



**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, March 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)..... 4:00 p.m.**
  - A. School Board Administrative Matters and Reports
  - B. Five Year Special Education Plan
  - C. Class Rank
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**
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.
9. **Approval of Minutes:**
  - A. February 27, 2018 Regular Meeting
  - B. March 6, 2018 Special Meeting
10. **Adoption of the Agenda**



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

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

**Tuesday, March 13, 2018**

School Administration Building #6, Municipal Center

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**11. Consent Agenda**

**12. Action**

Personnel Report / Administrative Appointments **UPDATED 3/14/2018**

**13. Information**

Policy Review Committee Recommendations

- A. Bylaw Appendix B School Board Standing Rules
- B. Bylaw 1-5 Legal Counsel
- C. Bylaw 1-47 Public Participation
- D. Bylaw 1-48 Decorum and Order – School Board Meetings
- E. Policy 2-42 School Improvement Process
- F. Policy 4-57 Licensed Personnel: Contracts
- G. Policy 4-62 Evaluation: Licensed Personnel

**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)

**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, March 27, 2018***

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

**Section:** Approval of Minutes **Date:** March 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. February 27, 2018 Regular School Board Meeting; and
- B. March 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

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At-Large

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<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 MINUTES**

**Tuesday, February 27, 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 3:01 p.m. In addition to Superintendent Spence, all School Board members were present upon the arrival of Vice Chair McDonald at 3:03 p.m., and Ms. McLeod at 3:20 p.m.
  - A. School Board Administrative Matters and Reports:** Chairwoman Anderson provided a brief overview of the workshop agenda.
  - B. School Operating Budget FY2018-19 and Capital Improvement Program (CIP) FY2018-19 through FY2023-24 Workshop #3:** Chief Financial Officer, Farrell E. Hanzaker, opened with a summary analysis of the Governor, House and Senate budgets. He then provided an overview of responses to questions and requests for information submitted by School Board members. Kevin Beardsley, Director of Purchasing Services, presented information on the division's practices to encourage and attract diversity spending. School Board members proposed modifications to the Superintendent's Estimate of Needs to include identifying offsets for additional budget requests. Following discussion of School Board member suggestions, majority of the School Board supported moving forward with the proposed estimate of needs inclusive of the proposal to provide funding for four additional special education compliance specialists offset by reducing funds for consultants and overnight travel. The Budget Workshop concluded at 4:04 p.m. to be resumed at the conclusion of the formal meeting for discussion of the Capital Improvement Program (CIP).
  - C. Accountability Reform, State Accreditation:** Tracy A. LaGatta, Director of Student Assessment in the Department of Planning, Innovation, and Accountability, presented information on new accountability reform guidelines by providing an overview of revisions



to the Standards of Accreditation. She reported the four main principals of the Virginia Department of Education (VDOE) philosophy and explained the different levels of achievement indicators to include student growth and English Learner progress. Other accreditation indicators and performance levels described were in the area of achievement gaps, chronic absenteeism, graduation and completion index, cohort dropout rate and college and career readiness index. Details were also provided on the three ratings classified as accredited, accredited with conditions, and accreditation denied. In concluding, it was noted information provided by the VDOE based on testing scores last year and years prior indicated 100 percent of the division's schools would be accredited under the new guidelines. Discussion concluded at 4:30 p.m.

- D. Thoroughgood/Hermitage Update: Superintendent Spence introduced Anthony L. Arnold, P.E., Executive Director of Facilities Services, to provide a follow-up to discussion at the School Board's February 13 workshop where Administration was asked to respond to inquiries regarding identifying alternatives that could be introduced in terms of the Thoroughgood Elementary School replacement project, and to address subsequent questions submitted by School Board members and their constituents. Mr. Arnold reported Administration's modified recommendation to add canopies for inclement weather protection to the proposed learning village to be placed behind Hermitage Elementary School, and move restrooms closer to classrooms and classrooms closer to the building where restrooms were previously proposed at an estimated cost of \$1.6 million. He also reported on the pros, cons and costs of other alternatives considered to include renting portable modular classrooms and building on-site. A summary of responses to questions submitted by School Board members was then reviewed. The School Board recessed at 5:11 p.m. to enter into a closed meeting, and resumed discussion after the formal meeting under Item 18.

