following further rationale and discussion in which Ross Grogg, Legislative Liaison from Kemper Consulting responded to questions, the substitute motion failed (ayes 2 – Hughes and Manning; nays 9). The main motion then passed (ayes 10, nays 0; 1 abstention – Manning who stated her reason for abstaining was because she did not want to vote against the 90 percent of the Legislative Agenda she supports), and the Legislative Agenda was approved as follows:

## 2020 LEGISLATIVE AGENDA

### BUDGET AND FUNDING

#### Teacher Salary Increase

While Virginia has provided resources for teacher salaries in recent years, earnings for Virginia teachers continue to lag the national average. Virginia teacher salaries have one of the widest gaps between their pay levels and those of comparable professionals in the country. Virginia needs to continue to invest in teacher salaries.

#### Support Cap

Virginia Beach City Public Schools (VBCPS) supports removing the support position cap that was put in place in 2009 during the Great Recession. Previously, the Commonwealth provided funding for support staff positions according to a formula that used numbers of staff and local costs (calculated using the actual number of support positions and the salary for each position in all Virginia school divisions). As a moneysaving measure during the Recession, a "cap" was placed on the number of positions that the state would fund. The cap was not based on any particular analysis of student needs or existing staffing patterns, but rather was calculated simply as a ratio of instructional to support positions based on the necessity to reduce state funding by a specific amount.

Some positions were just eliminated due to the cap, but most school divisions could not practically and safely reduce support staffing for many of the positions that fall into this category to the levels the state funded under its "support position cap," so the cost to retain these positions shifted entirely to local governments.



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

**Tuesday, December 10, 2019**  
**School Board Regular Meeting**  
**Page 7 of 13**

These positions include school psychologists and social workers, as well as instructional support, attendance, security, transportation, technology, facility operations and maintenance staff. These positions are essential to the effective operation of schools and provide the vital support needed to meet myriad educational needs. These positions all support the classroom by providing critical interactions with students and help free up teacher time to allow them to focus on teaching. These support individuals help to keep our schools and children safe, as well as to ensure that all students across the Commonwealth have equal opportunity to succeed.

#### **Behavior and Mental Health Staff**

VBCPS recognizes that fully funding support positions and reversing the support cap is challenging to do in a single year or single biennium. VBCPS requests the General Assembly put in additional resources for mental health clinicians, attendance interventionists and behavior specialists. These staff members should have specialized training to target students' complex behavioral needs and have the experience to assess the mental health status of students, recommend an appropriate level of care, implement/assist with implementing appropriate interventions, and respond to crisis situations.

For example, VBCPS supports funding support positions (e.g., social workers, guidance counselors, school psychologists, and instructional personnel support) under Standard 2 on a prevailing cost basis, rather than the current capped basis. Enhancements such as these will provide additional funding to better support students who are experiencing a mental health crisis.

Additionally, VBCPS supports updating the definition of school counselors within Standard 2 of the SOQs, which should also be updated to allow for flexibility to ensure that individuals with necessary skill sets can be deployed, based upon the individual school division's needs.

Making these changes to Standard 2 under the SOQs will directly fund more mental and behavioral health positions in schools across the state. It will also provide flexibility for schools to place resources where they are most needed.

#### **Special Education Services**

VBCPS has more than 7,900 students who qualify for special education services. VBCPS spends in excess of \$100 million per year, or approximately \$13,400 per qualified student, on special education programs and services. That is the highest amount since 2011. Of this, approximately 15% comes from the federal government, 20% from the state, and 65% is local. VBCPS is opposed to any change in the delivery of special education services or special education funding that would shift a larger portion of the funding responsibility to the locality. This includes changes to the regional special education programs that reduce either the overall state allotment or the funding to an individual regional program. Such reductions in funding will not reduce VBCPS's obligations under the Individuals with Disabilities Education Act (IDEA), but rather shift a larger portion to the locality.

#### **Lottery Fund Usage**

While VBCPS supports the additional flexibility provided through recent investments in lottery proceeds, VBCPS is opposed to any measure that would shift the Standards of Quality or other recurring costs to the Lottery Fund. Shifting additional mandatory operating costs to the Lottery Fund reduces the amount of money available to school divisions for school construction and other necessary discretionary spending. The Lottery Fund should be used exclusively to supplement current public education funding and not used to supplant ongoing SOQ funded programs.

#### **Dedicated State Funding for Capital Improvements**

VBCPS supports the reinstatement of dedicated state funds for capital improvements. Since 2010, local governments and school boards have carried the full burden of capital improvements for public schools.

#### **OTHER LEGISLATIVE ISSUES**



### **Eliminate or Fund Currently Unfunded Mandates**

The total impact of state and federal unfunded mandates to VBCPS was \$44 million in 2019. Of that \$44 million, approximately \$16 million are mandates that originated from either the General Assembly or the Virginia Department of Education. These mandates range from new reporting requirements, to new policies and procedures, to unfunded equipment requirements. VBCPS is opposed to any state mandates requiring local school divisions to assume additional responsibilities or to provide additional services without the state's share of funding for such mandates. VBCPS supports the elimination of and/or full funding for existing unfunded mandates.

### **Dual Enrollment**

High quality, dual enrollment programs are an important part of preparing students for the workforce and allow students to earn college credit or even an associate degree while still in high school. VBCPS supports legislation and/or regulatory reforms that allow school divisions and local community colleges to negotiate individual rates for public school students who, through their local school division, take dual enrollment courses at the local community college.

### **Continued Reform of Assessment System**

VBCPS supports the reduction of the number of required tests in order to allow school divisions to continue to transform the traditional classroom and better meet the needs of our students. It's important our students can compete in a global marketplace. Rather than the 20 SOL tests currently mandated, VBCPS supports legislation that allows school divisions to substitute SOL assessments with those that are performance based, mimic real-life situations, and better prepare students for success in higher education and in the workplace. Since 2008, VBCPS has successfully developed an increasing number of performance-based assessments that are used on a divisionwide basis.

In addition to student growth measures, VBCPS supports a teacher, principal, and superintendent accountability system that includes additional measures such as student participation, performance in Advanced Placement courses, postgraduate measures that provide information on how students transition after high school, and qualitative measures of overall school performance beyond assessments.

### **Charter Schools**

VBCPS fully supports creating learning environments that meet the individual needs of a community and the students it serves, including academies, innovative programs, Governor's Schools, and charter schools; however, for these alternative models to be successful, they must have the support of the local community and school division. For this reason, VBCPS is opposed to any legislation that would remove the local school board's authority to establish charter schools within its boundaries, including any change to the Virginia Constitution or legislation that would give the Virginia Board of Education the authority to create regional charter schools.

## **14. Information:**

- A. Environmental Studies Program Information Update: Matthew D. Delaney, Executive Director of Secondary Teaching and Learning, first thanked Mrs. Joan Brock for her support of the program and environmental education, as well as providing the funds for the classroom addition. He then presented an update on the program to include background information and timeline, an overview of the program structure and curriculum, communication plan and next steps in the implementation of the program scheduled to open at the Brock Center for the 2020/21 school year. Anthony L. Arnold, P.E., Executive Director of Facilities Services, reported on the design process and classroom addition.





- B. School Counseling Program (K-12): Comprehensive Evaluation Personal and Social Development Component: Allison M. Bock, Ph.D., Program Evaluation Specialist in the Office of Planning, Innovation and Accountability, presented results of the 2018-19 comprehensive evaluation of the personal and social development component of the School Counseling Program (K-12). She explained the evaluation assessed the operation of the program as it relates to school counselors' activities and responsibilities, staffing, professional learning, and parent engagement, characteristics of the students, progress made toward meeting the goal and objectives related to students' personal and social development; and stakeholders' perceptions. Robert B. Jamison, Coordinator of School Counseling Services, shared Administration's response to the following five recommendations:
- Recommendation #1: Continue with modifications noted in recommendations 2 through 5.
  - Recommendation #2: Modify the personal and social development component of the school counseling program for high school students.
    - Assess students' needs in this area
    - Use the information to revisit the expectations and responsibilities of school counselors
    - Provide professional development opportunities to support school counselors' work in this area
  - Recommendation #3: Continue to ensure secondary students are supported through the academic and career planning process to develop their academic and career goals and plans.
  - Recommendation #4: Continue to implement new strategies for school counselors to involve, engage, and communicate with parents.
  - Recommendation #5: Conduct an evaluation update during 2019-2020 focused on the extent to which additional staffing allocations and programmatic efforts enable the school counseling program to meet students' needs as well as progress related to the year-three evaluation recommendations.
- C. 2Revolutions: Donald E. Robertson, Jr., Ph.D., Chief Schools Officer, presented an update on the partnership between the division and 2Revolutions including background information on the education design lab, an overview of the prototyping work that occurred during the 2018-19 school year, and plans for implementing two of the prototypes during the 2019-20 school year. Amy Mallison, Vice President of Marketing at Virginia Beach Schools Federal Credit Union, shared her experience as one of the prototyping networks.
- D. Textbook Adoption: Advanced Placement (AP) Government: Matthew D. Delaney, Executive Director of Secondary Teaching and Learning, presented an overview of the textbook recommended for the high school Advanced Placement (AP) United States Government and Politics course as proposed by the designated Textbook Adoption Committee for implementation in the fall of 2020 to replace current 2011 copyright textbooks that have been in use for eight years.

| Textbook | Publisher | Copyright |
|----------|-----------|-----------|
|----------|-----------|-----------|



|   |                             |      |
|---|-----------------------------|------|
| <i>American Government, Stories of a Nation</i> | Bedford, Freeman, and Worth | 2019 |
|---|-----------------------------|------|

- E. New Courses: Matthew D. Delaney, Executive Director of Secondary Teaching and Learning, presented an overview of the course objectives for the following courses proposed for implementation in the 2020-21 school year. After discussing the timeline for enrollment into the new courses, the School Board agreed to take action under Item 20 – Vote on Remaining Action Items:
1. Technical and Career Education
    - a. Advanced Technology Center (ATC): Engineering Practicum
    - b. Governor’s STEM Academy
      - i. Introduction to Engineering
      - ii. Aerospace Technology I
      - iii. Aerospace Technology II
      - iv. Biotechnology Foundations
      - v. Game Design and Development
      - vi. Advanced Game Design and Development
      - vii. Advanced Cybersecurity Software Operations
      - viii. Communications Systems
      - ix. Video Imaging Technology
  2. Princess Anne International Baccalaureate (IB)
    - a. DP Compulsory Topics
    - b. DP Applications and Interpretation Standard Level
    - c. DP Applications and Interpretation Higher Level I
    - d. DP Applications and Interpretation Higher Level II
    - e. DP Analysis and Approaches Standard Level
    - f. DP Analysis and Approaches Higher Level I
    - g. DP Analysis and Approaches Higher Level II
  3. Dual Enrollment (DE)
    - a. Advanced Technology Center (ATC)
      - i. DE Travel & Tourism Management/Coop
      - ii. DE Advanced Travel & Tourism Management/Coop
    - b. Tech Center
      - i. DE Early Childhood Education 1
      - ii. DE Early Childhood Education 2
- F. Policy Review Committee Recommendations: School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney, presented an overview of the following Policy Review Committee (PRC) recommendations regarding review, amendment and repeal of certain policies reviewed by the committee at their November 14, 2019 meeting:
1. Policy 3-20 Fines and Fees/Generally: Amended with scrivener’s changes, and to incorporate the contents of Policy 3-21
  2. Policy 3-21 Collection of Past Due Accounts: Language moved to Policy 3-20 and therefore recommended to be rescinded



3. Policy 3-24 Gifts/Grants/Bequests of Property: Amended to reserve the School Board's right to not accept gifts, grants or bequests and to reorganize the acceptable conditions for gifts, grants, and bequests into bullet form for ease of reading
4. Policy 3-26 Investments: Revised to remove statutory language in the legal references and to combine the language of the policy into one paragraph
5. Policy 3-27 Borrowing: Amended to remove statutory language in the legal reference and to make scrivener's changes in the policy
6. Policy 3-28 Special Reserve Fund: Amended to rework language in the "Generally" section along with minor formatting changes

15. **Standing Committee Reports:** As chair of the Building Utilization Committee (BUC), Ms. Hughes reported recommendations for elementary school zone changes for the 2020-21 school year will be presented to the School Board on January 14, 2020 noting no current students will be effected, and announced a public hearing to be held on January 28, 2020 for the public to comment on the recommendations before the School Board is expected to take action.

