



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

School Board Services

Beverly M. Anderson, Chair
At-Large

Joel A. McDonald, Vice Chair
District 3 – Rose Hall

Daniel D. Edwards District 2 – Kempsville	Sharon R. Felton District 6 – Beach	Dorothy M. Holtz At-Large
Victoria C. Manning At-Large	Ashley K. McLeod At-Large	Kimberly A. Melnyk District 7 – Princess Anne
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, August 14, 2018

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"

INFORMAL MEETING

- 1. Convene School Board Workshop (einstein.lab) 4:00 p.m.**
 - A. School Board Administrative Matters and Reports
 1. School Adoption FY19 Sign-Up
 - B. Professional Learning Focus Areas for 2018-19
- 2. Closed Meeting: Personnel, Real Property, and Legal Matters**
- 3. School Board Recess..... 5:30 p.m.**

FORMAL MEETING

- 4. Call to Order and 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. Outdoor Track and Field Champion
 - B. Technology Student Association First Place Winners
 - C. Technology Student Association Future Technology Teacher First Place Winner
 - D. Virginia Association of Governmental Purchasing Buyer of the Year Award
 - E. ASBO International Certificate of Excellence in Financial Reporting
 - F. GFOA Certificate of Achievement for Excellence in Financial Reporting
- 7. Superintendent's Report**
- 8. Hearing of Citizens and Delegations on Agenda Items**

The 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.,



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School Board Regular Meeting Agenda (continued)

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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.

9. *Approval of Minutes:* July 10, 2018 Retreat/Abridged Regular Meeting

10. *Adoption of the Agenda*

11. *Consent Agenda*

- A. Recommendation of General Contractor: Princess Anne Middle School Replacement
- B. Legal Services Cooperative Agreement FY19

12. *Action*

Personnel Report / Administrative Appointments **UPDATED 8/15/2018**

13. *Information*

- A. Policy Review Committee Recommendations
 - 1. Policy 4-39 Employee Professional Development and Growth in Job Skills
 - 2. Policy 4-65 Meetings and Conferences
 - 3. Policy 5-17 Absences/Tuancy/Parental Notification
 - a. Regulation 5-17.1 Absences/Tuancy
 - 4. Policy 5-21 Student Suspensions and Expulsions
 - a. Regulation 5-21.1 Student Suspension and Expulsion

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. *Recess into Workshop* (if needed)

18. *Closed Meeting* (as needed)

19. *Vote on Remaining Action Items*

20. *Adjournment*



Subject: Professional Learning Focus Areas for 2018-2019 **Item Number:** 1B

Section: Workshop **Date:** August 14, 2018

Senior Staff: Donald E. Robertson, Ph.D., Chief Strategy and Innovation Officer

Prepared by: Donald E. Robertson, Jr., Ph.D., Chief Strategy and Innovation Officer
Thomas E. Ferrell, Jr., Ed.D., Director of Administrator Learning and Leadership
Janene K. Gorham, Ed.D., Director of Teacher Learning and Leadership
Department of Planning, Innovation, and Accountability

Presenter(s): Thomas E. Ferrell, Jr., Ed.D., Director of Administrator Learning and Leadership
Janene K. Gorham, Ed.D., Director of Teacher Learning and Leadership
Department of Planning, Innovation, and Accountability

Recommendation:

That the School Board receive information related to the 2018 professional learning focus areas.

Background Summary:

The presentation will provide the School Board with information regarding the 2018 professional learning focus areas for teachers, administrators, and support staff.

Source:

N/A

Budget Impact:

N/A



Subject: Outdoor Track and Field Long Jump Champion **Item Number:** 6A

Section: Student, Employee and Public Awards and Recognition **Date:** August 14, 2018

Senior Staff: Ms. Lauren Nolasco, Interim 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 School Board recognize Bayside High School 2018 graduate Cam'ron Browne who is the Virginia High School League's (VHSL) Class 6 outdoor track and field champion in the long jump.

Background Summary:

At the VHSL, Class 6 State Track and Field Championship held in June, Browne finished in first place in the boys long jump with a leap of 23 feet, 4.75 inches. Browne has been on the school's track team for four years and has been team captain two of those years.

Source:

Bayside High School

Budget Impact:

None



Subject: Technology Student Association First Place Winners **Item Number:** 6B

Section: Student, Employee and Public Awards and Recognition **Date:** August 14, 2018

Senior Staff: Ms. Lauren Nolasco, Interim 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 School Board recognize Tallwood High School's seven-member team who won first place at the Technology Student Association (TSA) state competition.

Background Summary:

A team of seven 2018 Tallwood High School graduates won first place at Virginia's TSA competition in the biotechnology design event held at the end of the school year. This student organization is devoted exclusively to the needs of students interested in technology. More than 150,000 middle and high school students in 2,000 schools spanning 48 states are members of this organization.

Source:

Tallwood High School

Budget Impact:

None



Subject: Technology Student Association Future Technology Teacher First Place Winner Item Number: 6C

Section: Student, Employee and Public Awards and Recognition **Date:** August 14, 2018

Senior Staff: Ms. Lauren Nolasco, Interim 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 School Board recognize Tallwood High School 2018 graduate Emily Birkler who won first place in the Future Technology Teacher event at the Technology Student Association (TSA) state competition.

Background Summary:

In this event, students must select an accredited college or university that offers technology education or engineering technology teacher preparation programs as a major. The student must then write a one-page simulated college essay about why he or she would like to become a teacher in that major. Participants also develop and present a lesson plan as part of the competition.

Source:

Tallwood High School

Budget Impact:

None



Subject: Virginia Association of Governmental Purchasing Buyer of the Year Award Item Number: 6D

Section: Student, Employee and Public Awards and Recognition **Date:** August 14, 2018

Senior Staff: Ms. Lauren Nolasco, Interim 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 School Board recognize VBCPS Procurement Specialist Carla Smith who was named the 2018 Buyer of the Year by the Virginia Association of Governmental Purchasing.

Background Summary:

This award is presented to an individual who has made significant contributions to the advancement of the purchasing profession. Smith's has contributed in numerous ways, including helping the division switch all of the division's 86 schools and administrative offices to an on-line, e-commerce, e-procurement system; helping reduce the approval time for requisitions from two weeks to approximately three hours; and helping a new school save more than \$700,000 in furnishing the building.

Source:

VBCPS Purchasing Department

Budget Impact:

None



Subject: ASBO International Certificate of Excellence in Financial Reporting **Item Number:** 6E

Section: Student, Employee and Public Awards and Recognition **Date:** August 14, 2018

Senior Staff: Ms. Lauren Nolasco, Interim 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 School Board recognize the Department of Budget and Finance for being awarded the Certificate of Excellence in Financial Reporting from the Association of School Business Officials International.

Background Summary:

Applicants for this award submit their Comprehensive Annual Financial Report (CAFR) which is reviewed by a team of professional auditors. Divisions who demonstrate financial transparency and quality financial information are awarded the Certificate of Excellence in Financial Reporting.

Source:

Association of School Business Officials International

Budget Impact:

None



Subject: GFOA Certificate of Achievement for Excellence in Financial Reporting **Item Number:** 6F

Section: Student, Employee and Public Awards and Recognition **Date:** August 14, 2018

Senior Staff: Ms. Lauren Nolasco, Interim 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 School Board recognize the Department of Budget and Finance for earning the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting.

Background Summary:

The Certificate of Achievement for Excellence in Financial Reporting is the highest form of recognition in governmental accounting and financial reporting. The award is presented to state and local governments that go beyond the minimum requirements of generally accepted accounting principles in preparing comprehensive annual financial reports by demonstrating the spirit of transparency.

Source:

Government Finance Officers Association

Budget Impact:

None



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

Section: Approval of Minutes **Date:** August 14, 2018

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 minutes of their July 10, 2018 retreat/abridged regular meeting as presented.

Background Summary:

Source:

Bylaw 1-40

Budget Impact:

N/A



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Aaron C. Spence, Ed.D., Superintendent

School Board Retreat/*Abridged* Regular Meeting MINUTES

Tuesday, July 10, 2018

Tidewater Community College Student Center Room 304
1700 College Crescent
Virginia Beach, VA 23453

- 1. *Call to Order and Roll Call:*** The School Board convened in Room 304 of the Student Center at Tidewater Community College at 8:27 a.m. In addition to Superintendent Spence, all School Board members were present with the exception of Vice Chair McDonald and Ms. Melnyk who Chairwoman Anderson announced were absent due to work and family obligations, respectively. Ms. McLeod departed the meeting early at 3:30 p.m.
- 2. *Approval of Minutes:*** June 26, 2018 Regular Meeting: Mr. Edwards made a motion, seconded by Ms. McLeod, that the School Board approve the minutes of their June 26, 2018 regular meeting as presented. The motion passed (ayes 9, nays 0).
- 3. *Adoption of the Agenda:*** Chairwoman Anderson called for a motion to adopt the agenda that included the addition of a second closed meeting for personnel matters as item 13. Ms. Riggs made the motion, seconded by Ms. Holtz, that the School Board adopt the agenda as amended. The motion passed (ayes 9, nays 0).
- 4. *Recommendations by the Blue Ribbon Panel on School Safety and Security:*** Marc A. Bergin, Ed.D., Chief of Staff, presented an overview on the work of the Blue Ribbon Panel commissioned to review school safety and security comprised of the Chief and Deputy Chief of the Virginia Beach Police Department, Captain and Lieutenant Commander from Naval Air Station Oceana, school principals, representative from the Department of Human Services, Coordinator in the Office of Student Support Services, and Coordinator of Psychological Services. He reported common themes and key findings derived from the input of 248 stakeholder participants from Teacher Assembly, community meeting, and through eTown Hall meetings regarding what the school division does well, gaps that may exist, and suggestions in the use of resources as they pertain to safety protocols, emergency preparedness and response; security infrastructure and personnel; and behavioral mental health. Below is an outline of panel recommendations developed around the same three overarching areas in which the State House Select Committee is focused:



- Safety Protocols, Emergency Preparedness, and Response
 - Refine and expand training and exercises with regards to emergency procedures
 - Implement a more robust system of preventative security
 - Conduct more frequent and unannounced safety audits
 - Strengthen procedures for controlling access into and within the school facility
- Safety infrastructure and Personnel
 - Reevaluate security personnel program (staffing, hiring, training, and responsibilities)
 - Strengthen infrastructure for controlling access to school sites (buildings and grounds; including security desk location and associated equipment)
 - Evaluate and increase use and location of cameras and sensors
 - Strengthen infrastructure for securing classrooms
- Behavior and Mental Health
 - Increase behavior and mental health staffing available to directly support students and aid in the early identification and support of students exhibiting mental health needs
 - Increase mental health awareness through training for all staff and stakeholders (staff, students, families, and security personnel)
 - Increase community engagement and collaboration with partner agencies

Next steps called for the division's new Chief Operations Officer and Chief Academic Officer to develop a division security update plan to address recommendations (short/long range strategies, timeline, responsible staff) to include:

- Develop and implement both immediate and long-term training needs/expansion
- Re-allocate and/or accelerate the use of existing resources as appropriate (e.g., implementation of buzz-in system during SY2018-19, role expectations for mental health, training for security personnel, etc.)
- Prepare budget implications for the School Board's FY2019-20 discussion, to include state support for recommendations from the State Select Committee

This portion of the meeting concluded at 9:05 a.m.

5. **Closed Meeting (1 of 2): Public Safety Matters:** Mr. Edwards made a motion, seconded by Ms. Riggs, that the School Board recess into a closed session pursuant to the exemptions from open meetings allowed by Section 2.2-3711, Part A, Paragraph 19 of the *Code of Virginia*, 1950, as amended, for Public Safety Matters: Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of § 2.2-3705.2, where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility,



building or structure, namely to discuss findings of Blue Ribbon Committee on School Safety regarding school safety and security issues. The motion passed (ayes 9, nays 0), and the School Board entered into a closed meeting at 9:12 a.m.

Individuals present for discussion: School Board members with the exception of Vice Chair McDonald and Ms. Melnyk who were absent from the meeting; Superintendent Spence; Marc A. Bergin, Ed.D., Chief of Staff; Farrell E. Hanzaker, Chief Financial Officer; Ramesh K. Kapoor, Chief Information Officer; John A. Mirra, Chief Human Resources Officer; Donald E. Robertson, Jr., Ph.D., Chief Strategy and Innovation Officer; Rashard J. Wright, Chief Schools Officer; Lesley L. Hughes, Ed.D., Interim Chief Academic Officer; Daniel F. Keever, Senior Executive Director of High Schools; Cheryl R. Woodhouse, Senior Executive Director of Middle Schools; Shirann C. Lewis, Senior Executive Director of Elementary Schools; Virginia Beach Police Chief Cervera; Virginia Beach Deputy Police Chief Dean; Lieutenant Commander Harville from Naval Air Station Oceana; Bayside Middle School Principal Johnson; Landstown High School Principal Askew; James Thornton from the Department of Human Services; Robert Jamison, Coordinator in the Office of Student Support Services; Karin DiMaggio, Coordinator of Psychologic Services; representatives from the Office of Safety and Loss Control Richard M. Ponti, Director; Daniel J. Anglin, Coordinator; Christa Markert, Specialist; and Michael A. Maloney; Robert W. "Wendell" Jenkins, Jr.; Coordinator, Maintenance; 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 10:30 a.m.

Certification of Closed Meeting: Mr. Edwards made a motion, seconded by Ms. Rye, 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 9, nays 0).

Break

(10:31 a.m.)

6. Findings from Long Range Facilities Plan Study (10:45 a.m.)

Tracy Richter, President of Cooperative Strategies, along with Tony L. Arnold, Executive Director of Facilities Services, presented an executive summary on the process that began in the fall of 2017 to update the 2007 Long Range Facility Master Plan outlining the timeline for school modernization and replacement. Status of the \$60 million funding scenario with six percent yearly escalation included in the 2007 plan was provided along with a review of completed projects. They explained the process of creating a steering committee consisting of students, parents, teachers, staff and community members to guide and assist in the plan's development to include large community forums and online surveying allowing for over 3,000 participants in the current planning. Areas of study included student demographics, current and projected enrollment, facility capacity, utilization and condition as well as a focus on the educational



framework as it relates to teaching and learning and the graduate profile. They reported at the first set of community meetings, the top two capital project priorities identified were based upon the building's physical condition/age and ability to accommodate school programming needs. Options were then developed to replace fifteen facilities with the highest Total Condition Index (TCI) which considers both the condition and educational adequacy. Options to address the high TCI facilities were developed at multiple funding levels and presented at a second community meeting to determine the preferred level of funding. The schools identified in the table below represent the top 15 candidates for replacement, and the order of schools shown below is based solely on the TCI. Actual order of projects is subject to change and may be influenced by factors such as building utilization, educational programming, funding, and swing space availability.

