



# 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

**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

**Joel A. McDonald**  
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 Regular Meeting Agenda***

**Tuesday, February 12, 2019**

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"*

**1. Closed Meeting: Personnel Matters (einstein.lab) ..... 4:00 p.m.**

### **INFORMAL MEETING**

**2. Convene School Board Workshop (einstein.lab)..... approx. 4:20 p.m.**

- A. School Board Administrative Matters and Reports
- B. School Operating Budget FY2019-20 and Capital Improvement Program (CIP)  
FY2019-20 through FY2024-25 Workshop #1
- C. Compass to 2020 Mid-Year Update

**3. School Board Recess..... 5:30 p.m.**

### **FORMAL MEETING**

**4. Call to Order and Electronic Roll Call (School Board Chambers) ..... 6:00 p.m.**

**5. Moment of Silence followed by the Pledge of Allegiance**

**6. Student, Employee and Public Awards and Recognition**

- A. 2018 National Board Certified Teachers
- B. 2018 VA Purple Star Designation Schools

**7. Superintendent's Report**

**8. 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 [Board Bylaw 1-48](#) requirements for Decorum and Order.



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

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

**Tuesday, February 12, 2019**

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### **9. Approval of Minutes:**

- A. January 22, 2019 Regular School Board Meeting
- B. February 5, 2019 Special School Board Meeting

### **10. Adoption of the Agenda**

### **11. Consent Agenda**

All items under the Consent Agenda are enacted on by one motion. During Item 12 – 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. Recommendation of General Contractor:
  - 1. Landstown Elementary/Middle School Reroof/HVAC Replacement
  - 2. Pembroke Elementary School Cooling Tower Replacement
- B. Renaissance Academy/Dominion Energy Easement Agreement
- C. Policy Review Committee (PRC) Recommendations:
  - 1. Bylaw 1-5 Legal Counsel
  - 2. Bylaw 1-17 Publications Regarding School Board
  - 3. Bylaw 1-18 Officers: Election and Term of Office
  - 4. Bylaw 1-28 Committees, Organizations and Boards – School Board Member Assignments
  - 5. Bylaw 1-30 Amendment of Bylaws
  - 6. Bylaw 1-40 Parliamentary Authority, Special Rules of Order, and Standing Rules
  - 7. Policy 2-59 Outside Legal Counsel
  - 8. Policy 5-15 Transfer Students
  - 9. Policy 5-19 Pregnant and Parenting Students
  - 10. Policy 5-20 Married Students
  - 11. Policy 5-35 Discipline and Corporal/Academic/Group Punishment/Detention
    - a. Regulation 5-35.1 Corporal Punishment
  - 12. Policy 5-40 Assemblies and Demonstrations
    - a. Regulation 5-40.2 Dispersal Statement
  - 13. Regulation 5-70.1 Employment Certificate
  - 14. Policy 5-73 Voter Registration
  - 15. Policy 7-21 Citizens' Advisory Committees

### **12. Action**

- A. Personnel Report / Administrative Appointments **UPDATED 2/13/2019**
- B. Retreat Ad Hoc Committee



# VIRGINIA BEACH CITY PUBLIC SCHOOLS

## CHARTING THE COURSE

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

**Tuesday, February 12, 2019**

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**13. Information**

Review of Select School's Plan for Continuous Improvement

**14. Standing Committee Reports**

**15. Conclusion of Formal Meeting**

**16. 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.

**17. Convene School Board Workshop (as needed)**

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

**19. Vote on Remaining Action Items**

**20. Adjournment**



**Superintendent's Estimate of Needs for FY 2019/20 and**

**Subject: Capital Improvement Program for FY 2019/20 – FY 2024/25 Item Number: 2B**

**Section: Workshop Date: February 12, 2019**

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

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

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

**Farrell E. Hanzaker, Chief Financial Officer**

**Tony L. Arnold, Executive Director of Facilities Services**

**Recommendation:**

The School Operating Budget for FY 2019/20 and Capital Improvement Program (CIP) for FY 2019/20-FY 2024/25 was presented February 5, 2019. After the School Board completes its process of workshops and review over the next few weeks, administration recommends School Board approval by March 5, 2019.

**Background Summary:**

- Pursuant to Sections 22.1-88, 22.1-89, 22.1-91, 22.1-92, 22.1-93, and 22.1-94 of the Code of Virginia, and School Board Policy 3-6, the Superintendent has prepared the SEON for FY 2019/20 and is submitting it for consideration.
- The Operating Budget for 2019/20 is to be determined.
- The Superintendent's Estimate of Needs for FY 2019/20 is a balanced budget.
- The Capital Improvement Program for FY 2019/20-FY2024/25 includes the projected revenues available over the next six years and adjusted project timelines to reflect this spending plan.

**Source:**

Code of Virginia, Sections 22.1-88, 22.1-89, 22.1-91, 22.1-93, and 22.1-94

**Budget Impact:**

To be determined.



**Subject:** Compass to 2020 Mid-Year Update **Item Number:** 2C

**Section:** Workshop **Date:** February 12, 2019

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

**Prepared by:** Lisa A. Banicky, Ph.D., Executive Director of Planning, Innovation, and Accountability  
Office of Planning, Innovation, and Accountability

**Presenter(s):** Lisa A. Banicky

**Recommendation:**

That the School Board receive information related to the mid-year update for *Compass to 2020*.

**Background Summary:**

This presentation will provide the School Board with an update on the strategic priorities identified for the 2018-2019 school year.

**Source:**

Code of Virginia § 22.1-253.13:6, as amended. Standard 6. Planning and public involvement

**Budget Impact:**



**Subject:** 2018 National Board Certified Teachers **Item Number:** 6A

**Section:** Student, Employee and Public Awards and Recognition **Date:** February 12, 2019

**Senior Staff:** Ms. Natalie Allen, Chief Media & Communications Officer, Department of Media and Communications

**Prepared by:** Ms. Rosemary Gladden, Public Relations Coordinator

**Presenter(s):** Mrs. Beverly Anderson, Chairwoman, and Dr. Aaron C. Spence, Superintendent

**Recommendation:**

That the Board recognize the 2018 class of National Board Certified Teachers for Virginia Beach City Public Schools.

**Background Summary:**

Created by teachers for teachers, National Board Certification is one of the most respected distinctions in the teaching profession. This voluntary certification, which is offered in 25 certificate areas spanning 16 disciplines, takes anywhere between three to five years to complete.

**Source:**

National Board for Professional Teaching Standards Website ([www.nbpts.org](http://www.nbpts.org))

**Budget Impact:**

None



**Subject:** 2018 VA Purple Star Designation Schools **Item Number:** 6B

**Section:** Student, Employee and Public Awards and Recognition **Date:** February 12, 2019

**Senior Staff:** Ms. Natalie Allen, Chief Media & Communications Officer, Department of Media and Communications

**Prepared by:** Ms. Rosemary Gladden, Public Relations Coordinator

**Presenter(s):** Mrs. Beverly Anderson, Chairwoman, and Dr. Aaron C. Spence, Superintendent

**Recommendation:**

That the Board recognize the six schools that were awarded the 2018 Purple Star Designation.

**Background Summary:**

The Virginia Purple Star Designation is awarded to military-friendly schools that have demonstrated a major commitment to students and families connected to our nation's military. The schools awarded are Hermitage Elementary School, Shelton Park Elementary School, White Oaks Elementary School, Great Neck Middle School, Kellam High School and Salem High School.

**Source:**

Virginia Department of Education website ([www.doe.virginia.gov](http://www.doe.virginia.gov))

**Budget Impact:**

None



**Subject:** Approval of Minutes **Item Number:** 9

**Section:** Approval of Minutes **Date:** February 12, 2019

**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 the following minutes as presented

- A. January 22, 2019 Regular School Board Meeting; and
- B. February 5, 2019 Special School Board Meeting.

**Background Summary:**

**Source:**

Bylaw 1-40

**Budget Impact:**

N/A





# VIRGINIA BEACH CITY PUBLIC SCHOOLS

## CHARTING THE COURSE

### School Board Services

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

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

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

**Tuesday, January 22, 2019**

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

#### **Joint City Council/School Board Presentation on Capital Improvement Program (CIP) Plans (Bldg. 19):**

Members of City Council and the School Board met jointly in Building 19 at 3:00 p.m. for a briefing on the long-term capital needs of the school division as well as the city.

### **INFORMAL MEETING**

- 1. Convene School Board Workshop:** The School Board convened in the einstein.lab at 4:17 p.m. In addition to Superintendent Spence, all School Board members were present with the exception of Ms. Weems who was absent from the meeting.

- A. School Board Administrative Matters and Reports:** The School Board contemplated rescheduling their January 22 retreat canceled with the Executive Director of the Virginia School Boards Association (VSBA) providing governance training at a cost of \$1,000. Chairwoman Anderson explained VSBA's mandatory 100% participation and advised of one School Board member's refusal to work with the VSBA leadership thereby forcing the cancelation and eliminating that option as a source for governance training. Following discussion, there appeared to be consensus to forego a retreat at this time and proceed with retreat planning for July to include governance training as needed by a facilitator that could be recommended by the Superintendent.

Chairwoman Anderson reported Ms. Weems' absence was due to a family health issue. Other School Board administrative matters were related to the due date for School Board members to submit their Statement of Economic Interest; distribution of the draft agenda for the February 12 regular School Board meeting for School Board members to review prior to Agenda Planning, and establishing a 6PM start time for the School Board's February 5 special meeting for the presentation of the Superintendent's Estimate of Needs FY2019-20 and proposed Capital Improvement Program FY2019-20 through FY2024-25. Additionally, Chairwoman Anderson advised of an amendment to be made during



Adoption of the Agenda for revisions to Policy 7-21 to be added to Information. There was no objection. School Board members then reported on events and activities they attended to include the Virginia Beach Interdenominational Ministers Conference (VBIMC) Dr. Martin Luther King, Jr. 8<sup>th</sup> Annual Breakfast, and counseling efforts specifically at Princess Anne High School that assist military families entering the division consisting of digital learning options to ensure students remain in alignment with their goals. This portion of the workshop concluded at 4:33 p.m.

- B. School Improvement Process/Plan for Continuous Improvement: Superintendent Spence reported adjustments were made in the state code which require the School Board to look at the continuous improvement plans for a new set of schools with a Tier 3 designation; and, therefore, felt an overview of processes would be helpful in advance of the School Board entertaining forthcoming Continuous Improvement Plans. Donald E. Robertson, Jr., Ph.D., Chief Schools Officer, presented an overview of the School Improvement Process outlining key considerations and the four-tiered system, historical data on the number of non-accredited schools following implementation of the School Improvement Process, and information on components of the process in the development of the Plans for Continuous Improvement to be presented to the School Board as a portion of their February 12 Information agenda for subsequent action to be taken at the School Board's February 26 meeting. This portion of the workshop concluded at 4:49 p.m.
- C. Safe Schools Staffing Recommendations: Superintendent Spence noted the item originally projected in the quarterly forecast as a Blue Ribbon Panel Update was being adjusted to a Safe Schools staffing recommendation conversation to provide information to the School Board to relay Administration's thoughts and garner the School Board's input in advance of budget conversations with the full Blue Ribbon Panel update to be rescheduled for the spring. Recounting national school incidents, John "Jack" Freeman, Chief Operations Officer; and Thomas A. DeMartini, Director of Safe Schools, presented information relative to the Blue Ribbon Panel's recommendation regarding safety infrastructure and personnel to reevaluate the security personnel program. A review of the current Safe School's organizational structure was provided with an overview of typical level-specific set-ups and position responsibilities. Recommendations were proposed to add an additional Safe Schools Coordinator, Project Manager, four additional ten-month Security Officers, 27 school Security Supervisor stipends, security personnel uniforms, and four additional days added to the Security Assistants' calendar with budget implications totaling \$671,825. Future plans called for updating job descriptions and responsibilities, revising the hiring process, reviewing audit, assessment and incident support, and continuing to refine the leadership structure. Superintendent Spence noted recommendations are being placed in the Superintendent's Estimate of Needs FY2019-20 along with other items, but wanted to provide the School Board with some context before budget discussions commence.

The workshop concluded at 5:10 p.m.



2. **Closed Meeting #1 of 2: Legal Matters and Contract Matters:** Vice Chair Melnyk, made a motion, seconded by Mr. McDonald, that the School Board recess into a closed session pursuant to the exemptions from open meetings allowed by Section 2.2-3711, Part A, Paragraphs 7, 8 and 29 of the *Code of Virginia*, 1950, as amended, for
- A. Legal Matters: Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, pursuant to Section 2.2-3711(A)(7); and Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, Section 2.2-3711(A)(8); namely to discuss pending and probable litigation regarding the School Board and School Division; and
  - B. Contract Matters: Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711(A)(29); namely to discuss proposal submitted in accordance with Code of Virginia §56-575 et seq.