Ms. Weems reported an e-mail was sent to the School Board summarizing the work of the Planning and Performance Monitoring Committee which met the prior week and identified three main focus areas; the first being related to the budget inviting feedback from School Board members. She also advised of topics discussed at a meeting of the School Health Advisory Board (SHAB) reporting on various focused nurse training programs, and status of implementation of the scratch cooking initiative with more schools being added each year so that within five years all schools will be on board. Finally, she announced an event being put on by Children's Hospital of the Kings Daughters on February 20 at Old Donation School regarding the effects of social media on children.

Vice Chair Melnyk noted an e-mail was sent to the School Board outlining the work of three Student Discipline Ad Hoc Committee meetings to include letters being sent to all staff at all schools inviting input with surveys to be sent to twenty-four schools identified in Virginia Department of Education (VDOE) results, and reported on planned focus group activities. Additionally, she advised of plans for the committee to address student discipline hearing questions raised at the School Board's last retreat. Finally, she announced a Legislative Breakfast scheduled for December 16 at Princess Anne High School.

Recognizing not a committee report, Ms. Riggs commended Superintendent Spence not only for his forward-thinking related to the Environmental Studies Program at the Brock Center, but for all of his visionary leadership.

Ms. Rye announced a Policy Review Committee (PRC) meeting on December 12 at 9AM; and advised the Gifted Community Advisory Committee took the month of December off, but will report back in January.

Absent objection, the School Board agreed to take up Item 20 – Vote on Remaining Action Items at this time for action to be taken on Information item 14E prior to the conclusion of the formal meeting.





**20: Vote on Remaining Action Items:** Mr. Edwards made a motion, seconded by Ms. Hughes, that the School Board approve the new course offerings in Technical and Career Education at the Landstown Governors STEM Academy and the Advanced Technology Center (ATC) as well as adding new International Baccalaureate (IB) math courses for IB students at Princess Anne High School in addition to the expansion of dual enrollment offerings at the Advanced Technology Center (ATC) and the Virginia Beach Technical and Career Education Center as presented under Information item 14E. Without discussion, the motion passed unanimously, and new courses were approved as follows:

1. Technical and Career Education
  - a. Advanced Technology Center (ATC): Engineering Practicum
  - b. Governor's STEM Academy
    - i. Introduction to Engineering
    - ii. Aerospace Technology I
    - iii. Aerospace Technology II
    - iv. Biotechnology Foundations
    - v. Game Design and Development
    - vi. Advanced Game Design and Development
    - vii. Advanced Cybersecurity Software Operations
    - viii. Communications Systems
    - ix. Video Imaging Technology
2. Princess Anne International Baccalaureate (IB)
  - a. DP Compulsory Topics
  - b. DP Applications and Interpretation Standard Level
  - c. DP Applications and Interpretation Higher Level I
  - d. DP Applications and Interpretation Higher Level II
  - e. DP Analysis and Approaches Standard Level
  - f. DP Analysis and Approaches Higher Level I
  - g. DP Analysis and Approaches Higher Level II
3. Dual Enrollment (DE)
  - a. Advanced Technology Center (ATC)
    - i. DE Travel & Tourism Management/Coop
    - ii. DE Advanced Travel & Tourism Management/Coop
  - b. Tech Center
    - i. DE Early Childhood Education 1
    - ii. DE Early Childhood Education 2

**16. Conclusion of Formal Meeting:** The formal meeting concluded at 8:23 p.m.

**17. Hearing of Citizens and Delegations on Non-Agenda Items:** The School Board heard comments from nine speakers advocating for Lacrosse to be added as a varsity, interscholastic sport at all high schools; and from Patrick Cosgrove regarding a complaint against specific School Board members.

**18. Workshop:** None



- 
19. **Closed Meeting:** None
20. **Vote on Remaining Action Items:** Taken up prior to item 16
21. **Adjournment:** There being no further business before the School Board, Chairwoman Anderson adjourned the meeting at 8:47 p.m.

Respectfully submitted:

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Dianne P. Alexander, Clerk of the School Board

Approved:

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Beverly M. Anderson, School Board Chair



**School Counseling Program (K-12): Comprehensive Evaluation**

**Subject:** Personal and Social Development Component

**Item Number:** 9A

**Section:** Consent

**Date:** January 14, 2020

**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 School Counseling Program (K-12): Comprehensive Evaluation – Personal and Social Development Component. The Virginia Beach City Public Schools (VBCPS) comprehensive school counseling program is an integral part of each school's total educational program designed to promote the growth of all students from kindergarten through grade twelve in the areas of academic success, college and career readiness, and personal and social development. The 2016-2017 evaluation focused on the program's academic component and the 2017-2018 evaluation focused on the college and career component, while the 2018-2019 evaluation focused on the personal and social component. The 2018-2019 comprehensive evaluation assessed the operation of the program as it relates to school counselors' activities and responsibilities, staffing, professional learning, and parent engagement; characteristics of the students; progress made toward meeting the goal and objectives related to students' personal and social development; and the stakeholders' perceptions. In addition, recommendations for the program were provided.

**Background Summary:**

According to School Board Policy 6-26, "Existing programs will be evaluated based on an annual Program Evaluation Schedule which will be developed by the Program Evaluation Committee and approved by the School Board annually." On December 20, 2016, the School Board approved a three-year comprehensive evaluation plan for the School Counseling Program. The first-year evaluation focused on the program's academic component was presented to the School Board on September 6, 2017. The second-year evaluation on the program's college and career readiness component was presented to the School Board on November 27, 2018. On September 11, 2018, the School Board approved the 2018-2019 Program Evaluation Schedule, which included the School Counseling Program's personal and social development component.

**Source:**

School Board Policy 6-26

School Board Minutes November 27, 2018

School Board Minutes September 11, 2018

School Board Minutes September 6, 2017

School Board Minutes December 20, 2016

**Budget Impact:**



## VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

### PLANNING, INNOVATION, AND ACCOUNTABILITY Office of Research and Evaluation

#### School Counseling Program (K-12): Comprehensive Evaluation – Personal and Social Development Component

The table below indicates the proposed recommendations resulting from the **School Counseling Program (K-12): Comprehensive Evaluation – Personal and Social Development Component**. 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 2019 Program Evaluation   | Administration's Recommendations   |
|---|--|---|--|
| <u>Information</u><br>December 10, 2019<br><br><u>Consent</u><br>January 14, 2020 | School Counseling Program (K-12): Comprehensive Evaluation – Personal and Social Development Component | <ol style="list-style-type: none"><li>1. Recommendation #1: Continue the school counseling program with modifications noted in recommendations 2 through 5. (<i>Responsible Group: Department of Teaching and Learning</i>)</li><li>2. Recommendation #2: Modify the personal and social development component of the school counseling program for high school students by assessing students' needs in this area and using the information to revisit the expectations and responsibilities of school counselors, along with related professional development opportunities to support school counselors' work. (<i>Responsible Group: Department of Teaching and Learning</i>)</li><li>3. Recommendation #3: Continue to ensure secondary students are supported through the academic and career planning process to develop their academic and career goals and plans. (<i>Responsible Group: Department of Teaching and Learning</i>)</li><li>4. Recommendation #4: Continue to implement new strategies for school counselors to involve, engage, and communicate with parents. (<i>Responsible Group: Department of Teaching and Learning</i>)</li></ol> | The administration concurs with the recommendations from the program evaluation. |

| School Board Meeting Date | Evaluation | Recommendations From the Fall 2019 Program Evaluation  | Administration's Recommendations |
|---------------------------|------------|--|----------------------------------|
|                           |            | 5. Recommendation #5: Conduct an evaluation update during 2019-2020 focused on the extent to which additional staffing allocations and programmatic efforts enable the school counseling program to meet students' needs as well as progress related to the year-three evaluation recommendations.<br><i>(Responsible Group: Office of Planning, Innovation, and Accountability – Office of Research and Evaluation)</i> |                                  |



**Subject:** Textbook Adoption: AP United States Government and Politics **Item Number:** 9B

**Section:** Consent

**Date:** January 14, 2020

**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

Kristine M. Troch, Secondary Social Studies Coordinator

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

**Recommendation:**

That the School Board approve the following high school Advanced Placement (AP) United States Government and Politics textbook as recommended by the AP United States Government and Politics Textbook Adoption Committee for implementation in the fall of 2020.

| Course Title   | Textbook  | Publisher                   | Copyright |
|--|---|-----------------------------|-----------|
| Advanced Placement United States Government and Politics | <i>American Government: Stories of a Nation</i> | Bedford, Freeman, and Worth | 2019      |

**Background Summary:**

The members of the AP United States Government and Politics Textbook Adoption Committee reviewed textbooks and materials sent by publishers once.. The committee evaluated the textbooks for correlation to the College Board standards. Correlation to the Virginia Standards of Learning and the Virginia Beach City Public Schools' curriculum objectives were also examined. The textbooks were reviewed by teachers, parents, student representatives, and a university representative. The textbooks were placed in two public libraries, as well as the main entrance of the School Administration Building, for public review and comment. After reviewing the textbooks, the AP United States Government and Politics Textbook Adoption Committee recommends the above textbook as its first-choice recommendation for implementation in the fall of 2020.

A negotiation team including the Director of K-12 and Gifted Programs, the Coordinator for Secondary Social Studies, and the Executive Director of Secondary Teaching and Learning 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 textbook as follows:

| Course Title   | Textbook   | Copyright | Years in use<br>(including this year) |
|--|--|-----------|---------------------------------------|
| Advanced Placement United States Government and Politics | <i>Government in America: People Politics, and Policy</i> , 15 <sup>th</sup> edition | 2011      | 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<br>Totals | Second-choice Recommendation<br>Totals |
|--|---------------------------------------|--|
| Advanced Placement United States Government and Politics | \$176,056                             | \$177,117                              |

**AP United States Government and Politics  
Textbook Adoption  
Implementation for Fall 2020**

| Course(s)  | Recommendations   | Student Enrollment | Initial Implementation Cost | Five Year Additional Costs (5%) | Total Implementation Cost |
|--|---|--------------------|-----------------------------|---------------------------------|---------------------------|
| Advanced Placement United States Government and Politics | <b>First Choice:</b><br><i>American Government: Stories of a Nation.</i> Abernathy and Waples. Bedford, Freeman & Worth, 2019.  | 1420               | \$176,056                   | \$44,014                        | \$220,070                 |
|  | <b>Second Choice:</b><br><i>Government in America: People, Politics, and Policy 2016 Presidential Election Edition, 7<sup>th</sup> edition.</i> Edwards. Pearson, 2018. | 1420               | \$177,117                   | \$44,280                        | \$221,252                 |



# **TEXTBOOK ADOPTION RECOMMENDATION**

## **ADVANCED PLACEMENT UNITED STATES GOVERNMENT AND POLITICS**

**January 14, 2020**

*Department of Teaching and Learning  
Office of Secondary Social Studies*

## **AP UNITED STATES GOVERNMENT AND POLITICS TEXTBOOK ADOPTION TIMELINE**

|                  |   |
|------------------|---|
| March 2018       | Memo calling for AP United States Government and Politics teachers to serve on the Textbook Adoption Committee through an application process.  |
| April 2018       | Request for Proposal initiated.<br>Applications due and teachers notified of selection on committee.  |
| May 2018         | Teachers were given three textbooks and associated materials/online access to review.   |
| June 2018        | The Textbook Adoption Committee members shared concerns in initial reviews of textbooks and the decision to delay adoption was made.  |
| May 2019         | Response for Proposal initiated. Textbook Adoption Committee reconvened.  |
| June 2019        | The Textbook Adoption Committee received four titles of textbooks and materials to examine.   |
| August 2020      | The Textbook Adoption Committee met to discuss the reviewed textbooks and select a first- and second-choice option. Each committee member completed an evaluation form for each textbook reviewed. Committee members reviewed comments and recommended first- and second-choice textbooks.                                  |
| Oct. – Nov. 2019 | The recommended textbooks were placed at the Central Library, the Kempsville Library and the School Administration Building for public review. The director of K-12 and Gifted Programs was notified of the placement so that notification could be posted on the Internet. No public comments were received.               |
| October 2019     | Negotiations were conducted with appropriate representatives of the publishers, the Executive Director of Secondary Teaching and Learning, the director of K-12 and Gifted Programs, a coordinator from Distribution Services, a contract specialist from Purchasing Services and the Secondary Social Studies coordinator. |
| November 2019    | The Secondary Social Studies coordinator used the recommendations from the committee to prepare the report for the School Board.  |