Next 15 School Replacement Candidates	Original Construction Date	Square Footage	School Facility Condition Index	Educational Adequacy Factor	Total Condition Index
Princess Anne High	1954	228,860	0.745	1.591	1.185
BF Williams* (4-5) + Old Aragona Elementary (Bayside 6)	1963/1957	134,152	0.802	1.322	1.068
Princess Anne Elementary	1956	77,953	0.705	1.490	1.050
Kempsville High	1966	202,665	0.705	1.473	1.038
Green Run Elementary	1976	58,275	0.677	1.400	0.948
First Colonial High	1966	178,266	0.657	1.352	0.889
North Landing Elementary	1975	60,280	0.750	1.143	0.857
Kempsville Middle	1969	136,287	0.622	1.363	0.848
Bayside Middle	1969	180,134	0.626	1.321	0.827
Bayside High	1964	200,816	0.616	1.329	0.819
Fairfield Elementary	1976	58,280	0.620	1.280	0.794
Lynnhaven Middle	1974	140,099	0.581	1.341	0.779
Independence Middle	1974	137,656	0.610	1.270	0.775
Holland Elementary	1967	73,956	0.674	1.136	0.766
White Oaks Elementary	1977	77,333	0.591	1.278	0.755

*BF Williams replaced as a 4th-6th grade school, housing current Bayside 6th grade students

Four funding scenarios were presented along with the number and type of facilities that could be constructed under each scenario based on a 5% yearly escalation of construction costs and a 3% yearly escalation in funding for all scenarios:

Capital Renewal¹	CIP²	Number and type of facilities that could be constructed within the 15 year program
\$20 million	\$20 million (approx. current level of funding)	- 2 high schools



Capital Renewal ¹	CIP ²	Number and type of facilities that could be constructed within the 15 year program
\$20 million	\$40 million (doubles CIP allocation)	- 2 high schools - 1 middle school - 4 elementary schools
\$20 million	\$60 million (triples CIP allocation)	- 3 high schools - 2 middle schools - 5 elementary schools
\$20 million	\$80 million (quadruples CIP allocation)	- 4 high schools - 4 middle schools - 7 elementary schools

¹ Capital Renewal funding is for annual expenditures for school condition and minor space improvement to include replacement of HVAC systems, roofing systems, windows, flooring systems, minor renovations to educational space, and other identified facility condition improvement needs

² Capital Improvement Program (CIP) funding is allocated for new construction and/or modernization projects

Farrell E. Hanzaker, Chief Financial Officer, provided a cursory overview of potential financing options and the pros and cons of each. Following discussion, Superintendent Spence explained the financial landscape will be explored with the City and reported to the School Board in October for consideration within the budget development process; but for now, he was seeking the School Board's support for the Long Range Facility Plan consisting of 15 school replacements in the order recommended. There being no objection, a public presentation was scheduled for an upcoming regular School Board meeting for subsequent approval.

Lunch

(11:48 a.m.)

7. **2Revolutions Update..... (12:28 p.m.)**

2Revolutions founder and partner, Todd Kern, along with Rachel Lopkin, consultant, presented an overview of the education design lab's work to design, build and implement new learning models that prepare students for success in the future. They reported the division had been selected from among 16 potential national partners because of its eager, high-capacity, forward-thinking, innovative statewide policy environment, advanced level of readiness with existing knowledge of innovation, design, Science Technology Engineering Math (STEM), leveraging innovative assessment strategies and strong division strategic plan. Also noted was that the work is not only fully funded by the Carnegie Foundation, but the division will receive \$150,000 based on prototyping networks. They reported on status of their work, outcomes from community based visioning sessions identifying assets and barriers, and next steps in order to identify and recommend potential scalable solutions to district officials in June 2019.



8. *Going Deep with Compass 2020* (1:34 p.m.)

Donald E. Robertson, Jr., Ph.D., Chief Strategy and Innovation Officer in the Department of Planning, Innovation, and Accountability, presented a status report on the division's strategic plan – *Compass to 2020* – specifically in the areas of fostering student agency, digital expansion, academic and career planning, ongoing support for students with disabilities, student response teams, positive behavioral intervention and supports, and mediation. Also demonstrated was the division's webpage that provides the strategic framework, reports progress, and outlines the journey. Noting equity as an ever present emphasis, he presented the following SY2018-19 strategic action agenda

Continuing focus on	Expanding focus to include
<ul style="list-style-type: none">• Fostering student agency• Creating future ready students• Supporting students with disabilities• Using restorative practices• Implementing Positive Behavioral Interventions and Supports (Select Schools)• Integrating the use of additional devices	<ul style="list-style-type: none">• Implementing changes to the Professional Learning Program for teachers• Phasing in Schoology across the school division

Finally, the timeline was presented for developing the next strategic planning model for implementation in July 2020, and School Board members offered suggestions of what should be included in the process.

Break

(2:10 p.m.)

9. *FY2019-20 Budget Priorities* (2:30 p.m.)

Farrell E. Hanzaker, Chief Financial Officer, launched the FY2019-20 pre-budget discussion by presenting a brief economic update indicating a positive forecast; an overview of budget goals and challenges; and outline of kindergarten expansion costs and use of the non-dedicated portion of funds.

A. Compensation:

1. Teacher raises as a result of state approved 3%: Farrell E. Hanzaker, Chief Financial Officer, reviewed provisions in the final state budget bill related to compensation which provides a three percent Compensation Supplement in fiscal year 2020 increasing projected state distributions to school divisions. He explained the budget language provides funding for the Compensation Supplement for the state's share of a three percent salary increase for all funded Standards of Quality (SOQ) instructional and support positions with an effective starting date of July 1, 2019 noting local participation is optional, but requires school divisions provide at least a three percent salary increase during the 2018-2020 biennium – either in the first year or second year or through a combination of the two years.
2. Allowances for Advance Degrees, Additional Duty Supplements, and Stipends: John A. Mirra, Chief Human Resources Officer, presented a report on allowances,



additional duty supplements, and stipends to include definitions and information on management. After reviewing a comparison to surrounding districts for FY19 which placed the division 6th and 7th in the ranking, a solution was proposed for a percentage to be funded over a three-year period. Next steps were to explore the ability to include increasing the educational allowances as part of the *Superintendent's Estimate of Needs for FY2019-20*, and establish an Additional Duty Supplements Oversight Committee to review the program in order to provide recommendations for program modifications and/or increases.

3. School Board Member Compensation: In response to a School Board's member request for discussion of a potential increase in School Board member compensation, the School Board received information on compensation of School Board members in the Hampton Roads school divisions as well as similarly sized school divisions in the state. School Board's Legal Counsel, Kamala H. Lannetti, Deputy City Attorney, advised of requirements for the School Board to entertain an increase. In consideration of the challenges outlined for allowances, additional duty supplements, and stipends, and other budget priorities and unmet needs, there appeared to be majority consensus to not pursue an increase in School Board member compensation at this time.

B. Budget Priorities

1. Unmet Needs: The School Board was provided with a list of unmet needs going into fiscal year 2019-20
2. Blue Ribbon Panel Recommendations: Panel recommendations were presented in the morning session with next steps to include preparing budget implications for the School Board's FY2019-20 discussion to include state support for recommendations from the State Select Committee.
3. Capital Improvement Program (CIP): Budget considerations were presented during the report on the findings from the Long Range Facilities Plan Study with plans for funding scenarios to be explored with the City and reported back to the School Board in October.
4. An Achievable Dream Academy (AADA): As chair of An Achievable Dream Academy Ad Hoc Committee, Mr. Edwards advised of potential budget implications to continue An Achievable Dream Academy (AAD) program on a long-term basis. He reported the Committee's review of detailed facility requirements and thorough consideration of Lynnhaven Middle School, concluding it could not meet the program's goals and intentions as a long-term solution. Superintendent Spence acknowledged the Committee's interest in wanting to continue the program and advised of conversations internally and with An Achievable Dream Academy



(AADA) around location and meeting certain caveats outlined in the Agreement specifically as it relates to enrollment goals as a K-12 program. He reported a review of division assets suggests Laskin Road Annex (LRA) as the only potential option, and presented a brief on components being discussed with AADA in the area of funding for renovations, the potential for city-wide transportation, and continuing recruitment efforts. After affirming the School Board's interest in continuing a full program despite a decline in enrollment while recruitment efforts are trending up, Superintendent Spence suggested expanding the committee to include Seatack and community-based representatives as well as a member of the AADA Board to discuss the potential for a long term plan being located at the Laskin Road Annex.

- C. Other Budget Priorities: Superintendent Spence asked the School Board to identify other budget priorities to provide guidance in the development of the Superintendent's Estimate of Needs FY2019-20 and/or to be considered once local and state funding has been established. Suggestions were made in the area of employee compensation; increases in allowances for advance degrees, additional duty supplements, and stipends; secondary class size; field turf; and ensuring students have access to all classes requested. Additionally, although majority of the School Board agreed to not pursue an increase in School Board member compensation at this time, a suggestion was made got School Board members to receive a stipend similar to what is provided to senior staff for mobile phone plans. Superintendent Spence asked for any additional suggestions to be submitted to him, the Chief of Staff and Chief Financial Officer.

At this time, Ms. McLeod departed the meeting.

10. *Culturally Responsive Practices* (3:30 p.m.)

Lesley L. Hughes, Ed.D., Interim Chief Academic Officer; James M. Pohl, Ph.D., Executive Director of Secondary Teaching and Learning; and LaQuiche R. Parrott, Ed.D., Director of Opportunity and Achievement, presented information on a focus of Culturally Responsive Practices (CRP) set forth as a result of recommendations by the Student Discipline Task Force to guide how the division addresses cultural responsiveness through both the use of culturally relevant materials embedded within the curriculum, as well as best practices related to the promotion of cultural responsiveness. CRP was explained as an approach that honors student differences within classrooms by providing a personalized learning experience for each student with an emphasis on who is being taught in addition to what is being taught. Results of a workgroup formed to develop a common language around CRP that is aligned to division-wide strategic goals and actions were presented, along with a synopsis of the implications for the work of curriculum writing and implementation. Also presented was an overview of how the Department of Teaching and Learning is integrating practices and consistently working to embed instructional strategies and provide resources designed to leverage high academic expectations for every student including providing resources developed to support teachers to incorporate critical



thinking, communication, collaboration, creativity, and citizenship (known as the 5C's) into daily learning. Examples of CRP in action were provided, and Parkway Elementary School Principal, Krista Arnold; and Library Media Specialist, Kristen Hildum, shared the school's process of building a culturally responsive library that provides access, opportunity and excitement.

11. *Reflections on Today and Future Workshop Topics* (4:17 p.m.)

Reflecting on the day's presentations, Superintendent Spence asked School Board members to identify potential future workshops. Suggestions made were related to the curriculum of the full-day kindergarten program compared to the half-day program, a follow-up to recommendations proposed by the Blue Ribbon Panel, and outcome of the overview of Culturally Responsive Practices (CPR) after the citywide principal meeting.

12. *Action: Personnel Report / Administrative Appointments*..... (4:20 p.m.)

Ms. Riggs made a motion, seconded by Ms. Holtz, that the School Board approve the appointments and accept the resignations, retirements and other employment actions as listed on the Personnel Report dated July 10, 2018 along with two administrative appointments as recommended by the Superintendent. The motion passed (ayes 8, nays 0), and Superintendent Spence introduced Roni S. Myers-Daub, current Coordinator of Special Education in the Office of Programs for Exceptional Children, as the new Executive Director of the Office of Programs for Exceptional Children in the Department of Teaching and Learning effective July 11, 2018; and Kenneth D. Vaughan, current Assistant Principal of Bayside High School, as the new Principal of Independence Middle School effective July 11, 2018.

13. *Closed Meeting (2 of 2): Personnel Matters:* Mr. Edwards made a motion, seconded by Ms. Felton, that the School Board recess into a closed session pursuant to the exemptions from open meetings allowed by Section 2.2-3711, Part A, Paragraph 1 of the *Code of Virginia*, 1950, as amended, for Personnel Matters: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees pursuant to Section 2.2-3711, (A) (1); namely to discuss assignment of personnel and potential hiring decisions.

The motion passed (ayes 8, nays 0) and the School Board entered into a closed meeting at 4:27 p.m.

Individuals present for discussion: School Board members with the exception of Vice Chair McDonald and Ms. Melnyk who were absent from the meeting, and Ms. McLeod who departed the meeting early; Superintendent Spence; 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 4:40 p.m.

Certification of Closed Meeting: Mr. Edwards 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 8, nays 0).

- 14. *Adjournment:*** There being no further business before the School Board, the meeting adjourned at 4:45 p.m.

Respectfully submitted:

Dianne P. Alexander, Clerk of the School Board

Approved:

Beverly M. Anderson, School Board Chair



Princess Anne Middle School Replacement

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

Section: Consent **Date:** August 14, 2018

Senior Staff: Mr. David L. Pace, Acting 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 McKenzie Construction Company Corporation for the replacement of Princess Anne Middle School in the amount of \$63,729,000.

Background Summary:

Project Architect:	RRMM Architects
Contractor:	McKenzie Construction Company Corporation
Contract Amount:	\$63,729,000
Construction Budget:	\$65,085,000
Number of Responsive Bidders:	2
Average Bid Amount:	\$65,362,500
High Bid:	\$66,996,000

Source:

Budget Impact:

CIP 1-056



Subject: Cooperative Agreement for Legal Services FY19 **Item Number:** 11B

Section: Consent **Date:** August 14, 2018

Senior Staff: Kamala H. Lannetti, Deputy City Attorney

Prepared by: Kamala H. Lannetti, Deputy City Attorney

Presenter(s): Kamala H. Lannetti, Deputy City Attorney

Recommendation:

That the School Board approve the Cooperative Agreement for Legal Services for FY19.

Background Summary:

The School Board and the City Council have had a Cooperative Agreement for Legal Services since FY96. This agreement is not a contract but a working agreement between the two elected bodies to share in legal resources provided by the City Attorney's Office. For FY19, the City Attorney will provide approximately 5,775 legal service hours (3.5 attorneys and one paralegal) for an annual estimated cost of \$612,793.85. For FY19, the City Attorney's Office will hire a full time office assistant to provide administrative services to the City Attorney's Office for the School Board. This new office assistant is anticipated to begin as soon as the hiring process is complete.

Source:

Virginia Code §22.1-82, as amended and School Board Bylaw 1-5, as amended.

