

**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

<b>Daniel D. Edwards</b> District 2 – Kempsville	<b>Sharon R. Felton</b> District 6 – Beach	<b>Dorothy M. Holtz</b> At-Large
<b>Victoria C. Manning</b> At-Large	<b>Ashley K. McLeod</b> At-Large	<b>Kimberly A. Melnyk</b> District 7 – Princess Anne
<b>Trenace B. Riggs</b> District 1 – Centerville	<b>Carolyn T. Rye</b> District 5 - Lynnhaven	<b>Carolyn D. Weems</b> District 4 - Bayside

**Aaron C. Spence, Ed.D., Superintendent****School Board Regular Meeting Agenda****Tuesday, February 13, 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).....3:00 p.m.**
  - A. School Operating Budget FY2018-19 and Capital Improvement Program FY2018-19 through FY2023-24 Workshop #1
  - B. Long Range Facilities Master Plan Update
  - C. Thoroughgood/Hermitage Update
  - D. School Board Administrative Matters and Reports
2. **Closed Meeting** (as needed)
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**  
National Board Certified Teachers
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 3 minutes each until 7:30 p.m., if time is available. If time does not permit all members of the public to speak before 7:30 p.m., an additional opportunity for public comment on Agenda items may be given after the Information section of the Agenda. All public comments shall meet the [Board Bylaw 1-48](#) requirements for Decorum and Order.



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

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

**Tuesday, February 13, 2018**

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- 9. Approval of Minutes:**
    - A. January 23, 2018 Regular Meeting
    - B. February 6, 2018 Special Meeting
  - 10. Adoption of the Agenda**
  - 11. Consent Agenda**
    - A. Green Run Collegiate Evaluation Recommendations
    - B. Commonwealth of Virginia 457 Deferred Compensation Plan
  - 12. Action**
    - A. Personnel Report / Administrative Appointments **UPDATED 2/14/2018**
    - B. Policy Review Committee Recommendations
      1. Policy 3-32 Emergency/Small/Sole Source Purchases
      2. Policy 4-32 Employee Associations
  - 13. Information**
    - A. Dual Enrollment Course Additions
    - B. Policy Review Committee Recommendations
      1. Policy 4-55 Leave With/Without Pay for Family and Medical Purposes
      2. Policy 5-30 Graduation Requirements/Diplomas/Certificates
      3. Policy 6-30 Family Life Education (FLE)
      4. Policy 7-21 Citizens' Advisory Committees
      5. Policy 7-22 Citizens' Advisory Committees: Special Education Advisory Committee
      6. Policy 7-24 Citizens' Advisory Committees: Gifted Education Citizens' Advisory Committee
      7. Policy 7-26 Citizens' Advisory Committees: Strategic Planning Committee
      8. Policy 7-27 School Health Advisory Board
  - 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. 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** (if needed)



# **VIRGINIA BEACH CITY PUBLIC SCHOOLS**

## **CHARTING THE COURSE**

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

**Tuesday, February 13, 2018**

School Administration Building #6, Municipal Center

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**19.    Vote on Remaining Action Items**

**20.    Adjournment**

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***The next regular meeting of the School Board of the City of Virginia Beach is scheduled for  
Tuesday, February 27, 2018***

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

**Section:** Student, Employee and Public Awards and Recognition **Date:** February 13, 2018

**Senior Staff:** Ms. Eileen M. Cox, 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 24 Virginia Beach City Public Schools (VBCPS) teachers who recently earned their certification as National Board Certified Teachers.

**Background Summary:**

Created by teachers for teachers, National Board Certification is a voluntary, rigorous process that is perhaps the most respected certification in education, according to the National Board for Professional Teaching Standards. In December, 24 more teachers earned this prestigious certification bringing the division's current total to 144 – the fourth highest in the Commonwealth. This prestigious distinction is a symbol of professional teaching excellence that takes anywhere from three to five years to complete and is based on rigorous standards for what accomplished teachers should know and be able to do.

**Source:**

Office of Professional Growth and Innovation

**Budget Impact:**

None



**Subject:** Approval of Minutes **Item Number:** 9A & B

**Section:** Approval of Minutes **Date:** February 13, 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 following sets of minutes as presented from their:

- A. January 23, 2018 regular School Board meeting; and
- B. February 6, 2018 Special School Board meeting.

**Background Summary:**

**Source:**

Bylaw 1-40

**Budget Impact:**

N/A



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## School Board Services

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

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

<b>Daniel D. Edwards</b> District 2 – Kempsville	<b>Sharon R. Felton</b> District 6 – Beach	<b>Dorothy M. Holtz</b> At-Large
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**Aaron C. Spence, Ed.D., Superintendent**

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

**Tuesday, January 23, 2018**

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

## **INFORMAL MEETING**

1. ***Convene School Board Workshop:*** The School Board convened in the einstein.lab at 4:01 p.m. In addition to Superintendent Spence, all School Board members were present upon the arrival of Ms. Riggs shortly thereafter at 4:04 p.m.

A. **School Board Administrative Matters and Reports:**

1. **July 2018 Retreat Planning:** Chairwoman Anderson advised of plans for the School Board retreat to be a one day event, without a facilitator, held on July 10, 2018 at the Student Center at Tidewater Community College Virginia Beach Campus. There were no objections.

In reviewing the meeting agenda, Chairwoman Anderson announced Workshop Item 1C - Accountability Reform, State Accreditation – as postponed until February 27 after data calculations have been received from the state in order for comparisons to be reported. Superintendent Spence further explained there had been a lot of changes to the state accreditation model and the Virginia Department of Education is still figuring out how they are going to calculate those accreditation ratings. She also reaffirmed a closed meeting would be held after the workshop, if time permitted, otherwise, after the formal meeting and clarified the purpose for the closed meeting. In response to an inquiry, School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney, confirmed the appropriateness for the topic meeting the provisions of the Virginia Freedom of Information Act for discussion in a closed meeting noting it had been a topic discussed in a previous closed meeting, and advised any action that needs to be taken will have to be conducted in an open session. Other School Board Administrative Reports were related to coordinating transportation to upcoming National School Boards Association (NSBA) conferences February 3 - 6; an invitation to attend performances of the Governor's School for the Arts; the African American Male Summit; and Achievable Dream Academy community presentations. Discussion concluded at 4:10 p.m.





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- B. Compass to 2020 Mid-Year Update: Donald E. Robertson, Jr., Ph.D., Chief Strategy and Innovation Officer; along with Lisa A. Banicky, Ph.D., Director of Innovation and Strategic Planning, presented an update on progress related to the strategic priorities identified for the 2017-18 school year in the division's strategic plan – *Compass to 2020*. Also presented was an outlook for planning ahead. Discussion concluded at 4:52 p.m.
- C. [Accountability Reform, State Accreditation]: postponed until February 27, 2018
- D. Preliminary Discussion of Class Rank: Daniel F. Keever, Senior Executive Director of High Schools in the Department of School Leadership, provided context for the presentation recounting previous dialogue on the topic of class rank and concerns raised surrounding inequity created by virtue of academy participation and/or availability of significantly more weighted courses in some programs as compared to others. He explained in spring 2017, the School Board tasked Administration with collecting data. Findings were shared with the School Board at their July 2017 retreat, along with Hanover Research on the topic, whereby Administration found that colleges and universities place a strong weight on the student's academic course work and the grades earned in those courses with much less weight placed on a student's relative rank within the graduating class. Therefore, the School Board asked that options be developed in moving away from ranking students based on their grade point average (GPA). He explained the work in ensuing months whereby principals affirmed a unified belief that the division should move away from class rank in the division, and provided a progress report and next steps for a different set of qualifications to be initiated with the incoming 9<sup>th</sup> grade, or Class of 2022. He noted current high school students will not be impacted by this move. Principals from Ocean Lakes and Cox high schools shared their perspective, and a draft of a request for feedback from members of the community via an e-Town Hall to include a draft recognition system based on Latin honors used to indicate the level of distinction earned by a student was presented. Discussion concluded at 5:26 p.m. at which time the School Board recessed to reconvene in the School Board Chambers at 6:00 p.m. for their formal meeting.

#### **FORMAL MEETING**

- 2. ***Call to Order and Roll Call***: Chairwoman Anderson called the formal meeting to order at 6:00 p.m. All School Board members were present along with Superintendent Spence.
- 3. ***Moment of Silence followed by the Pledge of Allegiance***
- 4. ***Student, Employee and Public Awards and Recognition***:
  - A. VHSL Class 6 Volleyball Player of the Year: The School Board recognized Cox High School senior, Brett Wildman, for being named the Virginia High School League's (VHSL) 2017 Class 6 Volleyball Player of the Year.
  - B. VHSL Class 6 Volleyball Coach of the Year: Mariellen Gero, Cox High School Volleyball Coach, was recognized by the School Board for being named the VHSL 2017 Class 6 Volleyball Coach of the Year.



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- C. Outstanding New Educator Award Recipient: The School Board recognized John Pienkowski, Brandon Middle School science teacher and 20-year retired veteran of the U.S. Navy in his second year of teaching, for being selected one of the nation's 2018 Outstanding New Educators, an honor presented by the National Association for Alternative Certification (NAAC) to exemplary educators in their first three years of teaching who have been certified through an alternative route program that is a member of the NAAC, and demonstrates passion for and commitment to the success of every student.
- D. Distinguished Budget Presentation Award: The Department of Budget and Finance was recognized by the School Board for receiving the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) recognizing the very highest quality in budget documents that reflect both the guidelines established by the National Advisory Council of State and Local Budgeting and GFOA best practices.
5. **Superintendent's Report**: Superintendent Spence's report honored division principals in recognition of Virginia Principal Appreciation Week.
6. **Hearing of Citizens and Delegations on Agenda Items**: None
7. **Approval of Minutes**: December 19, 2017 Regular Meeting: Ms. Holtz made a motion, seconded by Ms. Felton, that the School Board approve the minutes of their December 19, 2017 regular meeting as presented. The motion passed unanimously.
8. **Adoption of the Agenda**: Prior to a motion, Chairwoman Anderson advised Workshop Item 1C – Accountability Reform, State Accreditation is rescheduled for February 27 in anticipation of additional information being provided by the state on new standards. Ms. Holtz then made a motion, seconded by Ms. Riggs, that the School Board adopt the agenda as amended. The motion passed unanimously.
9. **Consent Agenda**: After Chairwoman Anderson's review of items presented as part of the Consent Agenda, Ms. Riggs made a motion, seconded by Ms. Melnyk, that the School Board approve the Consent Agenda as presented. The motion passed unanimously, and the following items were approved as part of the Consent Agenda:
- A. Resolutions:
1. African American History Month as follows:

**Resolution for African American History Month  
February 2018**

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

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

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





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

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

**NOW, THEREFORE, BE IT**

**RESOLVED**: That the School Board of the City of Virginia Beach officially recognizes the month of February 2018 as African American History Month and its 2018 theme: African Americans in Times of War; and be it

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

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

2. National School Counseling Week as follows:

**Resolution for National School Counseling Week  
February 5-9, 2018**

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

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

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

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

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

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

**NOW, THEREFORE, BE IT**

**RESOLVED**: That the School Board of the City of Virginia Beach officially recognizes the first full week of February 2018 as National School Counseling Week in Virginia Beach City Public Schools; and be it

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

3. Career and Technical Education Month as follows:

**Resolution for Career and Technical Education Month  
February 2018**

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



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

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

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

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

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach officially recognizes the month of February 2018 as Career and Technical Education Month in Virginia Beach City Public Schools; and be it

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

- B. As a result of School Board member Joel McDonald being elected Vice Chair of the School Board, and other adjustments requested by School Board members to better align with their schedule, modifications to School Board assignments to Student Discipline Committees SY18 were approved as follows:

Student Discipline Committee	School Board Member Assignments
<b>Student Discipline:</b> Committee I (2 <sup>nd</sup> & 4 <sup>th</sup> Mon) 3:00 PM	Sharon Felton* Dorothy Holtz <del>Joel McDonald</del> <a href="#">Dan Edwards</a>
<b>Student Discipline:</b> Committee II ( <del>1<sup>st</sup> &amp; 3<sup>rd</sup></del> <a href="#">2<sup>nd</sup> &amp; 4<sup>th</sup></a> Tues) 8:30 AM	Ashley McLeod <del>Trenace Riggs</del> <a href="#">Victoria Manning</a> Carolyn Weems*
<b>Student Discipline:</b> Committee III (1 <sup>st</sup> & 3 <sup>rd</sup> Wed) 3:00 PM	<del>Victoria Manning</del> <a href="#">Trenace Riggs</a> Kimberly Melnyk* Carolyn Rye