2. **Closed Meeting**: Vice Chair McDonald introduced a motion for a closed meeting. Ms. Melnyk made the motion, seconded by Ms. McLeod, that the School Board recess into a closed session pursuant to the exemptions from open meetings allowed by Section 2.2-3711, Part A, Paragraphs 7 and 29 of the *Code of Virginia*, 1950, as amended, for

- A. Legal Matters: Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation where such consultation or briefing in 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 legal issues related to Policy 3-71 and PPEA proposals; and
- B. Contract Matters: Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or



scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body; pursuant to Section 2.2-3711, (A) (29); namely to discuss PPEA proposal submitted to the Superintendent.

The motion passed (ayes 9, nays 0; Holtz and Manning were not present for the vote but returned shortly thereafter), and the School Board entered into a closed meeting 5:15 p.m.

Individuals Present for Discussion: School Board members; Superintendent Spence; Marc A. Bergin, Ed.D., Chief of Staff; Farrell E. Hanzaker, Chief Financial Officer; Patricia A. Phillips, Director of Finance for the City of Virginia Beach; Dale R. Holt, Chief Operations Officer; Anthony L. Arnold, P.E., Executive Director of Facilities Services; School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney; and Dianne P. Alexander, Clerk of the School Board.

The School Board reconvened in an open meeting at 5:36 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 passed unanimously.

- School Board Recess:** The School Board recessed at 5:37 p.m. to reconvene in School Board Chambers for the formal meeting at 6:00 p.m.

#### **FORMAL MEETING**

- 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.
- Moment of Silence followed by the Pledge of Allegiance**
- Student, Employee and Public Awards and Recognition:** None
- Superintendent's Report:** In his tradition of recognizing the newest member(s) of the *Compass Keepers Club*<sup>1</sup>, Superintendent Spence's report featured Hope Berns, junior at Princess Anne High School, who turned a personal loss into a call to action for her school and community by becoming the student coordinator of the 14<sup>th</sup> annual Love Run held February 17 at Thalia Elementary School with proceeds going to the Children's Hospital of the King's Daughters (CHKD).
- Public Hearing on FY2018/19 Schools Operating Budget and FY2018/19 through FY2023/24 Capital Improvement Program:** The School Board heard comments from 14 citizens on the

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





FY2018/19 Schools Operating Budget and FY2018/19 through FY2023/24 Capital Improvement Program related to playground funds, technology, compensation, financial programs, benefit plans, professional development, and safety initiatives.

9. **Hearing of Citizens and Delegations on Agenda Items:** None

10. **Approval of Minutes:**

A. February 13, 2018 School Operating Budget FY2018/19 and Capital Improvement Program FY2018/19 through FY2023/24 Workshop #1 and Regular Meeting: Ms. Manning made a motion, seconded by Ms. Rye, that the School Board approve the minutes of their February 13, 2018 School Operating Budget FY2018-19 and Capital Improvement Program FY2018-19 through FY2023-24 Workshop #1 and Regular Meeting as presented. The motion passed unanimously.

B. February 20, 2018 School Operating Budget FY2018/19 and Capital Improvement Program FY2018/19 through FY2023/24 Workshop #2: Ms. Riggs made a motion, seconded by Ms. Melnyk, that the School Board approve the minutes of their February 20, 2018 School Operating Budget FY2018-19 and Capital Improvement Program FY2018-19 through FY2023-24 Workshop #2 as presented. The motion passed unanimously.

11. **Adoption of the Agenda:** Ms. Holtz made a motion, seconded by Ms. Melnyk, that the School Board adopt the agenda as presented. The motion passed unanimously.