Budget Impact:

\$612,793.85

**COOPERATIVE AGREEMENT BETWEEN THE CITY COUNCIL
AND THE SCHOOL BOARD OF THE CITY OF VIRGINIA BEACH
PERTAINING TO LEGAL SERVICES TO BE PROVIDED TO THE
SCHOOL BOARD AND SCHOOL ADMINISTRATION BY THE
OFFICE OF THE CITY ATTORNEY IN FISCAL YEAR 2019**

Factual Background:

1. **City Charter Authority.** Chapter 9 of the Charter of the City of Virginia Beach, Virginia (“City Charter”) provides that the City Attorney shall be the chief legal advisor of the City Council, the City Manager, and all departments, boards, commissions and agencies of the City in all matters affecting the interests of the City, and that he shall have such powers and duties as may be assigned by the City Council.

2. **Appointment of City Attorney.** The City Charter also provides that the City Attorney is appointed by the City Council and serves at its pleasure.

3. **School Board Authority.** The School Board is established by the Virginia Constitution, the City Charter, and provisions of general law, and is a body corporate vested with all of the powers and duties of local school boards conferred by law, including the right to contract and be contracted with, to sue and be sued, and to purchase, take, hold, lease, and convey school property both real and personal.

4. **School Board Authority to Hire Legal Counsel.** The School Board is authorized by Section 22.1-82 of the Code of Virginia (1950), as amended, to employ counsel to advise it, and to pay for such advice out of funds appropriated to the School Board.

5. **Recognized Reasons to Share Legal Services.** Both the City Council and the School Board have recognized that the reasons for sharing services of the City Attorney’s Office include potential savings to taxpayers, expertise of the City Attorney’s Office in City Council and School Board matters, institutional memory, and the ability of the City Attorney’s Office to

provide a wide range of legal services to the School Board based on the expertise of the attorneys in numerous specialized areas of the law.

6. **Professional Judgment of City Attorney.** The Virginia Rules of Professional Conduct for the Legal Profession require the independent professional judgment of the Office of the City Attorney on behalf of its clients.

7. **Potential Ethical Conflicts.** The City Council and the School Board recognize that the potential for conflicting interests between the City Council and School Board may arise and that, in such cases, the City Attorney must refrain from representation of interests which may conflict.

8. **Identification of Conflicts.** The City Council and the School Board also recognize that they must work together and with the City Attorney to identify any real or perceived potential for conflict at the earliest possible time, advise each other and the City Attorney of any such conflict as soon as it arises so as not to compromise the interests of the City Council or the School Board, and assist the City Attorney in avoiding any violation or appearance of violation of the Code of Professional Responsibility.

9. **Continuation of Services.** The City Council and the School Board further recognize that it remains in the best interest of the taxpayers of the City for the School Board to continue to use the legal services of the Office of the City Attorney to the extent that no real or perceived conflict is present, and to the extent the City Attorney is budgeted and staffed to handle assigned legal business of the School Board.

Objectives:

The objective of this Cooperative Agreement is to define the scope and nature of the relationship between the City Attorney's Office and the School Board, to provide for the delivery

of designated legal services to the School Board, and to avoid any real or perceived conflict in the delivery of those services.

Agreement:

NOW, THEREFORE, the City Council and the School Board hereby agree as follows:

1. **Legal Staffing.** The Office of the City Attorney will provide the equivalent of three and one half (3 ½) attorney positions, one (1) paralegal position, and one (1) office assistant during FY2019. The services to be provided as follows:

A. The City Attorney will assign three attorneys on-site at the School Administration Building for provision of legal services to the School Board and the School Administration. As determined by the City Attorney, the attorneys will devote substantially all of their time (i.e., approximately 5,775 hours per year) to the provision of legal services to the School Board and School Administration. For the term of this Agreement, those attorneys will be Kamala H. Lannetti, Deputy City Attorney, and Dannielle Hall-McIvor, Associate City Attorney, and Matthew R. Simmons Assistant City Attorney. The City Attorney reserves the right to reassign attorneys to meet the legal needs of the School Board and School Administration in accordance paragraph 1D.

B. The City Attorney will dedicate one Paralegal on-site at the School Administration Building who will devote substantially all of his/her time to the support of legal services to the School Board and School Administration.

C. The remaining attorney hours will be provided by the other attorneys in the Office, based upon their various areas of expertise with school-related legal issues, student services, real estate matters, human resources and employee benefits

matters, contracts, general administrative and procedural issues, litigation, and other legal matters. Attorneys assigned to handle School Board matters will remain on-call to handle legal matters throughout the week. The City Attorney's Office will endeavor to handle as many legal matters in-house as it is capable of handling subject to the provisions of this Agreement.

D. During the term of this Agreement, and subject to reassignment in the judgment of the City Attorney, the selection of the assigned attorneys shall be mutually agreed upon by the City Attorney and the School Board. Additionally, if a majority of the Members of the School Board expresses dissatisfaction with the legal services provided by the assigned attorney, or by any other attorney providing services to the School Board, the City Attorney will meet with the School Board to discuss and evaluate its concerns. Furthermore, if the School Board and the City Attorney agree that the most reasonable way to address the School Board's concerns is to assign another attorney or other attorneys to represent the School Board, the City Attorney will use his best efforts to make such an assignment(s) as soon as possible.

2. **Communication and Reports.** Throughout the term of this Agreement, the Office of the City Attorney will maintain an open line of communication with the School Board and the Division Superintendent, and will keep each apprised, on a regular basis, of the status of all legal matters being handled on behalf of the School Board and School Administration; provided, however, that the Office of the City Attorney shall not communicate with the Superintendent concerning those matters being handled on a confidential basis for the School Board or for individual School Board Members in accordance with applicable School Board policies and

applicable provisions of the Superintendent's contract. Additionally, the Office of the City Attorney will provide the Superintendent and the School Board an annual report of the legal services and attorney hours provided pursuant to this Agreement and, upon request of the School Board, the School Board Chairman, or the Superintendent, will identify the amount of attorney hours expended in response to inquiries from individual School Board Members.

3. **Management of Legal Affairs.** The City Council and the School Board recognize and understand that the School Board shall be responsible for the management of its legal matters; that, to the extent contemplated by this Agreement, the City Attorney shall be designated as the chief legal advisor of the School Board and the School Administration, and shall assist the School Board and School Administration in the management of the School Board's legal matters; and that the City Attorney or his designee shall report to the School Board concerning those matters he has been assigned by the School Board to manage and/or handle on its behalf.

4. **Ethical Conflicts Concerning Representation of Parties.** The City Council and the School Board recognize the potential for real or perceived conflicts in the provision of legal services by the City Attorney, and agree to be vigilant in advising the City Attorney of such issues as they arise. Additionally, the City Council and the School Board understand that in such cases, the City Attorney will refrain from participation on behalf of the School Board but, to the extent ethically permissible in accordance with the Rules and Procedures of the Virginia State Bar, will continue representation of the City Council.

5. **Ability to Provide Legal Services.** The City Council and the School Board further recognize that the ability of the City Attorney's Office to provide legal services to the School Board is limited by the attorney hours allocated pursuant to this Agreement, the other provisions of this Agreement, and ethical constraints as they may arise.

6. **Nature of Agreement.** The parties agree that this Cooperative Agreement is not a contract to be enforced by either party but is rather an agreement setting forth the understanding of the parties regarding the parameters within which the Office of the City Attorney will provide legal services to the School Board and School Administration.

7. **Payment for Services.** The City shall forward to the School Board IDT requests in the amount of \$612,793.85 from its FY 2019 Operating Budget to the FY 2019 Operating Budget of the Office of the City Attorney to fund the annual salaries, benefits, and certain administrative costs of three and one half (3.5) attorneys, one (1) Paralegal, and one (1) Office Assistant. IDT requests of 50% of the total shall be made by the City and funds transferred by the School Board on or about July first and January first.

8. **Term and Termination of Agreement.** This Cooperative Agreement shall commence with the fiscal year of the parties which begins July 1, 2018 and ends June 30, 2019, and may be revised, as necessary, and renewed each fiscal year thereafter; provided, however, that each party shall give the other party notice of any intention to revise or not to renew the Agreement within one hundred twenty (120) days of the date of expiration of this Agreement, or any renewal hereof, in order that the other party will have the opportunity to make appropriate budget and staffing adjustments.

The parties hereby agree to the terms set forth above.

**SCHOOL BOARD OF THE CITY OF
VIRGINIA BEACH**

By: _____
Beverly M. Anderson, Chairman

School Board of the City of Virginia Beach:

This Cooperative Agreement was approved by majority vote of the School Board of the City of Virginia Beach, Virginia on _____, 2018.

By: _____
School Board Clerk

**CITY COUNCIL OF THE CITY OF
VIRGINIA BEACH**

By: _____
Louis Jones, Mayor

City Council of the City of Virginia Beach:

This Cooperative Agreement was approved by majority vote of the City Council of the City of Virginia Beach, Virginia on _____, 2018.

By: _____
City Clerk



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

Section: Action **Date:** August 14, 2018

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 August 14, 2018, 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 AUGUST 2018
ASSIGNED TO THE UNIFIED SALARY SCALE**

2018-2019

SCHOOL/DEPARTMENT**POSITION****APPOINTMENTS - ELEMENTARY SCHOOL****BAYSIDE**

7/2/2018	Evelin C. Skinner	School Office Associate II, 12 month
8/28/2018	Natalie Whitelam	Kindergarten Assistant

BIRDNECK

8/17/2018	Justine Charbonier	School Office Associate II, 10 month
8/28/2018	Krista Williams	Special Education Assistant

COOKE

8/17/2018	Deborah Simmons	School Office Associate II, 10 month
8/28/2018	Christa J. Watts	Special Education Assistant, .5

DIAMOND SPRINGS

8/17/2018	Heather Henry	Cafeteria Manager I
8/28/2018	Jie Lian	Title I Assistant
8/28/2018	Paraskeve Giannoutsos	Title I Assistant
8/28/2018	Shannon L. Wilson	Title I Assistant

GLENWOOD

8/28/2018	Jessica Durkalski	Kindergarten Assistant
8/28/2018	Valerie Orner	Special Education Assistant

HERMITAGE

8/23/2018	Jessica Stevens	School Nurse
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HOLLAND

8/28/2018	Christina Goad	Special Education Assistant
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INDIAN LAKES

7/2/2018	Deshana Linsey	Custodian II Head Night, 12 month
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KING'S GRANT

8/17/2018	James Keeney	Custodian I, 10 month night
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LUXFORD

8/17/2018	Charity Jobe	Cafeteria Manager
8/28/2018	Danielle L. Majewski	Kindergarten Assistant
8/28/2018	Shaquita Anderson	Kindergarten Assistant
8/28/2018	Tracy L. Royals	Physical Education Assistant

MALIBU

8/28/2018	Breisja A. Jennings	Physical Education Assistant
8/28/2018	Samarah Delgadillo	Kindergarten Assistant

NEW CASTLE

8/28/2018	Jeanette M. Kniseley	Special Education Assistant
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NEWTOWN

8/28/2018	Bradley Dyson	Physical Education Assistant
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NORTH LANDING

8/28/2018	Victoria Mosley	Physical Education Assistant, .5
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OCEAN LAKES

8/28/2018	Jessica M. Wyatt	Special Education Assistant
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PARKWAY

8/17/2018	Alonzo L. Bullock	Custodian I, 10 month, night
8/28/2018	Heather H. Eure	Pre-Kindergarten Assistant

SCHOOL/DEPARTMENT**POSITION**

8/28/2018 <u>PEMBROKE</u>	Lori B. Jensen	Title I Assistant
8/1/2018	Jeffrey Johnson	Custodian I, 12 month
8/1/2018	Veronica M. Lynch	Custodian II, Head Night
8/17/2018	Margaret V. Derrick	Cafeteria Manager
8/28/2018	Georgette Chavis	Clinic Assistant
<u>POINT O' VIEW</u>		
7/19/2018	Brianne Collier	School Office Associate II, 12 month
8/28/2018	Shannon N. Estep	General Assistant, .5
<u>PRINCESS ANNE</u>		
7/16/2018	Charity R. Carlock	School Office Associate II, 12 month
8/28/2018	Bonaflor B. Cabautan	Special Education Assistant
8/28/2018	Deborah M. Fogarty	Kindergarten Assistant
8/28/2018	Jaimelee L. Milo	Special Education Assistant
<u>PROVIDENCE</u>		
8/23/2018	Patricia L. Pienkowski	School Nurse
<u>SALEM</u>		
8/23/2018	Paulette M. Ullom	School Nurse
<u>STRAWBRIDGE</u>		
8/1/2018	Sheila Y. Spruill	Custodian II, Head Night
8/28/2018	Jennifer D. Stohrer	Kindergarten Assistant
<u>TALLWOOD</u>		
8/28/2018	Camisha A. Townsend	Special Education Assistant
8/28/2018	DJuan T. Tucker	General Assistant
<u>THALIA</u>		
7/24/2018	Sarah H. Branch	School Administrative Associate I
<u>THOROUGHGOOD</u>		
8/28/2018	Kelly A. Killingbeck	Kindergarten Assistant, .5; Physical Education Assistant, .5
8/28/2018	Denise B. Gideon	Special Education Assistant
<u>TRANTWOOD</u>		
8/28/2018	Devon R. Cassidy	Security Assistant
<u>WHITE OAKS</u>		
8/28/2018	Monica E. Daniels	Pre-Kindergarten Assistant
<u>WINDSOR OAKS</u>		
8/17/2018	Andrea R. Williams	School Office Associate II, 10 month
8/28/2018	Lauren A. Dodson	Physical Education Assistant
<u>WINDSOR WOODS</u>		
8/28/2018	Amy T. Simpson	Kindergarten Assistant
8/28/2018	Lisa C. Snare	Special Education Assistant

APPOINTMENTS - MIDDLE SCHOOL**BAYSIDE 6TH GRADE CAMPUS**

7/16/2018	Dianna L. Ralston	Custodian I, 12 month, night
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LANDSTOWN

8/17/2018	Ma Theresa P. Dela Cruz	Custodian I, 10 month
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LARKSPUR

8/28/2018	Adrienne R. Haynes	Special Education Assistant
8/28/2018	Ricky A. Barden Jr.	Security Assistant

LYNNHAVEN

8/28/2018	Tawana M. Royal Thompson	Special Education Assistant
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OLD DONATION

8/17/2018	Susan J. Marihew	Baker, 6 hours
8/28/2018	Christopher M. Armistead	Physical Education Assistant

SCHOOL/DEPARTMENT**POSITION****APPOINTMENTS - HIGH SCHOOL****ADULT LEARNING CENTER**

7/2/2018	Lisa Belcher	Foundation Transition Planner, .8
7/2/2018	Monique Edghill	Financial Assistant, .6
9/4/2018	Rachel Pressler Rudman	ALC General Assistant

GREEN RUN COLLEGIATE

7/16/2018	Tonia R. Waters	Instructional Specialist
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KELLAM

8/28/2018	Darrin C. Savino	Security Assistant, .4
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KEMPSVILLE

7/11/2018	Christopher J. Arrington	Custodian II, night
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LANDSTOWN