- C. Subsequent to approval of the Schedule of Meetings by the School Board at their January 9, 2018 organizational meeting, a member of the School Board suggested the School Board reconsider the summer schedule to minimize the extended period between meetings, and to coordinate with the hiring timeline during the weeks leading up to the start of the new school year. Therefore, the School Board approved a modification to their Schedule of Meetings through June 30, 2019 as follows to include an additional regular meeting on August 28, 2018:



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Affirm Balance of SY2017-18 Schedule of Meetings as amended November 8, 2017	Proposed SY2018-19 Schedule of Meetings
January 9 & 23 <b>2018</b>	July 10 <b>2018</b> July 10 Retreat
<b>February 6 Special Meeting</b> for presentation of the Superintendent's Estimate of Needs FY2018/19 and Proposed Capital Improvement Program (CIP) FY2018/19 through FY2023/24 <b>February 13 &amp; 27</b> February 20*	<b>August 14 &amp; 28</b>
<b>March 6* Special Meeting</b> for adoption of the School Operating Budget FY2018/19 and Capital Improvement Program (CIP) FY2018/19 through FY2023/24 <b>March 13 &amp; 27</b>	<b>September 11 &amp; 25</b>
<b>April 10 &amp; 24</b>	<b>October 9 &amp; 23</b>
<b>May 8 &amp; 22</b>	<b>November 13 &amp; 27</b>
<b>June 11 (Mon) &amp; 26</b> [Graduations June 12-16]	<b>December 11</b>
	<b>January 8 &amp; 22</b> <b>2019</b> January 22 Retreat (if needed)
	<b>February 5 Special Meeting</b> for presentation of the Superintendent's Estimate of Needs FY2019/20 and Proposed Capital Improvement Program (CIP) FY2019/20 through FY2024/25 <b>February 12 &amp; 26</b> February 19*
	<b>March 5* Special Meeting</b> for adoption of the School Operating Budget FY2019/20 and Capital Improvement Program (CIP) FY2019/20 through FY2024/25 <b>March 12 &amp; 26</b>
	<b>April 9 &amp; 30 (5<sup>th</sup> Tues)</b> 4/22-26 = Spring Break
	<b>May 14 &amp; 28</b>
	<b>June 10 (Mon) &amp; 25</b> [Graduations June 11-15]
* Budget/CIP Workshop	* Budget/CIP Workshop

- D. Policy Review Committee recommendations regarding review, amendment and/repeal of certain policies listed below as reviewed by the committee at their December 14, 2017 meeting, introduced as Information at the January 9, 2018 organizational/regular School Board meeting, and approved as to legal sufficiency by School Board Legal Counsel:
1. Policy 4-4 Equal Employment Opportunity, Non-Discrimination, and Compliance Officers - amended to add anti-harassment to title
  2. Policy 4-21 Payment to Estate of Deceased Employees - minor amendment changing month to pay period
  3. Policy 4-43 Personnel Protection from Sexual Harassment – repealed because protections are incorporated into Regulations 4-4.1 and 4-4.3
  4. Policy 4-87 Overtime and Supporting Regulation – amended to reflect current practices and changes in the law
  5. Policy 4-97 Administrative Internships – amended to provide definitions of Administrative internships and Administrative assistants



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6. Policy 7-1 Relations with the Public – amended to reflect website accessibility policy procedures as required by the United States Department of Education Office for Civil Rights

**10. Action**

- A. Personnel Report / Administrative Appointments: Ms. Felton made a motion, seconded by Ms. Melnyk, that the School Board approve the appointments and accept the resignations, retirements and other employment actions as listed on the Personnel Report dated January 23, 2018. The motion passed unanimously. There were no administrative appointments recommended.
- B. Resolution to Declare School Board Owned Property Surplus in Order to Execute Purchase Agreement: Anthony L. Arnold, P.E., Executive Director of Facilities Services, provided background information on the process of declaring School Board owned property located at 273 N. Witchduck Rd. surplus in order to execute a purchase agreement with Franklin Johnston Group Management and Development, LLC for the full appraised value of \$4.5 million. He noted there was no new information to report after returning to the community for further feedback at the School Board's request. He explained marketing efforts by the City's Economic Development on the School's behalf, and rezoning status moving forward for City Council to consider on their February 6 meeting agenda, along with the resolution declaring the property as excess, and agreement to appropriate proceeds into the Capital Improvement Program as part of the current year's budget cycle. Ms. McLeod made a motion, seconded by Ms. Riggs, that the School Board authorize the School Board Chair to execute the resolution and purchase agreement between the School Board and Franklin Johnston Group Management and Development, LLC ("Purchaser"). The motion passed unanimously, and the resolution was approved as follows:

**RESOLUTION REGARDING THE SALE OF SCHOOL BOARD PROPERTY  
LOCATED AT 273 NORTH WITCHDUCK ROAD**

**WHEREAS**, the School Board of the City of Virginia Beach (the "School Board") is the owner of a vacant parcel of land consisting of approximately 10.69 acres, located at 273 North Witchduck Road (GPIN 1467-75-8675) (the "School Board Property");

**WHEREAS**, Franklin Johnston Group Management & Development, LLC ("Franklin Johnston") has offered to purchase the School Board Property and has proposed development of a residential apartment complex (the "Project");

**WHEREAS**, Virginia Code §22.1-129 allows the School Board to sell real property that it determines it has no future use for, and the School Board has held a public hearing on December 19, 2017 to take public comment on the proposed sale of the School Board Property to Franklin Johnston and retention of the proceeds therefrom; and

**WHEREAS**, due to the determination that the School Board Property is no longer needed to for educational purposes, and the expected benefits that will be derived from this Project for the citizens of Virginia Beach, the School Board is of the opinion that sale of the School Board Property to Franklin Johnston would be a benefit to all parties.

**NOW THEREFORE BE IT RESOLVED that:**



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1. In accordance with Virginia Code §22.1-129, the School Board finds that it does not have further use for the School Board Property located at 273 North Witchduck Road, GPIN 1467-75-8675 and determines that it should be declared surplus and may be sold.
2. Total amount of compensation to be paid to School Board by Franklin Johnston for this acquisition is \$4,500,000.
3. Should the City Council of Virginia Beach authorize the School Board to retain the proceeds from the sale, the funds shall be allocated towards the School Board's capital improvement program.
4. Additionally, the School Board authorizes the Chair or her designee to execute any and all documents desired and necessary to complete the above-referenced transaction.

#### 11. Information

- A. Green Run Collegiate Evaluation: Robert A. Veigel, Research Specialist in the Department of Planning, Innovation and Accountability, presented an executive summary of the key findings from the comprehensive evaluation of Green Run Collegiate (GRC) from the year of full implementation across grades 9 through 12. He provided an overview of GRC which operates as a public charter school focused on college and career readiness and preparing students with the skills to be 21<sup>st</sup> century learners, workers, and citizens; and explained the focus of the evaluation was on the implementation of the program based on the School Board approved charter school application in regards to student application and selection, staff selection and professional learning, program components, and parental involvement; accomplishment of the program's goals and objectives; program effectiveness; and cost. As a result of the evaluation, five recommendations were proposed including continuing the GRC charter school with modifications which include increasing the number of students taking advantage of the rigorous International Baccalaureate (IB) programs and earning IB credentials, ensuring that students are receiving multiple opportunities for college financial counseling services, reviewing and modifying the mentoring and personalized learning plan processes to support students in meeting their goals, and conducting an evaluation update to allow for examination of additional GRC cohorts. Barbara Winn, Head of School, reported Green Run Collegiate Governing Board's concurrence with the recommendations and commitment to long-term success; and responded to questions.
- B. Commonwealth of Virginia 457 Deferred Compensation Plan: Farrell E. Hanzaker, Chief Financial Officer, along with Linda C. Matkins, Director of Benefits, presented an overview of the proposed transition to the Commonwealth of Virginia 457 (COV 457) Deferred Compensation Plan originally introduced to the School Board and City Council at a joint briefing held December 12, 2017 which provided information on the rationale and major aspects of the transition to the COV 457 plan administered by the Virginia Retirement System (VRS) and utilizes ICMA-RC for record keeping services. Ms. Matkins noted the item is currently scheduled to be on City Council's February 6, 2018 meeting agenda.





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- C. Interim Financial Statements – December 2017: Crystal M. Pate, Director of Business Services, presented highlights of interim financial statements as of December 31, 2017. In reporting the overall revenue trend as acceptable, she explained the Governor's proposed amendments to the FY18 Direct Aid Budget known as the Caboose Bill and recent March 31 Average Daily Membership (ADM) projections indicate a shortfall in state revenue of approximately \$345,000. She reported although the federal government continues to work off of a continuing resolution through February 8 further delaying Impact Aid payments, it is unlikely those funds will be cut since both the House and Senate proposals show an increase in Impact Aid. Sales tax receipts were reported on an acceptable trend at \$445,000 higher than the prior year with a slight decrease of approximately \$5,000 to be reflected in January statements. Expenditures and encumbrances were also reported on an acceptable trend at this point in the fiscal year.

12. **Standing Committee Reports:** As chair of the School Board's Policy Review Committee, Ms. Rye announced the January committee meeting postponed due to inclement weather was rescheduled for 1:30 p.m., January 25.

As chair of the School Board's Legislative Committee, Vice Chair McDonald reported the committee met earlier in the day and received an update on legislation from Joel Andrus, School Board legislative liaison from Kemper Consulting. He advised legislative issues being watched were items related to student discipline, teacher shortages, and teacher certification licensure issues.

13. **Conclusion of Formal Meeting:** The formal meeting concluded at 7:00 p.m.
14. **Hearing of Citizens and Delegations on Non-Agenda Items:** The School Board heard comments from John Bede who requested all instructional time lost due to inclement weather be reestablished in the interest of students.
15. **Recess into Workshop:** None
16. **Closed Meeting:** Vice Chair McDonald made a motion, seconded by Ms. Melnyk, 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 7 of the *Code of Virginia*, 1950, as amended, for Legal Matters: Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the Board or consultation with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711 (A) (7); namely to discuss pending request for written legal opinion.

The motion passed unanimously, and the School Board recessed at 7:05 p.m., and reconvened in a closed meeting in Room 113 at 7:13 p.m.

Individuals Present for Discussion: School Board members; Superintendent Spence; Marc A. Bergin, Ed.D., Chief of Staff; School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney; and Dianne P. Alexander, Clerk of the School Board.





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

Tuesday, January 23, 2018  
School Board Regular Meeting  
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The School Board reconvened in an open meeting at 7:27 p.m.

Certification of Closed Meeting: Vice Chair McDonald made a motion, seconded by Ms. Melnyk, 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 was approved (ayes 9; nays 2 – Manning and Weems). Ms. Weems stated her nay vote was because she did not feel the topic met the criteria for discussion in a closed session; and Ms. Manning explained she did not feel comments regarding overburdening legal services was appropriate for the closed meeting.

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

**18. Adjournment:** There being no further business before the School Board, Chairwoman Anderson adjourned the meeting at 7:29 p.m.