12. **Consent Agenda:** After a review of items presented as part of the Consent Agenda, Ms. Weems made a motion, seconded by Ms. Riggs, 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. Women’s History Month resolution as follows:

**WOMEN’S HISTORY MONTH  
MARCH 2018**

**WHEREAS**, women of every race, class and ethnic background have made historic contributions to our schools, community and nation in countless recorded and unrecorded ways; and

**WHEREAS**, women have played and continue to play a critical economic, cultural, political and social role in every sphere of American life through their service as a significant portion of the labor and volunteer force; and

**WHEREAS**, women have been traditionally underrepresented as leaders in areas of business, science, technology and government; and

**WHEREAS**, today’s children have the opportunity to learn about the significant contributions of women as leaders not only in securing their own rights of suffrage and equal opportunity, but also as leaders in the forefront of every major progressive social change movement, which creates a more fair and just society for all; and

**WHEREAS**, despite their many contributions, the role of women in history has been consistently overlooked and undervalued in the literature, teaching and study of American history; and



**WHEREAS**, the school division’s strategic framework Compass to 2020 calls upon our staff, students and community to support a culture of growth and excellence for all people;

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach recognizes the month of March 2018 as Women’s History Month in Virginia Beach City Public Schools; and be it

**FURTHER RESOLVED:** That the School Board of the City of Virginia Beach encourages all students, schools and citizens to celebrate the many contributions and accomplishments of women in our community and our nation through participation in Women’s History Month activities; and be it

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

2. School Social Work Week resolution as follows:

**Resolution for National School Social Work Week  
March 4-10, 2018**

**WHEREAS**, Virginia Beach City Public Schools social workers help identify and remove environmental barriers to learning, thus allowing students reach their full potential; and

**WHEREAS**, Virginia Beach City Public Schools social workers are committed to mobilizing family, school and community resources to enable students to learn and fully benefit from their educational program; and

**WHEREAS**, Virginia Beach City Public Schools social workers are valuable members of the multidisciplinary team serving schools, providing a wide range of services to students, parents and staff; and

**WHEREAS**, Virginia Beach City Public Schools social workers use their expertise in child development, community resources, mental health and crisis intervention to develop and implement interventions to support educational success; and

**WHEREAS**, Virginia Beach City Public Schools social workers assist the most vulnerable children and adolescents, including children with disabilities, children living in homelessness, children living in poverty, pregnant teens, suicidal teens, truants and other at-risk children; and

**WHEREAS**, this shared approach to assisting students promotes students' learning and helps guide students to high school graduation and postsecondary experiences and the skills necessary to be productive citizens.

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach recognizes March 4-10, 2018 as National School Social Work 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. Fine Arts in our Schools Month resolution as follows:

**RESOLUTION  
FINE ARTS IN OUR SCHOOLS MONTH  
MARCH 2018**

**WHEREAS**, fine arts programs in Virginia Beach City Public Schools provide curricular, co-curricular and extracurricular experiences in art, dance, music and theatre arts for all student members of the school community and for the Virginia Beach community at large; and

**WHEREAS**, the School Board of the City of Virginia Beach is cognizant of the importance of fine arts to all our students, not





only while they are in school but also throughout their lives; and

**WHEREAS**, art, dance, music and theatre arts are now and have been a vital part of the curriculum and instruction of the public schools of Virginia Beach; and

**WHEREAS**, the month of March has been designated as Music in Our Schools Month, Youth Art Month, and Theatre in the Schools Month by their national associations.