8/28/2018	Latisha Martinez	Security Assistant
8/28/2018	William M. Kraus	Special Education Assistant

PRINCESS ANNE

8/28/2018	Alicia Dixon	Special Education Assistant
8/28/2018	Shirley A. Ihrig	Clinic Assistant

SALEM

8/28/2018	Keena J. Bailey	ISS Coordinator
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TALLWOOD

8/17/2018	Enrique Guanlao	Custodian I, 10 month, night
8/28/2018	Tyler B. Fortune	Special Education Assistant

APPOINTMENTS - MISCELLANEOUS**DEPARTMENT OF TECHNOLOGY**

8/2/2018	Emmett Barnard III	Technology Support Technician
8/6/2018	Maxwell Sarosdy	Technology Support Technician
8/21/2018	James Neal	Technology Support Technician

DEPARTMENT OF TEACHING AND LEARNING

7/17/2018	Kristi M. Hingerty	Instructional Specialist Title I
7/30/2018	Chad D. Gangwer	Instructional Specialist
7/30/2018	Margaret Lohse	Instructional Specialist
8/13/2018	Brittany N. Peebles	Family Engagement Specialist

OFFICE OF PROFESSIONAL GROWTH AND INNOVATION

8/1/2018	Angelyn K. Nichols	Instructional Specialist
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OFFICE OF PROGRAMS FOR EXCEPTIONAL CHILDREN

7/16/2018	Davida Lawrence-Griffin	Administrative Office Associate I
7/30/2018	Shajada C. Hodges	Instructional Specialist

OFFICE OF SCHOOL PLANT SERVICES

7/17/2018	Alexander J. Voytilla	Building Manager
7/31/2018	Matthew T. Foster	General Maintenance Craftsman II
8/13/2018	Thomas R. Cash	General Maintenance Craftsman II

OFFICE OF STUDENT SUPPORT SERVICES

7/2/2018	Joyce B. Cheatham	School Social Worker
7/2/2018	Kobie N. Edwards	School Social Worker
7/2/2018	Sarah L. Kern	School Social Worker
7/2/2018	Tabitha A. Barnes	School Social Worker
7/23/2018	Hessie M. Gaye-Lee	Administrative Office Associate I
8/17/2018	Antoinette N. Sinues	School Social Worker, 10 month
8/17/2018	Jennifer L. Taylor	School Social Worker, 10 month
8/17/2018	Judellia S. Cole	School Social Worker, 10 month
8/28/2018	Valerie E. Dickens	General Assistant

SCHOOL/DEPARTMENT**POSITION****RESIGNATIONS - ELEMENTARY SCHOOL****BROOKWOOD**

6/15/2018

Sheri L. Devins

School Nurse

CHRISTOPHER FARMS

6/18/2018

Moriah A. Kowalczyk

General Assistant, .5; Physical Education Assistant, .5 (personal reasons)

COOKE

6/18/2018

Kenyatta Osby

Physical Education Assistant (moved to another school system, private)

DIAMOND SPRINGS

6/18/2018

Jennifer Dobson

Kindergarten Assistant (health)

6/18/2018

Jennifer Genovese

Kindergarten Assistant (continuing education)

SALEM

6/18/2018

Tom Guinane

Physical Education (moved to another school system, private)

STRAWBRIDGE

8/1/2018

David Bonakollie

Custodian II, Head Night (career enhancement opportunity)

THALIA

6/18/2018

Cristiana D. Ramquist

Security Assistant (career enhancement opportunity)

WHITE OAKS

6/18/2018

Brianne K. Darringer

Kindergarten Assistant (career enhancement opportunity)

RESIGNATIONS - MIDDLE SCHOOL**BRANDON**

6/18/2018

Yvonne W. Greenside

Library Media Assistant (personal reasons)

INDEPENDENCE

6/18/2018

Brian A. Starling

Special Education Assistant (moved to another school system, public)

6/18/2018

Mary McEntee

Special Education Assistant (career enhancement opportunity)

VIRGINIA BEACH

6/21/2018

Matue M. Bonakollie

Custodian I, 10 month (family)

RESIGNATIONS - HIGH SCHOOL**KEMPSVILLE**

7/12/2018

Regina M. Sidwell

Technology Support Technician (relocation)

BAYSIDE

6/29/2018

Eric J. James

Student Support Specialist (personal reasons)

COX

6/15/2018

Lisa P. Bonds

Cafeteria Assistant, 5 hours (job abandonment)

GREEN RUN

6/15/2018

Jennifer L. Lewis

Cafeteria Assistant, 5 hours (job abandonment)

KELLAM

6/21/2018

Theana P. Shaw

School Office Associate II, 10 month (career enhancement opportunity)

SCHOOL/DEPARTMENT**POSITION****LANDSTOWN**

8/11/2018	Idalia Pacheco	Custodian I, 12 month, night (expired long-term illness leave)
8/27/2018	Willette Y. Davis	Custodian I, 12 month (expired long-term illness leave)

OCEAN LAKES

6/15/2018	Eileen C. Baker	Cafeteria Assistant, 5 hours (regular contract to temporary)
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RESIGNATIONS - MISCELLANEOUS**DEPARTMENT OF TEACHING AND LEARNING**

7/23/2018	Nichole L. Jackson	Coordinator of Grants Development (relocation)
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DEPARTMENT OF TECHNOLOGY

8/15/2018	Susan Fuhs	Project Manager (career enhancement opportunity)
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OFFICE OF PROGRAMS FOR EXCEPTIONAL CHILDREN

6/18/2018	Kristine Eakins	Special Education Assistant (career enhancement opportunity)
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OFFICE OF SCHOOL PLANT SERVICES

7/3/2018	Robert B. Cox	Building Manager (job abandonment)
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OFFICE OF TRANSPORTATION SERVICES

6/15/2018	Raymond Moore	Bus Driver, 7.5 hours (personal reasons)
6/30/2018	Terri Ballinger	Bus Assistant, 6 hours (job abandonment)
6/30/2018	Alan Moore	Bus Driver, 7 hours (career enhancement opportunity)
6/30/2018	Ashley Stevenson	Bus Driver, 5.5 hours (career enhancement opportunity)
6/30/2018	Christine Jones	Bus Driver, 7 hours (career enhancement opportunity)
6/30/2018	Danielle Washington	Bus Driver 6.5 hours (career enhancement opportunity)
6/30/2018	Loxie Williams	Bus Driver, 6.5 hours (health)
6/30/2018	Martin Garvey	Bus Driver, 7 hours (career enhancement opportunity)
6/30/2018	Nancy Volkman	Bus Assistant, 5 hours (death)
6/30/2018	Sarah Wirges	Bus Driver, 7 hours (relocation)
6/30/2018	Suzanne Cornman	Bus Driver, 5 hours (career enhancement opportunity)
6/30/2018	Wendy Glatiotis-Larson	Bus Driver, 8 hours (relocation)

RETIREMENTS - ELEMENTARY SCHOOL**BAYSIDE**

9/28/2018	Debra L. Rivard	Special Education Assistant
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HERMITAGE

5/31/2018	Mary Beth Barnes	Special Education Assistant
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KEMPSVILLE MEADOWS

6/15/2018	Yong O. Bowes	Cafeteria Assistant, 5 hours
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SCHOOL/DEPARTMENT**POSITION****RETIREMENTS - MIDDLE SCHOOL****BAYSIDE**

7/31/2018

Thomas P. Hargrow

Custodian III, Head Night

OLD DONATION

8/14/2018

Michael S. Dunavan

Security Assistant, .4

LANDSTOWN

6/30/2018

Christopher P. Hardy

Custodian III, Head Night (disability)

RETIREMENTS - HIGH SCHOOL**KELLAM**

6/15/2018

William J. Blackmon

Drivers Education Instructor

TALLWOOD

7/31/2018

Donna G. Elliott

Assistant Principal

RETIREMENTS - MISCELLANEOUS**DEPARTMENT OF SCHOOL DIVISION SERVICES**

8/31/2018

Richard M. Ponti

Director of Safety and Loss Control

OFFICE OF BUDGET AND FINANCE

9/30/2018

Maria Maloney

Financial Assistant

OFFICE OF FOOD SERVICES

9/28/2018

Sarah R. Flynn

Financial Assistant, 12 month

OFFICE OF STUDENT LEADERSHIP

7/31/2018

Eleanor R. Clemons

Custodian II, Head Night

OFFICE OF THE SUPERINTENDENT

9/30/2018

Debra Cook

Executive Office Associate II

OFFICE OF TRANSPORTATION SERVICES

6/15/2018

Elizabeth A. Wallace

Bus Driver, 5.5 hours

6/15/2018

Susan H. Davis

Bus Driver, 6.5 hours

6/30/2018

Debra Grevey

Bus Assistant, 8 hours

9/30/2018

Shirley Charlton

Bus Driver, 7hrs

OTHER EMPLOYMENT ACTIONS**MIDDLE SCHOOL****BRANDON**

6/18/2018

George W. Doyle

Security Assistant (employee changed from resignation to retirement)

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

<u>SCHOOL/DEPARTMENT</u>	<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
<u>APPOINTMENTS - ELEMENTARY SCHOOL</u>			
<u>ALANTON</u>			
8/23/2018	Nicole Ziernicki	Kindergarten	Richard Stockton College, NJ
			Philadelphia Public Schools
<u>ARROWHEAD</u>			
8/23/2018	Allison B. Gaynor	Grade 3	George Washington University, DC
			Chesapeake Public Schools
8/23/2018	Catrina N. Griffin	Special Education	Cambridge College, MA
8/23/2018	Shannon Haas Rehpelz	Kindergarten	Bridgewater College, VA
			VBCPS
<u>BAYSIDE</u>			
8/23/2018	Emily J. Buehler	Pre Kindergarten	Eastern Illinois University
			Big Hollow School District, IL
8/23/2018	Aimee Hendrix	Grade 4	East Carolina University
			VBCPS
8/23/2018	Charles Chenault	Special Education	American Military University, WV
8/23/2018	Lacey L. Detlor	Grade 3	San Diego State University, CA
8/23/2018	Sylvia D. Antoine	Kindergarten	Averett University, VA
8/23/018	Victoria Newman	Grade 1	Longwood University, VA
			Norfolk Public Schools
<u>BETTIE F. WILLIAMS</u>			
8/23/2018	Kaitlyn Adkins	Grade 4	Ball State University, IN
			Lighthouse Academy Charter School, IN
8/23/2018	Roxanne D. Witt	Music-Vocal	Longwood University, VA
<u>BROOKWOOD</u>			
8/23/2018	Amie Talk	Grade 3	James Madison University, VA
			Norfolk Public Schools
8/23/2018	Jennifer M. Linn	Grade 5	Clarion University, PA
			Norfolk Public Schools
8/23/2018	Joan Stephens	Grade 2	Cambridge College, MA
			Norfolk Public Schools
<u>CENTERVILLE</u>			
8/23/2018	Cameron Romano	Art Teacher	Old Dominion University
<u>CHRISTOPHER FARMS</u>			
8/23/2018	Lauren Griffin	Special Education	Florida State University, FL
			Bay District Schools, FL

<u>SCHOOL/DEPARTMENT</u>		<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
<u>COLLEGE PARK</u>				
8/23/2018	Denzy S. Johnson	Pre Kindergarten	Norfolk State University	Norfolk Public Schools
8/23/2018	Fredericka Henderson	Grade 5	Concordia University, OR	Norfolk Public Schools
8/23/2018	Nicole Bly	School Counselor	Norfolk State University	Norfolk Public Schools
<u>DIAMOND SPRINGS</u>				
8/23/2018	Deborah A. Rastelli	Special Education	Franciscan University, OH	Norfolk Public Schools
8/23/2018	Kayla Forsythe	Title I Kindergarten	Old Dominion University	VBCPS
8/23/2018	Michelle L. English	Kindergarten	Averett University, VA	Norfolk Public Schools
8/23/2018	Stephanie Kemether	Title I Kindergarten	University of Mary Washington, VA	VBCPS
<u>FAIRFIELD</u>				
8/23/2018	Angela L. Duncan	Kindergarten, .5	Western Governors University, UT	
8/23/2018	Helen N. Costulis	Grade 4	Old Dominion University	
<u>GLENWOOD</u>				
8/23/2018	Teri A. Ennis	Grade 2	University of Phoenix, AZ	VBCPS
8/23/2018	Rachel A. Frattarelli	Special Education	Hodges University, FL	
<u>HERMITAGE</u>				
8/23/2018	Allison S. Kaye	Grade 3	James Madison University, VA	Fairfax County Public Schools, VA
8/23/2018	Christina M. Minaya	Kindergarten	University of Arkansas, AR	Charleston County Schools, SC
8/23/2018	Margo Litzenberg	School Counselor, .2	Liberty University, VA	
8/23/2018	Michelle N. Hedish	Grade 4	Old Dominion University	
8/23/2018	Michelle Stokes	School Counselor	Old Dominion University	
<u>INDIAN LAKES</u>				
8/23/2018	Carley Reff	Grade 4	Regent University	
8/23/2018	Olivia Arnold	Music-Vocal	Washington and Lee University, VA	Norfolk Academy
8/23/2018	Nancy E. Estepa	Title II Resource	Old Dominion University	Norfolk Public Schools
<u>KEMPSVILLE</u>				
8/23/2018	Caitlin E. Hindle	Grade 4	Radford University	
8/23/2018	Renee Fowler	Special Education	Regent University	

<u>SCHOOL/DEPARTMENT</u>		<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
<u>KING'S GRANT</u>				
8/23/2018	Christian Wiatrowski	Grade 4	Pfeiffer University, NC	Montgomery County Schools, VA
8/23/2018	Margaret L. Archer	Grade 1	Longwood University, VA	Norfolk Public Schools
<u>LANDSTOWN</u>				
8/23/2018	Lorlie Cross	Grade 2	Mary Baldwin College, VA	
<u>LINKHORN PARK</u>				
8/23/2018	Allyson P. Carroll	Grade 1	James Madison University, VA	
8/23/2018	Casey M. Quilter	Grade 2	St. Johns University, NY	
<u>LYNNHAVEN</u>				
8/23/2018	Amanda D. Fernandez	Title I Kindergarten	Radford University	VBCPS
8/23/2018	Whitney C. Gonzalez	Kindergarten	Radford University	VBCPS
<u>MALIBU</u>				
8/23/2018	Andrea K. Boothe	Music - Vocal, .4	Radford University	Wise County Public Schools, VA
<u>NEW CASTLE</u>				
8/23/2018	Hannah C. Gold-Garvey	Grade 3	Old Dominion University	
8/23/2018	Ivette Fanith-Frost	Grade 5	Grand Canyon University, AZ	
<u>NEWTOWN</u>				
8/23/2018	Diana DeLoatch	Reading Specialist	Regent University	Suffolk Public Schools
8/23/2018	Elizabeth A. Churchill	Grade 3	Regent University	
8/23/2018	Janet Thomas	Grade 2	Fayetteville State University	Norfolk Public Schools
8/23/2018	Marilys Carvajal	Grade 3	Miami Dade College, FL	
8/23/2018	Suzanne Cardwell	Special Education	University of Arkansas, AR	
8/23/2018	Tamara Leonard	Grade 3	Grand Canyon University, AZ	Stafford County Public Schools, VA
<u>PEMBROKE</u>				
8/23/2018	Heather L. Rouse	English as a Second Language	Millersville University of Pennsylvania	VBCPS
8/23/2018	Caitlin M. Daily	Grade 1	Northeastern State University, OK	
8/23/2018	Lauren Clark	School Counselor	Regent University	
<u>PEMBROKE MEADOWS</u>				
8/23/2018	Doreen R. Wilson	Grade 2	Thomas University, GA	Clayton County School System, GA
8/23/2018	Heather Strausser	Grade 4	University of North Carolina, Wilmington	Lake County Schools, FL