Respectfully submitted:

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

Approved:

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



# VIRGINIA BEACH CITY PUBLIC SCHOOLS

## CHARTING THE COURSE

### School Board Services

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

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

<b>Daniel D. Edwards</b> District 2 – Kempsville	<b>Sharon R. Felton</b> District 6 – Beach	<b>Dorothy M. Holtz</b> At-Large
<b>Victoria C. Manning</b> At-Large	<b>Ashley K. McLeod</b> At-Large	<b>Kimberly A. Melnyk</b> District 7 – Princess Anne
<b>Trenace B. Riggs</b> District 1 – Centerville	<b>Carolyn T. Rye</b> District 5 - Lynnhaven	<b>Carolyn D. Weems</b> District 4 - Bayside

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

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

**Tuesday, February 6, 2018**

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

- 1. *Call to Order and Roll Call:*** Chairwoman Anderson called the special meeting of the School Board of the City of Virginia Beach to order at 5:35 p.m. in the School Board Chambers at the School Administration Building. All School Board members were present along with Superintendent Spence. She stated the purpose of the special meeting was for the presentation of the Superintendent's Estimate of Needs for Fiscal Year 2018-19 and proposed Capital Improvement Program (CIP) for Fiscal Year 2018-19 through Fiscal Year 2023-24.
- 2. *Moment of Silence followed by the Pledge of Allegiance***
- 3. *Adoption of the Agenda:*** Ms. Riggs made a motion, seconded by Ms. Holtz, that the School Board adopt the agenda as presented. Vice Chair McDonald offered a substitute motion for the School Board to adopt the agenda with the addition of an item as 4C for the School Board to take action to invite the Thoroughgood and Hermitage elementary schools' community to speak on the location of Thoroughgood Elementary School students during the replacement of Thoroughgood Elementary School as part of the Hearing on Non-Agenda Items at the School Board's February 13, 2018 regular meeting. The substitute motion passed unanimously.
- 4. *Presentation:***
  - A. Superintendent's Estimate of Needs for Fiscal Year 2018-19:** Superintendent Spence prefaced the presentation recognizing that traditionally this has been considered the unofficial "kick off" to the School Board's budget development process when in actuality the document is a reflection of the countless discussions and workshops held throughout the year about budget priorities and funding levels. He stated the proposed \$770 million operating budget strategically addresses critical needs such as reducing class size, replacing aging buses and technology, and ensuring equitable compensation. Beyond that, he reported the Estimate of Needs positions the division to continue the phase in of



Full Day Kindergarten (FDK) and move forward with the 1:1 technology initiative; at the same time reducing the reliance on reversion funds by \$2 million, and, for the first time in years, contributing \$500,000 PAYGO funding to the Capital Improvement Program (CIP). He noted so much was able to be accomplished in the budget cycle because of the financially firm ground the division currently has after more than a decade of cost saving measures and fiscally responsible decisions made about academic programs and employee compensation. An overview of budget-balancing strategies included eliminating central office positions, cutting non-instructional budgets, ending some specialty programs, and raising class sizes. Superintendent Spence acknowledged accomplishments of staff and students, despite the challenges, resulting in all schools being fully accredited for the first time since 2010-11. In addition to reporting a record on-time graduation rate at 91.9 percent with the lowest cohort dropout rate in a decade at 4.6 percent, he went on to recognize many other accolades earned by students, staff, and the division as a whole. He explained the spending plan includes 28 additional full-time equivalent (FTE) instructional positions – 8.6 elementary, 4.4 middle, and 15 high – to strategically lower class sizes in courses and subject areas with the greatest enrollment, and at the high school level, continue to reduce the number of teachers who are assigned more than 150 students, noting this is in addition to the 40 positions restored in the current year's budget. Twenty-five positions in support of student success were added to include 12 high school counselor positions, 10 technology support technicians and 3 instructional technology specialists. He stressed the need to deliver the most competitive compensation package possible in order to attract and retain the most qualified candidates, and explained the proposal recommends a 1.5 percent cost of living salary adjustment for all employees, and a 0.5 percent step increase for eligible employees, while fully funding the remaining equity adjustments for employees on the Unified Scale. Recognizing that health care costs continue to be a concern, he reported every effort was made to keep any increase as small as possible with a moderate one percent increase in employee premiums included along with a one percent increase to the employer cost for health care. In addressing a number of other School Board priorities, he reported \$493,000 in additional funding allocated to support costs associated with special education mandates, as well as funding to replace two special education buses and 38 general education buses moving the division closer to a goal of replacing 50 buses annually. Also included is additional funding for many of the priorities identified in the Five-Year Special Education Plan, \$1.5 million for devices and resources to grow the division's digital technology initiative, and earmarked funds for Phase II of the planned expansion of preschool and Full Day Kindergarten (FDK) programs to allow the division to offer FDK at an additional 12 schools. An outline of unmet needs that remain unfunded in excess of \$29 million was also provided.



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Tuesday, February 6, 2018  
School Board Special Meeting  
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Farrell E. Hanzaker, Chief Financial Officer, presented an overview of operating expenditures by type and outline of budget balancing strategies for the \$770 million proposal, a \$15.3 million increase over the current year budget.

- B. Proposed Capital Improvement Program (CIP) Fiscal Year 2018-19 through Fiscal Year 2023-24: Mr. Anthony L. Arnold, P.E., Executive Director of Facilities Services, presented highlights of the Superintendent's proposed Capital Improvement Program (CIP) of \$593.7 million (including appropriations to date); \$47.5 million in Year 1 (2018/19). He provided an overview of projects under design/construction, the modernization/replacement cycle, projects in the CIP, funding sources, and funding summary.

Superintendent Spence advised of workshops scheduled in coming weeks with the first being February 13, and asked School Board members to forward questions in advance in addition to offering one-on-one opportunities to discuss. This portion of the meeting concluded at 6:13 p.m.

- C. Invitation to Thoroughgood and Hermitage Elementary School Communities: Ms. Holtz made a motion, seconded by Vice Chair McDonald, that the School Board directs the Administration to communicate an opportunity to the Thoroughgood and Hermitage elementary school communities to comment on the placement of students during the replacement of Thoroughgood Elementary School as part of the Hearing on Non-Agenda Items at the School Board's February 13, 2018 regular meeting. During brief discussion, a point of order was raised upon an inquiry regarding site-work because it was not identified in the call for the special meeting. The School Board then voted and unanimously approved the motion as presented.

5. **Adjournment:** There being no further business before the School Board, Chairwoman Anderson adjourned the meeting at 6:18 p.m.

Respectfully submitted:

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

Approved:

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



**Subject:** Green Run Collegiate Comprehensive Evaluation **Item Number:** 11A

**Section:** Consent **Date:** February 13, 2018

**Senior Staff:** Dr. Donald E. Robertson, Jr., Chief Strategy and Innovation Officer  
Department of Planning, Innovation, and Accountability

**Prepared by:** Mr. Robert A. Veigel, Research Specialist  
Dr. Heidi L. Janicki, Director of Research and Evaluation  
Dr. Allison M. Bock, Program Evaluation Specialist  
Dr. Donald E. Robertson, Jr., Chief Strategy and Innovation Officer  
Department of Planning, Innovation, and Accountability

**Presenter(s):** Dr. Donald E. Robertson, Jr. and Mr. Robert A. Veigel

**Recommendation:**

That the School Board approve the recommendations that were proposed as part of the Green Run Collegiate Comprehensive Evaluation. The Green Run Collegiate Governing Board reviewed the results of the comprehensive evaluation and accepted the recommendations on December 5, 2017.

**Background Summary:**

According to School Board Policy 6-26, "All new programs will be evaluated for a minimum of two years. Programs that have been designed to take more than two years to fully implement will also be evaluated during the year in which the program reaches full implementation." On September 7, 2016, the School Board approved the 2016-2017 Program Evaluation Schedule, in which Green Run Collegiate was recommended for a comprehensive evaluation during the year of full implementation across grades 9 through 12. The comprehensive evaluation focused on the implementation of the program based on the School Board approved charter school application in regards to student application and selection, staff selection and professional learning, program components, and parental involvement; accomplishment of the program's goals and objectives; program effectiveness; and cost. In addition, recommendations for the program are included.

**Source:**

School Board Policy 6-26  
School Board Minutes September 7, 2016

**Budget Impact:**



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

**DEPARTMENT OF PLANNING, INNOVATION, AND ACCOUNTABILITY**

**Green Run Collegiate: Comprehensive Evaluation Recommendations**

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

<b>School Board Meeting Date</b>	<b>Evaluation</b>	<b>Recommendations From the Fall 2017 Program Evaluation</b>	<b>Green Run Collegiate Governing Board's Recommendations</b>
<u>Information</u> January 23, 2018  <u>Consent</u> February 13, 2018	Green Run Collegiate: Comprehensive Evaluation Recommendations	<ol style="list-style-type: none"><li>1. Recommendation #1: Continue Green Run Collegiate Charter School with modifications noted in Recommendations 2 through 5. (<i>Responsible Group: GRC Governing Board</i>)</li><li>2. Recommendation #2: Increase the number of students who are taking advantage of and successfully completing the rigorous IB programs (Diploma and Career pathways) offered to them at GRC. (<i>Responsible Group: GRC Governing Board</i>)</li><li>3. Recommendation #3: Ensure that students are receiving multiple opportunities for counseling services focused on college financial assistance as specified in Goal 2, Objective 3 of the charter school application. (<i>Responsible Group: GRC Governing Board</i>)</li><li>4. Recommendation #4: Review the mentoring and Personalized Learning Plan processes and modify them as needed to ensure that these program components are maximizing students' potential to meet their goals. (<i>Responsible Group: GRC Governing Board</i>)</li><li>5. Recommendation #5: Conduct an evaluation update during 2017-2018 based on an additional cohort of students progressing through GRC. (<i>Responsible Group: Department of Planning, Innovation, and Accountability</i>)</li></ol>	The Green Run Collegiate Governing Board concurs with the recommendations from the program evaluation.





**Subject:** Commonwealth of Virginia 457 Deferred Compensation Plan **Item Number:** 11B

**Section:** Consent **Date:** February 13, 2018

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

**Prepared by:** Linda Matkins, Director Benefits; Farrell E. Hanzaker, Chief Financial Officer

**Presenter(s):** Farrell Hanzaker, Chief Financial Officer; Linda Matkins, Director of Benefits

**Recommendation:**

It is recommended that the School Board approve the transition to the Commonwealth of Virginia 457 Deferred Compensation Plan by June 30, 2018 by approving the following:

- 1) Commonwealth of Virginia 457 Deferred Compensation Plan Resolution
- 2) Commonwealth of Virginia 457 Deferred Compensation Plan Employer Adoption Agreement for All Employees

**Background Summary:**

On December 12<sup>th</sup>, a joint School Board/City Council meeting was held to present a briefing on the transition. The detailed briefing covered the rationale and major aspects for this transition.

The City of Virginia Beach (City) introduced a 457 Deferred Compensation Plan (CVB 457 Plan) to City employees in 1981 and later amended its plan document and entered into a Memorandum of Understanding with Virginia Beach City Public Schools to allow school employees the ability to participate in the CVB 457 Plan in 2002.

The City's contract for recordkeeping services with Empower Retirement for the CVB 457 Plan expires June 30, 2018. The Deferred Compensation Board will terminate its CVB 457 Plan and transition participants to the Commonwealth of Virginia 457 Deferred Compensation Plan (COV 457 Plan) prior to the expiration of the contract with Empower Retirement on June 30, 2018 if approved by City Council at their meeting on February 6, 2018. The Virginia Retirement System administers the COV 457 Plan and utilizes ICMA-RC for record keeping services.

If City Council approves the transition to the COV 457 Plan, the CVB 457 Plan will terminate and all funds must be rolled into a new plan. There will not be an option to leave funds in the CVB 457 Plan and therefore VBCPS must have a plan in place to receive the transfer of funds.

**Source:**

The Deferred Compensation Board meeting minutes

The Joint School Board/City Council Power Point presentation document dated 12/12/17.

**Budget Impact:** None



VIRGINIA RETIREMENT SYSTEM  
P.O. Box 2500  
Richmond, VA 23218-2500

## Commonwealth of Virginia 457 Deferred Compensation Plan Resolution

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WHEREAS, the **School Board of the City of Virginia Beach** (the “Employer”), acting by and through the School Board of the City of Virginia Beach, desires to adopt the Commonwealth of Virginia 457 Deferred Compensation Plan (the “Plan”) for its employees as defined in the adoption agreement between the Employer and the Virginia Retirement System (the “VRS”); and

WHEREAS, the Plan, which includes both Roth and Traditional options, is authorized by the *Code of Virginia* § 51.1-600 et seq. and Internal Revenue Code § 457(b), and political subdivisions are authorized to participate in such Plan by the *Code of Virginia* § 51.1-603.1; and

NOW, THEREFORE, BE IT RESOLVED, that the Employer hereby approves the adoption of the Plan for its employees in accordance with applicable law and policy; and

BE IT FURTHER RESOLVED, that the Employer’s staff is hereby directed to implement the Plan effective the first day of **June, 2018** but no sooner than the date established and confirmed by VRS.

NOW, THEREFORE, the officers of the Employer are hereby authorized and directed in the name of the Employer to carry out the provisions of this resolution, enter an adoption agreement with VRS, and pay such sums as are due to be paid by the Employer for this purpose.