**AP UNITED STATES GOVERNMENT AND POLITICS  
TEXTBOOK ADOPTION COMMITTEE**

**Instructor Representatives**

Angela Cosimano, Princess Anne High School  
Andrew Midgette, Kempsville High School  
Thalia Serino, Kellam High School  
Andrea Stover, Ocean Lakes High School  
Michelle Sturgis, Salem High School

**Parent Representative**

Kristi Patton, parent, Salem High School  
Stasia Laroche, parent, Ocean Lakes High School  
Mrs. Minter, parent, Ocean Lakes High School

**University Representative**

Georgeanne Hribar, Ph.D., Old Dominion University

**Student Representatives**

Four AP US Government and Politics students, Salem High School  
Two former AP US Government and Politics students, Ocean Lakes High School

**ADVANCED PLACEMENT UNITED STATES GOVERNMENT AND POLITICS  
GRADE 12**

**FIRST-CHOICE RECOMMENDATION**

The Advanced Placement United States Government and Politics Textbook Adoption Committee recommends the following textbook as its first choice for adoption by Virginia Beach City Public Schools:

***American Government: Stories of a Nation. Abernathy and Waples. Bedford, Freeman & Worth, 2019.***

The recommended textbook displays the following strengths:

- Correlates with *Advanced Placement United States Government and Politics* framework and objectives as set forth by the College Board.
- Provides relevant and authentic visuals that contribute to deeper understandings.
- Organized in thoughtful chapters that are sequential.
- Embeds questions within the texts, as well as includes practice tests.
- Includes historical and current perspectives, bringing in modern issues.
- Highlights key documents, vocabulary, and cases.
- Offers valuable additional resources to include “*Foundational Documents and Court Cases Reader*”.

**FIRST-CHOICE RECOMMENDATION  
IMPLEMENTATION COSTS FOR  
ADVANCED PLACEMENT UNITED STATES GOVERNMENT AND POLITICS**

| <b>Textbook</b>                      | <b>Allocation</b>                      | <b>Cost</b> | <b>Number Needed</b> | <b>Initial Implementation</b> | <b>Five-Year Projected Costs (5%)</b> | <b>Total Implementation</b> |
|--------------------------------------|--|-------------|----------------------|-------------------------------|---------------------------------------|-----------------------------|
| Student Edition Bundle (text+online) | 24 Class sets (30 texts per class set) | \$141.34    | 720 print + online   | \$101,764.80                  | \$25,441.20                           | \$127,206.00                |
| Student Edition Online only          | 1 online license per student           | \$122.39    | 607 online licenses  | \$74,290.73                   | \$18,572.70                           | \$92,863.43                 |
| Student Edition Online only          | 1 online license per student           | \$0.00      | 93 online licenses   | \$0.00                        | \$0.00                                | \$0.00                      |
| <b>Total Implementation Cost</b>     |  |             |                      | <b>\$176,055.53</b>           | <b>\$44,013.90</b>                    | <b>\$220,069.43</b>         |

**ADVANCED PLACEMENT UNITED STATES GOVERNMENT AND POLITICS  
GRADE 12**

**SECOND-CHOICE RECOMMENDATION**

The Advanced Placement United States Government and Politics Textbook Adoption Committee recommends the following textbook as its second choice for adoption by Virginia Beach City Public Schools:

***Government in America: People, Politics, and Policy 2016 Presidential Election Edition, 7<sup>th</sup> edition. Edwards. Pearson, 2018.***

The recommended textbook displays the following strengths:

- Includes online access to additional resources.
- Includes relevant and helpful tables and charts.
- Provides chapter review sections, as well as relevant policy sections.
- Offers “Then and Now” perspectives.

The recommended textbook displays the following limitations:

- Lacks redesigned questions and alignment to AP United States Government and Politics exam.
- Lacks complete alignment to the redesign of the course.
- Organized without attention to Advanced Placement articulation.
- Lacks complete alignment in resource materials.

**SECOND-CHOICE RECOMMENDATION  
IMPLEMENTATION COSTS FOR**

**ADVANCED PLACEMENT UNITED STATES GOVERNMENT AND POLITICS**

| <b>Textbook</b>                      | <b>Allocation</b>                      | <b>Cost</b> | <b>Number Needed</b> | <b>Initial Implementation</b> | <b>Five-Year Projected Costs (5% per year)</b> | <b>Total Implementation</b> |
|--------------------------------------|--|-------------|----------------------|-------------------------------|--|-----------------------------|
| Student Edition Bundle (text+online) | 24 Class sets (30 texts per class set) | \$142.97    | 720 print + online   | \$102,938.40                  | \$25,734.60                                    | \$128,673.00                |
| Student Edition Online only          | 1 online license per student           | \$105.97    | 700 online licenses  | \$74,179.00                   | \$18,544.75                                    | \$92,723.75                 |
| <b>Total Implementation Cost</b>     |  |             |                      | <b>\$177,117.40</b>           | <b>\$44,279.35</b>                             | <b>\$221,396.75</b>         |



**Subject:** Policy Review Committee Recommendations **Item Number:** 9C1-5

**Section:** Consent **Date:** January 14, 2020

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

**Prepared by:** Kamala Lannetti, Deputy City Attorney; John Sutton, III, Coordinator, Policy and Constituent Services

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

**Recommendation:**

That the School Board review Policy Review Committee recommendations regarding review, amendment, and repeal of certain policies as reviewed by the committee at their November 14, 2019 meeting and presented for Consent to the School Board January 14, 2020.

**Background Summary:**

**Policy 3-20/Fines/fees/Generally**

*The PRC recommends scrivener's changes to Policy 3-20 and incorporated language from Policy 3-21*

**Policy 3-21/Collection of Past Due Accounts**

*Language moved into Policy 3-21 and therefore the Policy is rescinded.*

**Policy 3-24/Gifts/Grants/Bequests of Property**

*The PRC recommends amending Policy 3-24 to reserve the School Board's right to not accept gifts, grants or bequests and to reorganize the acceptable conditions for gifts, grants, and bequests into bullet form for ease of reading.*

**Policy 3-26/Investments**

*The PRC recommends amending Policy 3-26 to remove the statutory language in the legal references and to combine the language of the Policy into one paragraph.*

**Policy 3-27/Borrowing**

*The PRC recommends amending Policy 3-27 to remove statutory language in the legal reference and to make scrivener's changes in the Policy.*

**Source:**

Code of Virginia, 1950, as amended, §22.1-253.12:7 School Board Policies.  
Policy Review Committee Meeting of November 14, 2019

**Budget Impact:** None.



## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### Fines and Fees/Generally

- A. All monies collected from fines and/or fees, fixed and imposed by the ~~SSchool B~~board, shall be deposited in the appropriate bank account in the same manner as other monies belonging to the ~~S~~school ~~De~~division.

#### B. Generally

~~The Superintendent is expected to protect the taxpayers of the School DivisionCity, by making every effort to collect all bills due to the School Board. Although the intention is not to jeopardize the educational opportunities of students because of the oversight or the financial inability of parents/legal guardians or adult students, the School Board believes there are important educational values to be learned concerning the payment of obligations. Therefore, the Superintendent or designee will take every fair and reasonable action to ensure the receipt of payment of fines, fees, damages and services.~~

~~After exhausting other approaches to resolve the delinquent accounts, the Superintendent or designee is authorized to pursue collection actions, including referring the matter to the City Treasurer's Office or retaining legal counsel.~~

##### 1. Amounts due from Students

###### ~~—Book Fines and Fees~~

~~All students shall be required to pay for damages to or loss of textbooks, library books, technology devices, and other non-consumable Sschool Ddivision materials and equipment. Students will be required to pay fees as assessed by the School Board except in cases of extreme hardship. Hardship cases will be required to furnish conditions in writing before fines and fees will be waived.~~

##### 2. Amounts due from Employees

~~Employees who receive payments which are not due them shall be required to repay the amount due in a timely manner. The amount due should generally be expected to be repaid within thirty (30) calendar days of notice. All amounts due will be collected within a time-frame that does not cross fiscal years or extend beyond a period which would affect the issuance of a W-2 to the employee for wages paid.~~

#### C. Significant Amounts

~~The Superintendent or designee shall be authorized to utilize the following procedures for the collection of significant amounts:~~

1. Letters requesting payment, to adult students or parents/ legal guardians of minor students;
2. Preliminary action through the City Treasurer's Office; and
3. Preliminary action through the School Board's legal counsel or retained counsel.

**Legal Reference**

Code of Virginia § 22.1-243, as amended. Distribution of textbooks; charges for loss or damage; consumable materials.

Virginia Board of Education Regulation 8 VAC 20-720-80, as amended. Student fees and charges.

Adopted by School Board: February 16, 1993

Amended by School Board: 2020

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lencioni

## **BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

### **Fines and Fees: Collection of Past Due Accounts**

#### **A. — Generally**

The Superintendent is expected to protect the taxpayers of the School Division, by making every effort to collect all bills due the School Board. Although the intention is not to jeopardize the educational opportunities of students because of the oversight or the financial inability of parents/legal guardians or adult students, the School Board believes there are important educational values to be learned concerning the payment of obligations. Therefore the Superintendent will take every fair and reasonable action to ensure the receipt of payment of fines, fees, damages and services.

After exhausting other approaches to resolve the delinquent accounts, the Superintendent is authorized to pursue collection actions, including referring the matter to the City Treasurer's Office or retaining legal counsel.

#### **1. — Amounts due from Students**

##### **a. — Book Fines and Fees**

All students shall be required to pay for damages to or loss of textbooks, library books and School Division materials and will be required to pay fees as assessed by the School Board except in cases of extreme hardship. Hardship cases will be required to furnish conditions in writing before fines and fees will be waived.

#### **2. — Amounts due from Employees**

Employees who receive payments which are not due them shall be required to repay the amount due in a timely manner. The amount due should generally be expected to be repaid within thirty (30) calendar days of notice. All amounts due will be collected within a time frame that does not cross fiscal years or extend beyond a period which would affect the issuance of a W-2 to the employee for wages paid.

#### **B. — Significant Amounts**

The Superintendent shall be authorized to utilize the following procedures for the collection of significant amounts:

1. — Letters requesting payment, to adult students or parents/legal guardians of minor students;
2. — Preliminary action through the City Treasurer's Office; and

~~3.—Preliminary action through the School Board's legal counsel or retained counsel.~~

**Legal Reference**

~~Code of Virginia § 22.1-243, as amended. Distribution of textbooks; charges for loss or damage; consumable materials.~~

~~Virginia Board of Education Regulation 8 VAC 20-720-80, as amended. Student fees and charges.~~

~~Adopted by School Board: February 16, 1993~~

~~Amended by School Board: October 19, 1993~~

~~Amended by School Board: June 20, 2006~~

~~Amended by School Board: September 16, 2014~~

~~Rescinded by School Board: 2020~~

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lennetti

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### Gifts, Grants and Bequests of Property

The ~~S~~school ~~B~~board may ~~take-accept~~ real and personal property by gift, grant or bequest, and hold and use such property for carrying out the responsibilities of the School Bboard. The School Board reserves the right not to accept a gift, grant or bequest of property.

All gifts, grants or bequests of property shall become the property of the ~~s~~School ~~B~~board ~~but-and~~ shall be administered in line with the intent of the donor. Gifts, bequests, and donations shall:

- A. be free of any restriction which is inconsistent with School Board policy;:-
- B. be deemed fitting and appropriate for school use;:-
- C. contain no overt advertising of commercial interests, unless otherwise addressed in policy or regulation;:-
- D. include installation costs, if any, unless waived by the Superintendent;:- and
- E. -not require excessive alteration or maintenance costs.

### Legal Reference

Code of ~~Virginia;:-~~ § 22.1-126, as amended. Property given, devised or bequeathed to school board.

Adopted by School Board: February 16, 1993

Amended by School Board: October 19, 1993

Amended by School Board: 2020

APPROVED AS TO  
LEGAL SUFFICIENCY

Kanaka H. Larrick

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### Investments

The ~~S~~chool ~~B~~oard shall see that funds not immediately needed are invested in a manner consistent with fiduciary responsibility as mandated in the legal reference to this ~~P~~olicy. Individual schools ~~shall~~ may invest ~~operating school activity~~ funds not immediately needed in certificates of deposit in a manner consistent with the fiduciary responsibility ~~as mandated in the legal reference to this policy.~~

Proceeds from these investments shall accrue to the school fund from which they originated.