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach recognizes the month of March 2018 as Fine Arts in Our Schools Month in Virginia Beach City Public Schools; and be it

**FURTHER RESOLVED:** That the School Board of the City of Virginia Beach express its appreciation to our fine arts educators for enhancing our lives and the lives of our children through art, dance, music and theatre arts; and be it

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

4. Read Across America resolution as follows:

**Read Across America**

**WHEREAS**, the citizens of Virginia Beach stand firmly committed to promoting reading as the catalyst for our students' future academic success, their preparation for America's jobs of the future and their ability to compete in a global economy; and

**WHEREAS**, Virginia Beach City Public Schools has provided significant leadership in the area of community involvement in the education of our youth, grounded in the principle that education investment is key to the community's well-being and long-term quality of life; and

**WHEREAS**, "National Education Association's *Read Across America*," a national celebration of Dr. Seuss's 114<sup>th</sup> birthday on March 2, 2018, promotes reading and adult involvement in the education of our community's students;

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach calls on all the citizens of Virginia Beach to assure that every child is in a safe place reading together with a caring adult on March 2, 2018, and be it

**FURTHER RESOLVED:** That this body enthusiastically endorses "NEA's *Read Across America*" and recommits our community to engage in programs and activities that improve the reading abilities of all children; and be it

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

- B. The School Board authorized the Superintendent to execute contracts for the following recommendations of general contractors:
  1. D.E. Kirby, Inc. in the amount of \$227,000 for Holland Elementary School Make-Up Air Unit Replacement
  2. PHC Industrial in the amount of \$1,488,000 for Kempsville High School Entrepreneurial and Business Academy Renovations and Locker Replacement
- C. Dual Enrollment course additions and corresponding course objectives for the 2018-2019 school year as follows:
  - 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 (ITM 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)

D. Policy Review Committee recommendations regarding review and amendment of the following policies as proposed by the committee after review at their January 25, 2018 meeting, introduced to the School Board as part of the Information agenda on February 13, 2018, and approved as to legal sufficiency by School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney

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

**13. Action**

- A. Personnel Report: 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 February 27, 2018. The motion passed unanimously. There were no administrative appointments recommended.
- B. VSBA Excellence in Workforce Readiness Award Application: Ms. Melnyk made a motion, seconded by Ms. Felton, that the School Board approve the application for the Virginia School Boards Association (VSBA) first annual Excellence in Workforce Readiness Award. James H. Pohl, Ph.D., Executive Director of Secondary Teaching and Learning, provided an overview of the application being submitted on internship opportunities for students; specifically highlighting partnerships with STIHL and IMS Gear, the Virginia Teachers for Tomorrow and guaranteed contract program, cyber security internships with the Hampton



Roads Cyber Alliance, and Advanced Computer Systems where the division has developed its own internships with computer technicians. The motion passed unanimously.

C. Policy Review Committee Recommendations:

1. Policy 7-21 Citizens' Advisory Committees: Ms. Riggs made a motion, seconded by Mr. Edwards, that the School Board approve Policy Review Committee recommendations for Policy 7-21 Citizens' Advisory Committees as proposed to create one policy that addresses Citizens' Advisory Committees. In response to an inquiry, School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney, explained the umbrella policy sets forth general conditions for Citizens' Advisory Committees with procedural aspects placed in regulation. Prior to a vote, Ms. Manning and Ms. Weems stated their opposition to procedures being placed in regulation opining advisory committees to the School Board should be handled by the School Board, and advisory committees should be given the latitude to recommend members based on the needs of the committee. Following discussion, the motion passed (ayes 8, nays 3 – Manning, McLeod, Weems).
2. Policy 7-22 Citizens' Advisory Committees: Special Education Advisory Committee: Ms. Riggs made a motion, seconded by Ms. Holtz, to approve the Policy Review Committee's recommendation to repeal Policy 7-22 Citizens' Advisory Committees: Special Education Advisory Committee for the Superintendent to adopt Regulation 7-21.2 to address the Special Education Advisory Committee. Noting Policy 7-24, 7-26 and 7-27 were also recommended for repeal for the Superintendent to adopt regulations, Ms. McLeod proposed a substitute motion for the School Board to approve the Policy Review Committee's recommendation to repeal Policies 7-22, 7-24, 7-26 and 7-27. Vice Chair McDonald provided a second and the substitute motion was approved (ayes 9, nays 2 – Manning, Weems) as outlined here and below.
3. Policy 7-24 Citizens' Advisory Committees: Gifted Education Citizens' Advisory Committee - Recommended for repeal for the Superintendent to adopt Regulation 7-21.4 to address the Gifted Education Citizens' Advisory Committee (See Item 13C2 above)
4. Policy 7-26 Citizens' Advisory Committees: Strategic Planning Committee – Recommended for repeal for the Superintendent to adopt Regulation 7-21.7 to address the Strategic Planning Committee (See Item 13C2 above)
5. Policy 7-27 School Health Advisory Board – Recommended for repeal for the Superintendent to adopt Regulation 7-21.6 to address the School Health Advisory Board (See Item 13C2 above)