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School Board Chair

### CERTIFICATE

I, **Dianne P. Alexander, Clerk of the School Board** of the Employer, certify that the foregoing is a true and correct copy of a resolution passed at a fully organized meeting of the Employer held at Virginia Beach, Virginia at **6:00 p.m. on February 13, 2018**. Given under my hand and seal of the Employer this 13th day of February, 2018.

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Signature



VIRGINIA RETIREMENT SYSTEM  
P.O. Box 2500  
Richmond, VA 23218-2500

## Commonwealth of Virginia 457 Deferred Compensation Plan Employer Adoption Agreement for All Employees

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THIS AGREEMENT (the “Agreement”), executed this 13th day of February, 2018, is by and between the School Board of the City of Virginia Beach and the Virginia Retirement System (hereinafter collectively referred to as the “Parties”).

### WITNESSETH

WHEREAS, the Commonwealth of Virginia established the Commonwealth of Virginia 457 Deferred Compensation Plan (the “Plan”) and the Master Trust for the Plan (the “Trust”) pursuant to § 51.1-600 et seq. of the *Code of Virginia*, as amended, and Internal Revenue Code (“IRC”) § 457(b), including both Roth and Traditional options; and

WHEREAS, pursuant to § 51.1-603.1 of the *Code of Virginia*, as amended, the Employer desires to enter into this Agreement with the Plan Sponsor to permit participation in the Plan by its eligible employees; and

WHEREAS, the Employer is an “eligible employer” within the meaning of IRC § 457(e)(1)(A); and

WHEREAS, pursuant to § 51.1-603.1(B) of the *Code of Virginia*, as amended, the Employer may establish and automatically enroll certain employees in the Plan upon hire; and

WHEREAS, the Employer, by a resolution of its governing body, has directed its responsible official to enter into this Agreement;

NOW, THEREFORE, in consideration of the premises herein, the Parties agree as follows:

- 1) The Plan Sponsor and the Employer represent and warrant that each shall comply with all applicable laws and policy.
- 2) The Plan Sponsor represents to the Employer that the Plan Sponsor shall provide sufficient services to administer the Plan.
- 3) The Employer acknowledges and agrees to the terms and conditions established in the Trust and the Plan.
- 4) For purposes of the Employer’s participation in the Plan, “employees” shall mean all “employees” as defined in § 51.1-600 of the *Code of Virginia*.

- 5) The Employer shall permit the Plan Sponsor's third party administrator ("TPA") to conduct group and individual meetings on the Employer's premises for the purpose of explaining the Plan or enrolling employees.
- 6) The Employer shall permit the Plan Sponsor and the TPA to communicate directly with eligible employees about plan information and enrollment.
- 7) The Employer shall remit contributions under the Plan to the TPA in accordance with procedures promulgated by the Plan Sponsor or the TPA. The Employer shall correctly report and withhold employees' wages in accordance with applicable laws and policy.
- 8) The Employer shall make the appropriate contributions (including associated matching contributions to another plan, if applicable) required under Internal Revenue Service regulations and the Plan Sponsor procedures to correct any failure (i) to inform an employee of the opportunity to defer, (ii) to allow an employee to defer, or (iii) to implement automatic enrollment, reenrollment, or an election or election change by an employee.
- 9) Should the Employer offer its employees deferred compensation plans in addition to the Plan, then the Employer is responsible for monitoring all plans to ensure that no participants exceed the maximum deferral limits under IRC § 457.
- 10) If the Employer so desires, it may check the box below and sign the statement of acknowledgment to automatically enroll certain employees in the Plan in a manner prescribed by the Plan Sponsor, subject to an employee (i) commencing employment or reemployment on or after the first day of [insert month and year]\_\_\_\_\_ but no sooner than the date established and confirmed by the Plan Sponsor, (ii) not participating in the Hybrid Retirement Plan described in § 51.1-169 of the *Code of Virginia*, and (iii) not having affirmatively elected to participate in the plan described in § 51.1-602 of the *Code of Virginia* or a 403(b) plan. If the Employer does not check the box and sign the statement of acknowledgment, then the Employer shall not automatically enroll its employees in the Plan.

☐ By checking this box and signing this statement of acknowledgment, the Employer agrees to automatically enroll in the Plan in a manner prescribed by the Plan Sponsor, all employees who (i) commence employment or reemployment on or after the first day of [insert month and year]\_\_\_\_\_ but no sooner than the date established and confirmed by the Plan Sponsor, (ii) do not participate in the Hybrid Retirement Plan described in § 51.1-169 of the *Code of Virginia*, and (iii) have not affirmatively elected to participate in the plan described in § 51.1-602 of the *Code of Virginia* or a 403(b) plan. \_\_\_\_\_

Signature

- 
- 11) If applicable, the Employer acknowledges it is solely the responsibility of the Employer to instruct the Plan Sponsor's TPA where to map assets from the Employer's existing plan to the available investments under the Plan. Neither the Plan Sponsor nor the Plan Sponsor's TPA will advise or recommend to the Employer how to map assets from the Employer's existing plan.
  - 12) The Employer acknowledges asset transfers from an existing plan with the Employer into the Plan may need to be made over more than one day depending upon the facts and circumstances of each case.
  - 13) The Employer acknowledges upon termination of this Agreement asset transfers out of the Plan may need to be made over more than one day depending upon the facts and circumstances of each case.
  - 14) This Agreement may be amended from time to time only by written agreement between the Plan Sponsor and the Employer.
  - 15) The term of this Agreement shall be for at least a three-year period beginning on the date of its execution and, thereafter, may be terminated by either party upon written notice to the other party, which termination shall become effective on a date established by the Plan Sponsor.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed, intending to be bound thereby.

**Employer****Virginia Retirement System**

By: \_\_\_\_\_  
Beverly Anderson

Title: School Board Chair

Date: February 13, 2018

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_





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

**Section:** Action **Date:** February 13, 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 February 13, 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 FEBRUARY 2018  
ASSIGNED TO THE UNIFIED SALARY SCALE**

**2017-2018**

**SCHOOL/DEPARTMENT****POSITION****APPOINTMENTS - ELEMENTARY SCHOOL****BETTIE F. WILLIAMS**

1/25/2018

Curtis A. Campbell

Physical Education Assistant

**BIRDNECK**

2/6/2018

Sammy L. Echevarria  
Ramos

Custodian I, 10 month, night

**GLENWOOD**

1/18/2018

Rosa Silvey

Special Education Assistant

**JOHN B. DEY**

2/1/2018

Elizabeth M. Schuer

School Administrative Associate I

**LANDSTOWN**

1/18/2018

Jocelyne A. Yumul

Cafeteria Assistant, 4 hours

1/25/2018

Nancy T. Wiley

Special Education Assistant

**LINKHORN PARK**

2/1/2018

Lindsay M. Nichols

Special Education Assistant

**NEW CASTLE**

1/24/2018

Alpha Keels

Custodian II, Head Night

**NEWTOWN**

2/1/2018

Christopher Soest

Technology Support Technician

**OCEAN LAKES**

1/31/2018

Gavyn K. Werner

Kindergarten Assistant, .5

**PARKWAY**

1/23/2018

Matthew A. Goad

Custodian I, 10 month, night

1/24/2018

Ruben Palma

Custodian I, 12 month, night

**SALEM**

1/18/2018

Florliza B. Arnold

Cafeteria Assistant, 5 hours

**SEATACK**

2/1/2018

Heidi L. Lagemann

Special Education Assistant

**TALLWOOD**

1/25/2018

Camisha A. Townsend

Special Education Assistant

**WINDSOR WOODS**

1/24/2018

Jennifer G. Ramiro

Library Media Assistant

**APPOINTMENTS - MIDDLE SCHOOL****BAYSIDE**

1/25/2018

Tezzra G. Regester-Brooks

General Assistant

**GREAT NECK**

1/24/2018

Bartolome Alviar

Custodian I, 10 month, night

**LARKSPUR**

1/31/2018

Yumita P. Guimba

Custodian I, 10 month, night

**PRINCESS ANNE**

1/25/2018

Nancy E. Hertzog

Special Education Assistant

**SALEM**

1/18/2018

Donna A. Wilson

Cafeteria Assistant, 5 hours

**SCHOOL/DEPARTMENT****POSITION****VIRGINIA BEACH**

1/18/2018	John C. Gebelein	Security Assistant
2/1/2018	Lauren A. Jones	School Office Associate II, 12 month

**APPOINTMENTS - HIGH SCHOOL****BAYSIDE**

2/5/2018	Thomas E. Carter	Technology Support Technician
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**OCEAN LAKES**

1/9/2018	Linda J. Umlauf	Clinic Assistant, .5
2/1/2018	Megan R. Bement	Special Education Assistant

**PRINCESS ANNE**

2/15/2018	Robert A. Robbins	Student Activities Coordinator
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**RENAISSANCE ACADEMY**

1/22/2018	Julius B. Macklin	Security Assistant
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**TALLWOOD**

1/18/2018	Robert M. Cislo	Drivers Education Instructor, .4
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**TECHNICAL AND CAREER EDUCATION CENTER**

2/6/2018	Darrin A. Yarbrough	Custodian I, 10 month, night
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**APPOINTMENTS - MISCELLANEOUS****DEPARTMENT OF BUDGET AND FINANCE**

2/1/2018	Angela P. Frayne	Accounting Technician
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**DEPARTMENT OF HUMAN RESOURCES**

2/5/2018	Kristin L. Byrd	Administrative Office Associate II
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**DEPARTMENT OF SCHOOL PLANT SERVICES**

2/1/2018	Salvatore Passaro	Building Manager
2/2/2018	Cecil W. Flora	Supervisor HVAC

**OFFICE OF CUSTODIAL SERVICES**

2/5/2018	Tiffany Gordon	Pest Control Technician
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**OFFICE OF STUDENT SUPPORT SERVICES**

1/18/2018	Jennifer L. Taylor	School Social Worker, 10 month
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**OFFICE OF TRANSPORTATION SERVICES**

1/24/2018	Evelyn C. Kelly	Bus Driver, 6 hours
1/24/2018	Martine D. Matthews	Bus Driver, 5 hours
1/31/2018	Alicia L. Calapp	Auxiliary Driver, 5 hours
1/31/2018	Jasmine A. Jennings	Bus Driver, 7 hours
1/31/2018	Rebecca L. Wilfong	Bus Driver, 5.5 hours
1/31/2018	Valerie M. Sammons	Bus Driver, 5.5 hours

**RESIGNATIONS - ELEMENTARY SCHOOL****BROOKWOOD**

1/12/2018	Millicent Wiggins	Custodian I, 10 month (personal reasons)
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**CENTERVILLE**

2/9/2018	Sabrina Simon	Special Education Assistant (relocation)
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**GREEN RUN**

2/9/2018	Brian N. Owens	Physical Education Assistant (personal reasons)
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**HERMITAGE**

2/2/2018	Sarah A. DeCota	Cafeteria Assistant, 4.5 hours (relocation)
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**INDIAN LAKES**

1/5/2018	John D. Henry	Cafeteria Assistant, 5 hours (family)
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**LINKHORN PARK**

1/19/2018	Anita A. Gilligan	Special Education Assistant (relocation)
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**OCEAN LAKES**

1/26/2018	Elizabeth A. Stanford	Kindergarten Assistant, .5 (personal reasons)
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**SCHOOL/DEPARTMENT****POSITION****THREE OAKS**

6/15/2018

Anita C. Crafts

Cafeteria Assistant, 5 hours (spouse)

**WHITE OAKS**

1/25/2018

Ciera M. Davis

Custodian I, 10 month, night (personal reasons)

**RESIGNATIONS - MIDDLE SCHOOL****GREAT NECK**

3/2/2018

Chester Rhodes

Security Assistant (relocation)

**LARKSPUR**

1/12/2018

Johnny Saintfort

Custodian I, 10 month, night (family)

**RESIGNATIONS - HIGH SCHOOL****BAYSIDE**

3/21/2018

Andrea H. Williams

Cafeteria Assistant, 5 hours (education)

**COX**

1/22/2018

Nonee T. Jones

Custodian I 10 month, night (personal reasons)

**RENAISSANCE ACADEMY**

1/12/2018

Korie D. Spence

Security Assistant (health)

1/17/2018

Decarlos P. Mitchell

Security Assistant (personal reasons)