~~Proof for such investments shall be held in the central administration office, or in the case of an individual school and its operating funds, in the central school office.~~

### Legal Reference

~~Code of Virginia, § 2.24-4505328.5, as amended.~~ Investment in certificates representing ownership of treasury bond principal at maturity or its coupons for accrued periods.

~~Notwithstanding any provision of law to the contrary, the Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control, in certificates representing ownership of either treasury bond principal at maturity or its coupons for accrued periods. The underlying United States Treasury bonds or coupons shall be held by a third party independent of the seller of such certificates. (1988)~~

~~Code of Virginia, § 2.24-4507328.8, as amended.~~ Investment of funds in overnight, term and open repurchase agreements.

~~Notwithstanding any provision of law to the contrary, the Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth, may invest any and all moneys belonging to them or within their control in overnight, term and open repurchase agreements which are collateralized with securities that are approved for direct investment. (1988)~~

Adopted by School Board: February 16, 1993

Amended by School Board: October 19, 1993

Amended by School Board: 2020

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamela H. Larrick



## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### **Borrowing**

The ~~S~~school ~~B~~board may borrow funds as described in the legal reference to this ~~P~~policy.

### **Legal Reference**

Code of Virginia, § 22.1-110, as amended. Temporary loans to school boards.

~~No school board shall borrow any money in any manner for any purpose without express authority of law. Any loan negotiated in violation of this section shall be void. Subject to the approval of the governing body or bodies appropriating funds to the school board, any school board is authorized to borrow money, when necessary, not to exceed in the aggregate one half of the amount produced by the school levy for the school division for the year in which such money is so borrowed or one half of the amount of the cash appropriation made to such school board for the preceding year or, in school divisions for which there is both a school levy and appropriation, one half of the amount of each. Such loans shall be evidenced by notes or bonds negotiable or nonnegotiable, as the school board determines. In the case of temporary loans in anticipation of loans from the Literary Fund, such loans shall be repaid within two years of their dates. Other temporary loans shall be repaid within one year of their dates. However, loans made to purchase new school buses to replace obsolete or worn out equipment shall be repaid within not less than five years of their dates. (1987)~~

Adopted by School Board: February 16, 1993

Amended by School Board: 2020

APPROVED AS TO  
LEGAL SUFFICIENCY

  
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**Subject:** Personnel Report **Item Number:** 10

**Section:** Action **Date:** January 14, 2020

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

**Prepared by:** John A. Mirra

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

**Recommendation:**

That the Superintendent recommends the approval of the appointments and the acceptance of the resignations, retirements and other employment actions as listed on the January 14, 2020, personnel report.

**Background Summary:**

List of appointments, resignations and retirements for all personnel

**Source:**

School Board Policy #4-11, Appointment

**Budget Impact:**

Appropriate funding and allocations

Personnel Report  
Virginia Beach City Public Schools  
January 14, 2020  
2019-2020

| Scale                            | Class                            | Location   | Effective  | Employee Name               | Position/Reason   | College                             | Previous Employer                             |
|----------------------------------|----------------------------------|--|------------|-----------------------------|---|-------------------------------------|---|
| Assigned to Unified Salary Scale | Appointments - Elementary School | Arrowhead  | 12/19/2019 | Judith E Arp                | Custodian I   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Bayside  | 12/18/2019 | Evelin C Skinner            | School Administrative Associate I                                   | Strayer University, DC              | Sigsbee Charter School, FL                    |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Birdneck   | 12/11/2019 | Lorraine T Wilson           | Clinic Assistant  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Christopher Farms                                      | 12/19/2019 | Kayla B Dotson              | Special Education Assistant   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Diamond Springs  | 12/19/2019 | Charles W Boyer             | Special Education Assistant   | Regent University, VA               | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Fairfield  | 12/5/2019  | Elizabeth R GunHammer       | School Nurse  | Old Dominion University, VA         | Sentara Princess Anne Hospital                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Green Run  | 12/19/2019 | Tameka Lassiter             | Special Education Assistant   | Tidewater Community College, VA     | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Holland  | 12/19/2019 | Lawanda M Smith             | Cafeteria Manager I   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Kingston   | 12/12/2019 | Olatunji S Sunmola          | Custodian I   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Landstown  | 12/18/2019 | Linda D Guevara             | Kindergarten Assistant  | Florida State University, FL        | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Landstown  | 1/2/2020   | Heather H Eure              | Security Assistant  | Tidewater Community College, VA     | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Parkway  | 12/16/2019 | Ruben Palma                 | Custodian II Head Night   | Not Applicable                      | Our Lady of Perpetual Help, VA                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Pembroke   | 12/12/2019 | Lauren A Bryan              | Special Education Assistant   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Pembroke   | 12/5/2020  | Sandra I Nino               | Cafeteria Assistant, 5.0 Hours                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Pembroke Meadows                                       | 12/5/2019  | Marverley M Scott           | Cafeteria Assistant, 4.5 Hours                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Providence   | 12/4/2019  | Jalen W Riddick             | Custodian I   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Providence   | 12/5/2019  | Leslie A Luck               | Cafeteria Assistant, 5.0 Hours                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Red Mill   | 12/18/2019 | Josiah T Cooper             | Custodian I   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Rosemont   | 12/19/2019 | Royden S Wright             | Physical Education Assistant, .500                                  | Shenandoah University, VA           | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Strawbridge  | 1/2/2020   | Amber D Kidd                | Security Assistant  | James Madison University, VA        | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Tallwood   | 12/19/2019 | Zachariah A Reaka           | Technology Support Technician                                       | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | White Oaks   | 12/5/2019  | Francis M Silva             | Cafeteria Assistant, 4.5 Hours                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Windsor Oaks   | 12/12/2019 | Michael G Farrow            | Security Assistant  | ECPI College of Tech, VA            | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Windsor Woods  | 1/2/2020   | Michelle L Avants           | Kindergarten Assistant  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Elementary School | Windsor Woods  | 1/2/2020   | Alexandria M Riker          | Special Education Assistant   | University of Mary Washington, VA   | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Middle School     | Bayside Sixth Grade Campus                             | 12/5/2019  | Ramona D Colon              | Cafeteria Assistant, 5.0 Hours                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Middle School     | Brandon  | 12/19/2019 | Vanda Nixon                 | Special Education Assistant   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Middle School     | Corporate Landing                                      | 12/5/2019  | Susan L Wells               | Special Education Assistant   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Middle School     | Great Neck   | 12/5/2019  | Cynthia B Hayes             | Cafeteria Assistant, 6.5 Hours                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Middle School     | Great Neck   | 12/9/2019  | Katheryn R Lowe             | Cafeteria Assistant, 5.5 Hours                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Middle School     | Great Neck   | 12/12/2019 | Piper M Zumbach             | Cafeteria Assistant, 6.0 Hours                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Middle School     | Great Neck   | 12/19/2019 | Pamela Pruitt               | School Office Associate II  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Middle School     | Larkspur   | 12/5/2019  | Myra J Payne                | School Nurse  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Middle School     | Larkspur   | 12/19/2019 | Shamera E Daye              | Special Education Assistant   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Middle School     | Plaza  | 12/5/2019  | Jessica M Carey             | Cafeteria Assistant, 5.0 Hours                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Middle School     | Plaza  | 12/12/2019 | Diane M Walker              | Cafeteria Assistant, 4.0 Hours                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Middle School     | Princess Anne  | 1/6/2020   | Amber A Metzler             | Special Education Assistant   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | Cox  | 1/2/2020   | Scott Mayer                 | Security Assistant  | Not Applicable                      | City of Norfolk, VA                           |
| Assigned to Unified Salary Scale | Appointments - High School       | First Colonial   | 12/12/2019 | Elton T Ferguson            | Special Education Assistant   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | First Colonial   | 1/2/2020   | Thomas L King               | Custodian II  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | Green Run  | 12/9/2019  | Whitney R Spillers          | School Office Associate II  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | Green Run  | 12/12/2019 | Tiffany C McDaniel          | Cafeteria Assistant, 5.0 Hours                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | Green Run  | 12/19/2019 | Melissa Smith               | Cafeteria Assistant, 5.0 Hours                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | Kellam   | 12/12/2019 | Benedicta Siameh            | Cafeteria Assistant, 5.0 Hours                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | Kellam   | 12/16/2019 | Gary R Peralta              | Custodian II  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | Kellam   | 1/2/2020   | Pedro O Mariano Jr          | Custodian I   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | Kellam   | 1/2/2020   | Brian K Parker              | Custodian II  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | Kellam   | 1/6/2020   | Jarnell C Harris            | Custodian III Head Night  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | Landstown  | 1/2/2020   | Mackenzie Porreca           | School Office Associate II  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | Ocean Lakes  | 12/12/2019 | Elekegebe A Soga Zounegnnon | Cafeteria Assistant, 5.0 Hours                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | Princess Anne  | 12/5/2019  | Anita Vincent               | Custodian I   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | Princess Anne  | 12/20/2019 | Terry M Pope                | Security Assistant  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - High School       | Salem  | 1/2/2020   | Kevin Aviles                | Custodian IV Head Day   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Department of Technology                               | 1/7/2020   | Ryan W Hoppe                | Network Technician II   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Department of Technology                               | 1/7/2020   | Scott A Norman              | Network Technician II   | Not Applicable                      | Clarion Safety Systems, PA                    |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Consolidated Benefits                        | 12/19/2019 | Grace Aspiras               | Benefits Program Specialist   | Queensborough Community College, NY | Christian Broadcast Network, VA               |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Maintenance Services                         | 12/19/2019 | Taj M Olds                  | Building Manager  | Not Applicable                      | City of VA Beach                              |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Maintenance Services                         | 1/2/2020   | Benjamin R Frazier          | Electrical Craftsman I  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Programs for Exceptional Children            | 1/2/2020   | Michala D Cardwell          | Instructional Specialist  | University of Virginia, VA          | SECEP, VA                                     |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Programs for Exceptional Children            | 1/2/2020   | Albert Zaleski              | Instructional Specialist  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Purchasing Services                          | 1/6/2020   | David A Sandloop            | Procurement Specialist II   | Old Dominion University, VA         | City of Virginia Beach Finance Department, VA |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Transportation and Fleet Management Services | 11/6/2019  | Charlina Randall            | Auxiliary Driver Spec Ed, 5.0 Hours                                 | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Transportation and Fleet Management Services | 12/4/2019  | Tracey W Davis              | Bus Assistant, 5.0 Hours  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Transportation and Fleet Management Services | 12/4/2019  | Glenda Dean                 | Bus Assistant, 5.0 Hours  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Transportation and Fleet Management Services | 12/4/2019  | Ernest W Hardy              | Bus Assistant, 5.0 Hours  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Transportation and Fleet Management Services | 12/4/2019  | Kristian Y Jones            | Bus Driver, 7.5 Hours   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Transportation and Fleet Management Services | 12/4/2019  | Nathaniel L McCary          | Bus Driver, 7.0 Hours   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Transportation and Fleet Management Services | 12/9/2019  | Joshua A Evanyk             | Fleet Technician III  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Transportation and Fleet Management Services | 12/11/2019 | Gretta R Conway             | Bus Driver, 5.5 Hours   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Transportation and Fleet Management Services | 12/11/2019 | Lylette V Jackson           | Bus Driver, 6.5 Hours   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Transportation and Fleet Management Services | 12/11/2019 | Kamesha S Thomas            | Bus Driver, 6.0 Hours   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Transportation and Fleet Management Services | 12/16/2019 | William K Clevenger         | Fleet Technician I  | Not Applicable                      | US Army, KY                                   |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Transportation and Fleet Management Services | 12/16/2019 | Joseph A Yarbrough          | Fleet Technician I  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Appointments - Miscellaneous     | Office of Transportation and Fleet Management Services | 12/18/2019 | John F Payne                | Bus Driver, 5.5 Hours   | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Arrowhead  | 1/2/2020   | Judith E Arp                | Custodian I (personal reasons)                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Bayside  | 12/6/2019  | Heather A McGowan           | School Administrative Associate I (career enhancement opportunity)  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Bayside  | 1/2/2020   | James E Keeney              | Custodian II Head Night (personal reasons)                          | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Elementary School | College Park   | 12/4/2019  | Gayla P Bell                | Custodian I (personal reasons)                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Green Run  | 11/27/2019 | Amber T Edwards             | Special Education Assistant (personal reasons)                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Hermitage  | 11/27/2019 | Isabelle S Jones            | Special Education Assistant (personal reasons)                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Kempsville Meadows                                     | 11/27/2019 | Brandon G Butler            | Custodian II Head Night (career enhancement opportunity)            | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Landstown  | 12/20/2019 | Brandon T Kussmaul          | Security Assistant (career enhancement opportunity)                 | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Landstown  | 1/10/2020  | Alexandra G. Hall           | Physical Education Assistant, .500 (career enhancement opportunity) | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Elementary School | Providence   | 12/20/2019 | Dare D Frey                 | Pre-Kindergarten Teacher Assistant (career enhancement opportunity) | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Elementary School | White Oaks   | 1/3/2020   | Ajeya S Hawkins             | Custodian I (continuing education)                                  | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Middle School     | Bayside  | 12/4/2019  | Shaquan Simms               | Custodian I (personal reasons)                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Middle School     | Corporate Landing                                      | 12/17/2019 | Leonel Ros                  | Custodian I (personal reasons)                                      | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Middle School     | Great Neck   | 12/9/2019  | Katheryn R Lowe             | Cafeteria Assistant, 5.5 Hours (career enhancement opportunity)     | Not Applicable                      | Not Applicable                                |
| Assigned to Unified Salary Scale | Resignations - Middle School     | Old Donation School                                    | 12/4/2019  | Joseph E Boyer              | Custodian I (personal reasons)                                      | Not Applicable                      | Not Applicable                                |