The motion passed (ayes 10, nays 0) and the School Board entered into a closed session at 5:13 p.m.

Individuals present for discussion:

Legal Matters: This item was not discussed at this time. See Item 18

Contract Matters: School Board members with the exception of Ms. Weems who was absent from the meeting; Superintendent Spence; Marc A. Bergin, Ed.D., Chief of Staff; Farrell E. Hanzaker, Chief Financial Officer; John "Jack" Freeman, Chief Operations Officer; Tony L. Arnold, Executive Director of Facilities Services; School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney; and Dianne P. Alexander, Clerk of the School Board.

The School Board reconvened in an open meeting at 5:28 p.m.

Certification of Closed Meeting: Vice Chair Melnyk made a motion, seconded by Mr. McDonald, that the School Board certifies that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered. The motion passed (ayes 10, nays 0).

3. **School Board Recess:** The School Board recessed at 5:29 p.m. to reconvene in School Board Chambers for the formal meeting at 6:00 p.m.



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**FORMAL MEETING**

4. ***Call to Order and Electronic 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 with the exception of Ms. Weems who Chairwoman Anderson announced was absent due to a family health issue.
5. ***Moment of Silence followed by the Pledge of Allegiance***
6. ***Student, Employee and Public Awards and Recognition:***
  - A. **2018 Driver Education Teacher of the Year:** The School Board recognized Denise O'Connell for being named the 2018 Driver Education Teacher of the Year by the Virginia Association of Driver Education and Traffic Safety (VACETS).
  - B. **2018 National Interscholastic Athletic Administrators Association (NIAAA) Distinguished Service Award:** Lisa Corprew, Student Activities Coordinator for Bayside High School, was recognized by the School Board for being named a 2018 Distinguished Service Awards recipient, a distinction presented by the National Interscholastic Athletic Administrators Association (NIAAA).
7. ***Superintendent's Report:*** In his tradition of recognizing the newest member(s) of the *Compass Keepers Club*<sup>1</sup>, Superintendent Spence's report was related to January being designated National Mentoring Month and featured an impactful mentoring program where AVID students from Tallwood High School travel to Centerville Elementary School to visit students in grades 1 - 5. Additionally, noting a resolution will be taken up by the School Board later in the agenda, Superintendent Spence thanked all division principals for their tireless efforts in creating welcoming and rigorous learning environments for children throughout the city in recognition of Virginia Principals Appreciation Week.
8. ***Hearing of Citizens and Delegations on Agenda Items:*** None
9. ***Approval of Minutes:*** January 8, 2019 Organizational / Regular School Board Meeting: Ms. Riggs made a motion, seconded by Ms. Felton, that the School Board approve the minutes of their January 8, 2019 organizational / regular meeting as presented. The motion passed (ayes 10, nays 0).
10. ***Adoption of the Agenda:*** Prior to a motion, Chairwoman Anderson announced a modification to the published agenda to add Policy 7-21- Citizens Advisory Committees to Information as Item 13C17. Ms. Manning then made a motion, seconded by Vice Chair Melnyk, that the School Board adopt the agenda as amended. The motion passed (ayes 10, nays 0).

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<sup>1</sup> Members of the Compass Keepers Club are students, staff or community supporters who truly represent Virginia Beach City Public Schools with dedication, determination, passion and drive



- 11. Consent Agenda:** After Chairwoman Anderson's overview of items presented for approval as part of the Consent Agenda, Ms. Rye made a motion, seconded by Ms. Riggs, that the School Board approve the Consent Agenda as presented. The motion passed (ayes 10, nays 0), and the following items were approved as part of the Consent Agenda:

A. Resolutions:

1. African American History Month as follows:

**Resolution for African American History Month  
February 2019**

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

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

**WHEREAS**, it is imperative for the good of our nation that schools continue to build awareness and understanding of the contributions made by African Americans that acknowledges their struggles for freedom and equality and the understanding of our Nation's history; and

**WHEREAS**, through the study of the contributions of African Americans, students will encounter role models whose commitments and achievements embody the American spirit and ideals; and

**WHEREAS**, the School Board of the City of Virginia Beach, through its core values, emphasizes the importance of multicultural diversity education within our school division;

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach officially recognizes the month of February 2019 as African American History Month and its 2019 theme: Black Migrations; and be it

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

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

2. National School Counseling Week as follows:

**Resolution for National School Counseling Week  
February 4-8, 2019**

**WHEREAS**, Virginia Beach City Public Schools school counselors are employed to help students reach their full potential; and

**WHEREAS**, Virginia Beach City Public Schools school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development; and

**WHEREAS**, Virginia Beach City Public Schools school counselors help parents focus on ways to further the educational, personal, and social growth of their children; and

**WHEREAS**, Virginia Beach City Public Schools school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

**WHEREAS**, Virginia Beach City Public Schools school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and

**WHEREAS**, comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school and life.

**NOW, THEREFORE, BE IT**





**RESOLVED:** That the School Board of the City of Virginia Beach recognize the first full week of February 2019 as National School Counseling Week in Virginia Beach City Public Schools; and be it

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

3. Career and Technical Education Month as follows:

**Resolution for Career and Technical Education Month  
February 2019**

**WHEREAS**, profound economic and technological changes globally have a direct impact on the structure and nature of work, thereby placing new and additional responsibilities on our educational system; and

**WHEREAS**, Career and Technical Education, which provides students with a career pathway for postsecondary education and workplace readiness, is the foundation of a strong, well-educated workforce which fosters productivity and innovation in business and industry and contributes to Virginia's leadership in the international marketplace; and

**WHEREAS**, Career and Technical Education gives students experience in practical, meaningful application of basic skills such as reading, writing and mathematics, thus improving the quality of their education, motivating all students to achieve at high levels, and giving all students leadership opportunities in their communities; and

**WHEREAS**, Career and Technical Education offers individuals lifelong opportunities to learn new skills that provide them with career choices, expanded earning potential and job satisfaction; and

**WHEREAS**, the ever-increasing cooperative efforts between Career and Technical educators, Career and Technical Education administrators and business and industry representatives stimulate the growth and vitality of our Commonwealth's economy by preparing students for careers in high demand, high wage and highly technological skilled areas in a global economy;

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach officially recognizes the month of February 2019 as Career and Technical Education Month in Virginia Beach City Public Schools; and be it

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

4. Principals Appreciation Week as follows:

**Resolution to Recognize Virginia School Principals Appreciation Week**

**WHEREAS**, school principals work cooperatively to develop and inspire all members of the school staff and student body; and

**WHEREAS**, principals work hard to communicate effectively with parents to engage them in the learning process; and

**WHEREAS**, principals serve as educational leaders responsible for managing the policies, regulations and procedures necessary to ensure a safe and effective learning environment for all students; and

**WHEREAS**, principals and teachers are entrusted with the opportunity and responsibility of guiding, nurturing, mentoring, and imparting knowledge to our children while they are at school; and

**WHEREAS**, principals work collaboratively with teachers, staff, students, parents and the community-at-large to proactively prepare students to be self-reliant and productive citizens; and

**WHEREAS**, Virginia School Principals Appreciation Week is an opportunity to recognize the importance of principals ensuring that every child has access to a quality education.

**NOW, THEREFORE, BE IT RESOLVED:** That the School Board of the City of Virginia Beach recognizes January 20-26, 2019, as Virginia School Principals Appreciation Week; and be it

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



- B. New High School Health and Physical Education Course and corresponding course objectives for implementation in the 2019-20 school year as follows:
  - 1. Fitness Instructor I: National Academy of Sports Medicine (NASM) Certified Personal Trainer
  - 2. Advanced Physical Education (PE): Recreational Activities
  - 3. Advanced Physical Education (PE): Personal Fitness
- C. The School Board authorized the Chair to execute a temporary easement agreement for the acquisition of temporary easements located at Laskin Road Annex associated with the Virginia Department of Transportation (VDOT) project to improve vehicular travel along Laskin Road by widening the roadway with VDOT agreeing to pay the division \$98,084 for the temporary easements, and resolution as follows:

**RESOLUTION REGARDING THE GRANTING OF TEMPORARY EASEMENTS TO THE VIRGINIA DEPARTMENT OF TRANSPORTATION ("VDOT") FOR PROPERTY LOCATED AT 1413 LASKIN ROAD**

**WHEREAS**, the Virginia Department of Transportation ("VDOT") has identified the need to temporarily use certain School Board real property located at 1413 Laskin Rd., Virginia Beach and identified as parcel GPIN 2417-18-3772 ("School Board Property"), for improvements to State Highway Route 0058, Project 0058-134-F02, RW-201 (the "Project");

**WHEREAS**, VDOT's acquisition of several temporary easements of the School Board Property will enable VDOT to improve vehicular travel along Laskin Road by widening the roadway and eliminating the feeder lanes, which will enhance traffic flow and transportation safety along this corridor and provide an overall benefit to the citizens of Virginia Beach;

**WHEREAS**, Virginia Code §22.1-129.B allows the School Board to grant easements on real property in such a manner and upon such terms as it deems proper;

**WHEREAS**, due to the determination that the School Board Property will be minimally impacted during construction of the Project, and the expected benefits that will be derived from this Project for the citizens of Virginia Beach, the School Board is of the opinion that granting of easements on the School Board Property to VDOT would be a benefit to all parties.

**NOW, THEREFORE, BE IT RESOLVED** that:

- 1. In accordance with Virginia Code §22.1-129.B, the School Board finds that the granting of easements to VDOT to temporarily use the School Board Property located at 1413 Laskin Road, GPIN 2417-18-3772 is proper and determines that the easements sought by VDOT should be granted.
- 2. The total amount of compensation to be paid to School Board by VDOT for the acquisition is \$98,084.00.
- 3. Additionally, the School Board authorizes the Chair or her designee to execute any and all documents desired and necessary to complete the above-referenced transaction.

**12. Action**

- A. Personnel Report/Administrative Appointments: Ms. Holtz made a motion, seconded by Vice Chair Melnyk, that the School Board approve the appointments and accept the resignations, retirements and other employment actions as listed on the Personnel Report dated January 22, 2019. There were no administrative appointments recommended. The motion passed (ayes 10, nays 0).
- B. School Board Code of Ethical and Professional Conduct: Vice Chair Melnyk made a motion, seconded by Ms. Felton, that the School Board approve the Code of Ethical and



Professional Conduct for Members of the School Board of the City of Virginia Beach as proposed by the School Board Ad Hoc Committee established to review the School Board's Code and who presented their recommendation to the School Board for Information January 8, 2019. Ms. Manning introduced an alternative version in the form of a substitute motion, seconded by Ms. Hughes, noting the ad hoc committee's proposal did not address issues and concerns she raised along with Ms. Weems. She then proceeded to read the alternative containing 8 statements. Following discussion, the substitute motion failed (ayes 2, – Hughes and Manning; nays 8). A vote on the original motion passed (ayes 8, nays 0; 2 abstentions – Hughes and Manning). Ms. Manning explained her abstention was because she did not want her vote to be taken out of context for political purposes as was seen in the last election with a City Council member; and Ms. Hughes explained her abstention was because she did not believe all points of view were taken into consideration and felt it was very narrow and kind of a done deal and would not like a dissenting vote to be misconstrued as it was on TV against another person, and does not agree that what was presented should have been the final draft. School Board members then stepped forward for a public signing of the Code as approved with the exception of Ms. Manning and Ms. Hughes who declined an invitation to sign the document to be displayed in School Board Chambers as follows:

**Code of Ethical & Professional Conduct  
for Members of the School Board of the City of Virginia Beach**

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

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





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

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

### 13. **Information**

- A. VBCPS Industry Credentialing Report 2017-18: Sara Lockett, Ed.D., Director of Technical and Career Education, presented an update on the 2017-18 Technical and Career Education's 21<sup>st</sup> century industry credentials. She reported for the 103 different assessments, 17,272 assessments were administered with 13,634 industry credentials earned with a 78.9 percent pass rate. A breakdown of the class of 2018 was provided for the 9,862 industry credentials earned; with 2,307 students earning multiple credentials. She noted since the 2002 school year, 92,426 industry credentials have been earned by Virginia Beach City Public School (VBCPS) students, maintaining the division's status as an industry credentialing leader in Hampton Roads, the Commonwealth, and the nation.
- B. Interim Financial Statements – November, December 2018: Crystal M. Pate, Director of Business Services, presented a report on the division's financial position as of December 31, 2018 explaining components of a \$2.5 million surplus being projected in state revenues. Federal revenues were reported as acceptable at this time in the fiscal year, status of sales tax receipts were summarized as \$650,00 higher than the prior year, and expenditures were reported as acceptable at this time.
- C. Policy Review Committee (PRC) Recommendations: School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney, presented an overview of the following Policy Review Committee recommendations regarding review, amendment and/repeal of certain policies reviewed by the committee at their December 13, 2018 and January 18, 2019 meetings:
  1. Bylaw 1-5/Legal Counsel: Additional language added authorizing School Board legal counsel to act as School Board legal representative in dealing with outside legal counsel
  2. Bylaw 1-17/Publications Regarding School Board: Revised to establish language that establishes members' responsibility to comply with acceptable law, policy and regulation when using personal social media to convey information related to their duties as School Board members