**RESIGNATIONS - MISCELLANEOUS****DEPARTMENT OF TEACHING AND LEARNING**

2/2/2018

Emily R. Assmus

Administrative Office Associate I (career enhancement opportunity)

**OFFICE OF TRANSPORTATION SERVICES**

1/9/2018

Billy Greth

Bus Driver, 5.5 hours (career enhancement opportunity)

1/12/2018

Richard A. Matthews

Bus Driver, 6 hours (personal reasons)

2/2/2018

Kelly Henry

Bus Driver, 5 hours (career enhancement opportunity)

**RETIREMENTS - ELEMENTARY SCHOOL****CHRISTOPHER FARMS**

1/31/2018

Juanita L. Barrington

Custodian II, Head Night

**RETIREMENTS - MIDDLE SCHOOL****NONE****RETIREMENTS - HIGH SCHOOL****NONE****RETIREMENTS - MISCELLANEOUS****OFFICE OF CUSTODIAL SERVICES**

5/31/2018

John W. Simms

Custodian III

**OFFICE OF TRANSPORTATION SERVICES**

2/28/2018

Randall R. Wiele

Bus Driver, 5.5 hours

**OTHER EMPLOYMENT ACTIONS****NONE**

**VIRGINIA BEACH CITY PUBLIC SCHOOLS  
PERSONNEL REPORT FEBRUARY 2018  
ASSIGNED TO THE INSTRUCTIONAL SALARY SCALE  
2017-2018**

<u>SCHOOL/DEPARTMENT</u>		<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
<u>APPOINTMENTS - ELEMENTARY SCHOOL</u>				
<u>CORPORATE LANDING</u>				
2/1/2018	Emilia Massa	Grade 4	City University of New York, Lehman College	
<u>THALIA</u>				
1/25/2018	Melissa A. Luft	Grade 5	East Carolina University	Norfolk Public Schools
<u>WHITE OAKS</u>				
2/1/2018	Denise A. Lucy	Grade 4	Old Dominion University	
<u>APPOINTMENTS - MIDDLE SCHOOL</u>				
<u>BAYSIDE</u>				
1/22/2018	Monet S. Martin	Special Education	Old Dominion University	
1/25/2018	Acara B. Phipps	Grade 7 Science	Old Dominion University	
<u>BRANDON</u>				
1/25/2018	Christopher S. Singh	Special Education	Cheyney University, PA	VBCPS
<u>LANDSTOWN</u>				
2/1/2018	Hakan Polat	Grade 7 Math	Turkey Naval War College, TUR	
<u>LARKSPUR</u>				
1/25/2018	Gregory T. Coogan	Grade 7 Math	Cambridge College, MA	Norfolk Public Schools
<u>LYNNHAVEN</u>				
2/1/2018	Erin G. Boynton	Spanish	Eastern Michigan University, MI	Dorchester District Two, SC
<u>APPOINTMENTS - HIGH SCHOOL</u>				
<u>BAYSIDE</u>				
1/25/2018	Tomeka Gross	Social Studies, .6	Old Dominion University	Military
<u>FIRST COLONIAL</u>				
1/26/2018	Kathleen M. Blair	French, .2	University of Florida	
<u>GREEN RUN</u>				
2/1/2018	Stephanie A. Harris	Math	University of Arkansas	Military
<u>RENAISSANCE ACADEMY</u>				
1/18/2018	Cynthia Salemi	Math	University of North Florida, FL	Clay County Schools, FL

<u>SCHOOL/DEPARTMENT</u>	<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>
<b><u>TECHNICAL AND CAREER EDUCATION CENTER</u></b>			
2/27/2018	Joanna M. Marhalik	Trade and Industrial	
<b><u>APPOINTMENTS - MISCELLANEOUS</u></b>			
<b>NONE</b>			
<b><u>RESIGNATIONS - ELEMENTARY SCHOOL</u></b>			
<b><u>WINDSOR WOODS</u></b>			
1/31/2018	Leyla M. Chafin	School Counselor (career enhancement opportunity)	
<b><u>RESIGNATIONS - MIDDLE SCHOOL</u></b>			
<b><u>BAYSIDE 6TH GRADE CAMPUS</u></b>			
1/26/2018	Alison L. Troutman	Grade 6 (career enhancement opportunity)	
<b><u>LANDSTOWN</u></b>			
2/15/2018	Jamil H. Clarke	Grade 8 (health)	
<b><u>LARKSPUR</u></b>			
2/15/2018	Susan K. Bennett	Computer Science (personal reasons)	
<b><u>RESIGNATIONS - HIGH SCHOOL</u></b>			
<b><u>BAYSIDE</u></b>			
6/18/2018	Page P. Wiedeman	Library Media Specialist (relocation)	
<b><u>RENAISSANCE ACADEMY</u></b>			
3/1/2018	Lindsay S. Toth	Health and Physical Education (relocation)	
<b><u>TALLWOOD</u></b>			
2/16/2018	Vernon L. Dayawan	Science, .6 (career enhancement opportunity)	
<b><u>RESIGNATIONS - MISCELLANEOUS</u></b>			
<b>NONE</b>			
<b><u>RETIREMENTS - ELEMENTARY SCHOOL</u></b>			
<b><u>CORPORATE LANDING</u></b>			
1/31/2018	Mark W. Jones	Grade 4 (personal reasons)	
<b><u>ROSEMONT FOREST</u></b>			
6/18/2018	David J. Parker	Grade 2	
<b><u>RETIREMENTS - MIDDLE SCHOOL</u></b>			
<b><u>LANDSTOWN</u></b>			
1/31/2018	Deborah A. McKenna	Grade 7	
<b><u>RETIREMENTS - HIGH SCHOOL</u></b>			
<b><u>COX</u></b>			
5/31/2018	Roland Doan III	Science	
<b><u>RETIREMENTS - MISCELLANEOUS</u></b>			
<b>NONE</b>			
<b><u>OTHER EMPLOYMENT ACTIONS</u></b>			
<b>NONE</b>			



**VIRGINIA BEACH CITY PUBLIC SCHOOLS  
PERSONNEL REPORT FEBRUARY 2018  
ADMINISTRATIVE APPOINTMENTS  
2017-2018**

**SCHOOL/DEPARTMENT**

**POSITION**

**APPOINTMENTS - ELEMENTARY SCHOOL**

NONE

**APPOINTMENTS - MIDDLE SCHOOL**

NONE

**APPOINTMENTS - HIGH SCHOOL**

**LANDSTOWN**

2/14/2018

Jason A. Stanley

Assistant Principal

**APPOINTMENTS - MISCELLANEOUS**

**OFFICE OF CONSOLIDATED BENEFITS**

2/26/2018

Colleen N. Norman

Coordinator of Benefits



**Subject:** Policy Review Committee Recommendations **Item Number:** 12B1-2

**Section:** Action **Date:** February 13, 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 approve Policy Review Committee recommendations regarding review and amendment of the following policies as proposed by the committee after final review at their January 25, 2018 meeting; and approved as to legal sufficiency by School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney:

1. Policy 3-32 Emergency/Small/Sole Source Purchases - amended to clarify procedures and create criteria for sole source purchases
2. Policy 4-32 Employee Associations – amended to remove reference to policy language that no longer exists and providing a definition for employee associations

**Background Summary:**

After review at their December 14, 2017 meeting, the Policy Review Committee introduced proposed amendments to the School Board at the January 9, 2018 Regular School Board meeting where individual School Board members offered additional suggestions to be considered by the Policy Review Committee. The policies being presented here for Action reflect the outcome from additional consideration by the Policy Review Committee.

**Source:**

Code of Virginia, 1950, as amended, §22.1-253.12:7 School Board Policies.  
Policy Review Committee Meeting of January 25, 2018

**Budget Impact:**

None

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### Emergency/Small/Sole Source Purchases

#### A. Emergency Purchases

An emergency shall be deemed to exist when a breakdown in machinery or equipment and/or a threatened termination of essential services or a dangerous condition develops, or when any unforeseen circumstances arise causing curtailment or diminution of an essential service or where materials or services are needed to prevent loss of life or property.

In case of emergency, a contract may be awarded without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be submitted to the School Board and included in the contract file. Public notice will be made as required by law or regulation.

#### B. Small Purchases/Professional Service Contracts

All purchases of goods, contractual services, insurance and capital improvements where the aggregate or sum of all phases is estimated to be less than \$100,000 in value, shall not be subject to the requirements of the competitive sealed bidding procedures as described in School Board [Policy 3-35](#) or competitive negotiation. ~~provided, however, that the purchasing authority shall, nevertheless provide for competition where practicable and whenever the amount thereof exceeds \$30,000, the informal written solicitation of a minimum of four or more proposals in the commodity area of the transaction shall be sought. Written quotations from vendors shall be obtained where practicable, although verbal quotations will be permitted provided a written record of all such verbal quotations is made and filed with the records of the transaction when the aggregate or sum of all phases is estimated to be between \$30,000 and \$100,000, the purchasing authority will, when practicable, obtain three informal solicitations or proposals, document such solicitations or proposals, and document the basis for choosing the vendor/contractor. If no other vendor/contractor is practicably available to provide the goods or services or the purchasing authority is unable to obtain solicitations or proposals, the purchasing authority will document this information and proceed with the purchase.~~

Single or term contracts for professional services shall not be subject to the requirement of competitive negotiation of School Board [Policy 3-38](#) where the aggregate or the sum of all phases is not expected to exceed \$30,000; however, the purchasing authority shall provide for competition wherever practicable. Professional services are exempt from these provisions.

#### C. ~~Sole~~/Single Source Purchases

When only one known source exists or can be practicably identified or only one single supplier can fulfill the requirements for a purchase or the provision of services, the purchasing authority may purchase or enter into a contract without

using competitive processes if the following procedures are followed. Upon determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding (School Board **Policy 3-35**) or competitive negotiation (School Board **Policy 3-38**). The writing shall document the basis for this determination and shall be approved by the Director of Purchasing or designee.

1. Acceptable reasons for sole/single source purchases

- a. Only one known source exists for the supplies or services as determined by documented research;
- b. No other reasonable alternative source exists or can reasonably be identified that meets the purchasing authority's requirements;
- c. Only one source meets the business needs of the purchasing authority (e.g. compatibility; unique or special features or services);
- d. Procurement of public utility services;
- e. Compatibility (such as purchasing authority requires specific piece of equipment to be compatible with existing equipment);
- f. Limited or proprietary systems, services (i.e. additional licenses, updates, specialized replacement parts, etc.);
- g. A unique professional expert is requested;
- h. Sales territories or product availability within limited geographic boundaries;
- i. Unique or proprietary services owned or licensed by a person or corporation (motivational speakers, comedians, artists, musicians, singers, actors, etc.); and
- j. Other reasons consistent with applicable law and regulation and as approved by the Director of Purchasing.

2. What does not constitute acceptable reasons for sole/single source purchases

- a. Purchasing authority's preference for a brand name product or service or preference for particular vendor/contractor;
- b. The "uniqueness" alone of a good or service without justification of the reasons no other good or service will meet the requirements and without written agreement of the Director of Purchasing that no other good or service can meet the requirements; and
- c. Failure of the purchasing authority to follow purchasing procedures or plan adequate time to complete competitive procurement procedures or contract approval process.

3. Sole/single source procedure

- a. Purchasing authority must provide written justification to support the sole/single source request. Such request must include the following:
  - 1) A description of the unique features or reasons that justify not following competitive negotiation procedures;

- 2) Documented research supporting the determination that the vendor/contractor is the only known source or only practicably identifiable source;
- 3) Documented compatibility, licensing or related issues; and
- 4) Other supporting evidence.

4. Approval of sole/single source determination

- a. The purchasing authority will submit the written justification and supporting documentation to the Director of Purchasing for approval prior to purchasing goods or services;
- b. The Director of Purchasing or designee will review the supporting documentation and approve the written justification, reject the written justification or request further supporting information for consideration before rendering a decision;
- c. Public notice of the sole/single source determination will be made in accordance with applicable law or regulation; and
- d. The purchasing authority will not be authorized to proceed with the purchase or contract for services or goods without approval from the Director of Purchasing.

**D. ~~Public Notice~~**

~~Public notice shall be made under sections A and C of this Policy as mandated in the legal reference to this Policy.~~

**Legal Reference:**

Code of Virginia §2.2-3100, et seq., as amended. State and Local Government Conflict of Interests Act.