Personnel Report  
Virginia Beach City Public Schools  
January 14, 2020  
2019-2020

| <u>Scale</u>                           | <u>Class</u>                             | <u>Location</u>  | <u>Effective</u> | <u>Employee Name</u>        | <u>Position/Reason</u>   | <u>College</u>                   | <u>Previous Employer</u>          |
|--|--|--|------------------|-----------------------------|--|----------------------------------|-----------------------------------|
| Assigned to Unified Salary Scale       | Resignations - High School               | Cox  | 12/4/2019        | Robert A Klass              | Security Assistant (career enhancement opportunity)                  | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - High School               | Cox  | 12/31/2019       | Christy L Berry-Spriggins   | School Office Associate II (personal reasons)                        | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - High School               | Kellam   | 12/11/2019       | Michael P Corrigan          | Custodian I (job abandonment)  | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - High School               | Kellam   | 1/3/2020         | Kathryn Cosimano            | Student Activities Coordinator (career enhancement opportunity)      | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - High School               | Kempsville   | 12/31/2019       | Culver H Lamb               | Special Education Assistant (career enhancement opportunity)         | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - High School               | Landstown  | 12/12/2019       | Victoria E Minano De Garcia | Custodian I (personal reasons)                                       | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - High School               | Renaissance Academy                                    | 12/13/2019       | Keshavna M McCall           | Security Assistant (personal reasons)                                | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - High School               | Salem  | 1/15/2020        | Michele R Bender            | School Administrative Associate II (relocation)                      | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - High School               | Tallwood   | 12/1/2019        | Linda D Robinson            | Special Education Assistant (expiration of long-term leave)          | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - Miscellaneous             | Department of Technology                               | 12/6/2019        | Christopher T Wilkinson     | Technology Support Technician (continuing education)                 | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - Miscellaneous             | Office of Custodial Services                           | 12/3/2019        | Josette Pritchard           | Custodian I (career enhancement opportunity)                         | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - Miscellaneous             | Office of Custodial Services                           | 12/31/2019       | Krystal K Patrick           | Custodian I (career enhancement opportunity)                         | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - Miscellaneous             | Office of Maintenance Services                         | 12/3/2019        | Danny R Daniels             | Carpentry Craftsman II (expiration of long-term leave)               | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - Miscellaneous             | Office of Student Support Services                     | 12/15/2019       | Kiana B Uchendu             | General Assistant (career enhancement opportunity)                   | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - Miscellaneous             | Office of Transportation and Fleet Management Services | 12/11/2019       | Loise M Wilson              | Bus Assistant, 5.5 Hours (job abandonment)                           | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - Miscellaneous             | Office of Transportation and Fleet Management Services | 12/13/2019       | Nicole L Reid               | Bus Driver, 6.5 Hours (personal reasons)                             | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - Miscellaneous             | Office of Transportation and Fleet Management Services | 12/31/2019       | Matthew Dula                | Bus Driver, 6.5 Hours (personal reasons)                             | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - Miscellaneous             | Office of Transportation and Fleet Management Services | 12/31/2019       | Michael C Eldreth           | Bus Driver - Special Ed, 5.5 Hours (personal reasons)                | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Resignations - Miscellaneous             | Office of Transportation and Fleet Management Services | 1/4/2020         | Lorena J Morgan             | Bus Driver, 6.0 Hours (personal reasons)                             | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Retirements - Elementary School          | Hermitage  | 11/30/2019       | Anna M Cress                | Cafeteria Assistant, 4.0 Hours                                       | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Retirements - Elementary School          | Newtown  | 12/31/2019       | Teresa A Pitts              | Special Education Assistant  | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Retirements - Elementary School          | Point O'View   | 12/31/2019       | Donna G Ponti               | Kindergarten Assistant   | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Retirements - Elementary School          | Tallwood   | 12/31/2019       | Robert L Gunter             | Physical Education Assistant   | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Retirements - Elementary School          | Thoroughgood   | 12/31/2019       | Freddie Washington          | Custodian I  | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Retirements - Elementary School          | Trantwood  | 1/31/2020        | Kimberly E Odom             | Special Education Assistant  | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Retirements - High School                | Kempsville   | 12/31/2019       | Maritza Cox                 | Custodian I  | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Retirements - Miscellaneous              | Department of Technology                               | 3/31/2020        | Ramesh Kapoor               | Chief Information Officer  | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Retirements - Miscellaneous              | Office of Transportation and Fleet Management Services | 12/31/2019       | Sharon E Carbo              | Bus Driver - Special Ed, 5.5 Hours                                   | Not Applicable                   | Not Applicable                    |
| Assigned to Unified Salary Scale       | Other Employment Actions - Middle School | Old Donation School                                    | 1/3/2020         | Natalie M Hart              | Clinic Assistant   | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - Elementary School         | Birdneck   | 12/9/2019        | Carly D Donohoo             | School Counselor   | Old Dominion University, VA      | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - Elementary School         | Landstown  | 12/19/2019       | Christopher D Stover        | Fifth Grade Teacher  | Old Dominion University, VA      | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - Elementary School         | Point O'View   | 12/5/2019        | Kellee L Amburn             | Second Grade Teacher   | Cambridge College, MA            | VBCPS                             |
| Assigned to Instructional Salary Scale | Appointments - Elementary School         | Point O'View   | 12/19/2019       | Emily D Crowther            | Special Education Teacher  | Old Dominion University, VA      | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - Elementary School         | Salem  | 12/16/2019       | Balley Barrowman            | First Grade Teacher  | Western Governors University, UT | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - Elementary School         | Shelton Park   | 1/2/2020         | Jenna A Lewis               | Third Grade Teacher  | Old Dominion University, VA      | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - Elementary School         | Thoroughgood   | 12/16/2019       | Shannon M Major             | Special Education Teacher  | Norfolk State University, VA     | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - Elementary School         | Three Oaks   | 12/16/2019       | Meghan Jackson              | Special Education Teacher  | Neumann College, PA              | St Gregory School, VA             |
| Assigned to Instructional Salary Scale | Appointments - Elementary School         | White Oaks   | 1/6/2020         | Jacqueline C Strohkorb      | Special Education Teacher  | Radford University, VA           | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - Elementary School         | Windsor Woods  | 12/19/2019       | Jacob K Hall                | Special Education Teacher  | Old Dominion University, VA      | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - Middle School             | Corporate Landing                                      | 12/12/2019       | Kaicee Y Mills              | Sixth Grade Teacher  | Middle Georgia College, GA       | Monroe County Public Schools, GA  |
| Assigned to Instructional Salary Scale | Appointments - Middle School             | Virginia Beach   | 12/19/2019       | Sara M Wilder               | Special Education Teacher  | Old Dominion University, VA      | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - High School               | First Colonial   | 1/2/2020         | Ivy N Trenor                | Mathematics Teacher  | Old Dominion University, VA      | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - High School               | Green Run Collegiate                                   | 12/16/2019       | Kayla M Gau                 | Art Teacher  | James Madison University, VA     | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - High School               | Landstown  | 12/19/2019       | Maria Christina C Querida   | Social Studies Teacher, 200  | San Francisco State Univ, CA     | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - High School               | Princess Anne  | 12/16/2019       | Lamari A Edmonds            | English Teacher  | Old Dominion University, VA      | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - High School               | Tallwood   | 12/16/2019       | Sawyer Ghandil              | English Teacher  | Old Dominion University, VA      | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - High School               | Tallwood   | 1/2/2020         | Sydney E Hinkle             | Special Education Teacher  | Randolph-Macon College, VA       | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - Miscellaneous             | Office of Programs for Exceptional Children            | 12/3/2019        | Laurie A Southard           | Speech/Language Pathologist, 400                                     | University of Georgia, GA        | Not Applicable                    |
| Assigned to Instructional Salary Scale | Appointments - Miscellaneous             | Office of Programs for Exceptional Children            | 1/6/2020         | Sherree L Weeks             | Speech/Language Pathologist, 400                                     | Old Dominion University, VA      | Fairfax County Public Schools, VA |
| Assigned to Instructional Salary Scale | Resignations - Elementary School         | Bayside  | 12/11/2019       | Emma G Byler                | Fourth Grade Teacher (personal reasons)                              | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Resignations - Elementary School         | Lynnhaven  | 1/2/2020         | Lindsey Shoemaker           | Music/Vocal Teacher (family)   | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Resignations - Elementary School         | Malibu   | 12/13/2019       | James P Benn                | Special Education Teacher (personal reasons)                         | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Resignations - Elementary School         | Rosemont   | 12/20/2019       | Melissa J Graham            | Gifted Resource Teacher (transfer of spouse)                         | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Resignations - Elementary School         | Shelton Park   | 12/20/2019       | Heather D Ange              | Third Grade Teacher (family)   | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Resignations - Elementary School         | Strawbridge  | 1/10/2020        | Julie Wiley                 | Special Education Teacher (personal reasons)                         | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Resignations - Elementary School         | Tallwood   | 12/20/2019       | Janie M Everett             | Instructional Technology Specialist (career enhancement opportunity) | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Resignations - Middle School             | Brandon  | 12/12/2019       | Caitlin C Hansen            | Seventh Grade Teacher (personal reasons)                             | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Resignations - Middle School             | Corporate Landing                                      | 11/22/2019       | Stacy L Fraser              | Sixth Grade Teacher (death)  | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Resignations - Middle School             | Kempsville   | 12/20/2019       | Michael Maas                | Eighth Grade Teacher (personal reasons)                              | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Resignations - Middle School             | Larkspur   | 12/20/2019       | Summer J Hill               | Special Education Teacher (personal reasons)                         | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Resignations - Middle School             | Lynnhaven  | 12/10/2019       | Marianne E Tomasic          | Literacy Teacher (career enhancement opportunity)                    | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Resignations - High School               | Adult Learning Center                                  | 1/10/2020        | Sandra W Turner             | ALC Teacher (moved to public school system)                          | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Resignations - High School               | Ocean Lakes  | 1/24/2020        | Leslie A Samuelson          | Science Teacher (relocation)   | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Resignations - Miscellaneous             | Office of Programs for Exceptional Children            | 1/10/2020        | Myreisa I Lopez             | Speech/Language Pathologist (personal reasons)                       | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Retirements - Elementary School          | Hermitage  | 1/31/2020        | Robin S Gladden             | Second Grade Teacher   | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Retirements - Elementary School          | Kingston   | 11/30/2019       | Diane H Tegtmeyer           | First Grade Teacher  | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Retirements - Elementary School          | Parkway  | 2/29/2020        | Susan R Owens               | Art Teacher  | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Retirements - Elementary School          | Seatack  | 1/31/2020        | Keith A Chase               | Second Grade Teacher   | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Retirements - Elementary School          | White Oaks   | 12/31/2019       | Andrea G Wilson             | Special Education Teacher  | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Retirements - High School                | Landstown  | 12/31/2019       | Robert M Vader              | Social Studies Teacher   | Not Applicable                   | Not Applicable                    |
| Assigned to Instructional Salary Scale | Retirements - High School                | Landstown  | 1/31/2020        | Kay J Gramling              | Family & Consumer Science Teacher                                    | Not Applicable                   | Not Applicable                    |



Subject: Building Utilization Committee Report to School Board Item Number: 11A

Section: Information Date: January 14, 2020

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

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

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

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

### Recommendation:

That the School Board receive information from the 2019-20 Building Utilization Committee (BUC); summarizing their annual assessment of school attendance zones, student membership, housing trends, student membership projections, and building utilization, as prescribed by School Board Policy 5-14.