<u>SCHOOL/DEPARTMENT</u>		<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
<u>POINT O' VIEW</u>				
8/23/2018	Heidi M. Barnett	Music - Vocal, .8	Samford University, AL	Norfolk Public Schools
8/23/2018	Karen L. Anderson	Grade 2	Old Dominion University	
8/23/2018	Laura K. Beatty	Grade 5	Marshall University, WV	
8/23/2018	Rita G. Courtney	Grade 3	Western Governors University, UT	
<u>PRINCESS ANNE</u>				
8/23/2018	Tracy L. Zumar	Grade 4	American Public University System, WV	
<u>ROSEMONT</u>				
8/23/2018	Christina M. Dunavan	Music - Vocal	Pfeiffer University, NC	VBCPS
8/23/2018	Marisa Martin	Grade 5	Central Michigan University	Portsmouth Public Schools
<u>ROSEMONT FOREST</u>				
8/23/2018	Bonnie J. Timms	Kindergarten, .5	Towson University, MD	VBCPS
8/23/2018	Stefanie A. Vannette	Grade 1	University of North Carolina, Charlotte	
<u>SEATAACK</u>				
8/23/2018	Amanda E. Jackson	Title I Resource	Radford University	Chesapeake City Public Schools
8/23/2018	Hudson J. Crabb	Physical Education	Norfolk State University	Norfolk Public Schools
8/23/2018	Leasha M. Forbes	Special Education	Texas A&M University, Corpus Christi	
8/23/2018	Stefanie A. Gray	Grade 4	Capella University, MN	Norfolk Public Schools
<u>SHELTON PARK</u>				
8/23/2018	Fernanda R. De Almeida	Music - Vocal	Old Dominion University	VBCPS
<u>THALIA</u>				
8/23/2018	Natalie M. Leatherbury	Special Education	Old Dominion University	Chesapeake Public Schools
<u>TRANTWOOD</u>				
8/23/2018	Brandi M. Stradtman	Special Education	Champlain College, VT	Norfolk Public Schools
8/23/2018	Michelle M. Alberti	Special Education	Old Dominion University	SECEP
<u>WHITE OAKS</u>				
8/23/2018	Melanie C. Soscia	Art	James Madison University	Hampton City Schools
<u>WINDSOR OAKS</u>				
8/23/2018	Chandanette Atkins	Grade 3	Old Dominion University	
8/23/2018	Sandra L. Collins	Grade 3	East Carolina University	Norfolk Public Schools

<u>SCHOOL/DEPARTMENT</u>	<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
<u>WINDSOR WOODS</u>			
8/23/2018	Lora A. Willett	Special Education	Columbia College, MO
<u>WOODSTOCK</u>			
8/23/2018	Susan L. Burge	Reading Specialist	Old Dominion University
			Norfolk Public Schools
<u>APPOINTMENTS - MIDDLE SCHOOL</u>			
<u>BAYSIDE</u>			
8/23/2018	Kelly S. Chester	Grade 7 English	Texas State University San Marcos
8/23/2018	Latisha P. Eubanks	Special Education	Morgan State University
8/23/2018	Tomeka L. Wilcher	Literacy	George Washington University, DC
<u>BRANDON</u>			
8/23/2018	Abigail A.Tenon	Grade 8 English	Old Dominion University
8/23/2018	Crystal Monk	Grade 7 English	Old Dominion University
8/23/2018	Kenneth J. Walsh	Grade 6 Math	Indiana State University
8/23/2018	Victoria L. Terry	Grade 7 English	Old Dominion University
<u>CORPORATE LANDING</u>			
8/14/2018	Hannah K. Everton	School Counselor	James Madison University
8/23/2018	Kelly D'Apolito	Grade 8 English	Queens College, NC
8/23/2018	Laura A. Chiong	Grade 7 Social Studies/English	Regent University
8/23/2018	Meghan K. Matulewicz	Health and Physical Education	East Carolina University, NC
<u>GREAT NECK</u>			
8/23/2018	John E. Webb	Art	University of Mary Washington
8/23/2018	Madeline C.Bondi	Special Education	University of Pittsburg
8/23/2018	Tanisha M. Watson	English Second Language	George Mason University
<u>INDEPENDENCE</u>			
8/23/2018	Allison M. Rinehart	Special Education	Old Dominion University
<u>KEMPSVILLE</u>			
8/23/2018	Lauren T. Campbell	Grade 8 English	Virginia Commonwealth University
<u>LANDSTOWN</u>			
8/23/2018	Leah E. Negash	Grade 7 English	George Mason University
8/23/2018	Markus L. Pfeiffer	German	Regent University
			VBCPS

<u>SCHOOL/DEPARTMENT</u>		<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
<u>LARKSPUR</u>				
8/23/2018	Matthew P. Euler	Grade 8 Science, .5	Mississippi State University	
8/23/2018	Si T. Brewer	Grade 8 English	Old Dominion University	Charlotte-Mecklenburg Schools, NC
<u>LYNNHAVEN</u>				
8/23/2018	Dennis T. Doyle	Special Education	Old Dominion University	SECEP
8/23/2018	Phyllis K. Dray	Special Education	Old Dominion University	
<u>PLAZA</u>				
8/23/2018	Gary E. Skeen	Band Instructor	Radford University	Bristol Virginia Public Schools
8/23/2018	Mihaela S. Gridley Bungete	French	Virginia Wesleyan College	
8/23/2018	Rachel E. Collins	Grade 8 Math/Science, .5	Welch College, TN	Great Bridge Christian Academy
<u>PRINCESS ANNE</u>				
8/23/2018	Dylan N. Vamosi	Grade 8 Social Studies	Slippery Rock University, PA	
<u>SALEM</u>				
8/23/2018	Michelle Harrington	Spanish, .6	University of Washington, WA	

APPOINTMENTS - HIGH SCHOOL

<u>ADULT LEARNING CENTER</u>				
9/4/2018	Carol L. Dillard	ALC Teacher 158-day	Old Dominion University	VBCPS
9/4/2018	Heather D. Riggs	English Second Language	George Mason University	VBCPS
9/4/2018	Paula A. Hernandez	English Second Language	Toccoa Falls College, GA	Hampton City Schools
<u>BAYSIDE</u>				
8/8/2018	Jade N. Eubanks	Marketing Education	Old Dominion University	
8/23/2018	Alsha Brown	English	Old Dominion University	Hampton City Schools
8/23/2018	Christopher Felton	Graduation Coach	Old Dominion University	VBCPS
8/23/2018	Daniel McNabb	Social Studies	James Madison University	
8/23/2018	Fatih Zengin	Math	Old Dominion University	VBCPS
8/23/2018	Natasha V. Burnley	French	William Howard Taft University, CO	
8/23/2018	Samantha L. Rizzuto	Social Studies	The College of New Jersey	Passaic Gifted and Talented Academy, NJ
8/23/2018	Sarah M. Alspaugh	Science	University of West Florida	Norfolk Christian Schools
8/23/2018	Sarah E. Tillery	Math, .6	Old Dominion University	VBCPS

<u>SCHOOL/DEPARTMENT</u>	<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
<u>COX</u>			
8/23/2018	Bruce M. Ruddock	Business Education	Old Dominion University
8/23/2018	Caroline M. Stahl	Music - Vocal	West Virginia University
8/23/2018	Charlotte M. Berron	German	University of Kentucky
8/23/2018	Courtney T. Bennis	Social Studies	Regent University
8/23/2018	Kevin D. Fields	Music - Instrumental	Old Dominion University
8/23/2018	Sandra D. Copeland	Graduation Coach .4	Norfolk State University
8/23/2018	Miriam L. Howell	Social Studies	Old Dominion University
<u>FIRST COLONIAL</u>			
8/23/2018	Kelly P. Alperin	Science	Old Dominion University
<u>GREEN RUN</u>			
8/23/2018	Mary Britten	English	Austin Peay State University, TN
8/23/2018	Rachel L. Wells	Social Studies	Millersville University of Pennsylvania
<u>KELLAM</u>			
8/23/2018	Daniel Chelednik	Science	Indiana University of Pennsylvania, PA
8/23/2018	Jennifer N. Hamilton	Social Studies	Virginia Wesleyan University
8/23/2018	Jennifer B. McGregor	Science	Johns Hopkins University, MD
8/23/2018	Macy A. Pniewski	English	James Madison University
8/23/2018	Sunni J. Burns	Math	Virginia Commonwealth University
<u>KEMPSVILLE</u>			
8/6/2018	Jamayca M. Donner	School Counselor	George Mason University
8/6/2018	Kevin Ber	School Counselor	Penn State University
8/23/2018	Denise D. Lawson	Graduation Coach	Old Dominion University
8/23/2018	Monica M. Flores	English	Old Dominion University
8/23/2018	Nicole Williams	Math	South Florida Community College
8/23/2018	Olivia Castleman-Dry	Special Education	Longwood University

<u>SCHOOL/DEPARTMENT</u>	<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
8/23/2018 Sarah E. Scott	Family and Consumer Science	Old Dominion University	VBCPS
8/23/2018 Sarah M. Smith	Technology Education	Old Dominion University	Suffolk Public Schools
<u>LANDSTOWN</u>			
8/23/2018 Hilliary G. Thompson	Science	University of Washington, WA	Bishop England Private School, SC
8/23/2018 Jeremy L. Yoder	Music, .6	Florida State University, FL	Chesapeake City Public Schools
8/23/2018 Paige A. Moore	Social Studies	Quinnipiac College, CT	Fairfield Public Schools, CT
<u>OCEAN LAKES</u>			
8/6/2018 Stephanie D. Smith-Durkin	School Counselor	Old Dominion University	
8/23/2018 David K. Paine	English	Old Dominion University	
8/23/2018 Devin J. Pierce	Math	Longwood University	Prince Edward County Public Schools
8/23/2018 Elizabeth C. Nogle	Math	University of Illinois, Urbana	VBCPS
8/23/2018 Morgan Latimer	Social Studies, .6	Virginia Tech	
<u>PRINCESS ANNE</u>			
8/23/2018 Agnes Aboka	Social Studies	University of New Mexico, Albuquerque	
8/23/2018 Ashley N. Hudson	Math	University of North Carolina, Wilmington	Pender County Schools, NC
8/23/2018 Chirag Chhaya	Science	Old Dominion University	Norfolk Public Schools
8/23/2018 Jaclyn Stroud	Math	Old Dominion University	
<u>RENAISSANCE ACADEMY</u>			
8/8/2018 Jennifer Bright	Trade and Industrial	Regent University	Hertford County Public Schools, NC
8/23/2018 Dennis O. Kelly, Jr.	Social Studies	Grand Canyon University, AZ	Southampton County Public Schools
8/23/2018 Floyd J. Carter	Health and Physical Education	Norfolk State University	
8/23/2018 Gayle Greenzaid	Grade 8	University of Maryland, College Park	VBCPS
8/23/2018 Justin D. Gibbs	Special Education	Ferrum College	
8/23/2018 Molly L. McHone-Carroll	Grade 7	Longwood University	VBCPS
8/23/2018 Siobhan McFarlane	Grade 6	Old Dominion University	Highland County Public Schools, FL
<u>SALEM</u>			
8/8/2018 Andrew D. Smith	Band Instructor	Old Dominion University	Portsmouth Public Schools
8/23/2018 Victoria L. Macoul	English	Virginia Wesleyan University	

<u>SCHOOL/DEPARTMENT</u>	<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
<u>TALLWOOD</u>			
8/23/2018	Connor R. Keelan	Science	James Madison University
8/23/2018	Lauren Ziluck	Math	Saint Joseph College, CT
8/23/2018	Taylor M. Montgomery	Social Studies	Old Dominion University
8/23/2018	Zamel K. Johnson	Special Education	Wagner College, NY
<u>TECHNICAL AND CAREER EDUCATION CENTER</u>			
8/8/2018	Meredith J. Davis	Trade and Industrial	Old Dominion University
8/23/2018	Ronica J. Henry	Vocational Evaluator	The George Washington University
<u>APPOINTMENTS - MISCELLANEOUS</u>			
<u>OFFICE OF PROGRAMS FOR EXCEPTIONAL CHILDREN</u>			
8/23/2018	Elizabeth C. Heischober	Speech Language Pathologist, .4	Old Dominion University
8/23/2018	Tonya B. Hoggard	Speech Language Pathologist, .4	Old Dominion University
<u>RESIGNATIONS - ELEMENTARY SCHOOL</u>			
<u>BETTIE F. WILLIAMS</u>			
6/18/2018	Allison Winn	Grade 4 (relocation)	
<u>COOKE</u>			
6/18/2018	Lindsey N. Mooring	Kindergarten (moving to another school system, public)	
<u>DIAMOND SPRINGS</u>			
6/18/2018	Jazmine S. Alphonse	Early Childhood Special Education Teacher (transfer of spouse)	
<u>KINGSTON</u>			
6/18/2018	Catherine N. Amasia	Special Education (relocation)	
<u>KING'S GRANT</u>			
6/18/2018	Alisa Innes	Reading Specialist (moving to another school system, public)	
<u>GREEN RUN</u>			
6/18/2018	Jennifer L. Moran	Kindergarten (failure to meet licensure requirements)	
<u>LYNNHAVEN</u>			
6/18/2018	Lynn G. Bullock	Grade 5 (moved to another school system, public)	
<u>PEMBROKE</u>			
6/18/2018	Alyson T. Baker	School Counselor (relocation)	
<u>PRINCESS ANNE</u>			
6/18/2018	Tara D. Yohe	Special Education (moved to another school system, public)	
<u>RED MILL</u>			
6/18/2018	Theresa E. Quinn	Reading Specialist (relocation)	
<u>WINDSOR OAKS</u>			
6/18/2018	Candice N. Vice	Grade 1 (relocation)	
<u>WOODSTOCK</u>			
6/18/2018	Heather M. Winn	Grade 5 (continuing education)	
<u>RESIGNATIONS - MIDDLE SCHOOL</u>			
<u>BRANDON</u>			
6/18/2018	Alicia Pahl-Cornelius	Grade 7, .5 (career enhancement opportunity)	