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

Code of Virginia §2.2-4370, as amended. Disclosure of subsequent employment.

**Editor's Note:**

*See also the School Division's "Purchasing Services Handbook."*

Adopted by School Board: February 16, 1993  
Amended by School Board: October 19, 1999  
Amended by School Board: August 2, 2000  
Amended by School Board: September 3, 2002

Amended by School Board: December 20, 2011  
Amended by School Board: September 16, 2014

Amended by School Board:

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lennetti



## PERSONNEL

### Employee Associations

#### A4. Right to Form, Join, ~~e~~Etc.

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

#### B. Employee Association- definition

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

#### C2. Use of School Facilities for ~~Employee~~ Association Business

Employee associations are authorized to use school facilities for association business as set forth below. Any employee association which satisfies the requirements for representation on a committee as set forth in subsection C (2) of Policy 4-8 shall be entitled to use designated school facilities, in the manner provided below, for the purpose of conducting association business:

1a. With the prior approval of the principal, an employee association representative may confer with an individual association member on school premises, either before or after such member's established work hours.

2b. An ~~employee a~~Associations may hold meetings of its members on school premises, provided: ~~(a)~~ a written request for the use of school premises is submitted to the principal at least twenty-four (24) hours in advance of such use; ~~(b)~~ the request is approved; ~~(c)~~ the meeting is not held during the regular work hours of the facility being used; and ~~(d)~~ the employee association agrees to pay any customary charges that may be assessed for custodial services and utilities.

3e. One (1) bulletin board shall be set aside at each school specifically for the posting of information by employee associations. The principal of each school shall determine the size and location of such bulletin board; provided, however, that the bulletin board shall be at least two (2) feet by three (3) feet in size and shall be located away from student areas. Any information posted on school premises by an employee association shall only be posted on the designated bulletin board.

4d. ~~Employee a~~Associations may distribute information in teacher mailboxes, provided such distribution is: ~~(a)~~ done by a member of the employee association and not by a school's administrative staff; and ~~(b)~~ only occurs before the beginning of, or after the end of, a school's regular workday.

5e. With the prior approval of the principal, employee associations may use



a school's public address system to announce the date, time and place of association meetings, provided such use does not occur during the instructional part of the day.

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

### D3. Additional Services

In addition to the foregoing, any employee association as defined in this Policy which satisfies the requirement for representation on a committee as set forth in subsection C (2) of Policy 4-8 shall be entitled to the following:

1a. With the prior approval of the Superintendent or designee, an employee association's members may take leave to conduct employee association business, provided the employee association reimburses the School Division for any such leave taken, which reimbursement shall be at the member's hourly rate of pay; and

2b. An employee association may have the dues of its members deducted from such members' paychecks, provided the employee has provided authorization to the Administration to have employee association dues deducted from his/her/their paychecks. Effective with Fiscal Year 2006-2007, the employee must provide appropriate authorization to and as determined by the Administration to withhold dues. Such withholding will remain in force until the employee provides appropriate authorization as determined by the Administration to discontinue the deduction. Employees who are employed or join an employee association after November 1st may elect to have their dues deducted from their paychecks for the remainder of the fiscal year by providing appropriate authorization to the Administration at least ten (10) days before the date they want the first such deduction to take place. Verification of such authorization, and the deduction of dues, shall be conducted by the Administration, provided the employee association reimburses the School Division for the actual cost to provide this service.

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

On October 5, 1999, the School Board passed a Resolution Authorizing Superintendent to Suspend Employee Association's Privilege of Using School Facilities in Response to Association's Violation of School Board Policy or Regulation Governing Use. This resolution gives the Superintendent authority to suspend an association's privileges under this Ppolicy for a period of up to twelve (12) months. This resolution will remain in effect until the School Board takes action to revoke it. A copy of the resolution can be found in the School Board minutes for October 5, 1999, and [attached to this policy](#) 📎.

~~See Policy 4-8 — Employee Input Process C (2).~~

Adopted by School Board: November 1, 1977  
Amended by School Board: August 21, 1990  
Amended by School Board: July 16, 1991  
Amended by School Board: July 13, 1993 (Effective August 14, 1993)  
Amended by School Board: September 21, 1999  
Amended by School Board: June 8, 2004  
Amended by School Board: December 20, 2005

Amended by School Board:

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lennetti



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**Subject:** Dual Enrollment Course Additions **Item Number:** 13A

**Section:** Information **Date:** February 13, 2018

**Senior Staff:** Amy E. Cashwell, Ed.D., Chief Academic Officer

**Prepared by:** James M. Pohl, Ph.D., Executive Director of Secondary Teaching and Learning

**Presenter(s):** James M. Pohl, Ph.D., Executive Director of Secondary Teaching and Learning

**Recommendation:**

That the School Board receive information regarding the proposed Dual Enrollment course additions: US Government I (PLS 211), US Government II (PLS 212), Introduction to Theater (CST 130), Theater Appreciation (CST 131), Introduction to Networking Concepts (ITN 101), Network Security Basics (ITN 260), Network Fundamentals, Router Basics and Configuration (ITN 154), Switching, Wireless and WAN Technologies (ITN 155), Oxyfuel Welding and Cutting (WEL 117), Shield Metal Arc Welding Basic (WEL 123), Shield Metal Arc Welding Advanced (WEL 124), Welding III-Inert Gas (WEL 136), Welder Qualification Tests I (WEL 141), Welder Qualification Tests II (WEL 142), Welding Drawing and Interpretation (WEL 150), Applied Technical Mathematics I (MTH 103) and corresponding course objectives for the 2018-2019 school year.

**Background Summary:**

The addition of these courses would allow any student in Virginia Beach City Public Schools to enroll in college level courses on campus at the Virginia Beach campus of Tidewater Community College (TCC) or at their home school for Dual Enrollment credit. Students who have successfully completed the Virginia Placement Test or have scores meeting TCC's benchmark for the PSAT, SAT or SOL tests are able to apply to take these courses. Students will work with both their school counselor and the transition counselor at TCC.

**Source:**

**Budget Impact:**

Minimal with textbook needs

## **Dual Enrollment Course Offerings:**

### **PLS 211-212**

#### **US Government I-II**

##### **Course Description:**

Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy.

##### **Prerequisites:**

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College.

##### **Course Objectives:**

- Understand the political philosophies that shaped the development of Virginia and United States constitutional government.\*
- Compare United States government to governments around the world.
- Recognize the major features of the Articles of Confederation the debates over the United States Constitution and the major features of the United States Constitution.
- Differentiate the types of federalism that have existed in the United States.
- Compare and contrast contemporary and historic understandings of American civil liberties.
- Understand the long history of discrimination in America and the events and laws that led to the criminalization of discrimination.
- Define patterns of political socialization, voting behavior and polling survey data
- Discuss the contributions of interest groups to American politics.
- Evaluate the political ideas of major and minor political parties in America.
- Define types of elections and campaign finance regulations.
- Discuss how the media influences voters and political campaigns.
- Analyze the function of each of the institutions of government and their interactions with one another, to include legislative, executive, judicial and bureaucratic
- Understand the organization and powers of the state and local governments described in the Constitution of Virginia.\*
- Distinguish between delegated, implied, inherent, resultant, and concurrent congressional powers and explain in detail how the legislative process works.
- Identify the constitutional and extra-constitutional roles of the President and their effect on separation of powers/checks and balances.
- Explain judicial review, the function it performs in a system of powers/checks and balances and the way it enables the Supreme Court to make law.
- Describe the policy-making process, identify the key players, and analyze the impact of both on the formulation of economic, domestic, foreign and military policy.

- Evaluate the federal government's role in the health of the nation's economy.

\*Item notes Virginia *Standards of Learning* specific to the state and local government component of the course. These are not taught on TCC's campus; therefore, this course will be designed to be taught on VBCPS's campuses.

## **Introduction to Theater**

### **Course Description:**

*Introduction to Theatre* is a three credit transfer level college course for students in the theatre arts strand of the Academy and is designed to provide students an opportunity to survey the principles of drama, the development of theatre production, and read selected plays to acquaint the student with various types of theatrical presentations.

### **Prerequisites:**

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College. There are no specific course prerequisites.

### **Course Objectives:**

- Identify and discuss the basic elements of drama and theatre
- Discuss the origins of dramatic activity.
- Identify and discuss major historical periods of theatre and drama including: Primitive, Egyptian, Greek, Roman, Medieval, Elizabethan, Realism and Modern Experimental.
- Identify and discuss theatrical and dramatic activity in our everyday world.
- Discuss the basic forms of artistic creativity.
- Discuss the differences between live theatre and film.
- Identify the basic elements of a dramatic script and its communication to an audience.
- Discuss various purposes of theatre.
- Discuss audience types and their influence on theatre.
- Identify the basic elements of theatre technology.
- Discuss the basic demands of acting and actor training.
- Analyze a dramatic character.
- Analyze a dramatic script.
- Identify the major genres of dramatic literature.
- Discuss basic business and economic aspects of theatre.
- Discuss the process of creating a theatrical production.
- Discuss the basic functions of the playwright, producers, actors, designers and directors.
- Identify the basic types of theatre spaces.
- Identify and discuss the basic nomenclature of the physical theatre.
- Identify major styles of performance.
- Discuss various levels and types of amateur and professional theatre.
- Critique, in an articulate manner, a theatrical performance
- Discuss possible careers and involvement in the arts in general and theatre specifically

## Theater Appreciation

### Course Description:

*Theatre Appreciation* is a three credit transfer level college course for students in the theatre arts strand of the Academy and is designed to provide students an opportunity to increase knowledge and enjoyment of theatre through consideration of process, style, organization, written drama, and performed drama.

### Prerequisites:

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College. There are no specific course prerequisites for this course.

### Course Objectives:

- Identify and discuss the basic elements of drama and theatre
- Discuss the origins of dramatic activity.
- Identify and discuss major historical periods of theatre and drama including: Primitive, Egyptian, Greek, Roman, Medieval, Elizabethan, Realism and Modern Experimental.
- Identify and discuss theatrical and dramatic activity in our everyday world.
- Discuss the basic forms of artistic creativity.
- Discuss the differences between live theatre and film.
- Identify the basic elements of a dramatic script and its communication to an audience.
- Discuss various purposes of theatre.
- Discuss audience types and their influence on theatre.
- Identify the basic elements of theatre technology.
- Discuss the basic demands of acting and actor training.
- Analyze a dramatic character.
- Analyze a dramatic script.
- Identify the major genres of dramatic literature.
- Discuss basic business and economic aspects of theatre.
- Discuss the process of creating a theatrical production.
- Discuss the basic functions of the playwright, producers, actors, designers and directors.
- Identify the basic types of theatre spaces.
- Identify and discuss the basic nomenclature of the physical theatre.
- Identify major styles of performance.
- Discuss various levels and types of amateur and professional theatre.
- Critique, in an articulate manner, a theatrical performance

Discuss possible careers and involvement in the arts in general and theatre specifically



## **Dual Enrollment Course Offerings:**

### **ITN 101**

#### **Introduction to Networking Concepts**

##### **Course Description:**

Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Includes selected topics in network implementation, support and LAN/WAN connectivity.

##### **Prerequisites:**

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College.

##### **Course Objectives:**

- Identify and describe network theory and the necessary practices to install, configure, and maintain network operations
- Demonstrate number system arithmetic and conversions and the applications of numbering systems in IP addressing.
- Identify and describe network topologies, components, and protocols as they pertain to various different network architectures.
- Describe and demonstrate network operations from which network monitoring and control or network management is exercised over a computer network.
- Identify and describe network security policies, procedures, and systems to protect networks from vulnerabilities, threats, and attacks.
- Describe and demonstrate troubleshooting tools, techniques, and methodology in the network environment.

# **Dual Enrollment Course Offerings:**

## **ITN 260**

### **Network Security Basics**

#### **Course Description:**

Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers, risk management, network security policy, and security training. Includes the give security keys, confidentiality integrity, availability, accountability and auditability.

#### **Prerequisites:**

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College.