3. Bylaw 1-18/Officers: Election and Term of Office: Minor scrivener changes, in addition to minor change in Section B/Term of Office regarding Chair and Vice Chair
4. Bylaw 1-28/Committees, Organizations and Boards-School Board Member Assignments: Update made to Section E 2 related to Ad Hoc Strategic Plan Committee and Section G/Outside Committees
5. Bylaw 1-30/Amendment of Bylaws: Update to language related to the amendment or revision of Bylaws
6. Bylaw 1-40/Parliamentary Authority, Special Rules of Order and Standing Rule: Added language in Section B/C related to voting procedures
7. Policy 2-59/Employment of Outside Counsel: Updated to allow for School Board designee to be authorized, with School Board direction, to agree to settlement, mediation, resolution or reconciliation on certain matters previously known and approved by the School Board
8. Policy 4-2/Employee Conduct: Language updated to conform with current practices and to comply with the state guidelines concerning sexual harassment. There was a request for the PRC to reconsider to provide further clarification of certain terms
9. Policy 5-14 School Attendance Zones and Related Regulation 5-14.1 Criteria for Out of Zone / School Attendance Areas: Updates made to policy regarding the development and staff make-up of the Building Utilization Committee (BUC); and language concerning the out of zone attendance criteria for school based employees and their dependents. Student changes of residence addressed in the corresponding regulation along with formatting and paragraph placement changes
10. Policy 5-15 Transfer Students: Repeal recommended due to policy being redundant. Transfer students are covered in other areas of policy
11. Policy 5-19 Pregnant and Parenting Students: Minor scrivener changes made
12. Policy 5-20 Married Students: Language updated to define emancipated, married students and their rights
13. Policy 5-35 Discipline and Corporal/Academic/Group Punishment/Detention: Reformatted and updated to remove corporal punishment language and placed in Regulation 5-35.1. Student work recovery now embedded in grading policy.
  - a. Regulation 5-35.1 Corporal Punishment: Updated to reflect current practices and to confirm with current state law
14. Policy 5-40 Assemblies and Demonstrations: Updated to reflect current practices and define criteria for environmental disruptions, prohibited actions and consequences for students



- a. Regulation 5-40.2 Dispersal Statement: Repeal recommended
15. Regulation 5-70.1 Employment Certificate: Repeal recommended due to state taking responsibility for employee certification directly
16. Policy 5-73 Voter Registration: Language updated to allow for non-partisan voter registration programs
17. *(added during Adoption of the Agenda)* Policy 7-21 Citizens Advisory Committees: Language updated to reflect change in number of School Board members serving on the Strategic Plan Committee
14. **Standing Committee Reports**: Vice Chair Melnyk reported on the work of the partnership with 2Revolutions funded by a Carnegie Foundation grant.

Ms. Holtz reported on the January meeting of the Special Education Advisory Committee (SEAC) providing an overview of presentations made at the meeting.

Ms. Rye reported on the first meeting of the Strategic Planning Committee.

On behalf of the School Board's Legislative Committee, Mr. McDonald presented a brief report on legislative activities within the 2019 General Assembly Session. Additional committee member, Vice Chair Melnyk, invited School Board members to join discussions in Richmond on legislative issues and lobbying efforts, and asked when identifying themselves as School Board members to not work against the School Board's Legislative Agenda to avoid any confusion for legislators.

Ms. Riggs also commented on the first meeting of the Strategic Planning Committee, and spoke on behalf of Sister Cities promoting their upcoming Youth Ambassador Gala.

Chairwoman Anderson reported on a meeting of the Green Run Collegiate Board she attended for Ms. Weems where their Teacher-of-the-Year was announced and upcoming activities reviewed to include a fund-raising event to assist students who want to take International Baccalaureate (IB) exams.
15. **Conclusion of Formal Meeting**: The formal meeting concluded at 8:05 p.m.
16. **Hearing of Citizens and Delegations on Non-Agenda Items**: The School Board heard comments on non-agenda items by Tracey Olson advocating for an increase in recess time; Gabrielle Walton and Andrea Eisenberger regarding a Red for Ed campaign for additional state funding; Kelly Walker on behalf of the Virginia Beach Education Association (VBEA) regarding teacher retention; and Terry Stevens regarding a grant program to place dispensers for sanitary items in girls' bathrooms.
17. **Recess into Workshop**: None
18. **Closed Meeting #2 of 2: Legal Matters**: Vice Chair Melnyk, made a motion, seconded by Ms. Hughes, that the School Board recess into a closed session pursuant to the exemptions from open meetings allowed by Section 2.2-3711, Part A, Paragraphs 7 and 8 of the *Code of Virginia*, 1950, as amended, for Legal Matters: Consultation with legal counsel and briefings by staff members or



consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, pursuant to Section 2.2-3711(A)(7); and Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, Section 2.2-3711(A)(8); namely to discuss pending and probable litigation regarding the School Board and School Division.

The motion passed (ayes 10, nays 0) and the School Board recessed at 8:28 p.m. to relocate to Room 113 where they entered into a closed session at 8:42 p.m.

Individuals present for discussion:

Legal Matters: School Board members with the exception of Ms. Weems who was absent from the meeting; School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney; and Dianne P. Alexander, Clerk of the School Board.

The School Board reconvened in an open meeting at 9:43 p.m.

Certification of Closed Meeting: Vice Chair Melnyk made a motion, seconded by Ms. Manning, that the School Board certifies that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered. The motion passed (ayes 10, nays 0)

19. **Vote on Remaining Action Items:** None
20. **Adjournment:** There being no further business before the School Board, Chairwoman Anderson adjourned the meeting at 9:44 p.m.

Respectfully submitted:

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

Approved:

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



# 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> District 2 – Kempsville	<b>Sharon R. Felton</b> District 6 – Beach	<b>Dorothy M. Holtz</b> At-Large
<b>Laura K. Hughes</b> At-Large	<b>Victoria C. Manning</b> At-Large	<b>Joel A. McDonald</b> District 3 – Rose Hall
<b>Trenace B. Riggs</b> District 1 – Centerville	<b>Carolyn T. Rye</b> District 5 - Lynnhaven	<b>Carolyn D. Weems</b> District 4 - Bayside

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

### ***School Board Special Meeting MINUTES***

**Tuesday, February 5, 2019**

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

1. ***Call to Order and Electronic Roll Call:*** Chairwoman Anderson called the special meeting of the School Board of the City of Virginia Beach to order at 6:00 p.m. in the School Board Chambers at the School Administration Building. In addition to Superintendent Spence, all School Board members were present with the exception of Mr. McDonald who Chairwoman Anderson announced was absent due to a work obligation. She stated the purpose of the special meeting was for the presentation of the Superintendent's Estimate of Needs for Fiscal Year 2019-20 and proposed Capital Improvement Program (CIP) for Fiscal Year 2019-20 through Fiscal Year 2024-25.
2. ***Moment of Silence followed by the Pledge of Allegiance***
3. ***Adoption of the Agenda:*** Ms. Riggs made a motion, seconded by Ms. Rye, that the School Board adopt the agenda as published. The motion passed (ayes 10, nays 0).
4. ***Presentation:***
  - A. **Superintendent's Estimate of Needs for Fiscal Year 2019-20:** Superintendent Spence commented although the presentation officially launches the budget season, in reality, it represents numerous meaningful conversations between the School Board and Administration about what is needed in order to be successful as a school division beginning with discussions about budget priorities at the School Board retreat in July 2018. He stated the proposed \$790 million operating budget encompasses the breadth of needs it takes to run the system every day, and outlines funding to continue the division's technology initiative, compensate staff competitively, place an emphasis on school safety and behavioral interventions, move into the next phase of implementing Full Day Kindergarten (FDK), and improving special education services while reducing reliance on reversion funds by \$1 million. Significant challenges identified included lack of funding for capital improvements, lack of equitable pay for Virginia teachers, the inability to restore state funding to pre-recession levels, and unfunded mandates passed down from the state. Relative to teacher compensation, he demonstrated how instructional pay





increases have slowed considerably since FY2009, and explained the Governor's recommended five percent salary increase for teachers was intended to be available over the two-year period encompassed in the biennial budget. In the current year, he noted employees received a 2.4 percent salary increase, and his proposal includes a three percent increase for the coming year resulting in employees receiving a 5.4 percent increase within the two-year timeframe. Additionally, he noted although it will be a joint City/Schools Benefits Executive Committee decision, he does not intend to recommend any increases in employee health care premiums in the coming fiscal year. He further advised to implement a five percent raise in the coming year would require ignoring other important needs that have been identified, and entail sweeping cuts to some of the division's most critical existing programs and supports. He demonstrated teacher compensation nationally and the impact on recruitment, retention and ability to attract new teachers to the profession, and identified the issue as a conversation that needs to take place first and foremost at the state level as a legislative priority.

Other items explained were related to school safety and behavioral health, special education, and brief overview on capital improvements.

Farrell E. Hanzaker, Chief Financial Officer, presented an overview of the budget document to include details of how the budget was balanced, and chart of unmet needs for both technology-related and non-technology related items.

- B. Proposed Capital Improvement Program (CIP) Fiscal Year 2019-20 through Fiscal Year 2024-25: Tony L. Arnold, P.E., Executive Director of Facilities Services, presented highlights of the Superintendent's proposed Capital Improvement Program (CIP) funding of \$412,431,000 (including appropriations to date), with \$56,791,000 in Year 1 (2019/20), to include an overview of projects under design/construction, modernization/replacement, and outline of funding sources and funding summary.

Superintendent Spence concluded by reviewing the timeline leading up to School Board action to be taken on March 5 for submission to the City in order for City Council to adopt a municipal budget by May 15.

5. **Adjournment:** There being no further business before the School Board, Chairwoman Anderson adjourned the meeting at 6:30 p.m.

Respectfully submitted:

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

Approved:

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



**Landstown Elementary/Middle School Reroof/HVAC Replacement**

**Subject:** Recommendation of General Contractor

**Item Number:** 11A1

**Section:** Consent

**Date:** February 12, 2019

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

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

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

**Recommendation:**

That the School Board adopt a motion authorizing the Superintendent to execute a contract with D. E. Kirby, Inc. for the Landstown Elementary and Middle School Reroof and HVAC replacement in the amount of \$12,286,000.

**Background Summary:**

Project Architect:	Waller, Todd & Sadler Architects, Inc.
Contractor:	D. E. Kirby, Inc.
Contract Amount:	\$12,286,000
Construction Budget:	\$13,750,000
Number of Responsive Bidders:	3
Average Bid Amount:	\$13,345,333
High Bid:	\$14,031,000

**Source:**

**Budget Impact:**

CIP 1-179

CIP 1-180



**Pembroke Elementary School Cooling Tower Replacement**

**Subject:** Recommendation of General Contractor **Item Number:** 11A2

**Section:** Consent **Date:** February 12, 2019

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

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

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

**Recommendation:**

That the School Board adopt a motion authorizing the Superintendent to execute a contract with Power Mechanical Inc. for the Pembroke Elementary School Cooling Tower Replacement in the amount of \$248,977.

**Background Summary:**

Project Architect:	Waller, Todd & Sadler Architects, Inc.
Contractor:	Power Mechanical Inc.
Contract Amount:	\$248,977
Construction Budget:	\$375,000
Number of Responsive Bidders:	6
Average Bid Amount:	\$285,216
High Bid:	\$377,000

**Source:**

**Budget Impact:**

CIP 1-003





**Subject:** Renaissance Academy/Dominion Energy Easement Agreement **Item Number:** 11B

**Section:** Consent **Date:** February 12, 2019

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

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

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

**Recommendation:**

That the School Board authorize the Chairman to execute the Easement Agreement for the acquisition of underground easements located at the site of the Renaissance Academy.

**Background Summary:**

The underground easements are located at the corner of Cleveland Street and Witchduck Road and are associated with the Witchduck Road/VDOT project.

**Source:**

**Budget Impact:**

N/A

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the SCHOOL BOARD OF THE CITY OF VIRGINIA BEACH, a municipal corporation of the Commonwealth of Virginia, hereinafter called "Owner", GRANTOR, and VIRGINIA ELECTRIC AND POWER COMPANY d/b/a DOMINION ENERGY VIRGINIA, a Virginia Corporation, hereinafter called "Company", GRANTEE.