**14. Information**

- A. Preliminary SAT 8/9 Test Results - 2017: Scott Dunn, Testing Specialist in the Department of Planning, Innovation, and Accountability, presented a brief overview of the fall 2017 PSAT 8/9 assessment results for Virginia Beach eighth-grade students reminding the School Board that the PSAT 8/9 replaced the College Board Readiness assessment as a result of the College Board redesigning their suite of assessments. He explained the assessments describing the alignment with the division's strategic plan, *Compass to 2020*, by measuring if students are on track to be college ready at the time of high school graduation. Division results from the College Readiness data indicated 62 percent (a one percent increase) of students met the benchmark for reading and writing compared to 54 percent at the national level in 2017; 42 percent (an increase by 3 percentage points) of students met the benchmark for math compared to 37 percent at the national level in 2017; and 38 percent (an increase by 3 percentage points) of students met the benchmark on both compared to 32 percent at the national level in 2017.
- B. Interim Financial Statements – January 2018: Crystal M. Pate, Director of Business Services, presented highlights of interim financial statements as of January 31, 2018. 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 federal revenues continue to remain acceptable noting the Department of Education continues to work off of a continuing resolution, but has released an initial payment for fiscal year 2018 of a little over \$3.9 million for Impact Aid to be reflected in February 2018 financial statements. Sales tax receipts were reported on an acceptable trend at \$440,000 higher than the prior year to date with a slight decrease of approximately \$32,000 to be reflected in February statements; and expenditures and encumbrances remain acceptable at this point in the fiscal year.

- 15. Standing Committee Reports:** As the School Board's Sister Cities' representative, Ms. Riggs reported plans are underway for the upcoming breakfast on April 19 which will showcase Sister Cities and youth ambassadors.

Ms. Riggs reported on a meeting of the Modernization Committee where status of Capital Improvement projects was presented and all concerns and questions answered. School Board members emphasized the need for additional money in order to decrease the time for school replacement noting the \$14 million cut by the state in 2008 has never been restored requiring the division to be very creative with decreased funding.

- 16. Conclusion of Formal Meeting:** The formal meeting concluded at 7:33 p.m.

- 17. Hearing of Citizens and Delegations on Non-Agenda Items:** The School Board heard comments from thirteen citizens regarding the placement of students during the Thoroughgood Elementary



School replacement project; and ten citizens regarding school safety procedures. This portion of the meeting concluded at 8:40 p.m. at which time the School Board took a brief recess and reconvened at 8:53 p.m. in workshop format in the einstein.lab.

18. ***Recess into Workshop:*** Thoroughgood/Hermitage Update (continued): The School Board continued their afternoon workshop regarding the placement of students during the Thoroughgood Elementary School replacement project with Anthony L. Arnold, P.E., Executive Director of Facilities Services, responding to questions. Following discussion, majority of the School Board indicated their support for the plan to relocate students during construction to a portable learning village behind Hermitage Elementary School with the modifications introduced. Discussion concluded at 9:13 p.m.
19. ***Closed Meeting:*** None at this time. See Item 2
20. ***Vote on Remaining Action Items:*** None
21. ***Adjournment:*** Subsequent to Chairwoman Anderson declaring the meeting adjourned at 9:13 p.m. at which time the broadcast/recording ended; Farrell E. Hanzaker, Chief Financial Officer, and Anthony L. Arnold, P.E., Executive Director of Facilities Services, responded to inquiries regarding the Capital Improvement Program; and Rashard J. Wright, Chief Schools Officer, reported on strategies being considered for a student walkout being planned for March 14 by a national organization. There being no further business before the School Board, members departed at 9:49 p.m.