#### **Course Objectives:**

- Describe the security strategy of "Defense in Depth."
- Describe the three keys to security: confidentiality, integrity, and availability (CIA).
- Explain the technological, operational, and human methods of preserving CIA.
- Explain the appropriate use of prevention, detection, and response.
- Describe common security architectures and models.
- Revise existing network security plans.
- Explain the relationship between risk, threat, vulnerability, and countermeasure.
- Perform quantitative and qualitative risk-management calculations.
- Enumerate the fundamental elements of a successful computer security policy.
- Enumerate legal, privacy, and ethical issues relating to network security.
- Describe common applications of cryptography (VPN, PKI, SSL).
- Describe the operation of symmetric cryptosystems.
- Describe the operation of asymmetric cryptosystems.
- Describe the use of hash functions in computer security (passwords, digital signatures).
- Apply cryptographic software.

Explain the use of PKI technology to protect CIA and support "defense in depth."

# Dual Enrollment Course Offerings:

## ITN 154

### Network Fundamentals, Router Basics and Configuration

#### Course Description:

Provides instruction in the fundamentals of networking environments, the basics of router operations, and basic router configuration. (CISCO)

#### Prerequisites:

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College.

#### Course Objectives:

- Describe the devices and services used to support communications in data networks and the Internet.
- Describe the role of protocol layers in data networks.
- Describe the importance of addressing and naming schemes at various layers of data networks in IPv4 and IPv6 environments.
- Design, calculate, and apply subnet masks and addresses to fulfill given requirements in IPv4 and IPv6 networks.
- Explain fundamental Ethernet concepts such as media, services, and operations.
- Build a simple Ethernet network using routers and switches.
- Use Cisco command-line interface commands to perform basic router and switch configurations.
- Utilize common network utilities to verify small network operations and analyze data traffic.
- Describe basic switching concepts and the operation of Cisco switches.
- Describe enhanced switching technologies such as VLANs, VLAN Trunking Protocol (VTP), Rapid Spanning Tree Protocol (RSTP), Per VLAN Spanning Tree Protocol (PVSTP), and 802.1q.
- Configure and troubleshoot basic operations of a small switched network.
- Describe the purpose, nature, and operations of a router, routing tables, and the route lookup process.
- Configure and verify static routing and default routing.
- Describe how VLANs create logically separate networks and how routing occurs between them.
- Describe dynamic routing protocols, distance vector routing protocols, and link-state routing protocols.
- Configure and troubleshoot basic operations of routers in a small routed network to include Routing Information Protocol (RIPv1 and RIPv2) and Open Shortest Path First (OSPF) protocol (single-area OSPF).
- Configure and troubleshoot VLANs and inter-VLAN routing.
- Describe the purpose and types of access control lists (ACLs).
- Configure, monitor, and troubleshoot ACLs for IPv4 and IPv6.
- Describe the operations and benefits of Dynamic Host Configuration Protocol and Domain Name System (DNS) for IPv4 and IPv6.
- Describe the operations and benefits of Network Address Translation (NAT).
- Configure and troubleshoot NAT operations.

# **Dual Enrollment Course Offerings:**

## **ITN 155**

### **Switching, Wireless, and WAN Technologies**

#### **Course Description:**

Provides the skills and knowledge to install, operate, and troubleshoot a small-to-medium sized branch office enterprise network, including configuring several switches and routers, configuring wireless devices, configuring VLANs, connecting to a WAN, and implementing network security. (CISCO)

#### **Prerequisites:**

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College.

#### **Course Objectives:**

- Configure and troubleshoot DHCP and DNS operations for IPv4 and IPv6.
- Describe the operations and benefits of the Spanning Tree Protocol (STP).
- Configure and troubleshoot STP operations.
- Describe the operations and benefits of link aggregation and Cisco VLAN Trunk Protocol (VTP).
- Configure and troubleshoot VTP, STP, and RSTP.
- Configure and troubleshoot basic operations of routers in a complex routed network for IPv4 and IPv6 to include Open Shortest Path First (OSPF) protocol (single-area OSPF and multi-area OSPF) and Enhanced Interior Gateway Routing Protocol (EIGRP).
- Configure and troubleshoot advanced operations of routers.
- Implement RIP, OSPF, and EIGRP routing protocols for IPv4 and IPv6.
- Describe different WAN technologies and their benefits.
- Describe the operations and benefits of virtual private networks (VPNs) and tunneling.
- Configure and troubleshoot serial connections.
- Configure and troubleshoot broadband connections.
- Configure and troubleshoot IPsec tunneling operations.
- Monitor and troubleshoot network operations using syslog, SNMP, and NetFlow.
- Design network architectures to include borderless networks, data centers, virtualization, and collaborative technology solutions.

## **Dual Enrollment Course Offerings:**

### **WEL 117**

#### **Oxyfuel Welding and Cutting**

##### **Course Description:**

Introduces history of oxyacetylene welding, principles of welding and cutting, nomenclature of the equipment, development of the puddle, running flat beads and butt welding in different positions. Explains silver brazing, silver and soft soldering and safety procedures in the use of tools and equipment.

##### **Prerequisites:**

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College.

##### **Course Objectives:**

- Set- up and secure welding equipment properly.
- Produce Fillet welds in all positions.
- Produce Square Groove welds in all positions.
- Flame cut with Oxy-Acetylene torch.
- Braze in the flat position.

## **Dual Enrollment Course Offerings:**

### **WEL 123**

#### **Shield Metal Arc Welding Basic**

##### **Course Description:**

Teaches operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt and fillet welds in all positions. Emphasizes safety procedures.

##### **Prerequisites:**

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College.

##### **Course Objectives:**

- Set-up and secure welding equipment safely.
- Adjust welding machine accurately according to process variables.
- Choose the proper electrode for the job.
  - Complete square-groove and fillet welds in (4) positions, flat, horizontal, vertical, and overhead.

## **Dual Enrollment Course Offerings:**

### **WEL 124**

#### **Shield Metal Arc Welding Advanced**

##### **Course Description:**

Continues instruction on operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt and fillet welds in all positions. Emphasizes safety procedures.

##### **Prerequisites:**

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College.

##### **Course Objectives:**

- Safely operate and adjust welding equipment.
- Understand proper weld size and profile.
- Explain destructive and nondestructive testing.
- Operate air carbon- arc cutting equipment.
- Identify metals using various techniques.

Produce single-v groove welds in (4) positions.



## **Dual Enrollment Course Offerings:**

### **WEL 136**

#### **Welding III – Inert Gas**

##### **Course Description:**

Studies Tungsten and metallic inert gas procedures and practices including principles of operation, shielding gasses, filler rods, process variations and applications, manual and automatic welding, equipment and safety.

##### **Prerequisites:**

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College.

##### **Course Objectives:**

- Set-up and secure welding equipment safely.
- Adjust welding machine accurately according to process variables.
- Produce Fillet & Square groove welds with the TIG process (carbon steel & aluminum).

Demonstrate key variables that affect weld quality.

## **Dual Enrollment Course Offerings:**

### **WEL 141**

#### **Welder Qualifications Tests I**

##### **Course Description:**

Studies techniques and practices of testing welded joints through destructive and non-destructive testing.

##### **Prerequisites:**

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College.

##### **Course Objectives:**

- Perform spark test on low and high carbon steel.
- Use spot welder, track cutter, and pipe cutter.
- Work with dye-penetrant testing of weld defects.
- Work with magnetic flux testing of weld defects.
- Weld on cast iron with nickel electrode.
- Use plasma arc machine.
- Make welds and bend test with tester.

## **Dual Enrollment Course Offerings:**

### **WEL 142**

#### **Welder Qualifications Tests II**

##### **Course Description:**

Studies techniques and practices of testing welded joints through destructive and non-destructive testing.

##### **Prerequisites:**

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College.

##### **Course Objectives:**

- Perform spark test on low and high carbon steel.
- Use spot welder, track cutter, and pipe cutter.
- Work with dye-penetrant testing of weld defects.
- Work with magnetic flux testing of weld defects.
- Weld on cast iron with nickel electrode.
- Use plasma arc machine.
- Make welds and bend test with tester.

## **Dual Enrollment Course Offerings:**

### **WEL 150**

#### **Welding Drawing and Interpretation**

##### **Course Description:**

Teaches fundamentals required for successful drafting as applied to the welding industry. Includes blueprint reading, geometric principles of drafting and freehand sketching, basic principles of orthographic projection, preparation of drawings and interpretation of symbols.

##### **Prerequisites:**

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College.

##### **Course Objectives:**

- Read & understand blueprints and sketches.
- Prepare drawings.

Interpret symbols.

## **Dual Enrollment Course Offerings:**

### **MTH 103**

#### **Applied Technical Mathematics I**

##### **Course Description:**

Presents a review of arithmetic, elements of algebra, geometry, and trigonometry. Directs applications to specialty areas.

##### **Prerequisites:**

Students must have completed the Virginia Placement Test or have high enough scores on either the PSAT, SAT or certain SOL tests. These may vary by course and are determined by Tidewater Community College.

##### **Course Objectives:**

- Convert between and perform operations with US Standard and metric measurements using appropriate rounding, precision, and accuracy.
- Simplify and perform basic operations with algebraic expressions.
- Solve linear equations and formulas for one variable.
- Graph lines and functions and determine slope of a line.
- Calculate perimeter, area, and volume of basic geometric shapes.
- Measure angles and find missing sides and angles of triangles.
- Solve word problems including linear equations, ratios, proportions, and variations.
- Apply basic concepts of descriptive statistics, including drawing a bar graph and finding the mean, median, mode, and standard deviation of a data set.



**Subject:** Policy Review Committee Recommendations

**Item Number:** 13B1-8

**Section:** Information

**Date:** February 13, 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 January 25, 2018 meeting.

**Background Summary:**

1. Policy 4-55 Leave With/Without Pay for Family and Medical Purposes - amended to reflect a new Virginia Retirement System (VRS) hybrid program
2. Policy 5-30 Graduation Requirements/Diplomas/Certificates – amended to address the Superintendent’s authority to award credit for courses
3. Policy 6-30 Family Life Education (FLE) – amended to address current instructional practices
4. Policy 7-21 Citizens’ Advisory Committees - amended to create one policy that addresses Citizens’ Advisory Committees and designating which committees are Citizens’ Advisory Committees
5. Policy 7-22 Citizens’ Advisory Committees: Special Education Advisory Committee – Repeal. The Superintendent will adopt Regulation 7-21.2 to address the Special Education Advisory Committee
6. Policy 7-24 Citizens’ Advisory Committees: Gifted Education Citizens’ Advisory Committee - Repeal. The Superintendent will adopt Regulation 7-21.4 to address the Gifted Education Citizens’ Advisory Committee
7. Policy 7-26 Citizens’ Advisory Committees: Strategic Planning Committee – Repeal. The Superintendent will adopt Regulation 7-21.7 to address the Strategic Planning Committee
8. Policy 7-27 School Health Advisory Board – Repeal. The Superintendent will adopt Regulation 7-21.6 to address the School Health Advisory Board

**Source:**

Code of Virginia, 1950, as amended, §22.1-253.12:7 School Board Policies.  
Policy Review Committee Meeting of January 25, 2018

**Budget Impact:**

None

## PERSONNEL

### **Leave With/Without Pay for Family and Medical Purposes**

#### **A. Family Medical Leave**

The School Board desires that the School Division's family medical leave plan comply with the Family Medical Leave Act of 1993, as amended.

#### **B. Regulation References**

Implications of Family Medical Leave Act can be found in the following Regulations: Sick Leave [4-45.1](#), Sick Leave Banks [4-45.2](#), Parental Leave [4-53.3](#), Leave for Long-Term Illness or Injury of an Employee or Family Member [4-53.4](#), Donation of Leave [4-54.1](#), [Disability Programs for Employees in the VRS Hybrid Plan](#), and Family and Medical Leave [4-55.1](#).

#### **Legal Reference:**

Family Medical Leave Act, 29 U.S.C. § 2602, *et seq.*, as amended.

Adopted by School Board: March 15, 1994

Amended by School Board: October 18, 2016

Amended by School Board:



## STUDENTS

### Graduation Requirements/Diplomas/Certificates

#### A. Graduation Requirements

The requirements for graduation from high school shall be those established by the Virginia General Assembly and Virginia Board of Education regulations as cited in the legal reference to this ~~Policy~~, and those identified by the School Board ~~of the City of Virginia Beach~~.

#### B. Local Verified Credits

The requirements for awarding local verified credits in science and history/social science shall be those established by the Virginia Board of Education Guidelines for Local School Boards to Award Verified Credits for the Standard Diploma to Transition Students. A procedure will be set forth in regulation by the Superintendent for general eligibility, specific criteria, and guidelines by subject area, general provisions, and process for levels of appeals.