W I T N E S S E T H:

That for the sum of One Dollar (\$1.00), and other valuable considerations, the receipt whereof is hereby acknowledged, Owner grants unto Company and its successors, the perpetual right, privilege and easement of right of way for underground utilities (hereinafter the "Easement") in widths as shown on attached plat to lay, construct, operate and maintain one or more lines of underground conduits and cables, as Company may from time to time deem expedient or advisable, located on the Easement hereinafter described, for the purpose of transmitting and distributing electric power by one or more circuits; together with all wires, conduits, cables, transformers, transformer enclosures, concrete pads, manholes handholes, connection boxes, ground connections meters, attachments and also the perpetual right, privilege and easement of right of way to construct, operate and maintain a pole line for transmitting and distributing electric power, including all wires, poles, attachments, ground connections, equipment, accessories and appurtenances desirable in connection therewith (hereinafter referred to as "facilities"), over, under, across and through certain lands of Owner situated in the City of Virginia Beach, Virginia and known as 273 North Witchduck Road, as shown on Plat Number 25-19-0008, hereto attached and made a part of this agreement; the location of the boundary lines of such easement being shown in broken lines on said plat.

The facilities erected hereunder shall remain the property of Company. Company shall have the right to inspect, rebuild, remove, repair, improve, relocate on the right of way described above, and make such changes, alterations, substitutions, additions to or extensions of its facilities as Company may from time to time deem advisable.

Company shall at all times have the right to keep the right of way clear of all buildings, structures and other obstructions (except fences), trees, roots and undergrowth. Company shall promptly remove from the Easement any trash or debris resulting from the exercise of the rights hereby granted. All trees and limbs cut by Company at any time shall remain the property of Owner.

For the purpose of constructing, inspecting, maintaining or operating its facilities, Company shall have the right of ingress to and egress from the Easement over the lands of Owner. Company shall exercise such right in such manner as shall occasion the least practicable damage and inconvenience to Owner. Company shall repair damage to roads, fences or other improvements and shall pay for all other damage when such damage results from the construction, inspection or maintenance of Company's facilities, provided Owner gives written notice thereof to Company within sixty (60) days after such damage occurs.

Owner, its successors and assigns, may use the Easement area for any purpose not inconsistent with rights hereby granted, provided such use does not interfere with or endanger the construction, operation and maintenance of Company's facilities and provided that no buildings, structures, or other obstructions (except fences) may be constructed on the right of way.

It is further understood and agreed between the parties that:

The rights granted herein to Company are non-exclusive and Owner shall at all times have the right to make or grant such other use of the Easement area as shall not be inconsistent with the exercise by Company of the rights and privileges granted to it hereunder.

The Easement hereby granted is subject to existing rights, if any, of third persons to the extent that such rights are of record so as to constitute constructive notice to Company.

If Company shall discontinue the use of the easement area all rights granted hereby shall cease and terminate, and upon demand of Owner, Company will at its cost and expense remove its facilities from the Easement area and restore the land to substantially the condition in which it was at the time when the Easement was granted.

Upon demand by Owner, and upon the granting to Company of an equivalent Easement in a reasonably practicable location, Company will relocate its facilities upon such Easement, whereupon all rights hereby granted in respect of the vacated portion of the Easement herein described shall cease and terminate. For so long as the City of Virginia Beach retains ownership of the subject property, relocation costs shall be borne solely by the GRANTEE. In the event ownership of the subject property is transferred to a third party, relocation costs will be the sole responsibility of the Owner.

**NOTICE TO LANDOWNER:** You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.

**IN WITNESS WHEREOF,** Owner has caused its name to be signed hereto by its Chairman, and its corporate seal to be affixed as of the day and year first above written, and Company has caused its name to be signed hereto by its Authorized Representative, as of the day and year first above written.

THE SCHOOL BOARD OF THE CITY OF  
VIRGINIA BEACH

By: \_\_\_\_\_  
Beverly A. Anderson, School Board Chair

ATTEST:

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

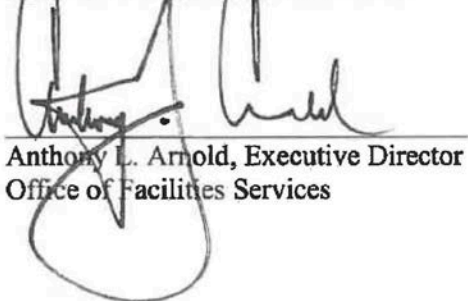
COMMONWEALTH OF VIRGINIA  
City of Virginia Beach, to wit:

I, \_\_\_\_\_, a Notary Public in and for the Commonwealth of Virginia at Large, whose commission expires \_\_\_\_\_, do hereby certify that BEVERLY A. ANDERSON and DIANNE P. ALEXANDER whose names are signed to the foregoing writing dated the \_\_\_\_\_ day of \_\_\_\_\_, 2019, as Chair and Clerk of the School Board, respectively, have acknowledged the same before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, in the City and State aforesaid.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Reg No \_\_\_\_\_  
\_\_\_\_\_  
Notary Public

APPROVED AS TO CONTENTS

  
\_\_\_\_\_  
Anthony L. Arnold, Executive Director  
Office of Facilities Services

APPROVED AS TO LEGAL  
SUFFICIENCY AND FORM

  
\_\_\_\_\_  
Debra M. Bryan, Associate City Attorney  
City Attorney's Office

VIRGINIA ELECTRIC AND POWER COMPANY  
d/b/a DOMINION ENERGY VIRGINIA

By: \_\_\_\_\_  
Sean G. Stevens, Authorized Representative

COMMONWEALTH OF VIRGINIA

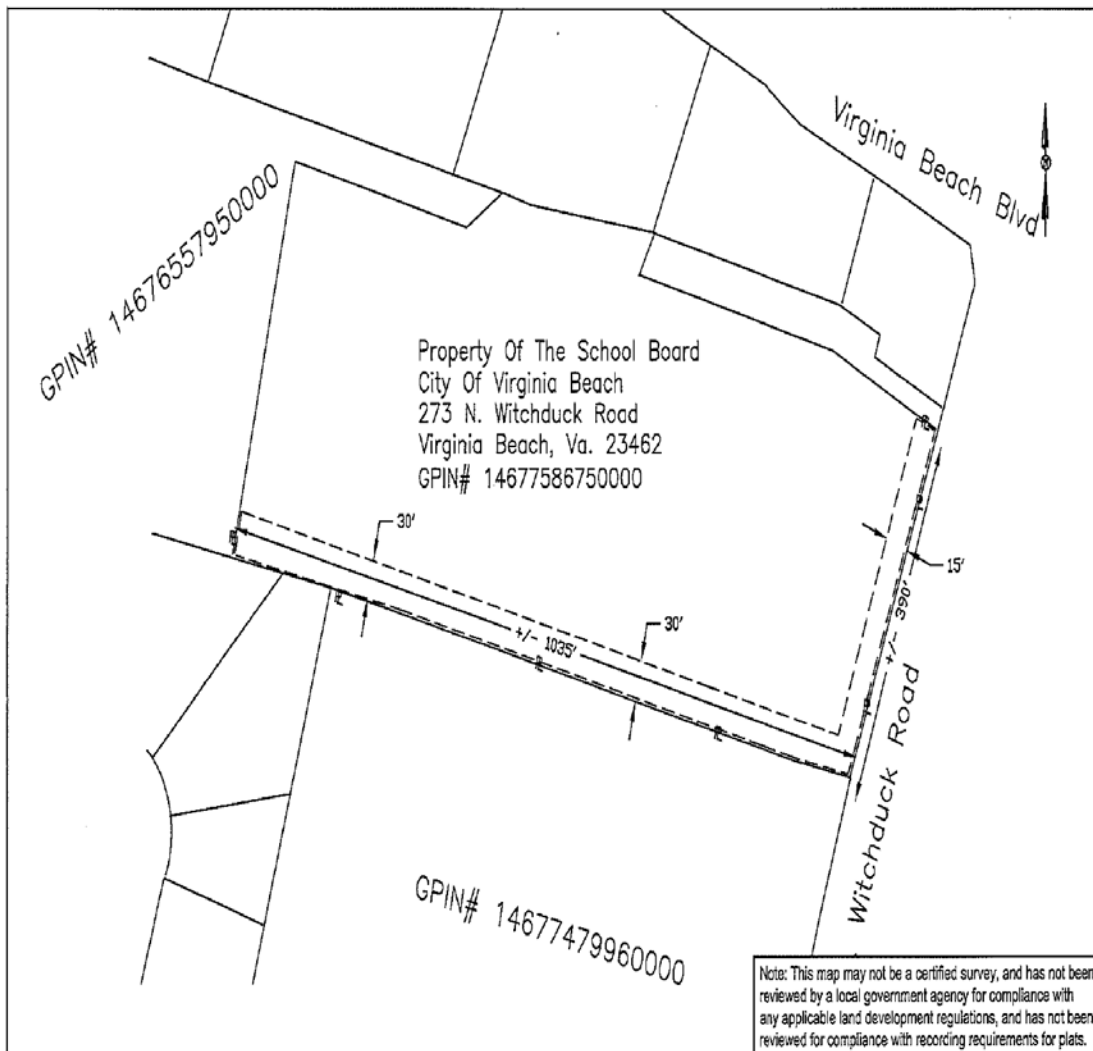
City of \_\_\_\_\_, to wit:

I, \_\_\_\_\_, a Notary Public in and for the Commonwealth of Virginia at Large, whose commission expires \_\_\_\_\_, do hereby certify that Sean G. Stevens, whose name is signed to the foregoing writing dated the \_\_\_\_\_ day of \_\_\_\_\_, 2019, as Authorized Representative of Virginia Electric and Power Company d/b/a Dominion Energy Virginia, has acknowledged the same before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, in the City and State aforesaid.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Reg No \_\_\_\_\_

\_\_\_\_\_  
Notary Public



LEGEND	District	Scale		PLAT TO ACCOMPANY RIGHT-OF-WAY AGREEMENT  VIRGINIA ELECTRIC AND POWER COMPANY doing business as Dominion Energy Virginia	CH/UG
	Virginia Beach	NTS			
	District-Township-Borough	County-City	State		
	Virginia Beach	Virginia Beach	Virginia		
	Office	Plot Number			
—— Location of Boundary Lines of Right-of-Way As Noted in Width.	Virginia Beach	25-19-0008			
==P== Indicates Property Line is Right-of-Way Boundary As Shown in Width.	Work Request Number	Grid Number			
	10217086	N0816			
DATE	M. Campbell			OWNER INITIALS _____	Page of



**Subject:** Policy Review Committee Recommendations **Item Number:** 11C1-15

**Section:** Consent **Date:** February 12, 2019

**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 receive for Consent Policy Review Committee (PRC) recommendations regarding review, amendment and/ repeal of certain policies as reviewed by the committee at their December 13, 2018 meeting and being entertained at the February 12, 2019 PRC meeting.

**Background Summary:**

1. Bylaw 1-5/Legal Counsel

*Additional language added authorizing School Board legal counsel to act as School Board legal representative in dealing with outside legal counsel. Policy was moved forward for information.*

2. Bylaw 1-17/Publications Regarding School Board

*Revised to establish language that establishes members' responsibility to comply with acceptable law, policy and regulation when using personal social media to convey information related to their duties as School Board members.*

3. Bylaw 1-18/Officers: Election and Term of Office

*Minor Scrivener changes, in addition to minor change in Section B/Term of Office regarding Chair and Vice Chair.*

4. Bylaw 1-28/Committees, Organizations and Boards-School Board Member Assignments

*Update made to Section E 2 related to Ad Hoc Strategic Plan Committee and Section G/Outside Committees*

5. Bylaw 1-30/Amendment of Bylaws

*Update to language related to the amendment or revision of Bylaws*

6. Bylaw 1-40/Parliamentary Authority, Special Rules of Order and Standing Rule

*Added language in Section B/C related to voting procedures*

7. Policy 2-59/Employment of Outside Counsel

*Policy reviewed and updated to allow for School Board designee to be authorized, with School Board direction, to agree to settlement, mediation, resolution or reconciliation on certain matters previously known and approved by the School Board. Policy was moved forward for Information.*

8. Policy 5-15/Transfer Students

*Repealed due to policy being redundant. Transfer students are covered in other areas of policy. Policy was moved forward for Information.*

9. Policy 5-19/Pregnant and parenting Students

*Reviewed and minor Scrivener changes made. Policy was moved forward for Information.*

10. Policy 5-20/Married Students

*Language updated to define emancipated married students and their rights. Policy was moved forward for Information.*

11. Policy 5-35/Discipline and Control of Students

*Policy reviewed, reformatted and updated to remove corporal punishment language and placed in Regulation 5-35.1. Student work recovery now embedded in grading policy. Policy was moved forward for Information.*

a. Regulation 5-35.1/Corporal Punishment

*Policy updated to reflect current practices and to conform with current State law. Regulation was moved forward for Information.*

12. Policy 5-40/Assemblies and Demonstrations

*Policy updated to reflect current practices. Policy updated to define criteria for environmental disruptions, prohibited actions and consequences for students. Policy was moved forward for Information.*

a. Regulation 5-40.2/Dispersal Statement

*Repeal*

13. Regulation 5-70.1/Employee Certification

*Repealed due to State taking responsibility for employee certification directly. Policy was moved forward for Information.*

14. Policy 5-73/Voter Registration

*Language updated to allow for non-partisan voter registration programs. Policy was moved forward for Information.*

15. Policy 7-21/Citizens Advisory Committees

*Language updated to reflect change in number of School Board members serving on the Strategic Plan Committee.*

**Source:**

Code of Virginia, 1950, as amended, §22.1-253.12:7 School Board Policies.  
Policy Review Committee Meeting of December 13, 2018

**Budget Impact:**

None



## SCHOOL BOARD BYLAWS

### Legal Counsel

The School Board will secure legal advice and counsel in accordance with the Code of Virginia as quoted in the legal reference to this Bylaw.