<u>SCHOOL/DEPARTMENT</u>	<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
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CORPORATE LANDING

6/18/2018	Lindy R. Levis	Grade 8 (health)
6/18/2018	Nichol L. Olufun	Grade 8 (relocation)
6/18/2018	Rachel E. Niles	Grade 6 (moved to another school system, public)

GREAT NECK

6/18/2018	Sheena N. Thomas	Special Education (moved to another school system, public)
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LARKSPUR

6/18/2018	Eliana A. Zuluaga	Spanish (failure to meet licensure requirements)
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LYNNHAVEN

6/18/2018	Stacey M. Isidro	Special Education (personal reasons)
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PLAZA

6/18/2018	Andrew R. Barnett	Grade 8 (relocation)
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PRINCESS ANNE

6/18/2018	Anthony K. Wolverton	Grade 7 (health)
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SALEM

6/18/2018	Stephen B. Mason	Grade 8 (relocation)
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RESIGNATIONS - HIGH SCHOOL

BAYSIDE

8/27/2018	Sarah L. Norman	Math (Long Term Leave Illness not return)
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COX

6/18/2018	Travis Elliott	Social Studies (career enhancement opportunity)
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FIRST COLONIAL

8/23/2018	Renee S. Perry	Special Education (Long Term Illness not return)
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GREEN RUN

6/18/2018	Alyson L. Pulver	Math (relocation)
6/18/2018	Amber M. Huckaby	Art (relocation)

KEMPSVILLE

6/18/2018	Kenneth Z. Wolff	Special Education (failure to meet licensure requirements)
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LANDSTOWN

6/18/2018	Allen R. Young	Social Studies (career enhancement opportunity)
6/18/2018	Deborah D. Banner	Special Education (moved to another school system, public)
6/18/2018	Williams S. Deacon	Marketing Education (failure to meet licensure requirements)

PRINCESS ANNE

6/18/2018	Sarah A. Buckley	Special Education (career enhancement opportunity)
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RENAISSANCE ACADEMY

6/18/2018	ChaaKaa S. Baker	Special Education (personal reasons)
6/18/2018	Velvin L. Lewis	Special Education (failure to meet licensure requirements)

SALEM

6/18/2018	Stuart J. Heyman	Math (career enhancement opportunity)
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RESIGNATIONS - MISCELLANEOUS

OFFICE OF PROGRAMS FOR EXCEPTIONAL CHILDREN

6/18/2018	Erin C. Tokajer	Speech Language Pathologist relocation)
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RETIREMENTS - ELEMENTARY SCHOOL

COLLEGE PARK

6/18/2018	Denise C. Ollison	School Counselor
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HERMITAGE

6/18/2018	Lisa Kubat	Kindergarten
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NORTH LANDING

6/18/2018	Diane B. Cherry	Grade 1
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SEATACK

6/18/2018	Frances E. Coffin	Physical Education
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<u>SCHOOL/DEPARTMENT</u>	<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
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STRAWBRIDGE

6/18/2018	Douglas S. Lighthart	School Counselor	
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RETIREMENTS - MIDDLE SCHOOL

LANDSTOWN

6/18/2018	Diane C. Keegan	Special Education	
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OLD DONATION

6/18/2018	Kathy L. Yocke	Grade 7	
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PRINCESS ANNE

6/18/2018	Alan R. Goins	Technology Education	
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RETIREMENTS - HIGH SCHOOL

RENAISSANCE ACADEMY

6/18/2018	Randall L. Forbes	Technology Education	
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RETIREMENTS - MISCELLANEOUS

OFFICE OF PROGRAMS FOR EXCEPTIONAL CHILDREN

6/18/2018	Mercedes Tierney	Speech Language Pathologist	
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OTHER EMPLOYMENT ACTIONS

NONE

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

SCHOOL/DEPARTMENT

POSITION

APPOINTMENTS - ELEMENTARY SCHOOL

NONE

APPOINTMENTS - MIDDLE SCHOOL

LYNNHAVEN

8/15/2018

Robert Wnukowski Assistant Principal

APPOINTMENTS - HIGH SCHOOL

BAYSIDE

8/31/2018

William Washington Assistant Principal

OCEAN LAKES

8/15/2018

Steven M. Oberlander Assistant Principal

APPOINTMENTS - MISCELLANEOUS

DEPARTMENT OF MEDIA AND COMMUNICATIONS

9/10/2018

Jennifer McGowan

Coordinator of School/Community Partnerships

10/11/2018

Natalie Allen

Chief Media and Communications Officer

DEPARTMENT OF TEACHING AND LEARNING

8/15/2018

Kelly A. Padilla

Coordinator of Elementary Language Arts

9/10/2018

Kipp D. Rogers

Chief Academic Officer



Subject: Policy Review Committee Recommendations **Item Number:** 13A1-4

Section: Information **Date:** August 14, 2018

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 Information the Policy Review Committee recommendations regarding review, amendment and/ repeal of certain policies as reviewed by the committee at their June 7, 2018 meeting.

Background Summary:

1. Policy 4-39 Employee Professional Development and Growth and Job Skills
Language was added to give additional training opportunities to employees if initial training was missed
2. Policy 4-65 Meetings and Conferences
Section C removed due to redundancy in Policy 4-39
3. Policy 5-17 Absences/Truancy/Parental Notification
Updated language to reflect legal sufficiency
 - a. Regulation 5-17.1 Absences/Truancy
Title change and minor scrivener change
4. Policy 5-21 Student Suspensions and Expulsions
Update to redefine out of school suspension and expulsions limit per law change
 - a. Regulation 5-21.1 Student Suspension and Expulsion
Update to language related to the Divisions corrective action plan.

Source:

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

Budget Impact:

None

PERSONNEL

Employee Professional Development & Growth in Job Skills

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

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

A. Teacher Orientation

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

B. Release Time

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

C. Tuition Reimbursement

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

The amount to be reimbursed must be within the funds appropriated annually ~~to~~ by the School Board and within the budget.

Editor's Notes

See [Regulation 4-39.1](#): *Employee Professional Development Reimbursement*

[See Policy 4-65 Meetings and Conferences](#)

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

Amended by School Board: August 6, 2002

Amended by School Board: October 2, 2012

Amended by School Board: October 10, 2017

PERSONNEL

Meetings and Conferences

A Meetings

Attendance at faculty, department, supervisory, or other meetings is required of employees as determined by their supervising administrator. Employees may be excused from attendance at the discretion of their supervising administrator. Reasonable notice should be provided to employees about a meeting date and time however, employees may be required to attend meetings without notice when the needs of the School Division require attendance. Consideration should be given to the reasonableness of the notice prior to imposing discipline for failure to attend a meeting. Meetings shall be reasonable in number and duration.

B Parent-Teacher Conferences

Teachers shall be available to meet with parents/legal guardians at a reasonable time to include before or after school and/or at special evening events held by the School for this purpose.

~~C Workshops/In-service Training Programs~~

~~Employees may be required to attend workshops and in-service training programs sponsored by the School Division. Workshops and in-service meetings shall be reasonable in number and duration.~~

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

Amended by School Board: November 8, 2017

Policies and Regulations

School Board of the City of Virginia Beach
Policy 5-17

STUDENTS

Absences/Truancy/Parental Notification

A. Absences

1. Generally

Students of school age shall attend their assigned schools during school hours in accordance with state law. Students are considered absent if they are not present on days that school is in session as determined by the School Board approved calendar or during make-up days determined by the Superintendent or School Board. The superintendent through the principals shall be responsible for maintaining accurate records of attendance and for closely monitoring all excused and unexcused absences.

2. Excused Absences

a. Documented absences are defined as absences for personal illness, serious illness or death in the family, exposure to contagious disease, extremely inclement weather, school-sponsored activity or observance of a recognized religious holiday. The parent or legal guardian will provide written notice to the school of the reason for the absence or tardiness.

b. Preapproved absences are defined as absences for cause and absences that occur with the full knowledge and consent of the parents. The principal, at his/her discretion, may accept as valid the reasons for these absences.

c. Other verifiable reasons may be deemed excused at the discretion of the principal.

B. Truancy

Truancy is defined as the absence of a student for other than a legitimately recognized reason for all or part of a day when school is in session.

The superintendent shall develop regulations for monitoring truant students and may establish reasonable disciplinary measures based upon the frequency of truancy and the age of the student.

C. Notification of Parents of Absent Students

As required by state law, each principal or his/her designee shall make a reasonable effort to see that parents/guardians of each student be called when the student is absent.

Parents will provide a number to be called. This may be the ~~home-main contact~~ phone number, work number, or ~~emergency contact~~~~relative's~~ number.

Legal Reference:

Code of Va., § 22.1-253.13:7. Standard 7. Policy manual.

Code of Va., § 22.1-258. Appointment of attendance officers; notification when pupil fails to report to school.

Code of Va., § 22.1-259. Teachers to keep daily attendance records.

Code of Va., § 22.1-260. Report of children enrolled and not enrolled.

Code of Va., § 22.1-261. Division Superintendent to make list of children not enrolled; duties of attendance officer.

Code of Va., § 22.1-262. Complaint to court when parent fails to comply with law.

Code of Va., § 22.1-267. Proceedings against habitually absent child.

Adopted by School Board: October 21, 1969

Amended by School Board: February 15, 1977

Amended by School Board: August 15, 1978

Amended by School Board: August 4, 1983

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

Amended by School Board: June 20, 1995

Amended by School Board: August 21, 2001



STUDENTS

Absences/Truancy School and Class Attendance -Grades K-12

Students are expected to be in school, in class, and ready for instruction. Daily and punctual school attendance is essential to each student's academic development. Absence from school is detrimental to student achievement. A student is counted present for state reporting purposes if present for any portion of the day.

As required under the provisions of law, each parent/guardian is responsible for regular and punctual attendance of any child in his or her charge within the compulsory age for school attendance. Emancipated students are responsible for their own regular and punctual attendance. Parents and emancipated students are expected to work cooperatively with school personnel to correct attendance problems, including meetings with teachers, counselors, or administrators.

Each member of a school's faculty is expected to avoid causing a student to be tardy or absent from a colleague's class. If a student is tardy or absent because of being detained by a faculty member, he/she will be considered excused and the absence will not be included in the count for excessive absences.

Students shall not be in an unauthorized area of the school without prior permission, and shall not leave a classroom, building, or assigned area without proper permission. Students who do not comply with this section will be subject to disciplinary action in accordance with the Code of Student Conduct and Discipline Guidelines.

A. Absence Defined

At the elementary and middle school level, if a student does not attend school for at least a portion of the day, he/she is counted absent.

At the high school level, absences are computed for each class. At the middle school level, absences are computed for each credit course. A student who misses more than fifteen (15) minutes of any class will be counted absent for that class.

B. Excused Absences

Personal illness, illness or death in the family, exposure to contagious disease, religious holidays, extremely inclement weather, or school-sponsored/related activities will be considered legitimate excuses for a student's absence. The parent or legal guardian will provide written notice to the school of the reason for the absence or tardiness.

Requests for pre-approved excused absences should be made in writing by the parent or legal guardian and should state the reasons for absence and

the time of absence. Such requests must be approved in advance by the principal.

Other verifiable reasons may be deemed excusable at the discretion of the principal. Such requests should be made in writing by the parent or legal guardian and should state the reasons for absence and the time of absence.

C. Unexcused Absences

Absences for reasons other than those listed above, including out-of-school suspension, are unexcused absences.

D. Parental/Guardian Notification of Absences

A documented attempt will be made to contact the parent or guardian if a student is absent without administrative approval or knowledge.

E. Recordkeeping for Absences

Each principal is responsible for establishing a school recordkeeping system for all student absences.

Each teacher is responsible for recording as excused or unexcused school or class absence and tardiness. Excused absences for school-sponsored/related activities, authorized visits of students with school personnel, and recognized religious holidays should be noted as such.

All absences require written confirmation from the parent. All absence notes will be preserved until the close of the school term, and the principal will be the judge of the signature validity.

F. Make-up Work

Students who receive excused absences will be allowed to make up all assignments that affect the course grade and will be made aware of these assignments. It is the student's responsibility to make up assignments within a reasonable amount of time.

Students who receive unexcused absences may make up assignments at the discretion of the teacher, subject to the requirements communicated (provided) by the teacher at the beginning of the course. It is the student's responsibility to be aware of established guidelines and to follow those guidelines to make up the assignment. Students who are under the penalty of Out-of-School Suspension (OSS) will be provided class work and homework material, if requested by the parent and/or student, so the student may remain current with school instruction as long as enrolled in school.

G. Excessive Absences-Virginia Beach City Public Schools

1. Definition

All excused and unexcused absences will be included in computing excessive absences except as follows:

- School-sponsored/related activities
- Authorized visits of students with school personnel
- Recognized religious holidays

In the high schools, students having more than twelve (12) absences from a class (excused or unexcused) within a given semester will be considered as having excessive absences. This guideline will also apply to credit courses taken at the middle school level.

In high schools with alternate day schedules (i.e. block scheduling), students having more than six (6) class absences from a class (excused or unexcused) within a given semester will be considered as having excessive absences. This guideline will also apply to credit courses at the middle school level.

In elementary and middle schools, students having more than twenty-four (24) absences for the year will be considered as having excessive absences.

2. Resulting Actions

a. When a student's absences equal two-thirds of the number for excessive absences, the school will notify the parent in writing of the number of absences and will be responsible for working with the student and the parent in developing a plan of corrective action as appropriate. Such intervention may include, but is not limited to, the following: parent conference; scheduled contact with parent; referral to the guidance counselor or school social worker; loss of privileges and/or restricted participation in school activities; referral to alternative learning program; and recommendation to the administration for other consequences.

b. When a student's absences are excessive, the teacher will notify the principal. The principal or his designee will advise the parent by United States mail of the appropriate following action:

In the elementary and middle schools (grades K-8), students having excessive absences will participate in a corrective

action plan with intervention strategies to improve attendance. At the end of the year, on the authority of the principal, the student could be denied promotion as appropriate.

In high schools, students having excessive absences within a given semester will receive a failing grade (63/N) for that semester or the actual class grade, whichever is lower. At the middle school level, this guideline will also apply to credit courses.

3. Waiver of Grade Reduction/Retention

A parent may request a waiver of the attendance regulation for extenuating circumstances beyond the parent's and/or student's control. Each school shall have available in the main office and/or guidance office the Virginia Beach Attendance Waiver Request Form.