At the committee's November 19, 2019 meeting, the committee made a recommendation to adjust four elementary school attendance zones; Point O'View ES, Pembroke ES, Princess Anne ES, and Strawbridge ES, in order to alleviate future impacts to capacity at two elementary schools, Point O'View ES & Princess Anne ES. The rezoning from Point O'View ES to Pembroke ES is proposed along N. Witchduck Rd, between Virginia Beach Blvd and I-264 west of surrounding commercial area to Clearfield Ave. This adjustment would impact no students and shift a proposed housing development and surrounding commercial area from Point O'View ES to Pembroke ES for the 2020-2021 school year, (see attached map, Exhibit A). The rezoning from Princess Anne ES to Strawbridge ES is proposed along Nimmo Pkwy, between Seaboard Rd and west of the surrounding marsh area east of Griggs Ct and Prodan Ln. This adjustment would impact no students and shift a proposed housing development from Princess Anne ES to Strawbridge ES for the 2020-2021 school year, (see attached map, Exhibit B). No middle school attendance zones or high school attendance zones would be impacted. Letters have been sent to the residential development contacts of the impacted areas to inform them and invite their feedback on the proposed changes.

### Background Summary:

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

The BUC met on November 19, 2019 to conduct its annual review of school attendance areas, building utilization, historical and projected student membership, new residential housing, and other factors impacting student enrollment. Following this review, the committee reached consensus to forward this recommendation to the School Board for their consideration.

### Source:

School Board Policy 5-14, Student Attendance Areas

### Budget Impact:

None

**RESOLUTION FOR A MODIFICATION IN THE SCHOOL ATTENDANCE AREAS OF SELECT  
ELEMENTARY SCHOOLS AS RECOMMENDED BY THE 2019-2020 BUILDING UTILIZATION COMMITTEE**

**WHEREAS**, the School Board of the City of Virginia Beach (School Board) recognizes that only through effective long-range planning for enrollment can the division be adequately prepared to meet the needs of its current and future population; and

**WHEREAS**, Virginia Code section 22.1-79 requires a School Board to redistrict school boundaries whenever such procedure will contribute to the efficiency of the school division; and

**WHEREAS**, through Policy 5-14, Student Attendance Areas, the School Board has established procedures which require an annual review and recommendations from a Building Utilization Committee regarding enrollment trends and their impact on division facilities; and

**WHEREAS**, the Committee presented its proposed redistricting plan to the community (2 proposed housing developments) in writing, where members of the community had an opportunity to review the plan, to comment on its merit and make suggestions for its improvement. No feedback was received; and

**WHEREAS**, the Committee prepared a final report pertaining to the redistricting plan which was presented by the division demographer to the School Board for their information at a public meeting on January 14, 2020.

**NOW THEREFORE BE IT RESOLVED:**

That the School Board authorizes and directs modifications to the school attendance areas in accordance with exhibits A & B (proposed school area maps), attached hereto:

Adopted by the School Board this 28<sup>th</sup> day of January 2020

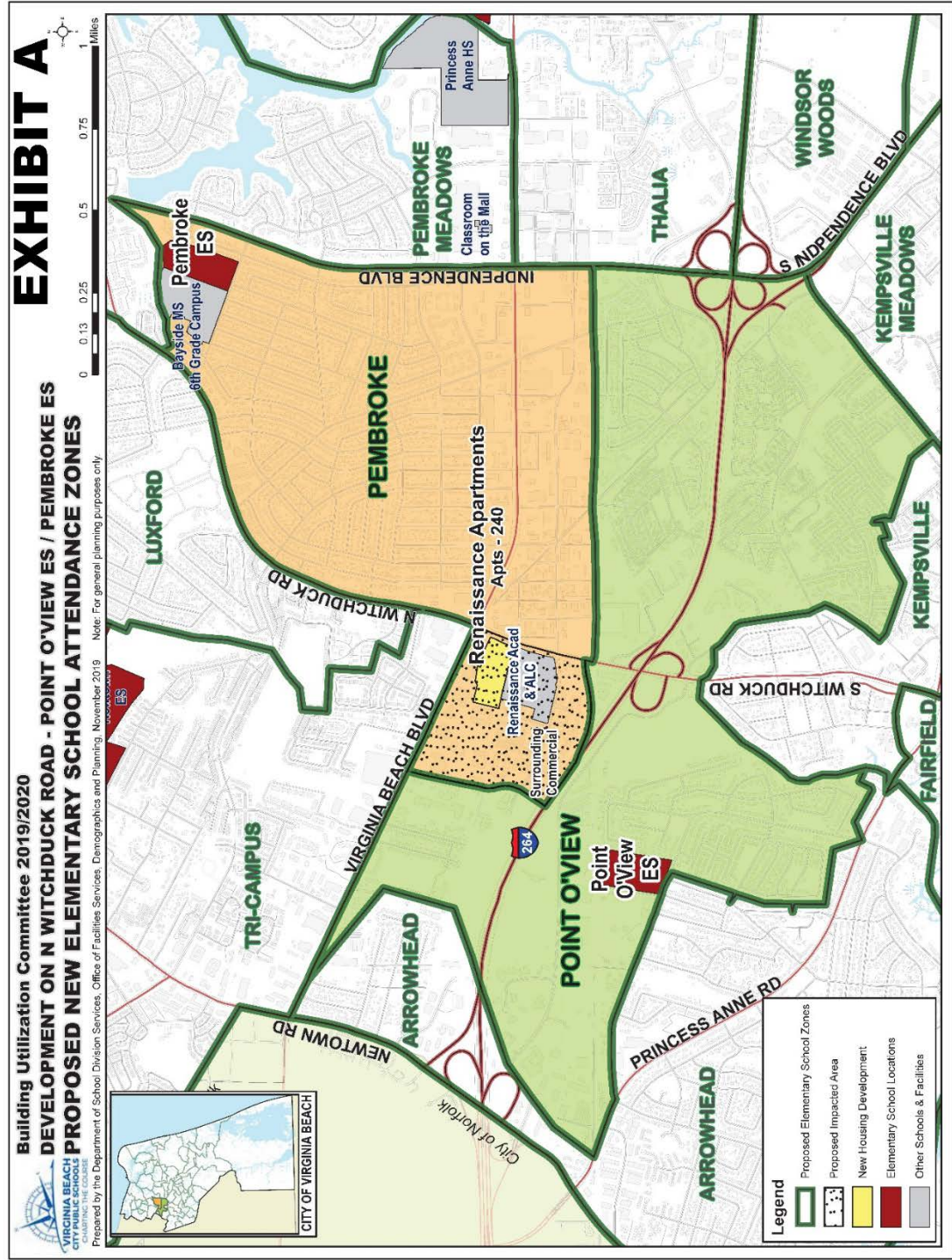
\_\_\_\_\_  
Beverly M. Anderson, Chair

ATTEST:

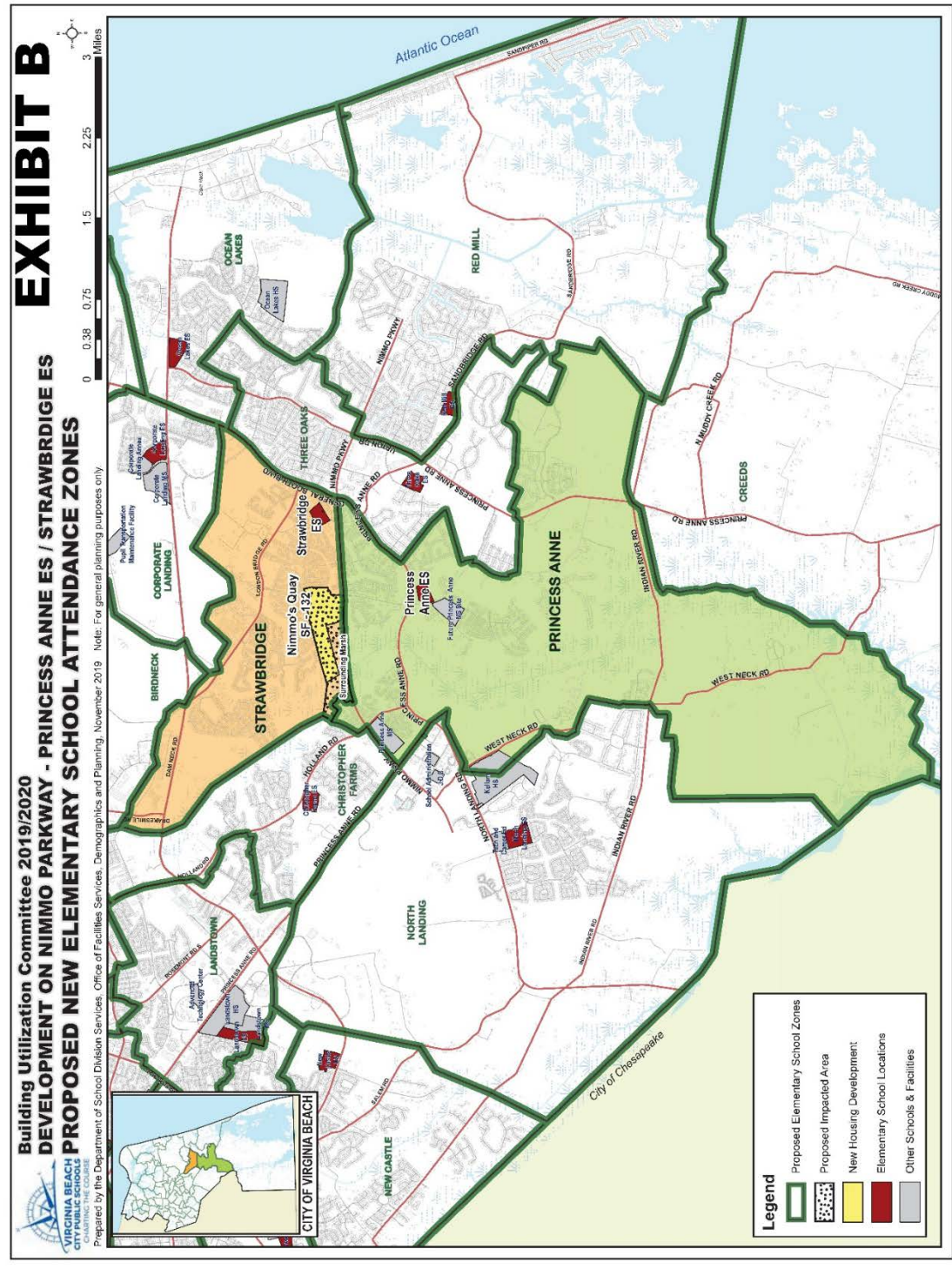
\_\_\_\_\_  
Dianne P. Alexander, Clerk of School Board



**Exhibit A:** The rezoning from Point O'View ES to Pembroke ES is proposed along N. Witchduck Rd, between Virginia Beach Blvd and I-264 west of surrounding commercial area to Clearfield Ave. This adjustment would impact no students and shift a proposed housing development and surrounding commercial area from Point O'View ES to Pembroke ES for the 2020-2021 school year.



**Exhibit B:** The rezoning from Princess Anne ES to Strawbridge ES is proposed along Nimmo Pkwy, between Seaboard Rd and west of the surrounding marsh area east of Griggs Ct and Prodan Ln. This adjustment would impact no students and shift a proposed housing development from Princess Anne ES to Strawbridge ES for the 2020-2021 school year.