Respectfully submitted:

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

Approved:

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





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

## **School Board Special Meeting MINUTES**

**Tuesday, March 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 4:02 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 School Board to finalize and take action to approve the School Operating Budget for Fiscal Year 2018-19; and Capital Improvement Program (CIP) Fiscal Years 2018-19 through Fiscal Year 2023-24.
- 2. Moment of Silence followed by the Pledge of Allegiance**
- 3. Adoption of the Agenda:** Ms. Manning made a motion, seconded by Ms. Holtz, that the School Board adopt the agenda as published. The motion passed unanimously.
- 4. Action:**
  - A. Resolution Regarding School Operating Budget FY2018-19:** Vice Chair McDonald presented the resolution as a motion to approve the School Operating Budget FY2018-19 as presented. Ms. Riggs provided a second. Prior to a vote, Ms. Manning announced she would be voting against the proposal stating her opposition to specific components. She suggested the Policy Review Committee consider policy amendments for the School Board to entertain costly items prior to them being included in the budget citing the 1:1 technology initiative as an example. Other areas of concern included travel expenses, the cost for outside consultants, and compensation; while stating her disagreement with the priorities as presented in the budget proposal. Ms. Weems stated she too would be voting against the proposal related to components in the area of not being able to accelerate the phasing in of full day kindergarten, the lack of further discussion on field lights and the effect on school start times, teacher workload, and compensation. Following discussion in which School Board members relayed their support for specific elements, the motion was approved (ayes 9, nays 2 – Manning, Weems) and the resolution approved as follows:



**Budget Resolution – FY 2018/19**

**WHEREAS**, the mission of Virginia Beach City Public Schools, in partnership with the entire community, is to empower every student to become a life-long learner who is a responsible, productive, and engaged citizen within the global community; and

**WHEREAS**, the School Board of the City of Virginia Beach has adopted a comprehensive strategic plan and school improvement priorities to guide budgetary decisions; and

**WHEREAS**, the School Board has studied the recommended FY 2018/19 Operating Budget in view of state and federal requirements, the strategic plan, priorities, community expectations, competitive compensation for employees and the best educational interests of its students; and

**WHEREAS**, the next phase (2nd year of the five-year implementation plan) of the planned expansion of the VBCPS Full Day Kindergarten program is included in this budget and any unspent funds related this program will be used solely for identified priority needs such as Capital Improvement Program (CIP) projects, replacement school buses, replacement equipment and furniture, and technology related items; and

**WHEREAS**, the City/School Revenue Sharing Policy provides 34.11% of certain general fund revenues to meet obligations of the School Board of the City of Virginia Beach; and

**WHEREAS**, the proposed Operating Budget moves all eligible employees up an experience step (0.5 percent), not to exceed the “top of scale” and provides a 1.5 percent cost of living adjustment (COLA) for all employees; and

**WHEREAS**, the total funds requested for FY 2018/19 from the City of Virginia Beach to the School Board of the City of Virginia Beach is \$441,562,352; and

**WHEREAS**, the debt service payment is estimated to be \$41,951,320 leaving a balance of \$399,611,032 to allocate between the Operating Budget and the Capital Improvement Program (CIP); and

**WHEREAS**, \$6,800,000 of the School Reserve Special Revenue Fund, which would have normally been used for major one-time purchases, will now be budgeted to use for the FY 2018/19 Operating Budget.