A parent may submit a waiver request to the principal prior to the close of a semester or nine-week course, but no later than ten (10) days after the close of a semester or nine-week course. Teachers will provide attendance records and documentation of absences to the principal for review with the waiver request. A parent may provide additional documentation in conjunction with the waiver request.

Each waiver request will be considered on an individual basis taking into consideration documentation provided and extenuating circumstances beyond the parent's and/or student's control. The principal may request additional documentation from a medical professional when absences due to illness are excessive and/or a pattern appears to exist.

The principal shall act upon a waiver request within ten (10) administrative days after receiving it. The parent or guardian shall be notified of the decision in writing within five (5) administrative days after the administrative decision has been made.

4. Appeal of Waiver Decision

A parent may appeal the decision of the principal by submitting to the Coordinator of Student Services a written appeal within three (3) days of receipt of the decision from the principal. A parent may appeal the decision of the Coordinator of Student Services to the appropriate Senior Executive Director in the Department of School Leadership ~~Assistant Superintendent~~. The decision of the

~~appropriate Senior Executive Director/Assistant
Superintendent~~ if final.

5. Parent/Guardian Notification Procedures

a. Excused and Unexcused Absences

For all absences, the school will contact the home each day of the child's absence from school using the automatic dialing system.

b. Unexcused Absences (excluding suspensions)

i. Each unexcused absence – the principal, or his/her designee, will make a reasonable effort to notify the parent of the pupil's absence and to obtain an explanation for the absence.

ii. Fifth unexcused absence – the principal, or his/her designee, shall:

a) Make a reasonable effort to ensure that direct contact is made with the parent/guardian by the principal or his/her designee, to obtain an explanation for the absences, and to explain to the parent/guardian the consequences of non-attendance.

b) The principal, or his/her designee, and the student's parent/guardian are required to jointly develop a plan to resolve the student's non-attendance.

iii. Sixth unexcused absence

a) Within ten school days, the principal, or his/her designee, shall schedule a conference with the Student Support Team (SST), the student, his/her parent/guardian, and school personnel. The conference may include other community service providers to resolve issues related to non-attendance.

b) The conference shall be held no later than 15 school days after the sixth absence.

c) The SST may appoint a case manager to follow the case.

d) The SST can make recommendations, for intervention within the classroom or for services within the school.

e) The case manager will provide regular contact with the parent/guardian and student.

iv. Seventh Unexcused Absence

a) The principal, or his/her designee, shall refer the student to Juvenile Intake for an interview.

b) A copy of the letter sent to the parent/guardian will be faxed to Court Services, along with written documentation of the efforts made to resolve the non-attendance.

c) If the truancy continues, the Social Worker or principal, or his/her designee, shall file a CHINS Petition.

d) If the parent refuses to cooperate with the school system, the case manager, with the knowledge and support of School Administration and in consultation with Court Services, should institute proceedings against the parent/guardian pursuant to § 18.2-371 or § 22.1-262. In the event that both parents have been awarded joint physical custody pursuant to § 20-124.2, and the school has received such notice of such order, both parents shall be notified at the last known address of the parents. (Please note that should a CHINS petition be filed, the court is obligated to notify both parents of the court hearing, regardless of the custody status of a child).

e) In filing a complaint against the student, the principal, or his/her designee, shall provide written documentation of the efforts to comply with the provisions of section 22.1-258.

Legal Reference:

Va. Code § 22.1-258. Appointment of attendance officers; notification when pupil fails to report to school.

Approved by Superintendent:	July 16, 1991
Revised by Superintendent:	August 18, 1992
Revised by Superintendent:	June 20, 1995
Revised by Superintendent:	December 19, 1995 (effective January 29, 1996)
Revised by Superintendent:	August 6, 1996
Revised by Superintendent:	October 8, 1998
Revised by Superintendent:	July 31, 2001
Revised by Superintendent:	March 17, 2006
Approved by School Board:	April 20, 2010

STUDENTS

Student Suspensions and Expulsions

A. Generally

Students may forfeit their right to educational opportunities when their conduct is such that it substantially disrupts the educational process and/or deprives others of their rights to educational opportunities. (For suspension and expulsion of students with disabilities, see [Regulation 5-21.3](#)).

Students may be disciplined as set forth in the appropriate Code of Student Conduct, Discipline Guidelines promulgated by the Office of Student Leadership, the policies and administrative regulations of the School Board for any disturbance to the learning environment, and for other good and just cause. The frequency, duration and reasons for student suspensions shall be monitored by the Office of Student Leadership on a regular basis. The Discipline Guidelines promulgated by the Office of Student Leadership shall be consistent with law, school board policies and regulations.

For the purpose of this regulation the term “parent” will be defined to mean: a natural or biological parent; a legal or adoptive parent; a foster parent or legal guardian; or step parent or other person standing in locos parentis to a student. Any requirement for notice to or meeting with a parent will be satisfied by providing notice to or meeting with any one person meeting the definition of parent.

B. In-School Suspension

Editor's Note

*For In-School Suspension see [Division Regulation 5-21.2](#).
For appeal of In-School Suspension, see [Division Regulation 5-6.1](#)*

C. Out-of-School Suspensions of Ten (10) Days or Less

1. Each school principal, assistant principal, acting principal or his/her designee may suspend a student when, in his/her judgment, this action is required. In the exercise of this authority, the principal or his/her designee is subject to all provisions of law, of this policy, School Board regulations, the Code of Student Conduct, and the Discipline Guidelines.
2. Students may be suspended from school for up to five (5) school days by the school principal, assistant principal, acting principal, or designee and for up to an additional five (5) school days by a principal with the concurrence of the Director of the Office of Student Leadership, acting as the Superintendent's designee.
3. Prior to imposing a suspension, the principal, assistant principal or acting principal or designee must inform the student of the charges against him/her.

If the student denies the charges, he/she must be given an explanation of the facts as known to school personnel and an opportunity to present his/her version of the facts. If

he/she deems it necessary, the principal, assistant principal or acting principal or designee may conduct a further investigation into the matter. The Superintendent shall promulgate regulations governing procedures for such suspensions which are in accordance with this policy and all provisions of law.

4. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts and opportunity to present his/her version of what occurred shall be provided as soon as practicable thereafter.
5. Upon suspension from school of any student, the principal, assistant principal or acting principal shall report the facts of the case in writing to the Superintendent or his/her designee, the student's parent, and the student as soon as practicable.
6. Appeals of disciplinary actions resulting in out-of-school suspensions of ten (10) days or less shall be governed by the procedures set forth in [Policy 5-6](#) and [Division Regulation 5-6.1](#).
7. Notice to a student and the student's parent will include: notification of the length of suspension; information regarding the availability of community based educational programs, alternative education programs or other educational options; and of the student's right to return to regular school attendance upon expiration of the suspension. The costs of any community-based educational program, or alternative education program or educational option, which is not part of the educational program offered by the school division, shall be borne by the student and the student's parent.

D. Out-of-School Suspensions ~~for Eleven to Forty-five Days in Excess of Ten Days~~ (Long-Term Suspensions)

1. The Superintendent or his/her designee(s) through a hearing officer may suspend students from school ~~for eleven to forty-five in excess of ten (10)~~ school days after providing the student and his/her parent with written notice of the proposed action, the reasons therefore, the right to a hearing before the School Board or a committee thereof, and a copy of the division's long-term suspension procedures.
2. The Superintendent shall promulgate regulations in accordance with the law to carry out this policy. In any case in which a student has been suspended by the Superintendent or his/her designee(s) after a hearing, the student and his parent may appeal the decision to a discipline committee of the School Board. The parent or adult student must be notified in writing of his/her right to appeal. Such appeal must be in writing and must be filed with the Superintendent or his/her designee(s) within five (5) school days of the parent or student's receipt of the suspension decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal.
3. The discipline committee shall be composed of at least three (3) voting School Board members and the ~~school counselor~~ ~~Coordinator of Guidance Services, or designee~~, who will serve as a nonvoting member. In the event that only two School Board members are present, the committee may proceed to hear and decide the appeal with the ~~Coordinator of Guidance Services~~ ~~school counselor~~, or designee, providing the third vote. The discipline committee, however constituted, will consider the appeal within thirty (30) days and transmit its decision to the student, his/her parent, the principal and the Superintendent.
4. If the decision of the full discipline committee is unanimous, the student or his/her parent have no right of appeal to the full School Board. If the full committee's decision is not unanimous, or the decision is made by a discipline committee consisting of less than three

School Board members, the student or his/her parent may appeal the discipline committee's decision to the full School Board. The parent or adult student must be notified in writing of his/her right to appeal. The appeal must be in writing and must be filed with the Director of the Office of Student Leadership within five (5) school days of the parent's or student's receipt of the committee's decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to appeal. The School Board shall consider the appeal within thirty (30) days of the request for an appeal. A copy of the record which the School Board may consider as part of the appeal shall be furnished to the student or parent prior to or contemporaneous with it being furnished to the School Board. The School Board, at its election, may hear oral argument on the appeal.

4.5. The written notice required by this section shall include notification of the length of the suspension, shall provide information to the parent of the student concerning the availability of community-based educational, training, and intervention programs. Such notice shall state further whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the school board, or an adult education program offered by the school division, during or upon the expiration of the suspension, and the terms or conditions of such readmission. The costs of any community-based educational, training or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension shall be borne by the parent of the student.

~~5. Notice to a student and the student's parent will include: notification of the length of suspension; information regarding the availability of community based educational programs, alternative education programs or other educational options; and of the student's right to return to regular school attendance upon expiration of the suspension. The costs of any community-based educational program, or alternative education program or educational option, which is not part of the educational program offered by the school division, shall be borne by the student and the student's parent.~~

E. Violation of Out-of-School Suspension

While a student is under out-of-school suspension, he/she is denied access to the school premises except with the permission of the principal or his/her designee. If a student under out-of-school suspension is found on the school premises without the permission of the principal or his/her designee, he/she shall be referred to the juvenile court authorities and/or shall be deemed a trespasser and prosecuted as such.

Any student who is under out-of-school suspension and also enrolled in a work cooperative program and/or extracurricular activities shall be restricted from employment and/or excluded as a participant or spectator from extracurricular activities until reinstated in his/her school. This also applies to students with disabilities.

Students who are subject to suspensions held in abeyance or probation periods will be subject to the terms set forth by the discipline decision. Violation of any of those terms may result in activation of the suspension and/or further discipline action being taken.

F. Reinstatement of Suspended Students

Any student who has been suspended from a school of this division is not eligible to attend any other school within the division until eligible to return to his/her regular school. The manner in which a student is received on returning from his/her suspension is of utmost importance. The following steps should be used when applicable.

1. Accompanied by the parent (if the student is a minor), the student shall report to the principal or other designated staff member upon return to school. The principal, with the parent and student, will discuss the need for the student to correct inappropriate behavior and conform to the expected behavior outlined in the Code of Student Conduct.
2. If there is a cause for an adjustment in the student's class schedule, the principal or another staff member shall consider the best class placement and confer with the teacher and/or counselor in preparation for the student's return, and shall explain the class schedule adjustment, if applicable.
3. The student shall be allowed to resume classroom activities subject to any terms as set forth by the principal.
4. If the parent fails to comply with this policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against him/her for willful and unreasonable refusal to participate in efforts to improve the student's behavior.

G. Expulsions

1. The principal or acting principal may recommend to the Superintendent that a student be expelled. The principal shall notify the student and his/her parent in writing of the following:
 - a. The proposed action and the reasons therefor;
 - b. The right of the student and his/her parent to a hearing before a hearing officer or a discipline committee of the School Board as determined by the Superintendent, or his/her designee, if the recommendation to expel is upheld by the Superintendent, or his/her designee;
 - c. The right to inspect the student's school records;
 - d. The right to appeal the decision of a ~~hearing officer to a discipline committee and appeal a non-unanimous decision confirming the expulsion made by the discipline committee non-unanimous~~, full discipline committee or a decision made by a discipline committee consisting of less than three School Board members to the full School Board;
 - e. The student and his/her parent shall also be provided a copy of the division's expulsion procedures.
2. In making a recommendation to expel a student for misconduct, other than misconduct involving firearms or drugs, the principal or his designee shall consider and document, in writing, the following factors:
 - a. The nature and seriousness of the violation;
 - b. the degree of danger to the school community;
 - c. the student's disciplinary history, including the seriousness and number of previous infractions;
 - d. the appropriateness and availability of an alternative education placement or program;
 - e. the student's age and grade level;

- f. the results of any mental health, substance abuse, or special education assessments;
- g. the student's attendance and academic records; and
- h. such other matters as ~~he deemed appropriatedeems appropriate.~~

The written documentation of the principal regarding his/her consideration of these factors shall be transmitted to the Superintendent/designee, Hearing Officer/ Discipline Committee/School Board, with the student's case and each shall consider these factors in recommending expulsion of the student. However, no decision to discipline a student shall be reversed on the grounds such factors were not considered.

3. The Superintendent, or his/her designee(s), shall review the principal's recommendation for expulsion and may either uphold or modify it. If the principal's recommendation of expulsion is upheld by the Superintendent or his/her designee(s), the Superintendent or his/her designee shall notify the student and his/her parent of the time and place of a hearing before ~~a hearing officer or~~ a discipline committee of the School Board. If the expulsion recommendation is reduced to a long-term suspension recommendation by the Superintendent's designee and is referred to a hearing officer, the student may appeal the decision rendered by the hearing officer to a discipline committee of the School Board. The discipline committee of the School Board is composed of at least three (3) voting members of the School Board and the ~~Coordinator of Guidance Services school counselor, or designee,~~ who will serve as a nonvoting member. In the event that only two School Board members are present, the committee can proceed to hear and decide the appeal with the school counselor~~Coordinator of Guidance Services, or designee,~~ providing the third vote.

~~a. If the Superintendent or designee modifies the principal's recommendation to a long-term suspension, the student will be referred to a hearing officer and the matter will be heard as a long-term suspension.~~

~~A discipline committee of the School Board must confirm or disapprove any decision to actually expel a student without services, whether an appeal is noted or not.~~

4. The procedure for a hearing before a discipline committee of the School Board shall be as follows:
 - a. The discipline committee shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the discipline committee.
 - b. The discipline committee may ask for opening statements from the principal or his/her representative and the student or his/her parent (or representative) and, at the discretion of the discipline committee, may allow closing statements.
 - c. The parties shall then present their evidence. Because the principal has the ultimate burden of proof, he/she shall present his/her evidence first. Witnesses may be questioned by the discipline committee members and by the parties (or their representatives). The discipline committee may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any

material or relevant evidence and shall afford the parties the right of cross-examination; provided, however, that the discipline committee may take the testimony of student witnesses outside the presence of the student, his/her parent and their representative if the School Board determines, in its discretion, that such action is necessary to protect the student witnesses.