A School Board Member may consult with School Board Legal Counsel at any time.

School Board Members may request written legal opinions regarding matters related to the School Board and the School Division by providing School Board Legal Counsel and all School Board Members with a written copy of such request. The School Board may discuss the request in closed session and may amend the request. The legal opinion will be provided to all School Board Members and, if not prohibited by the School Board, will be provided to the Superintendent. Waiver of attorney client privilege for legal advice provided to the School Board may only be done after a majority vote of the School Board authorizes such waiver.

A request by a School Board Member for a written personal conflict of interests opinion shall be made directly by the School Board Member to School Board Legal Counsel or the Commonwealth's Attorney in accordance with Bylaw 1-24. Conflict of Interests opinions requested by a School Board Member shall not be shared with the School Board Chairman or any other School Board Member except upon consent of the School Board Member making the request.

School Board Legal Counsel is authorized to act as the School Board's designee in all legal matters and may accept service of process on behalf of the School Board and the Superintendent. After providing information to the School Board regarding probable or pending legal matters and obtaining authorization from the School Board as to how to proceed, School Board Legal Counsel may authorize settlement or other resolution of legal matters.

### Editor's Notes

*The School Board has an annual Cooperative Agreement with the City Council for provision of legal services by the City Attorney's Office.*

*For policy regarding employment of outside legal counsel, see **Policy 2-59**.*

*For service of process, see **Bylaw 1-27**.*

*For conflict of interest advisory legal opinion, see **Bylaw 1-24**.*

*For employment of outside counsel and reimbursement of employee legal expenses, see **Policy 2-59**.*

### Legal Reference:

Code of Virginia § 2.2-4301, as amended. Definitions.

Code of Virginia § 2.2-4303, as amended. Methods of procurement.

Code of Virginia § 2.2-4344 (2), as amended, Exemptions from competition for certain transactions.

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

Code of Virginia § 22.1-83, as amended. Payment of employee's legal fees and expenses, as amended.

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

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 2, 2016

Amended by School Board: April 24, 2018

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lenzetti

## **SCHOOL BOARD BYLAWS**

### **Publications Regarding School Board**

#### **A. Publications regarding the School Board**

The School Board will publish information to the public regarding its nature, duties, meetings, and communications with the School Board, bylaws, policies and regulations and other information determined by the School Board. The School Board retains responsibility for the contents of such publications and will direct the Superintendent as to changes to be made to that content. Pending action by the School Board, the Chairman is authorized to take appropriate actions regarding such publications should it be necessary due to actual or potential legal, criminal or emergency circumstances.

#### **B. Publication regarding individual School Board Members**

Information concerning individual School Board Members will be included in publications as determined by the School Board. Such information may comprise any or all of the following:

1. picture of School Board Member without background;
2. name and appropriate professional titles;
3. Chair or Vice Chair designation if applicable;
4. School Board district or At-Large designation;
5. term of office;
6. prior terms of office;
7. education;
8. employment history;
9. names and positions held with community service/organizations;
10. recognition/awards;
11. spouse name and occupation;
12. generic reference to children; and
13. contact information.


Formatting of publications will be left to the discretion of the Superintendent/designee.

#### **C. Individual School Board Members' publications or social media content**

The School Board and the School Division will not be responsible for personal publications or personal social media content of individual School Board Members. Individual School Board Members who personally publish information or use personal social media to convey information regarding their duties as School Board Members will be responsible for compliance with applicable law, policy and regulation.

Adopted by School Board: November 8, 2017

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## SCHOOL BOARD BYLAWS

### Officers: Election and Term of Office

#### A. Election

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

1. Procedure for electing Chair~~man~~ - If fewer than four candidates are nominated for the Chair~~man~~, 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. The candidate with the most votes will be declared the Chair~~man~~. If four or more candidates are nominated for the position of Chair~~man~~, then the candidates will be voted upon in an order determined by random process.
2. Procedure for electing Vice Chair~~man~~ - the newly elected Chair~~man~~ will conduct the election for Vice Chair~~man~~ using the same procedure.

#### B. Term of Office

The Chair~~man~~ and Vice Chair shall serve in those ~~at~~ positions until the annual organizational meeting or the election of officers is completed, which ever happens first. If the Chair~~man~~'s elected/appointed term of office on the School Board expires before the annual organizational meeting, the Vice Chair~~man~~ shall act as Chair~~man~~ until the annual organizational meeting. If the Vice Chair~~man~~'s elected/appointed term of office on the School Board expires before the annual organizational meeting, the most senior serving (in a continuous term) School Board Member whose last name is first alphabetically shall act as Vice Chair~~man~~ until the annual meeting.

#### Editor's Note

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

### Legal Reference:

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

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

Adopted by School Board: July 21, 1992

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2001  
Amended by School Board: August 21, 2007  
Amended by School Board: December 2, 2008  
Reviewed by School Board: August 2, 2016

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LEGAL SUFFICIENCY

Kamala H. Larrick

# **Committees, Organizations and Boards – School Board Member assignments 1-28**

School Board of the City of Virginia Beach  
Bylaw 1-28

## **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 a minimum of three Members, including at least two Members of the School Board and a third Member from the business community. 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. 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. 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.

3. Policy Review Committee

The School Board Policy Review Committee 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 and the Chief of Staff or designee will serve as liaisons to the Committee but will not be voting members.

The Chief of Staff may assign other staff members to serve on the Policy Review Committee for designated periods of time for the purpose of assisting the Policy Review Committee. The Policy Review Committee will be responsible for advising the School Board and the Superintendent concerning the need to amend, adopt, repeal, and/or merge by-laws, policies and applicable regulations.

4. Building Utilization Committee

The Building Utilization Committee (BUC) annually reviews enrollment projections and impact on optimal building utilization. Three School Board Members shall be assigned to the BUC. The Superintendent may assign appropriate staff members to assist the BUC in its review. At its discretion, the BUC may invite input from PTAs or other community groups directly impacted by any recommendation from the BUC.

5. 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.

6. 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.

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

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 ~~and Citizens Advisory 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 ~~or Citizens Advisory 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.

~~2. The following Citizens Advisory Committees will have one School Board Liaison and one School Board alternate Liaison assigned:~~

~~a. Special Education Advisory Committee;~~

- ~~b. General Advisory Council for Technical and Career Education;~~
- ~~c. Community Advisory Committee for Gifted Education;~~
- ~~d. Interagency Adult Basic Education Advisory Committee;~~
- ~~e. School Health Advisory Committee;~~
- ~~f. Ad Hoc Strategic Plan Committee, as needed;~~
- ~~g. Such other Citizens Advisory Committees as the School Board determines are needed.~~

## **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
9. Virginia Beach Human Rights Commission

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, 2017

Amended by School Board: 2019

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## SCHOOL BOARD BYLAWS

### Amendment of Bylaws

~~These Bylaws may be amended or revised by a two-thirds vote of the School Board at any regular meeting provided that the wording of the proposed amendment/revision has been given to Members of the School Board in writing in advance of the meeting. The proposed amendment/revision as provided in writing shall be subject to revision during discussion and debate.~~

Proposed amendment or repeal of a Bylaw must first be presented to the School Board on the Information Agenda. The School Board may not vote on such amendment or repeal until a subsequent meeting.

Amendment or repeal of a Bylaw requires an affirmative vote of seven of eleven of the School Board Members if all School Board Members are present. If less than all of the School Board Members are present, then amendment or repeal will require an affirmative vote of one half plus one of the School Board Members present, rounding up for a fractional Member.

~~The School Board authorizes the Superintendent to make scrivener's changes, including formatting and grammatical and name changes, as well as updating legal references without the School Board having to take action.~~

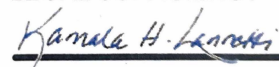
### **Legal Reference:**

Code of Virginia § 22.178, as amended. Bylaws and regulations.

Adopted by School Board: July 21, 1992  
Amended by School Board: February 20, 2001  
Amended by School Board: December 2, 2008  
Amended by School Board: August 2, 2016

Amended by School Board: 2019

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## SCHOOL BOARD BYLAWS

### Parliamentary Authority, Special Rules of Order, and Standing Rules

#### A. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the School Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any Special Rules of Order the School Board may adopt.

#### B. Special Rules of Order

The Special Rules of Order take precedence over the rules contained in the current edition of Robert's Rules of Order, Newly Revised. Once adopted by the School Board by a two-thirds vote they remain in effect until changed. The Special Rules of Order in effect shall be maintained in writing by the Clerk, shall be made an appendix to the School Board Bylaws in the School Board Policies and Regulations Manual and shall be made available by the Superintendent on the School Division's website (www.vbschools.com).

The Special Rules of Order may be suspended ~~by a~~ by an affirmative vote of seven of eleven of the School Board Members if all School Board Members are present. If less than all of the School Board Members are present, suspension will require an affirmative vote of one half plus one of the School Board Members present, rounding up for a fractional Member.

~~vote of one half plus one of School Board Members present at a meeting two-thirds vote and may be amended upon meeting the requirements to amend the Bylaws.~~

#### C. Adoption of Standing Rules

Pursuant to **Bylaw 1-37** the Standing Rules shall include the order of business, the procedure for the Superintendent to follow in conducting the election of the Chairman, and such other standing rules as the School Board may deem necessary. Absent adoption of Standing Rules at the annual organizational meeting, the existing Standing Rules shall remain in effect until changed. The Standing Rules in effect shall be maintained in writing by the Clerk, shall be made an appendix to the School Board Bylaws and shall be made available by the Superintendent on the School Division's website (www.vbschools.com).

Standing Rules may be adopted, amended or suspended by with no advance notice and with an affirmative vote of seven of eleven of the School Board Members if all School Board Members are present. If less than all of the School Board Members are present, suspension will require an affirmative vote of one half plus one of the School Board Members present, rounding up for a fractional Member.

~~two thirds majority vote of the School Board at any time~~ and with no advance notice.

#### Editor's Note

*For requirements to amend the Bylaws see **Bylaw 1-30**.  
The Special Rules of Order are located in **Appendix A** of these Bylaws.  
The Standing Rules are located in **Appendix B** of these Bylaws.*

Adopted by School Board: July 21, 1992  
Amended by School Board: September 5, 1995  
Amended by School Board: October 15, 1996  
Amended by School Board: December 3, 1996  
Amended by School Board: January 20, 1998  
Amended by School Board: August 17, 1999  
Amended by School Board: December 7, 1999  
Amended by School Board: February 20, 2001  
Amended by School Board: December 2, 2008  
Amended by School Board: August 2, 2016

Amended by School Board: 2019

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Kamala H. Lennett

## ADMINISTRATION

### Outside Legal Counsel

#### A. Employment of Outside Counsel

##### 1. Authority to Employ Outside Legal Counsel

- a. The School Board shall determine whether it is necessary and/or advisable that outside legal counsel (hereinafter "outside counsel" ) be employed to represent: i) the School Board; ii) an individual School Board Member; iii) the Superintendent; or iv) any School Division official; and only the School Board, or its duly authorized designee, shall be authorized to employ such counsel. Unless otherwise specifically directed by the School Board at the first meeting in July of each year or as otherwise specified, the School Board's duly authorized designee for legal matters shall be its in-house legal counsel. Under no circumstance shall outside counsel be employed unless the School Board or Chairman has given prior approval of such employment.
- b. If an individual School Board Member or official desires to be represented by legal counsel pursuant to Virginia Code § 22.1-82, the School Board Member or official shall not directly employ such counsel, but shall request the School Board to employ such counsel on his or her behalf. If the School Board does not authorize employment on behalf of the School Board Member or official, and legal representation is not provided under a School Board insurance policy, the School Board Member or official will be responsible for the employment and costs for retaining legal counsel.
- c. Notwithstanding the above, the Superintendent may employ outside counsel to represent the School Administration on employee grievances. Prior to employing such counsel, the Superintendent must: i) seek the advice and recommendations of the School Board's legal counsel concerning the specific attorney or law firm whose services should be employed; ii) consider the selection criteria set forth in subsection A(2) below; and iii) notify the School Board Chairman of his or her intent to employ such counsel. Additionally, the Superintendent must obtain the approval of the School Board prior to expending funds in excess of \$7,500 for outside legal counsel on any given employee grievance.
- d. Prior to the employment of outside counsel pursuant to paragraph A(1)(a), (b) or (c) above, the School Board, its duly authorized designee, or the Superintendent, as applicable, shall contact the Department of Budget and

Finance to determine whether sufficient funds are available for such employment.