Subject: Policy Review Committee Recommendations Item Number: 11B1-11

Section: Information Date: January 14, 2020

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

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

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

**Recommendation:**

That the School Board review Policy Review Committee recommendations regarding review, amendment, and repeal of certain policies as reviewed by the committee at their December 12, 2019 meeting and presented for Information to the School Board January 14, 2020.

**Background Summary:**

**Bylaw 1-25/Complaints Regarding Students or Employees**

*The PRC recommends amending Bylaw 1-25 to have the School Board Governance Committee review and make recommendations regarding complaints about School Board Members.*

**Bylaw 1-28/Committees, Organizations and Boards – School Board member Assignments**

*The PRC recommends amending Bylaw 1-28 to delegate the School Board Chair to serve as the Chair of the Governance Committee and add School Board Legal Counsel to serve with the Superintendent as liaisons to the Committee.*

**Policy 3-14/Appointment/Income/Generally**

*The PRC recommends amending Policy 3-14 to change the word “governing” to “appropriating” body to reflect that the School Board is an elected governing body and no longer an appointed body and also amending the Policy to note that donations and other sources of income are set aside for school purposes.*

**Policy 3-23/Sale/Exchange/Lease/Disposal of Property**

*The PRC recommends only scrivener’s changes.*

**Policy 3-25/Trust Funds**

*The PRC recommends only scrivener’s and formatting changes and removal of statutory language in the legal reference.*

**Policy 3-30/Purchasing and Procurement of Goods and Services**

*The PRC recommends that the Director of Purchasing serve as the agent for the Division for everything except Capital Improvement Program (CIP)*

**Policy 3-31/Competitive /Sealed Bidding/Awards**

*The PRC recommends scrivener’s changes.*

**Policy 3-35/Cooperative Procurement**

*The PRC recommends scrivener’s and formatting changes and naming the Director of Purchasing as the agent for the Division.*

**Policy 4-15/Personnel Records**

*The PRC recommends scrivener’s and formatting changes and the addition of Section E 2 prohibiting the recommendation for employment of any employee, contractor who has been convicted of the sexual molestation of a child or for whom there is probable to believe that such employee or contractor has sexually molested a child. Addition of this subsection was recommended due to changes in state law that require such policies.*

**Policy 4-66/Tutoring for Pay**

*The PRC recommends scrivener’s changes and clarifications regarding when a teacher can tutor a student.*

**Policy 5-18/Attendance Records**

*The PRC recommends only scrivener’s and formatting changes.*

**Source:**

Code of Virginia, 1950, as amended, §22.1-253.12:7 School Board Policies.  
Policy Review Committee Meeting of December 12, 2019

**Budget Impact:** None.

## SCHOOL BOARD BYLAWS

### Public Complaints and Procedures Regarding Students or Employees

The School Board recognizes that situations may occur in the operation of the School Division which are of concern to parents, students, employees, and the general public. It is important that individuals be directed to the most immediate and proximate level for resolution as teachers and/or administrators are often in the best position to resolve matters regarding students or employees if they are made aware of the issue/concern and provided an opportunity to respond.

#### A. Complaints regarding students or employees

School Board Members should advise complainants that ~~routine~~ issues regarding students or employees are best dealt with through communication with appropriate staff members ~~and officers~~ according to the Chain of Communication set forth below~~following order:~~.

##### 1. Chain of Communication

- a. Classroom teacher, if a student complaint;
- b. Assistant Principal;
- c. Principal or Worksite Supervisor;
- d. Appropriate Director or Executive Director;
- e. Appropriate Chief Officer;
- f. Chief of Staff;
- g. Superintendent.

- ~~Classroom teacher, if a student complaint;~~
- ~~Principal, principal's designee or worksite supervisor;~~
- ~~Senior Executive Director;~~
- ~~Chief Schools Officer;~~
- ~~Superintendent.~~

~~School Board Members should advise complainants that non-routine issues are best dealt with through communication with appropriate staff members and officers according to the following order:~~

- ~~Principal, if a non-routine student complaint;~~
- ~~Human Resources Department, if a non-routine employee complaint;~~

- ~~Department of School Leadership, if a non-routine school administrator complaint; or~~
- ~~Superintendent.~~

## 2. Complaints unresolved through Chain of Communication

~~If the matter cannot be settled by the Superintendent, or his designee, the complaint and the report of the Superintendent shall be referred to the School Board for its review.~~

If the constituent has followed the Chain of Communication and the issue/concern remains unresolved, the School Board Member will refer the complaint to the Superintendent or designee for investigation and copy the other School Board Members on the referral. The School Board may hear appeals of the Superintendent's determinations at its sole discretion.

## B. Complaints regarding the School Board or School Board Members

~~Exceptions to this procedure are public~~ C. Complaints that concern School Board actions, School Board operations, ~~or and~~ individual School Board Members should be directed to the School Board. ~~In such cases, t~~ The School Board, as a whole, directs the School Board Governance Committee to review such complaints and make recommendations to the School Board regarding resolution of the complaints. The School Board Governance Committee may develop procedures for processing and resolving such complaints. shall determine procedures for the resolution of such complaints.

C. This Bylaw does not restrict rights to School Board hearings provided by law or other policies of the School Board.

Adopted by School Board: July 21, 1992

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2001

Amended by School Board: December 2, 2008

Amended by School Board: August 18, 2015

Reviewed by School Board: August 2, 2016

Amended by School Board: 2020

## **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, School Board Members 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 should take into consideration, but not be limited to, the following: 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 and historical knowledge; f) availability for 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.

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.

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.

**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 thea liaisons to the Committee but will not be ~~a~~-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; and
- j. such other duties assigned to the Governance Committee by the School Board.

5. Legislative Committee

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

6. Building Utilization Committee

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

7. Student Discipline Committees

Three Committees of the School Board shall be appointed to hear student discipline cases as needed. Each Committee shall consist of three (3) voting School Board Members and one (1) nonvoting School counselor. Each Member of a Committee, excluding the School counselor, has authority to make motions and vote on

that Committee. Each Committee shall meet to determine cases dealing with expulsions and long-term suspensions as set forth in School Board policy or regulation. A unanimous decision of a Committee consisting of three School Board Members regarding long-term suspensions and expulsions is final. If a Committee's decision is not unanimous, or if the decision is made by a Committee of less than three (3) School Board Members, the decision of the Committee may be appealed to the full School Board.

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

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

##### **1. CIP/Modernization Review Committee**

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

#### **E. School Board Ad Hoc Committees**

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

##### **1. Ad Hoc School Site Selection Committee**



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

2. Other Ad Hoc Committees as needed.

#### **F. School Division Standing Committees with School Board Member Liaisons**

If requested by the Superintendent or as set forth by Policy, the School Board may assign School Board Members to serve as Members of School Division Standing Committees. In those instances, the appointed School Board Members serve only as liaisons and have no authority to bind the School Board on any matter. The Superintendent shall provide a list of all 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.

#### **G. Outside Committees**

The School Board Chair will 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 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. 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; and
9. Virginia Beach Human Rights Commission

#### **Related Links**

School Board Bylaws [Appendix A](#)

School Board [Policy 3-96](#)

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

Adopted by School Board: July 21, 1992

Amended by School Board: April 19, 1994

Amended by School Board: January 3, 1995

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2001

Amended by School Board: August 7, 2001

Amended by School Board: August 21, 2001

Amended by School Board: May 28, 2002

Amended by School Board: August 6, 2002

Amended by School Board: July 15, 2008

Amended by School Board: December 2, 2008

Amended by School Board: December 15, 2015

Amended by School Board : August 2, 2016

Amended by School Board : June 11, 2018

Amended by School Board: February 12, 2019

Amended by School Board: November 12, 2019

Amended by School Board: 2020

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### School Board FundsIncome/Generally

Receipts include such monies as are defined in the legal reference to this Policy. Such funds include monies derived from state and federal appropriations, ~~and~~ local appropriations granted by the ~~appropriatinggoverning~~ body, donations or the income arising therefrom, and any other funds that may be set apart for public school purposes.

### Legal Reference

Code of Virginia § 22.1-88, as amended. Of what school funds to consist.

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

Adopted by School Board: February 16, 1993  
Scrivener's Amendments: September 11, 2014

Amended by School Board: 2020

## BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

### Sale/Exchange/Lease/Disposal of Property

#### A. Generally

The sale of school property must be for the benefit of the School Division and consistent with good business principles. The School Board does not have the power to make a gift of school property.

No School Board ~~m~~Member, employee, or any spouse or relative residing in the same household as any School Board ~~M~~member or employee may accept, bid or benefit from the disposal of any surplus property.

#### B. Personal Property

The Superintendent shall be authorized by the School Board to sell or exchange personal property not exceeding five thousand dollars (\$5,000.00) in value. The Superintendent shall make every effort to ensure receiving the best possible price.

Surplus vehicles are to be sold at public auction or by sealed bids. Use of public auctions by electronic means is permissible.

#### C. Real Property

The sale or exchange of real property shall be in accordance with applicable law.

#### D. Lease of Property

The leasing of real and personal property shall be in accordance with applicable law.

#### E. Disposal of Surplus Personal Property

1. Personal property may be disposed of when it has been determined to be surplus, reported to the Superintendent, or designee, and approved in accordance with subsection B by the Superintendent (personal property valued at \$5,000 or less) or the School Board (personal property valued at more than \$5,000).
2. The following are examples of methods of disposal that may be used after approval:
  - a. Trade-in value on the purchase of other items
  - b. Repair and redistribution
  - c. Transfer to city agencies
  - d. Sale to other school divisions
  - e. Sale by competitive bids or public auction. Use of public auctions by electronic means is permissible.
  - f. Sale of items through a third-party service for a fair market value.

- g. ~~Repurpose/Cannibalization~~
- h. Dispose of as scrap.
- i. Donation to an affiliated group for public purposes.

**F. Donation of Obsolete Educational Technology**

The School Board authorizes the Superintendent or designee to donate obsolete educational technology hardware and software being replaced pursuant to Virginia Code § 22.1-199.1 (B)(4). Such donations must be made in accordance with applicable law.

**G. Trade-in of Non-Surplus Personal Property**

The Superintendent or designee shall be authorized by the School Board to trade-in non-surplus personal property on the purchase of new property/equipment provided that the trade-in value of the item(s) is \$50,000 or less. The Superintendent shall make every effort to ensure that the School Division receives the best possible trade-in value for the property.

**Legal Reference**

Code of Virginia § 22.1-129, as amended. Surplus real property; sale, exchange or lease of real and personal property.

Code of Virginia §22.1-129.1, as amended. Transfer of assistive technology devices.

Code of Virginia § 22.1-199.1, as amended. Programs designed to promote educational opportunities.

~~Virginia Board of Education Regulations. 23VAC10-210-691, as amended. Governments; Sales by.~~

Adopted by School Board: July 21, 1970  
Amended by School Board: November 21, 1978  
Amended by School Board: August 21, 1990  
Amended by School Board: July 16, 1991  
Amended by School Board: February 16, 1993  
Amended by School Board: January 6, 1998  
Amended by School Board: August 2, 2000  
Amended by School Board: May 20, 2003  
Amended by School Board: April 18, 2017

Amended by School Board: 2020

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### Trust Funds

Funds or other property held by trustees for purposes of education in the ~~is~~ School Division shall be periodically reviewed by the ~~s~~School B~~o~~ard as mandated in the legal reference to this ~~P~~o~~l~~i~~c~~y.

### Legal Reference

Code of Virginia, ~~§ 22.1-111, as amended.~~ Trust funds.

~~In cases where funds or other property are held by trustees for purposes of public school education, a school board shall have the power and duty to examine into the manner in which such trusts are administered. All such trustees shall render reports to the school board whenever called on and afford every facility needed by the school board to obtain a full understanding of all the points connected with such administration. If such examination reveals any defect or irregularity in the administration of such trust funds or other property, it shall be the duty of the school board to institute prompt proceedings for carrying the matter before the courts. In cases where donations or other funds have been set apart for the education of the poor, a school board is authorized to receive and apply the same in connection with the public schools in obedience to the will of the donor. Nothing in this section shall be construed to apply to the twenty-fifth clause of the will of Samuel Miller, deceased, or in anywise to affect or impair any rights or interests whatsoever, either public or private, arising under such clause. (1980)~~

Adopted by School Board: February 16, 1993

Amended by School Board: 2020

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### Purchasing and Procurement of Goods and Services

#### A. Generally

Purchases and procurement of goods and services from nongovernmental sources, whether consideration is monetary or nonmonetary, made by and for the School Board ~~of the City of Virginia Beach~~ shall be initiated, processed and accomplished as mandated by the legal references to this ~~P~~policy.