Beginning with school year 2012-2013, certain protected groups [students with disabilities who have Individualized Education Programs (IEPs) or 504 plans] who meet specific credit accommodations criteria are eligible to apply for a local verified credit in reading, writing, and/or math.

#### C. Certificates and Diplomas

1. Students who complete a prescribed course of study as defined by the School Board but who do not qualify for a diploma shall be awarded a Certificate of Program Completion by the School Board.
2. Students identified as having a disability who complete the requirements of their IEPs or 504 plans but have not earned the required verified credits for a standard or advanced studies diploma shall be awarded special diplomas by the School Board.
3. Students who have completed a prescribed course of study as defined by the School Board shall be awarded certificates by the School Board if they do not qualify for diplomas.

#### D. Standard Unit of Credit

The School Board authorizes the Superintendent to develop a regulation ~~for the 2015-2016 school year~~ for awarding a standard unit of credit ~~for graduation when a semester/year-long course does not have the minimum in lieu of~~ 70/140 clock hours of instruction provided that such regulation meets the requirements of Virginia Board of Education Regulation 8VAC20-131-110, as amended. ~~This authorization will expire June 22, 2016.~~

**Editor's Note:**

For implementation procedures, see [School Board Regulation 5-30.3](#).

For certificates, and Parts A and B of the policy see [School Board Regulation 5-30.1](#).

**Legal Reference:**

Code of Virginia § 22.1-253.13:4, as amended. Standard 4. Student achievement and graduation requirements.

Virginia Board of Education 8VAC20-131, *et seq.*, as amended. Regulations Establishing Standards for Accrediting Public Schools in Virginia.

Adopted by School Board: October 21, 1969

Amended by School Board: May 19, 1970

Amended by School Board: January 18, 1972

Amended by School Board: August 4, 1983

Amended by School Board: February 21, 1984

Amended by School Board: July 1, 1987

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

Amended by School Board: October 6, 1998

Amended by School Board: July 15, 2003

Amended by School Board: April 4, 2006

Amended by School Board: August 2, 2011

Amended by School Board: March 5, 2013

Amended by School Board: September 4, 2013

Amended by School Board: August 19, 2014

Amended by School Board: September 1, 2015

[Amended by School Board: 2018](#)



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## INSTRUCTION

### **Family Life Education (FLE)**

#### **A. Generally**

The ~~S~~school ~~B~~board approves the inclusion of ~~F~~family ~~L~~ife ~~E~~ducation (FLE) in the curriculum. Instruction shall be organized and maintained under applicable law and the Virginia State Department of Education regulations and guidelines for locally developed FLE curriculum content.

#### **B. Instructional Content and Materials**

All instructional content covered in Family Life education must be approved by the ~~S~~school ~~B~~board. Instructional staff must use only those materials provided by the Department of Teaching and Learning. No other materials relating to FLE may be available for circulation to students. Parents/legal guardians and adult students must be provided the opportunity to review all FLE materials before FLE instruction is provided.

#### **C. Staff Training**

The Superintendent or designee shall select and provide training for those teachers authorized to teach FLE instruction. No person shall provide FLE instruction unless so selected and authorized. All teachers selected by the Superintendent or a designee to teach FLE shall receive training in training programs sponsored by the school board.

#### **D. Separate Sessions**

As determined in the locally developed FLE curriculum, portions of classes in the FLE program which deal exclusively with human sexuality or other sensitive topics may be conducted in separate sessions for boys and girls.

#### **E. "Opt-out" Procedures**

The ~~S~~superintendent will develop "opt-out" procedures for parents/~~legal-or~~ guardians who do not want their children included in all or part of the FLE program. Adult students may "opt-out" of inclusion in all or part of any FLE program.

#### **F. Disabled Students**

~~The Superintendent, or a designee, shall develop a plan for including family life education in the individualized education plan (IEP) of disabled students.~~

### **Legal Reference**

:

Code of Virginia, § 22.1-207.1, as amended. Family life education.

Code of Virginia §22.1-207.1:1, as amended. Family life education; certain curricula and Standards of Learning.

Code of Virginia, § 22.1-207.2, as amended. Right of parents to review certain materials; summaries distributed on request.

U.S. Department of Health, Education and Welfare/Office of Civil Rights, Final Title IX Regulation Implementing Education Amendments of 1972 Prohibiting Sex Discrimination in Education (Effective date: July 21, 1975.)

Virginia Board of Education Regulations 8VAC20-131-170, as amended. Family Life Education.

Virginia Board of Education Regulations 8VAC20-671-560, as amended. Family Life.

Virginia Board of Education, Guidelines, Family Life Education. (Revised September 2016~~Approved December 8-9, 1987~~), as amended.

Adopted by School Board: June 8, 1989

Amended by School Board: August 14, 1989

Amended by School Board: January 16, 1990

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

Amended by School Board:

## COMMUNITY RELATIONS

### Citizens' Advisory Committees

#### ~~A.~~ A. ~~\_\_\_\_\_~~ Generally

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

#### ~~B.~~ B. ~~\_\_\_\_\_~~ Citizens' Advisory Committees authorized by School Board

#### ~~Nomination to the Committees~~

~~School Board Members, in cooperation with the Superintendent, will seek recommendations for prospective candidates for the committees. Candidates shall represent a broad cross-section of the community and meet the requirements for service on the committee. School Board Members shall not serve on advisory committees, except for those committees that have strategic planning purposes.~~

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

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

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

Citizens' Advisory Committee activities and discussion shall be confined to the compilation of data, the analysis of problems, the summary of opinions, the drawing of conclusions and recommendations regarding the purposes for the Citizens' Advisory Committee. Such Committees will not expand the duties and purposes for the creation of the Committee without prior approval of the School Board or amendment to any law or regulation authorizing such expansion. Each Citizens' Advisory Committee will submit an annual report to the School Board regarding the work of the Committee.

Committees and their chairpersons shall have no legal authority to act on behalf of the School Board nor shall the committees have authority to direct the activities of School Division staff or students.

**D. Support Staff and staff of student committee members**

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

**E. Citizens' Advisory Committee Tenure**

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

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

The School Board may designate one School Board Member and one School Board Member alternate to serve as the School Board Liaison to a Citizens' Advisory Committee. Such liaison will not have voting rights on the committee (except as may be designated in the Ad Hoc strategic plan committee) and will not have the authority to bind the School Board regarding any matter related to the committee. As required by law, the Citizens' Advisory Committee will report to the School Board through the Superintendent.

**Legal Reference:**

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

[Code of Virginia §22.1-224, as amended.](#)

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

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

[Virginia Department of Education Regulations 8VAC20-120-50, as amended. Career and Technical Education Advisory Committee.](#)

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

[Workforce Investment Act of 1998, Title II Adult Education and Family Literacy Act, as amended.](#)

Adopted by School Board: July 16, 1991

Amended by School Board: October 20, 1992

Amended by School Board: August 19, 2014

[Amended by School Board: 2018](#)



## **COMMUNITY RELATIONS**

### **Citizens' Advisory Committees: Special Education Advisory Committee**

~~A special education advisory committee shall be activated by the School Board as mandated in the legal reference of this Policy.~~

### **Legal Reference:**

~~Virginia Department of Education Regulations Governing Special Education Programs for Children with Disabilities in Virginia 8 VAC 20-81-230, as amended. Local educational agency administration and governance.~~

~~Adopted by School Board: October 20, 1992  
Amended by School Board: August 19, 2014~~

Repealed by School Board: 2018



## **COMMUNITY RELATIONS**

### **Citizens' Advisory Committees: Gifted Educations Citizens' Advisory Committee**

- ~~A. A local advisory committee for gifted education ("Advisory Committee") shall be established by the Superintendent on behalf of the School Board as mandated in the legal reference to this Policy. The Superintendent shall promulgate regulations to require the Advisory Committee to comply with state law and Virginia Board of Education regulations.~~
- ~~B. The School Board shall determine the membership of the Advisory Committee in accordance with state law and Virginia Board of Education regulations.~~
- ~~C. The written annual review of the Local Plan by the Advisory Committee shall be made in accordance with state law and Virginia Board of Education regulations and submitted to the School Board and Superintendent by the Advisory Committee.~~

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

~~For School Board Policy on gifted and talented students see School Board **Policy 6-31**.~~

### **Legal Reference:**

~~Code of Virginia § 22.1-16, as amended. Bylaws and regulations generally.~~

~~Code of Virginia § 22.1-253.13:1 Standard 1, as amended. Instructional programs supporting the Standards of Learning and other educational objectives.~~

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

~~Virginia Department of Education Regulations Governing Educational Services for Gifted Students, 8 VAC 20-40-60, as amended.~~

~~Adopted by School Board: October 20, 1992~~

~~Amended by School Board: May 20, 1997~~

~~Amended by School Board: November 7, 2000~~

~~Amended by School Board: May 9, 2006~~

~~Scrivener's Amendments: May 23, 2014~~

Repealed by School Board: 2018



## **COMMUNITY RELATIONS**

### **Citizens' Advisory Committees: Strategic Planning Committee**

~~The School Board shall activate a Community Ad Hoc Strategic Plan Committee one year prior to the end of the cycle of the long-range plan required by the Virginia Department of Education. This committee shall serve for the purpose of gathering input from the community, and reviewing materials related to the strategic planning process.~~

#### **A. Definitions and Purpose**

~~Strategic planning is both a discipline and a process. The process includes: the appointment by the School Board of a coordinating group which represents a cross-section of the community.~~

#### **B. Members: Appointment/Term of Office**

~~Committee members shall be appointed by the School Board upon the recommendation of the Superintendent.~~

#### **C. Facilitator**

~~The Superintendent shall designate a staff member to function as administrative facilitator for the committee.~~

#### **D. Reports**

~~A summary of the community input will be provided as context for the School Division's long-range plan.~~

### **Legal Reference:**

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

~~Adopted by School Board: October 20, 1992  
Amended by School Board: November 5, 2002  
Amended by School Board: May 9, 2006  
Scrivener's Amendments: June 25, 2013  
Amended by School Board: August 19, 2014~~

Repealed by School Board: 2018

## **COMMUNITY RELATIONS**

### **School Health Advisory Board**

#### **A. ~~Generally~~**

~~The School Board may establish a school health advisory board of 20 members with broad-based community representation including but not limited to parents, students, health professionals and educators.~~

#### **B. ~~Objectives~~**

~~The school health advisory board shall assist the staff with development of school health policy, the evaluation of the status of school health, promotional health education, special health needs, the school environment, nutrition and overall health services. Recommendations for changes in or additions to health-related School Board policies and regulations shall be submitted to the School Board through the Superintendent.~~

#### **C. ~~Membership~~**

~~The school health advisory board shall have 20 members appointed by the Superintendent.~~

#### **D. ~~Term of Service~~**

~~Members shall be appointed for a two-year term of service and may be reappointed for two additional terms. Prior to each school year the proposed slate of members shall be submitted to the Superintendent for approval.~~

#### **E. ~~Chairperson and Recording Secretary~~**

~~A school health advisory board chairperson and a recording secretary shall be appointed by the Superintendent from the board membership.~~

#### **F. ~~Meetings~~**

~~The school health advisory board shall hold meetings at least semi-annually at a time and place to be determined by the board chairperson. Additional meetings may be called by the chairperson.~~

#### **G. ~~Reports~~**

~~The school health advisory board shall report annually and as needed on the status and needs of student health in the School Division to any relevant school, the School Board, the Virginia Department of Health and the Virginia Department of Education.~~

## **H. Recommendations**

~~The School Board may request that the school health advisory board recommend to the School Board procedures relating to children with acute or chronic illnesses or conditions, including, but not limited to, appropriate emergency procedures for any life-threatening conditions and designation of school personnel to implement the appropriate emergency procedures. The procedures relating to children with acute or chronic illnesses or conditions shall be developed with due consideration of the size and staffing of the schools within the jurisdiction.~~

### **Legal Reference:**

~~Code of Virginia § 22.1-275.1, as amended. School health advisory board.~~

~~Adopted by School Board: October 20, 1992~~

~~Amended by School Board: June 20, 2000~~

~~Amended by School Board: August 19, 2014~~

Repealed by School Board: 2018