## 2. Selection Criteria

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

- a. The attorney's or law firm's ability, reputation and experience in the area of the legal services involved;
- b. The cost of legal services to be provided;
- c. Whether the attorney or firm has an office(s), or the attorney principally resides, in the South Hampton Roads area (i.e., the cities of Virginia Beach, Chesapeake, Norfolk, Portsmouth, and Suffolk). (It is the intent of the School Board that outside counsel will be employed from the South Hampton Roads area unless it determines, based upon the facts of a specific matter, that the employment of such counsel from out of the area would be in the best interest of the School Board and the School Division);
- d. Whether the attorney or firm currently represents, or has previously represented, a third party in legal action against the School Board or the City;
- e. Whether the attorney or firm currently has, or has previously had, any other type of involvement or connection with a third party who is, or has been, engaged in an adversarial relationship with the School Board or the City;
- f. Whether the attorney or firm is currently providing, or has previously provided, satisfactory services to the School Board or the City; and
- g. Whether the attorney is a member of the immediate family of a School Board Member, a City Council Member, the Superintendent, or a School Division administrator or employee, or whether the firm or the attorney employs a School Board Member, a City Council Member, the Superintendent, a School Division administrator or employee, or a member of any such individual's immediate family. A "member of the immediate family" shall be deemed to include a spouse, son, daughter, stepson, stepdaughter, father, mother, stepfather, stepmother, grandfather, grandmother, sister, brother, stepsister, stepbrother, aunt, uncle, son-in-law, daughter-in-law, father-in-law, mother-in-law, sister-in-law or brother-in-law. (It is the intent of the School Board not to employ outside counsel having a relationship as described herein unless it determines, based upon the facts of a specific matter, that the employment of such counsel would be in the best interest of the School Board and the School Division.)

## 3. Direction and Reporting

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

## **B. Reimbursement of Employee Legal Expenses**

1. In those cases in which an employee retains an attorney to defend the employee in a criminal matter and seeks reimbursement of legal expenses from the School Board pursuant to Virginia Code § 22.1-83, the following shall be required of the employee before the School Board will consider exercising its discretion to pay such legal expenses:
  1. The arrest, indictment, or other prosecution must be on a charge arising out of an act committed by the employee in the discharge of his/her duties as an employee of the School Board;
  2. Such charge must be subsequently dismissed or a verdict of "not guilty" rendered; and
  3. The attorney representing the employee must have contacted the School Board's legal counsel in advance of accepting the case and discussed the range of legal fees generally considered reasonable for the type of case being handled.
2. It is in the sole discretion of the School Board whether to reimburse the legal expenses incurred by an employee, and the School Board will not reimburse any such legal expenses unless it deems them reasonable and determines that such reimbursement is in the best interest of the School Division.

**Legal Reference:**

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

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

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

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

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

Adopted by School Board: October 7, 1997

Amended by School Board: December 3, 2013

Amended by School Board: 2019

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## STUDENTS

### Transfer sStudents

The ~~division~~ Superintendent shall implement necessary regulations regarding transfer students.

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

Amended by School Board: 2019

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Kamala H. Lennetti



## STUDENTS

### **Pregnant and Parenting Students**

~~The School Board does not discriminate against pregnant or parenting students.~~ Pregnant and parenting students may participate in all educational and extracurricular activities to the same extent as other students. Pregnant students or students who have medical conditions related to their pregnancy and related childbirth may seek accommodations as needed to allow them to continue with their education. The Superintendent is directed to develop applicable regulations, procedures or programs to allow parenting students to continue with their education while also addressing their parenting responsibilities

#### *Editor's Notes*

For married students see [School Board Policy 5-20](#) following.

### **Legal Reference:**

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, *et seq.*, as amended.

Code of Virginia § 2.2-3900, *et seq.*, as amended. The Virginia Human Rights Act.

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

Amended by School Board: August 18, 2015

Amended by School Board: 2019

APPROVED AS TO  
LEGAL SUFFICIENCY

  
\_\_\_\_\_

## STUDENTS

### **Married Students**

Married students of school age may be enrolled or continue in the schools. Such students shall be accorded the same rights, privileges and responsibilities as other students. Married students under the age of eighteen years old are considered emancipated and have the same rights as adult students. Unless authorized by his/her spouse or court order, a married student does not have the right to access student records of or make educational decisions for his/her spouse.

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

~~For pregnant or parenting students see school policy 5-19.~~

#### **Legal Reference:**

Code of Virginia §16.1-334, as amended. Effects of order.

Code of Virginia, § 22.1-3. Persons to whom public schools shall be free.

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

Adopted by School Board: August 18, 2015

Amended by School Board: 2019

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lennett

## STUDENTS

### Discipline and Control of Students~~Corporal/Academic/Group Punishment/Detention~~

#### A. Control of Students

The discipline and control of students shall be the responsibility of the principal, the administrators, and the teachers, bus drivers and other supervising staff. ~~The supervision and control of students should be maintained during the period while the students are in school, participating in extra-curricular or school sponsored activities, and while they are going to or coming from school.~~

#### ~~B. Corporal Punishment~~ move to end

~~The Superintendent shall see that all employees of the School Board adhere to the Code of Virginia, § 22.1-279.1, Corporal punishment prohibited, as cited in the legal reference to this Policy. Employees shall also be informed that the School Board demands compliance with both the word and intent of the law.~~

#### ~~C. Academic Punishment~~

~~Cheating and plagiarizing can discipline- reword this. Academic punishment, which is defined as reducing credit previously earned, shall not be used. A student's academic grade shall be based solely on his/her achievement. Other types of discipline rather than an arbitrary reduction in credit earned should be employed when punishment is necessary.~~

~~This statement should not be interpreted to preclude a student's average grade being lowered by his/her failure to do assigned work. A student cannot be given credit for work not done, such as may occur when he/she fails to do assigned work or when he/she had an unexcused absence from class resulting in his/her not having the privilege of making up missed work. The teacher will not penalize the student beyond the period of the unexcused absence.~~

#### BD. Group Punishment

The use of group punishment in the School Division is not endorsed by the School Board, and its use is strongly discouraged.

#### CE. Detention

The adult student, parent or legal guardian of a minor student will be notified in advance of the detention. Students in detention must be attended by a teacher, administrator, or teacher assistant. Students may be detained before or after school hours or on Saturday.

#### D. Corporal punishment

The Superintendent shall see that all employees of the School Board adhere to the Code of Virginia § 22.1-279.1, as amended. Employees shall also be informed that the School Board demands compliance with both the word and the intent of the law.

Editor's Notes:

*For suspension and expulsion see School Board Policy 5-21.*

**Legal Reference:**

Code of Virginia § 22.1-253.13:7, as amended. Standard 7, School board policies.

Code of Virginia § 22.1-277.2:1, as amended. Disciplinary authority of school boards under certain circumstances; alternative education program.

Code of Virginia § 22.1-279.1, as amended. Corporal punishment prohibited.

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

Amended by School Board: April 4, 2006

Amended by School Board: September 5, 2012

Amended by School Board: 2019

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Leonetti

## **STUDENTS**

### **Corporal Punishment prohibited**

All students have the right to be treated with dignity and respect. School Division personnel have the responsibility for safeguarding this right and ensuring that the educational environment remains safe and supportive for students. The use of abusive or adverse interventions as punishment, including corporal punishment, is expressly prohibited. School Division personnel are expected to comply with applicable law and regulation concerning the use of corporal punishment.

#### **A. Deference to judgment of School Division personnel**

In determining whether a staff member acted in accordance with this Regulation and applicable policy, law or regulation, due deference shall be given to reasonable judgments at the time of the event which were made by School Division personnel and authorized agents.

#### **B. Actions not deemed corporal punishment**

The following actions will not be deemed to be corporal punishment:

1. the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control;
- 2 the use of incident, minor or reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;
3. the use of reasonable and necessary force to prevent a student from inflicting physical harm on himself;
- 4 the use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his control.
5. Physical restraint or seclusion used in emergency situations and only when it is necessary to protect the student or another person from imminent danger of serious physical harm, injury or death after less intrusive interventions have been attempted and failed to manage that particular behavior and there is a substantial explanation for why other interventions were deemed inadequate or inappropriate.

**C. Reporting use of reasonable and necessary force or other action to maintain order**

Those situations which have occasioned "the use of reasonable and necessary force" or other action taken to maintain order and control as detailed within this Regulation or applicable law, policy or regulation, shall be immediately reported to the Superintendent or designee by the employee(s) concerned. The Superintendent or designee is authorized to take appropriate action to investigate and discipline employees or agents for actions reported under this Regulation even it is determined that such actions do not amount to corporal punishment. The Superintendent or designee may report conduct alleged or amounting to corporal punishment to outside agencies set forth in applicable law or regulation.

**D. Management of student behavior in emergency situations**

The Superintendent or designee(s) is authorized to develop procedures and regulations for addressing management of student behavior in emergency situations.

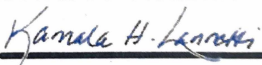
~~The school board demands compliance with both the word and intent of the Code of Virginia, § 22.1-279.1, Corporal punishment prohibited, cited in the Legal Reference to school board **policy 5-35**.~~

~~Those situations which have occasioned "the use of reasonable and necessary force" as detailed within the Regulatory Authority shall be immediately reported to the superintendent by the employee(s) concerned.~~

Approved by Superintendent: September 21, 1993 (Effective August 14, 1993)

Amended by School Board: 2019

APPROVED AS TO  
LEGAL SUFFICIENCY

  
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## STUDENTS

### Student led Assemblies/Demonstrations

#### A. Generally

Along with guaranteeing citizens the right to freedom of speech, the First Amendment to the Constitution of the United States also guarantees the right to assemble peacefully, subject only to restrictions where the exercise of this right would substantially interfere with the rights and freedoms of other citizens. Time should be made available for orderly and peaceful student assemblies. The terms "orderly and peaceful" refer exclusively to mean that topics of a controversial nature should not be dealt with and argued during such assemblies.

#### B. Definition ~~Planned Assemblies~~

1. ~~Some time~~ Sometime both within and without regular school hours shall be made available for student assemblies to deal with relevant ideas and topics.
2. In the secondary schools attendance at school-sponsored assemblies during school hours may be optional. The principal will decide if attendance is required. The decision will be based on criteria that the student body will benefit from the presentation or the necessity of imparting information to all students.

#### C. Spontaneous Assemblies

1. A spontaneous assembly of ~~students~~ persons on school property will be acceptable unless said assembly disrupts the education of others and the safety and physical ~~well-being~~ wellbeing of students, staff, and/or unless said assembly prevents the school board from carrying out its statutory obligations. In accordance with School Board policy any student assembly must have a staff member in attendance for general supervision.
2. A student attending a peaceful, spontaneous assembly - at a time when he/she has an obligation to be in class will suffer the school punishment or discipline that would come from missing a class. That discipline will be determined by the appropriate administrator.
3. If the assembly is disruptive and/or laws are being broken, the administrator shall appropriate action ~~use the dispersal statement~~. Then, if it is necessary, he/she shall notify the proper authorities.
4. Each building principal shall have written plan and dispersal statement for dealing with non-peaceful assemblies of students.



~~5. The entire school staff and student body shall be made familiar with the plan, and each staff member should be thoroughly familiar with his/her role in the plan.~~

Adopted by School Board: June 16, 1981

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

Amended by School Board: 2019

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lennetti

School Board of the City of Virginia Beach  
Regulation 5-40.2

## STUDENTS

### Dispersal Statement (Suggested)

#### ADMINISTRATIVE PROCEDURES FOR DEALING WITH STUDENT DEMONSTRATORS

##### Phase I

I am am.