- d. The parties shall produce such additional evidence as the discipline committee may deem necessary. The discipline committee shall be the judge of the relevancy and materiality of the evidence.
 - e. The discipline committee will receive a copy of the student disciplinary package and any exhibits offered by the student prior to the hearing. Additional exhibits offered by the parties may be received in evidence by the discipline committee and, when so received, shall be marked and made part of the record.
 - f. The discipline committee may, by majority vote, confirm, disapprove or alter the recommendation.
 - g. The discipline committee shall transmit its decision to the student, his/her parent, the principal and the Superintendent.
5. If the decision of the full discipline committee is unanimous, the student or his/her parent have no right of appeal to the full School Board. If the discipline committee's decision is not unanimous or the decision is made by a committee consisting of less than three School Board members, the student or his/her parent may appeal the discipline committee's decision to the full School Board. The appeal must be in writing and must be filed with the Superintendent within five (5) school days of the committee's decision or receipt of the committee's decision by the student or parent. Failure to file a written appeal within the specified time will constitute a waiver of the right to appeal. The School Board shall consider the appeal upon the record within thirty (30) days of the request for an appeal and shall transmit its decision to the student, his/her parent, the principal and the Superintendent. A copy of the record which the School Board may consider as part of the appeal shall be furnished to the student or parent prior to or contemporaneous with it being furnished to the School Board. The School Board, at its election, may hear oral argument on the appeal.
6. The written notice required by this section shall include notification of the length of the expulsion, shall provide information to the parent of the student concerning the availability of community-based educational, training, and intervention programs. Such notice shall state further whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the school board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such readmission. The costs of any community-based educational, training or intervention program that is not a part of the educational program offered by the school division that the student may attend during his expulsion shall be borne by the parent of the student.

Nothing in this section shall be construed to prohibit the School Board from permitting or requiring students expelled pursuant to this section to attend an alternative education program provided by the School Board for the term of such expulsion.

If the School Board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice shall also advise the adult student or parent that the student may petition the School Board for readmission to be effective one calendar year from the date of ~~his~~the expulsion, and of the conditions, if any,

under which readmission may be granted.

The School Board shall establish a schedule pursuant to which the student may apply and reapply for readmission to school. Such schedule shall be designed to ensure that the hearing and ruling on any petition for readmission, if granted, would enable the student to resume school attendance one calendar year from the date of the expulsion.

H. Readmission of Expelled Students

Students who have been expelled by the School Board may be readmitted to school by the School Board following a full calendar year from the date of expulsion and a hearing before the School Board or a committee thereof or under the terms for readmission established by the discipline committee or the School Board for the student at the time of the expulsion. ~~If an appeal for readmission is denied by a committee of the School Board, the student has a right of appeal to the full board.~~

Editor's Note

See **Division Regulation 5-10.1** for division's procedures for admission of students expelled or suspended from attendance at school by another school board or private school.

I. Violation of Expulsion

An expelled student who is found on school premises at any time without the permission of the School Board or Superintendent may be referred to law enforcement authorities as a trespasser.

Legal Reference:

Virginia Code 22.1-276.01 through 22.1-277.2:1 as amended.

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

Amended by School Board: October 19, 1993

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STUDENTS

Student Suspensions and Expulsions

A. Generally

1. For suspension and expulsion of an identified student with disabilities the procedures set forth in [Regulation 5-21.3](#) shall be followed.
2. For the purpose of this regulation the term "parent" will be defined to mean: a natural or biological parent, a legal or adoptive parent, a foster parent or legal guardian, step parent or other person standing in locos parentis to a student. Any requirement for notice to or meeting with a parent will be satisfied by providing notice to or meeting with any one person meeting the definition of parent.

B. Out-of-School Suspensions of Ten (10) Days or Less

1. The school principal, assistant principal, acting principal or his/her designee may suspend a student from school for a period of five (5) days and may suspend a student for six to ten (6-10) days with the approval of the Director of the Office of Student Leadership or designee.
2. For those students who have been suspended for any duration of five (5) or more times, the principal may refer the student to the Office of Student Leadership for follow-up contact with parent and the development of corrective action plans.
 - a. With each referral, the principal shall submit copies of the entire discipline file(s) which shall include, but not be limited to, suspension letters and teacher referrals.
 - b. Once referred by the principal, the parent and student shall meet with a designated Student Leadership staff person for initiation of the corrective action plan. Student Support Specialists will provide follow-up contact and/or to assist monitoring any corrective action plan. Failure to ~~do so~~ comply with the corrective action plan shall result in a referral of the student for appropriate disciplinary action.
 - c. The student may only be readmitted to school after ~~action has been taken by the Office of Student Leadership~~ the corrective action plan has been signed and the parent and student or adult student has conferred with the principal or designee prior to the student's reinstatement.
3. Any student who is under out-of-school suspension and either enrolled in a work cooperative program and/or a participant in extra curricular activities shall be restricted from employment and/or excluded as a participant or spectator from extra curricular activities until reinstated in his/her school.

C. Procedure for Out-of-School Suspensions of Ten (10) Days or Less

1. The student will be given written notice of the charges and/or the reason(s) for the suspension.

2. A student who denies the charges will be given an explanation of the facts as known to school personnel as well as the opportunity to present his/her version of what occurred. If he/she deems it necessary, the principal, assistant principal, acting principal, or his/her designee may conduct a further investigation into the matter. School Administrators are not required to obtain parental consent prior to speaking with students about disciplinary matters and issues.
3. The principal, assistant principal or acting principal will report the facts of the case in writing to the Director of the Office of Student Leadership and to the adult student and parent. The parent or adult student shall be informed of the suspension, the right to appeal such suspension, any required parental conference prior to return, the prohibition from coming on school property and/or attending scheduled school activities, the availability of alternative education programs and the student's right to return to regular school attendance upon the expiration of the suspension.
4. Appeals of disciplinary actions resulting in out-of-school suspension of ten (10) days or less shall be governed by the procedures set forth in [Policy 5-6](#) and [Regulation 5-6.1](#).
5. If the principal or his/her designee determines that the student's presence at the school creates a continuing danger to persons or property or an ongoing threat of disruption, the student may be removed from school immediately and the notice, explanation of the facts and opportunity to present his/her version shall be given as soon as practicable thereafter.
6. If a student is unavailable to meet with the principal or designee due to incarceration, hospitalization, or other reason, the principal or designee may hold the meeting with the parent or send a written explanation to the student.

D. Out-of-School Suspension ~~for Eleven to Forty-five in Excess of Ten (10)~~ Days or Expulsion

1. If the principal or his/her designee decides to recommend a long term suspension (~~eleven to forty five in excess of ten (10)~~ school days) or expulsion, he/she shall inform the student in writing of the charges against him/her, give an explanation of the facts known and provide the student with the opportunity to present his/her version of what occurred and immediately notify the student's parent in writing of the following:
 - a. The proposed action, the length of any suspension or expulsion, when the student may return to school or to an appropriate alternative education program, and reasons therefor;
 - b. The right of the student or his/her parent to participate in a hearing before a hearing officer or discipline committee as determined by the Superintendent or designee in the case of a recommendation for long term suspension or expulsion within ten (10) school days from the date of the notice from the principal, assistant principal, or acting principal;
 - c. The right to inspect the student's records; and
 - d. The student and his parent shall be provided with a copy of the Policy on Student Suspensions and Expulsions and Regulation on Suspension, Long-Term Suspension, and Expulsion.

2. Long Term Suspension

In the case of a recommendation for long term suspension, the Superintendent or his/her designee, the Director of the Office of Student Leadership, shall arrange a time and place for the hearing and notify in writing the student and the parent and the principal.

- a. A student disciplinary packet will be prepared and provided to the hearing officer and involved parties prior to the hearing. At the hearing, the principal or his/her representative shall present any additional evidence he/she wishes in support of the recommendation and the student, his/her parent or representative may present any evidence. Both parties may submit questions of witnesses to the hearing officer during the course of the hearing, and the hearing officer shall be free to ask questions of witnesses at any time. The hearing officer may continue the hearing to another date when he/she deems such action necessary for the full development of the facts.
- b. The hearing officer may uphold the recommendation of the principal either in whole or in part or reject it entirely.
- c. The hearing officer, through the Director of Student Leadership, shall advise the student or parent in writing of his/her decision and of their right to an appeal to a discipline committee of the School Board. A copy of this letter shall be sent to the principal.
- d. The student or his/her parent may appeal a decision of the hearing officer ~~suspending the student for more than ten (10) school days~~ to the discipline committee of the School Board by notifying the Director of the Office of Student Leadership in writing of his/her intent to appeal within five (5) school days from receipt of decision. This time limit shall be so stated in the above letter from the Director of Student Leadership. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The discipline committee will consider the appeal within thirty (30) days of the appeal.
- e. If the decision of the full discipline committee is unanimous, the student or his/her parent have no right of appeal to the full School Board. If the full committee's decision is not unanimous or if the decision is made by a committee consisting of less than three School Board members as outlined in [School Board Policy 5-21](#), D, the student or his/her parent may appeal the discipline committee's decision to the full School Board. The parent or adult student must be notified in writing of his/her right to appeal. The appeal must be in writing and must be filed with the Director of the Office of Student Leadership within five (5) school days of receipt by the parent or adult student of the committee's decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to appeal. The School Board shall consider the appeal within thirty (30) school days of the request for an appeal. A copy of the record, and any additional evidence provided to the discipline committee will be provided to the School Board and the parties prior to the hearing. The School Board, at its election, may hear oral argument on the appeal.

3. Expulsion

In the case of a recommendation for expulsion, the Superintendent or his/her designee shall review the principal's recommendation which he/she may uphold or modify. If the Superintendent or his/her designee upholds the recommendation of expulsion, he/she, shall notify the student and his/her parent of the time and place of a hearing before a ~~hearing officer or~~ discipline committee of the School Board. A hearing shall be held before the ~~hearing officer or~~ discipline committee within ten (10) school days of the date of notice from the principal or his/her designee as outlined in paragraph G(3) of [Policy 5-21](#). ~~The discipline committee has the authority to confirm, disapprove or amend the recommendation to expel the student that is upheld by the Director of the Office of Student Leadership. Should the hearing officer uphold the recommendation for expulsion, the student will have a hearing before a discipline committee within ten (10) school days of the date of notice from the Director of the Office of Student Leadership. The discipline committee has the authority to confirm, disapprove or amend the recommendation.~~ If the decision of the full discipline committee is unanimous, the student or his/her parent have no right of appeal to the full School Board. If the full committee's decision is not unanimous or if the decision is made by a discipline committee consisting of less than three School Board members as outlined in [School Board Policy 5-21](#).D, the student and parent may appeal to the full School Board by notifying the Superintendent or his/her designee within five (5) school days of receipt of the committee's decision by the student or parent as outlined in paragraph G (4) of [Policy 5-21](#).

~~A disciplinary committee of the School Board must confirm or disapprove any decision to expel a student, whether an appeal is noted or not.~~

4. Notice Requirements

The written notice from the hearing officer or the discipline committee to the student and parent upholding a long-term suspension or expulsion recommendation shall also provide information concerning the availability of community-based education, alternative education, training or intervention programs.

The notice shall indicate in the case of suspension: when the student is eligible to return to regular school attendance and whether the student may attend an alternative education program during or upon the expiration of the suspension. In the case of expulsion, the notice shall state whether the student is eligible to return to regular school attendance or to attend an alternative education program or an adult education program offered by the division during or upon the expiration of the expulsion and the terms or conditions of readmission to programs of the division. If an expelled student is found to be ineligible to return to regular school attendance or to attend an alternative education program or adult education program in the school division during expulsion, the student and parent shall be advised that the student may petition the School Board in writing for readmission after one calendar year from the date of his/her expulsion and of the conditions under which readmission may be granted.

5. Status of Student Pending Hearing and Appeal

A student recommended for long-term suspension or expulsion shall remain suspended pending a hearing ~~and any appeal thereof~~. If the student is

recommended to attend an alternative placement by a hearing officer or discipline committee, the student must enroll in that program pending resolution of the appeal process or waive any loss of educational opportunity for the period between notification of eligibility for the alternative placement and final resolution of the appeal.

6. Expulsion Factors to be Considered

In making a recommendation to expel a student for misconduct, other than for actions specified in Virginia Code § 22.1-277.07 and § 22.1-277.08 (related to firearms and drug offenses) the principal or his designee shall consider and document, in writing, the following factors;

- a. the nature and seriousness of the violation;
- b. the degree of danger to the school community;
- c. the student's disciplinary history, including the seriousness and number of previous infractions;
- d. the appropriateness and availability of an alternative education placement or program;
- e. the student's age and grade level;
- f. the results of any mental health, substance abuse, or special education assessments;
- g. the student's attendance and academic records; and
- h. such other matters as he deems appropriate.

The written documentation of the principal or his designee regarding ~~the~~^{his} consideration of these factors shall be transmitted to the Superintendent/designee, Hearing Officer, Discipline Committee/School Board with the student's case and each shall consider these factors in recommending expulsion of the student. No decision to expel a student shall be reversed on the grounds that such factors were not considered. Nothing in this subsection shall be deemed to preclude a School Board from considering any of these factors as "special circumstances" for purposes of Virginia Code § 22.1-277.07 and § 22.1-277.08.

E. Reinstatement, Admission and Readmission of Suspended or Expelled Students

1. Expelled students and the parent shall be notified in writing of the schedule for applying/reapplying for readmission. The scheduled date for applying for readmission will ensure that the hearing and ruling on any initial petition for readmission, if granted, would enable the student to resume school attendance one calendar year from the date of the expulsion. The Superintendent/designee shall establish a schedule pursuant to which such student may apply and reapply for readmission to school. Such schedule shall be designed to ensure that the hearing and ruling on any initial petition for readmission, if granted, would enable the student to resume school attendance one calendar year from the date of expulsion.

2. A student readmitted to school by the School Board or a committee thereof, or Superintendent or designee following a long term suspension or by the School Board following an expulsion shall be allowed to attend school subject to the terms of attendance set forth by the Superintendent or designee for a specified probationary term. ~~If an approval for readmission is denied by a committee of the School Board, the student has a right of appeal to the full board.~~

Editor's Note

See [Division Regulation 5-10.1](#) for students expelled or suspended from another school board.

F. Violation of Expulsion

An expelled student who is found on school premises at any time without the permission of the principal, the Superintendent, or School Board may be referred to law enforcement authorities as a trespasser.

Editor's Note

For discipline of students with disabilities, see [Division Regulation 5-21.3](#). For appeals of In-School discipline or Out-of-School Suspension of ten days or less, see [Division Regulation 5-6.1](#).

Legal Reference:

Code of Va. § 22.1-277., as amended, Suspension and expulsion of pupils; generally.

Code of Va., §§ 22.1-277.04 – 22.1-277.2:1, as amended .

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