#### B. Procurement Officer

~~The superintendent shall authorize The Director of Purchasing a member of the administrative staff to serve shall serve as the purchasing agent for the Division for everything except Capital Improvement Program (CIP) construction projects. procurement officer for the division. The procurement officer shall serve as the liaison person representing the board's interests in dealings with the city's director of procurement.~~

#### Editor's Note

*For procedures see the School division's Division's "Purchasing Procedures Handbook."  
See School Board Policy 3-32 for small purchases, emergency purchases and sole source purchases.*

#### Legal Reference

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

#### Related Links

School Board [Policy 3-32](#)

Adopted by School Board: April 21, 1970

Amended by School Board: November 21, 1978

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: February 16, 1993

Amended by School Board: April 4, 2000



Amended by School Board: August 2, 2000

Amended by School Board: September 3, 2002

Amended by School Board: 2020

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### Purchasing: Cooperative Procurement

#### A. Generally

To conserve financial resources and staff time it is the desire of the School Board to join in cooperative procurement with other public bodies as authorized by ~~law Virginia Code § 2.2-4304,~~  
~~as amended.~~

#### B. Staff Liaisons

As designated by the Superintendent, the Director of Purchasing shall direct staff to serve as liaisons for the purposes of sponsoring, conducting and administering such cooperative procurement arrangements. All purchases from cooperative contracts must be approved by the Director of Purchasing.

### Legal Reference

~~Code of Virginia Code § 2.2-4304, as amended.~~ Cooperative procurement.

Adopted by School Board: February 16, 1993

Amended by School Board: September 3, 2002

Amended by School Board: September 16, 2014

~~Amended by School Board: 2020~~

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### Competitive Sealed Bidding/Awards

#### A. Generally

Competitive sealed bidding procedures and the awarding of contracts shall be accomplished as mandated in the legal references to this ~~Pp~~olicy and ~~Pp~~olicy 3-30. Best value concepts may be considered when procuring goods and nonprofessional services as long as the criteria, factors, and basis for consideration of best value and the process for the consideration of best value shall be as stated in the Invitation to Bid. Best value concepts may not be used when procuring construction or professional services.

#### B. Bids

1. Every item in the budget which lends itself to bidding in order to obtain a better purchase arrangement should be put out for competitive bidding.
2. Most items shall be purchased in response to specifications.
3. Specifications shall be designed to ensure the quality of the product desired and free competition so as to permit the lowest possible purchase price.
4. No bid shall be accepted which does not conform to the specifications furnished.
5. All bids required by the School Board shall be opened in the presence of the ~~Superintendent~~ Director of Purchasing or a designee.

#### C. Awards

1. Awards normally will be made to the lowest responsible bidder meeting the specifications if service and quality are considered to be equal to that offered by other bidders. When the term and condition of multiple awards are so provided in the Invitation to Bid, awards may be made to more than one bidder.
2. The right is reserved, however, to make the award to other than the low bidder when it is in the best interest of the ~~Ss~~chool ~~De~~ivision.
3. The right is reserved to waive any and all formalities and to reject any and all bids.
4. The ~~Superintendent-Director of Purchasing~~ may award contracts to bidders on budgeted items based upon the following criteria: lowest bid meeting specifications, quality, reliability of bidder, service, delivery time, past experience and recommendations of the purchaser.
5. On all items requiring bids by the School Board, by law or by regulations of the Virginia Board of Education, the School Board or its agent, as authorized pursuant to the terms of the Virginia Public Procurement Act ~~Va. Code § 2.2-4300 et seq.~~, shall make the final decision after careful examination of the above criteria and the recommendations of the Superintendent or designee.

### Legal Reference

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

### **Related Links**

School Board [Policy 3-30](#)

Adopted by School Board: February 16, 1993

Amended by School Board: August 2, 2000

Amended by School Board: September 3, 2002

[Amended by School Board: 2020](#)

## PERSONNEL

### Personnel Records

#### **A. Confidentiality of Files**

The School Board will generally protect the confidentiality of personnel files, personnel references, academic credits and other similar documents, but reserves the right to release such information in accordance with law and written School Board policy or regulation.

In the event that an employee or former employee engages in conduct which becomes the subject of public concern as reported in the news media, or such person otherwise discloses matters related to his/her employment to the news media, the School Board authorizes the Superintendent or designee to disclose accurate and relevant information regarding such person's actions and employment.

#### **B. Definition of Personnel Files**

"Personnel file" means, for the purposes of this Policy, any and all memoranda, entries or other documents included in the employee's file as maintained in the central school administration office or in any file on the employee maintained within a school in which the employee serves. The term "official personnel file" shall only pertain to that personnel file maintained by the Department of Human Resources.

#### **C. Contents of Files**

1. The official personnel file of an active employee should include the following:
  - Original application or resume resulting in employment;
  - Employment Agreements;
  - Evaluations, Observations, and Assessments including rebuttal information submitted by the employee;
  - Correspondence to include letters of reprimand/commendation, transfer/promotion requests, academic leave & military leave orders;
  - Performance Improvement Plans;
  - Contract information;
  - Change of name or address;
  - Certification/licensure information;
  - DMV transcripts;
  - Salary supplement or stipend information;
  - Handbook and policy acknowledgements;
  - Sick leave bank membership

Except for the documents identified above, only material deemed relevant to the employment status shall be added to the official personnel file.

2. The following are not part of the official personnel file, but will be maintained in separate; confidential files:
  - Immigration (I-9) forms;
  - Documents in the grievance process;

- Discrimination, EEOC, and employee relations investigation case files;
- Records of arrests, convictions, background investigations, or security clearance information;
- Recruitment and selection records;
- Letters of recommendation for employment and/or references on applicants;
- Medical records, including ADA accommodation requests and Short-term and Long-term disability claims;
- Drug and Alcohol test results;
- Information regarding Workers' Compensation claims and Accident Investigations;
- Copies of state and federal withholding forms (housed in the Payroll Office);
- Benefits enrollment forms (housed in the Consolidated Benefits Office);
- Exit interviews;
- Unemployment Compensation material.

#### **D. Access to File**

##### **1. Access by the Employee**

**a. When or how to review.** An employee may review the contents of his/her personnel file during regular office hours and at the convenience of the employee charged with the safe-keeping of the records or may review by mail if the ~~employee~~person makes a written request with proper identification that the School Division has reasonable assurance to be accurate.

**b. Charges.** A reasonable charge may be imposed if copies must be made and/or delivered to the requestor.

**c. Persons accompanying reviewer.** An ~~e~~Employees reviewing the files in person may be accompanied by a another person of his/her choosing.

**d. Challenging accuracy of records.** If the employee gives notice that he/she wishes to challenge, correct or explain information in his/her personnel records, the School Division will investigate the concern and document the current status of the information.

**1)** If the information is found to be incomplete, inaccurate, not pertinent, not timely, or not necessary to be retained, it will be corrected or purged from the records.

**2)** The School Division retains the authority to determine what information is necessary and pertinent to be included in personnel files subject to the employee's right to appeal that decision in accordance with this Policy.

**3)** The employee may not use this procedure to appeal: test scores; decisions to hire; promote; demote; non-renew; dismiss; or otherwise discipline an employee; evaluations or observations where discretion was fairly exercised by the person conducting such evaluations or observations; wages or benefits; work assignments; or other matters subject to grievance procedures.

**4)** The School Division reserves the right to maintain records removed from personnel files in confidential files for the purpose of demonstrating compliance with this Policy or applicable law or regulation. If material is removed from a personnel file, the School Division will furnish past recipients of information from these records with notification that the items has been purged or

corrected. The School Division will make reasonable efforts to confirm that such notification was received.

5) If the School Division's investigation of the employee's complaint, does not resolve the dispute, the employee's may file a statement of not more than 200 words setting forth his/her position. Such statement will be attached to the disputed record and will be provided to any past recipients of the disputed record. Review and challenge of personnel files will be done in accordance with applicable law or regulation, as amended.

## 2. Access by Other Persons

### ~~1-~~ a. **Access with permission of the Employee**

Upon written permission by the employee, other persons shall be permitted to review the employee's personnel file. A new authorization shall be required for each review.

### ~~2-~~ b. **Access ~~w~~Without ~~c~~Consent of the Employee**

The following persons may review an employee's personnel file without the consent of the employee:

- 1) Administrators and supervisors who have line responsibility over the employee.
- 2) School Board Members, when acting as a whole or through Committees, Members of the School Board when the School Board is in session and review is necessary for a pending matter ~~pending before the School Board.~~
- 3) A person with a court order, valid subpoena; or
- 4) Other persons authorized by federal or state law or regulation.

## E. **Disclosure of Employment-Related Information to Specific Current or Specific Prospective Employers**

1. In response to an inquiry made by a specific current or specific prospective employer, the Superintendent or his designee may provide accurate information concerning the professional conduct, job performance, and/or reasons for separation or discipline of a current or former employee. At the Superintendent's or his designee's discretion, the information will be released in accordance with regulations developed by the Superintendent and may be limited to: 1) whether the employee is eligible for rehire; 2) whether the employee was terminated, resigned, or retired; or 3) whether the employee left for personal reasons. A current or former employee's entire personnel record may be released to a specific current or specific prospective employer upon receipt from the employee of a signed Release of Information form.

2. School Board employees are prohibited from providing a recommendation of employment for any employee, contractor, or agent if it is known, or there is probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or adult student in violation of the law.

### **Editor's Note**

*For Disclosure of personal information upon resignation, see Policy 4-16.*

### **Legal Reference:**

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

Code of Virginia §2.2-3800 et seq., as amended. The Government Data Collection and Dissemination Practices Act.

Code of Virginia § 8.01-46.1 as amended. Disclosure of employment-related information; presumptions; causes of action; definitions.

Code of Virginia § 22.1-79.8, as amended. Policies regarding job assistance for certain persons.

Related Links

School Board [Policy 4-16](#)

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

Amended by School Board: April 17, 2001

Amended by School Board: August 2, 2016

Amended by School Board: January XX, 2020



## PERSONNEL

### Tutoring for Pay

#### A. Tutoring students

The Superintendent shall ensure that teachers not tutor for pay any student whom they are currently teaching. Unless approval is given by the principal, a teacher shall not tutor for pay any students whom they taught the previous school term. Teachers are not to advise that students be tutored without prior consultation with the principal.

#### B. Tutoring under private contract with outside agent/vendor

Teachers who are under private contract with an outside agent/vendor may tutor students for pay provided that the student is not currently under the supervision of the teacher and that such instruction for pay is carried on outside of school premises and after school hours. A teacher may only tutor a student he/she is currently teaching if he/she is tutoring under a Virginia Beach City Public Schools Remediation Program for the Standards of Learning (SOLs) or any other School Division approved academic intervention program.

#### C. Exceptions

A principal may grant exceptions to this Policy when unique circumstances indicate that it is in the student's best interest to allow such an arrangement.

Exceptions to this Policy are noted in Regulation 4-66.1, Tutoring for Pay: Licensed Personnel.

#### Editor's Note

*~~See Regulation 4-66.1 — Tutoring for Pay: Licensed Personnel~~*

*~~See school division website: [www.vbschools.com](http://www.vbschools.com).~~*

### Related Links

School Board [Regulation 4-66.1](#)

Adopted by School Board: October 21, 1969

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: June 8, 2004

Amended by School Board: October 4, 2016

Amended by School Board: 2020

## STUDENTS

### **Attendance Records**

A centralized pupil accounting system shall be instituted in accordance with all applicable federal and state law or regulation~~Virginia Board of Education Regulations "Governing Pupil Accounting Records"~~ for the purpose of proper pupil accounting in the instructional program, for school administration, and for the distribution of major state school funds.

### ***Editor's Note***

~~Virginia Board of Education Regulations "Governing Pupil Accounting Records" specifies that local school boards may, with the approval of the Virginia Department of Education, substitute a centralized pupil accounting system in lieu of using teachers' registers. Such approval was granted the School Board of the City of Virginia Beach on May 1, 1991.~~

### **Legal Reference:**

Virginia Board of Education Regulations, 8VAC20-110, et seq.; as amended "Governing Pupil Accounting Records" ~~(January 1991)~~.

Adopted by School Board: May 1, 1991

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

Amended by School Board: 2020