(Name)(Title)

of and am asking you to return to your classes (or, if

(School or Office)

there are any non-students in the groups, to leave the premises). If you remain here you are violating the policies and regulations of the school board. Therefore, once again, I must ask you to return to your classes (or, for non-students, to leave the premises). Those who fail to respond to this request within the next five (5) minutes will be subject to suspension from school and/or prosecution for violating the laws of the State of Virginia, Code of Va., § 18.2-415, Disorderly conduct in public places and/or Code of Va., § 18.2-129, Failure to leave premises of school or institution of higher learning when directed to do so.

(Pause—5 minutes)

##### Phase II

I am,

(Name)(Title)

of of. Five minutes ago I asked each of you who are

(School or Office)

students in our school to return to your classes (and those who are not students to leave the premises). I indicated to you at that time that if you had not returned to your classes or vacated the premises by this time, you would be subject to suspension and/or arrest. Therefore, I am now indicating that each of you who are enrolled in our school are suspended from school; and you may not return to school until an individual appointment has been made and kept by you and your parent(s) or guardian. Your parent(s) or guardian will be contacted in the near future regarding the appointment date.

~~To avoid further difficulty and possible arrest, I am now asking each of you to leave the school property immediately. You will have five minutes to comply with this request. If you have not vacated the school property in five minutes, the police will be called and you will be forced to leave and you may be arrested. I must remind you that such an action will be recorded on your school record and will become a part of the police record as well. Neither of these will help you or your cause and will undoubtedly bring embarrassment to your family. Therefore, for the last time, I am reminding you that you have five minutes to leave the school property. Those failing to comply are in violation of the laws of the State of Virginia since you are remaining unlawfully upon this property. In addition, since I am asking you directly to leave, failure to comply will result in disciplinary action by the school. is an insubordinate act. You have five minutes to leave the school property.~~

Approved by Superintendent: September 21, 1993 (Effective August 14, 1993)

Repealed by Superintendent: 2019

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamela H. Lennett

## STUDENTS

### Employment Certificate

~~Employment certificates shall be issued only by the division superintendent or a designee.~~

~~The superintendent, or a designee, shall have authority to administer the oath provided for a granting of such permits and to make any examination necessary for the issuance thereof.~~

~~No fee shall be charged for issuing any such certificate, nor for administering any oath or rendering any services in respect thereto.~~

#### Legal Reference:

~~Code of Va., § 40.1-85. Kinds of employment certificates.~~

~~Code of Va., § 40.1-87. Vacation or part-time employment certificate.~~

~~Code of Va., § 40.1-80.1. Employment of children.~~

~~Code of Va., § 40.1-81.1. Records to be kept by employers.~~

~~Code of Va., § 40.1-92. Issuance of certificate.~~

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

Repealed by School Board: 2019

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Larrakis

## STUDENTS

### Voter Registration

Voting is a basic civic responsibility. The School Board supports education programs for students that teach the rights that citizens have to register and vote and the role and importance of voting in citizen engagement. The Superintendent or designee is authorized to develop such programs for students and to allow for non-partisan voter registration programs for high school and adult education students. ~~shall encourage the Virginia Beach City General Registrar, or an assistant, to hold voter registration sessions in the high schools.~~

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

Amended by School Board: 2019

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lantieri

## COMMUNITY RELATIONS

### **Citizens' Advisory Committees**

#### **A. Generally**

Citizens' Advisory Committees will be organized by the School Board when mandated by federal or state law or regulations of the Virginia Board of Education or whenever the School Board determines that such groups may be helpful in advising the School Board.

#### **B. Citizens' Advisory Committees authorized by School Board**

The following Citizens' Advisory Committees are authorized by the School Board:

1. Special Education Advisory Committee - established in accordance with 8VAC20-81-230(D), as amended, Virginia Board of Education Regulations;
2. General Advisory Council for Technical and Career Education - established in accordance with 8VAC20-120-50, as amended, Virginia Department of Education Regulations;
3. Community Advisory Committee for Gifted Education - established in accordance with 8VAC20-40-60, as amended, Virginia Department of Education Regulations;
4. Interagency Adult Basic Education Advisory Committee - established in accordance with Virginia Code §22.1-224 and the Workforce Investment Act of 1998, Title II Adult Education and Family Literacy Act (AEFLA);
5. School Health Advisory Committee - established in accordance with Virginia Code §22.1-275.1, as amended;
6. ~~Ad Hoc~~ Strategic Plan Committee (activated no less than one year before the end of the current strategic plan ends)-~~Committee~~ ~~Citizen~~ members shall be appointed by the School Board upon recommendation of the Superintendent;
7. Such other committees as the School Board determines are needed.

#### **C. Service of the Citizens' Advisory Committees**

Citizens' Advisory Committee activities and discussion shall be confined to the compilation of data, the analysis of problems, the summary of opinions, the drawing of conclusions and recommendations regarding the purposes for the Citizens' Advisory Committee. Such Committees will not expand the duties and purposes for the creation of the Committee without prior approval of the School Board or amendment to any law or regulation authorizing such expansion. Each Citizens' Advisory Committee will submit an annual report to the School Board regarding the work of the Committee. Committees and their chairpersons shall have no legal authority to act on behalf of the School Board nor shall the committees have authority to direct the activities of School Division staff or students.

#### **D. Support Staff and staff or student committee members**

The Superintendent shall appoint staff members to provide administrative support to Citizens' Advisory Committees. The Superintendent or designee will have authority to appoint staff and student committee members and to remove such persons from appointed positions at the Superintendent's or designee's discretion.

#### **E. Citizens' Advisory Committee Tenure**

Citizen members appointed to Citizens' Advisory Committees will serve the terms of their appointments unless removed by the School Board or resignation by the citizen member. Committee members shall have no legal rights to their appointed positions and may be removed from membership for failure to perform duties, failure to maintain requirements for appointment to the committee and other good and just cause as determined by the School Board. Membership and responsibilities will be in compliance with School Board policies and regulations, and applicable state and federal law and regulations. With the exception of the ~~Ad-Hoc~~ Strategic Plan Committee, all terms of appointment to Citizens' Advisory Committees will begin on July 1st of the first year of appointment and end on June 30th of the final year of appointment. Citizens' Advisory Committee members who have been appointed prior to July 1, 2018 and have a term of service that will end on a date other than June 30th of the final year of appointment are hereby appointed to a term that will be extended until the June 30th following the original final date of appointment.

#### **F. School Board Liaisons to Citizens' Advisory Committees**

~~With the exception of the Strategic Plan Committee, T~~he School Board may designate one School Board Member and one School Board Member alternate to serve as the School Board Liaison to a Citizens' Advisory Committee. Such liaison will not have voting rights on the committee ~~(except as may be designated in the Ad-Hoc Strategic Plan Committee)~~ and will not have the authority to bind the School Board regarding any matter related to the committee. ~~The School Board Chair will appoint and the School Board will approve two (2) School Board Members to serve on the Strategic Plan Committee.~~ As required by law, ~~all~~ the Citizens' Advisory Committees will report to the School Board through the Superintendent.

#### **G. Changes to Regulation 7-21.1**

The Superintendent is required to provide notice of intended changes to Regulation 7-21.1 at least thirty (30) calendar days prior to such change taking affect.

#### **Legal Reference:**

Code of Virginia §22.1-18.1, as amended. Annual report on gifted education required; local advisory committee on gifted education.

Code of Virginia §22.1-224, as amended. Duties of State Board.

Code of Virginia §22.1-275.1, as amended. School Health Advisory Board.



Virginia Department of Education Regulations 8VAC20-40-60, as amended. Local plan, local advisory committee, and annual report.

Virginia Department of Education Regulations 8VAC20-120-50, as amended. Career and Technical Education Advisory Committee.

Virginia Department of Education Regulations 8VAC20-81-230, as amended. Local educational agency administration and governance.

Workforce Investment Act of 1998, Title II Adult Education and Family Literacy Act, as amended.

Adopted by School Board: July 16, 1991

Amended by School Board: October 20, 1992

Amended by School Board: August 19, 2014

Amended by School Board: February 27, 2018

Amended by School Board: November 27, 2018

Amended by School Board: 2019

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Larrabee



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

**Section:** Action **Date:** February 12, 2019

**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 February 12, 2019, personnel report.

**Background Summary:**

List of appointments, resignations and retirements for all personnel

**Source:**

School Board Policy #4-11, Appointment

**Budget Impact:**

Appropriate funding and allocations

**VIRGINIA BEACH CITY PUBLIC SCHOOLS  
PERSONNEL REPORT FEBRUARY 2019  
ASSIGNED TO THE UNIFIED SALARY SCALE  
2018-2019**

<u>SCHOOL/DEPARTMENT</u>		<u>POSITION</u>
<b><u>APPOINTMENTS - ELEMENTARY SCHOOL</u></b>		
<b><u>ALANTON</u></b>		
1/17/2019	Ruben Cortes	Custodian I, 10 month
<b><u>BIRDNECK</u></b>		
1/17/2019	Erin M. Heidarisafa	Cafeteria Assistant, 4.5 hours
<b><u>DIAMOND SPRINGS</u></b>		
1/17/2019	Danise R. Boone	Cafeteria Assistant, 5.5 hours
<b><u>FAIRFIELD</u></b>		
2/12/2019	Latrell D. Watson	Custodian I, 10 month
<b><u>GLENWOOD</u></b>		
1/31/2019	Jessica Wilkens	General Assistant
<b><u>INDIAN LAKES</u></b>		
1/31/2019	Phillip Harrison	Custodian II, Head Night
1/31/2019	Fe Ranay	Custodian I, 10 month
<b><u>KEMPSVILLE MEADOWS</u></b>		
1/17/2019	Melissa Duff	Kindergarten Assistant
<b><u>LINKHORN PARK</u></b>		
1/17/2019	Deborah L. Marks	General Assistant
1/24/2019	Kirvisha K. Jones	Custodian I, 10 month
<b><u>LUXFORD</u></b>		
1/17/2019	Donna L. Shepherd	Cafeteria Assistant, 5 hours
1/23/2019	Celeste U. Alemanian	Custodian I, 10 month
<b><u>PEMBROKE</u></b>		
1/17/2019	Anne Marie D. Langnehs	Cafeteria Assistant, 4 hours
<b><u>ROSEMONT</u></b>		
8/28/2018	Sharon W. Deperalta	Physical Education Assistant
<b><u>TALLWOOD</u></b>		
1/28/2019	Marieo P. Billups	Custodian III, Head Day
<b><u>WOODSTOCK</u></b>		
1/24/2019	Heidi R. Mashaw	Cafeteria Assistant, 5 hours
<b><u>APPOINTMENTS - MIDDLE SCHOOL</u></b>		
<b><u>CORPORATE LANDING</u></b>		
1/28/2019	Caitlin B. Dean	School Improvement Specialist
<b><u>KEMPSVILLE</u></b>		
1/17/2019	Carmen L. Walton	Custodian I, 10 month
<b><u>LARKSPUR</u></b>		
1/17/2019	Brittany McIver	Security Assistant
<b><u>LYNNHAVEN</u></b>		
2/4/2019	Brittany M. Horner	Clinic Assistant
<b><u>SALEM</u></b>		
1/24/2019	Dennis L. Hudgens	Security Assistant
<b><u>VIRGINIA BEACH</u></b>		
1/16/2019	Kameron S. Conner	Custodian I, 10 month, night

**SCHOOL/DEPARTMENT****POSITION****APPOINTMENTS - HIGH SCHOOL****COX**

1/29/2019 Corey D. Francis Security Assistant

**FIRST COLONIAL**

1/31/2019 Natalie Lopez Rosado Special Education Assistant

**KELLAM**

1/17/2019 Adam W. Parker General Assistant

**KEMPSVILLE**

2/4/2019 Aaron C. Wiggins Technology Support Technician

**LANDSTOWN**

1/31/2019 Aileen T. Macabuhay Custodian I, 10 month, night

1/25/2019 Virgo T. Pillega Custodian II

**OCEAN LAKES**

1/28/2019 Tomika D. Knox Custodian IV Head Day

1/31/2019 Cotina S. Parks Security Assistant-BD, .4

2/1/2019 Mary R. Ball Security Assistant-BD, .4

**SALEM**

1/31/2019 Gemma E. Brandon Cafeteria Assistant, 6 hours

**APPOINTMENTS - MISCELLANEOUS****DEPARTMENT OF SCHOOL LEADERSHIP**

2/1/2019 Alisha E. Spruill Administrative Office Associate II

**OFFICE OF CUSTODIAL SERVICES**

2/4/2019 Cory R. Dozier General Maintenance Craftsman I

**OFFICE OF FACILITIES PLANNING AND CONSTRUCTION**

2/18/2019 Ethan X. Martinez Project Manager - Construction

**OFFICE OF MAINTENANCE SERVICES**

1/24/2019 Clayton E. Nelson HVAC Craftsman II

2/1/2019 Derek S. Cockrell Plumbing Craftsman II

**OFFICE OF SAFE SCHOOLS**

1/29/2019 Stephanie Middleton Administrative Office Associate II

**OFFICE OF TRANSPORTATION AND FLEET MANAGEMENT SERVICES**

1/16/2019 Jamie L. Ross Bus Driver (5.5 hours)

1/23/2019 Aneshia C. Lloyd Bus Driver (5.5 hours)

1/23/2019 Bengie V. North Bus Assistant (5.5 hours)

1/23/2019 Julia M. Edwards Bus Assistant (5 hours)

1/23/2019 Perine D. Viscusi Bus Driver (6 hours)

1/23/2019 Richard A. Folsom Bus Driver (6 hours)

1/24/2019 Patrick D. Cousin Fleet Technician I

1/30/2019 Carrie E. Howard Bus Driver (8 hours)

1/30/2019 Tsanya L. Dean Bus Driver (5.5 hours)

2/1/2019 Angel Alvarez-Torres Fleet Technician III

**RESIGNATIONS - ELEMENTARY SCHOOL****BAYSIDE**

1/25/2019 Vanessa Rochford Special Education Assistant (career enhancement opportunity)

**BIRDNECK**

1/11/2019 Chiquita Mercer Custodian I, 10 month, night (personal reasons)

**GLENWOOD**

1/29/2019 Kristle M. Lassister Custodian I, 10 month, night (personal reasons)

**SCHOOL/DEPARTMENT****POSITION****KEMPSVILLE**

1/29/2019	Janelle C. Jones	Physical Education Assistant (career enhancement opportunity)
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**KING'S GRANT**

1/25/2019	Dominique L. Hebert	Physical Education Assistant, .5 (relocation)
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**LYNNHAVEN**

1/18/2019	SjaDeidre Benton	Title I Assistant (continuing education)
1/25/2019	Breanna D. May	Pre-Kindergarten Assistant (family)

**SHELTON PARK**

1/11/2019	Sherritta L. Wood	Custodian I, 10 month, night (personal reasons)
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**THALIA**

1/29/2019	Jeffrey T. Blatt	Security Assistant, .4 (personal reasons)
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**RESIGNATIONS - MIDDLE SCHOOL****LANDSTOWN**

2/1/2019	Gabrielle S. Carpenter	Special Education Assistant (career enhancement opportunity)
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**LARKSPUR**

2/1/2019	Brandon Holloway	Security Assistant (career enhancement opportunity)
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**OLD DONATION**

4/8/2019	Megan M. Roten	School Office Associate, 12 month (family)
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**RESIGNATIONS - HIGH SCHOOL****COX**

1/22/2019	Rickey H. Wilson, Jr.	Custodian I, 12 month (career enhancement opportunity)
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**FIRST COLONIAL**

1/24/2019	Angela D. Cuffee	Custodian I, 10 month, night (career enhancement opportunity)
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**KELLAM**

4/15/2019	Daniel W. Smith	Principal (moving to another school system, public)
1/24/2019	Gabriella N. Atwood	Clinic Assistant, .5 (career enhancement opportunity)

**RENAISSANCE ACADEMY**

1/25/2019	Christopher T. Durham	Security Assistant (personal reasons)
2/1/2019	Latisha M. Person	School Office Associate II, 12 month (personal reasons)

**RESIGNATIONS - MISCELLANEOUS****DEPARTMENT OF BUDGET AND FINANCE**

2/28/2019	Vicki L. O'Rourke	Accounts Payable Technician (relocation)
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**OFFICE OF MAINTENANCE SERVICES**

1/25/2019	Antonio Duck	Electrical Craftsman II (career enhancement opportunity)
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**SCHOOL/DEPARTMENT****POSITION****OFFICE OF TRANSPORTATION AND FLEET MANAGEMENT SERVICES**

1/11/2019	Penny J. Rose	Bus Driver (family)
1/15/2019	Edwin M. Jimenez	Bus Assistant (health)
1/22/2019	Amber L. Edmondson	Bus Driver (expiration of long-term leave)
1/22/2019	Julia E. Subeh	Bus Driver (personal reasons)

**RETIREMENTS - ELEMENTARY SCHOOL****ROSEMONT**

2/28/2019	Carol McMasters	Special Education Assistant
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**WINDSOR WOODS**

2/28/2019	Mary-Ellen Davis	Special Education Assistant
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**RETIREMENTS - MIDDLE SCHOOL****KEMPSVILLE**

4/30/2019	Donald W. Drew	Special Education Assistant
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**RETIREMENTS - HIGH SCHOOL****BAYSIDE**

3/29/2019	Kenneth Cornick	Custodian IV, Head Day
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**COX**

1/31/2019	Constantine S. Passaris, II	Special Education Assistant
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**RETIREMENTS - MISCELLANEOUS****OFFICE OF TRANSPORTATION AND FLEET MANAGEMENT SERVICES**

3/29/2019	Donald W. Ricks	Bus Driver
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**OTHER EMPLOYMENT ACTIONS****ELEMENTARY  
CENTERVILLE**

6/18/2018	Mary M. Bare	Security Assistant (retired) Ms. Bare changed from resignation to retirement.
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**VIRGINIA BEACH CITY PUBLIC SCHOOLS  
PERSONNEL REPORT FEBRUARY 2019  
ASSIGNED TO THE INSTRUCTIONAL SALARY SCALE  
2018-2019**

<u>SCHOOL/DEPARTMENT</u>	<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
<b><u>APPOINTMENTS - ELEMENTARY SCHOOL</u></b>			
<b><u>GLENWOOD</u></b> 1/23/2019	Tamara S. Hogan	Reading Specialist	Virginia Polytechnic Institute and State University
<b><u>NEW CASTLE</u></b> 1/30/2019	Ashley D. Bush	Physical Education	Wright State University, OH
<b><u>PEMBROKE MEADOWS</u></b> 1/31/2019	Michelle Painter	Grade 1	Valparaiso University, IN
<b><u>ROSEMONT FOREST</u></b> 1/31/2019	Kylie M. Garrett	Grade 3	Rowan University, NJ
<b><u>THOROUGHGOOD</u></b> 1/30/2019	Destiny R. Kemper	Library Media Specialist	University of Florida
<b><u>APPOINTMENTS - MIDDLE SCHOOL</u></b>			
<b><u>BAYSIDE</u></b> 2/4/2019	Karla A. Barron	Keyboarding, .2	Regent University
<b><u>BAYSIDE 6TH GRADE CAMPUS</u></b> 1/24/2019	Kathleen Leatham	Grade 6	Weber State University, UT
<b><u>LANDSTOWN</u></b> 1/17/2019	Olivia W. Howell	Special Education	University of Virginia
<b><u>LYNNHAVEN</u></b> 1/28/2019	Anne D. Kittrell	Literacy	Old Dominion University
<b><u>APPOINTMENTS - HIGH SCHOOL</u></b>			
<b><u>KELLAM</u></b> 1/24/2019	Alyssa B. Shank	Spanish	Appalachian State University
2/1/2019	Daniel Webber	Social Studies, .2	Regent University
<b><u>LANDSTOWN</u></b> 1/24/2019	Samantha Krankka	Science, .4	William Woods University, MO
<b><u>APPOINTMENTS - MISCELLANEOUS</u></b>			
<b>NONE</b>			

<u>SCHOOL/DEPARTMENT</u>	<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
<b><u>RESIGNATIONS - ELEMENTARY SCHOOL</u></b>			
<b><u>GLENWOOD</u></b> 6/7/2019	Meghan Charlene Mathews	Special Education (personal reasons)	
<b><u>GREEN RUN</u></b> 6/17/2019	Mandy Heindl	Special Education (personal reasons)	
<b><u>HOLLAND</u></b> 1/26/2019	Deborah K. Sweeney	Grade 2 (death)	
<b><u>NEWTOWN</u></b> 2/1/2019	Margaret Tiner	Grade 2 (personal reasons)	
<b><u>RED MILL</u></b> 4/1/2019	Kimberly Benson	Reading Specialist (family)	
<b><u>WHITE OAKS</u></b> 6/17/2019	Angela L. McKay	Grade 4 (transfer of spouse)	
<b><u>WOODSTOCK</u></b> 1/15/2019	Ashley L. Hare	Grade 4 (accepted a private sector job)	
<b><u>RESIGNATIONS - MIDDLE SCHOOL</u></b>			
<b><u>BRANDON</u></b> 1/27/2019	Nancy R. Mitchell	English Second Language (death)	
<b><u>RESIGNATIONS - HIGH SCHOOL</u></b>			
<b><u>BAYSIDE</u></b> 02/01/19	William L. Copeland, Jr.	Math (personal reasons)	
<b><u>FIRST COLONIAL</u></b> 2/4/2019	Jessica J. Perkins	Math, .6 (personal reasons)	
<b><u>KELLAM</u></b> 2/1/2019	Hayley J. Guess	Math (relocation)	
<b><u>KEMPSVILLE</u></b> 2/1/2019	Taft P. Hickman	Health and Physical Education (personal reasons)	
<b><u>KEMPSVILLE</u></b> 2/5/2019	Jermal A. Quinn	English (personal reasons)	
<b><u>RENAISSANCE ACADEMY</u></b> 2/8/2019	Ruth A. McCarthy	Music (career enhancement opportunity)	
<b><u>RESIGNATIONS - MISCELLANEOUS</u></b>			
<b><u>OFFICE OF PROGRAMS FOR EXCEPTIONAL CHILDREN</u></b> 2/1/2019	Theresa R. Smith	Speech Language Pathologist (transfer of spouse)	
<b><u>RETIREMENTS - ELEMENTARY SCHOOL</u></b>			
<b><u>NEWTOWN</u></b> 4/30/2019	Lynn P. Walter	Special Education	
<b><u>SEATACK</u></b> 1/31/2019	Caron Camaione-Williams	Kindergarten	
<b><u>RETIREMENTS - MIDDLE SCHOOL</u></b> NONE			
<b><u>RETIREMENTS - HIGH SCHOOL</u></b> NONE			
<b><u>RETIREMENTS - MISCELLANEOUS</u></b> NONE			
<b><u>OTHER EMPLOYMENT ACTIONS</u></b> NONE			



**VIRGINIA BEACH CITY PUBLIC SCHOOLS  
PERSONNEL REPORT FEBRUARY 2019  
ADMINISTRATIVE APPOINTMENTS  
2018-2019**

**SCHOOL/DEPARTMENT**

**POSITION**

**APPOINTMENTS - ELEMENTARY SCHOOL**

**NONE**

**APPOINTMENTS - MIDDLE SCHOOL**

**LANDSTOWN**

2/13/2019

Jennifer J. Baxter      Assistant Principal

**APPOINTMENTS - HIGH SCHOOL**

**GREEN RUN**

2/13/2019

Mikaela S. Gilchrist      Assistant Principal

**APPOINTMENTS - MISCELLANEOUS**

**DEPARTMENT OF TEACHING AND LEARNING**

2/13/2019

Laura E. Silverman      Director, Title I Programs



**Subject:** Retreat Ad Hoc Committee **Item Number:** 12B

**Section:** Action **Date:** February 12, 2019

**Senior Staff:** N/A

**Prepared by:** School Board Members Daniel D. Edwards and Carolyn D. Weems

**Presenter(s):** School Board Members Daniel D. Edwards and Carolyn D. Weems

**Recommendation:**

That the School Board of the City of Virginia Beach establish an ad hoc committee consisting of three members to plan a retreat and tasked with recommending a date, venue, agenda, and facilitator to address both governance processes and student achievement.

**Background Summary:**

We believe there is a constructive need for a meaningful retreat addressing both governance processes and protocols and student achievement and other elements of the current strategic plan and the prospective strategic plan which is under development.

**Sources:**

Bylaws, policies and *Compass to 2020*.

**Budget Impact:**

TBD



**Subject:** Review of Select School's Plan for Continuous Improvement **Item Number:** 13

**Section:** Information **Date:** February 12, 2019

**Senior Staff by:** Donald E. Robertson, Jr., Ph.D., Chief Schools Officer, Department of School Leadership

**Prepared by:** Donald E. Robertson, Jr., Ph.D.

**Presenter(s):** Donald E. Robertson, Jr., Ph.D.

**Recommendation:**

That the School Board receive information on Select School's Plan for Continuous Improvement in advance of seeking approval of Plans for Continuous Improvement on Feb. 26, 2019.

Documents detailing Plans for Continuous Improvement (PCI) do not meet ADA requirements and, therefore, are not included this packet. For information, contact the Department of School Leadership at (757) 263-1088.

**Background Summary:**

The School Board received a workshop on January 22, 2019, with information on the School Improvement/Support and Plan for Continuous Improvement processes.

**Source:**

**Budget Impact:**