**NOW, THEREFORE, BE IT**

**RESOLVED:** That \$3,591,000 of the Sandbridge Tax Increment Financing (TIF) be allocated to the Schools’ PAYGO for the CIP, with the remaining \$409,000 earmarked for the Operating Budget, bringing it to a total of \$400,020,032; and be it

**FURTHER RESOLVED:** That \$500,000 be allocated to the Schools’ PAYGO, leaving a balance of \$399,520,032 in the Operating Budget; and be it

**FURTHER RESOLVED:** That federal funds in the amount of \$12,200,000 along with state funds in the amount of \$348,069,568 and other local funds in the amount of \$3,518,341 be added to the Operating Budget, bringing it to a total for FY 2018/19 of \$763,307,941; and be it

**FURTHER RESOLVED:** That \$6,800,000 of the School Reserve Special Revenue fund be added to the Operating Budget, bringing the total to \$770,107,941; and be it



**FURTHER RESOLVED:** That the School Board of the City of Virginia Beach requests a Lump Sum Appropriation of \$770,107,941 from the City Council of Virginia Beach for the School Board FY 2018/19 Operating Budget; and be it

**FURTHER RESOLVED:** That the School Board of the City of Virginia Beach requests an appropriation of \$112,606,532 for categorical grants and other special revenue funds comprised of federal grants in the amount of \$41,242,054, state grants in the amount of \$19,251,057, local grants in the amount of \$993,539; Green Run Collegiate in the amount of \$3,803,031; and other special revenue funds in the amount of \$47,316,851; and be it

**FINALLY RESOLVED:** That a copy of this Resolution be spread across the official minutes of this School Board, and the Clerk of the School Board is directed to deliver a copy of this Resolution to the Mayor, each member of the City Council, the City Manager, and the City Clerk.

- B. Resolution Regarding Capital Improvement Program (CIP) FY2018-19 through FY2023-24:  
Ms. Riggs presented the resolution as a motion to approve the Capital Improvement Program (CIP) FY2018-19 through FY2023-24 as presented. Ms. McLeod provided a second. Prior to a vote, Anthony L. Arnold, P.E., Executive Director of Facilities Services, responded to School Board inquiries regarding the building process for projects included in the proposal. Ms. Manning opined too much money is being spent of capital replacement projects and suggested costs be reduced so that more schools can be built more quickly. Following brief discussion, it was noted the community is invited to learn more about upcoming school construction projects by attending scheduled meetings to weigh in on possible scenarios regarding the funding and timeline for the next 15 schools up for modernization or replacement. The motion then passed (ayes 10, nays 1 – Manning), and the resolution approved as follows:

**FY 2018/19 - FY 2023/24 Capital Improvement Program (CIP)  
RESOLUTION**

**WHEREAS,** the mission of Virginia Beach City Public Schools, in partnership with the entire community, is to empower every student to become a life-long learner who is a responsible, productive, and engaged citizen within the global community; and

**WHEREAS,** the School Board of the City of Virginia Beach has adopted a comprehensive strategic plan and school improvement priorities to guide budgetary decisions; and

**WHEREAS,** the primary funding sources for the School CIP have been Sandbridge Tax Increment Financing (TIF) funds and the issuance of debt by the City; and

**WHEREAS,** the City/School Revenue Sharing Policy provides 34.11% of certain general fund revenues to meet obligations of the School Board of the City of Virginia Beach; and

**WHEREAS,** the City/School Revenue Sharing Policy allocates funds first to Debt Service, while the balance is used for the Operating Budget; and



**WHEREAS**, the School Board has comprehensively reviewed all sources of funding, projected various scenarios and prioritized the needs of the Operating and Capital Improvement Budgets.

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach adopts a CIP program of \$549,406,636 (as shown on the attached School Board Funding Summary and Project Summary dated March 6, 2018), and be it

**FINALLY RESOLVED:** That a copy of this Resolution be spread across the official minutes of this School Board, and the Clerk of the School Board is directed to deliver a copy of this Resolution to the Mayor, each member of the City Council, the City Manager, and the City Clerk.

**School Board Funding Summary**  
**March 6, 2018**

Funding Sources	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Charter Bonds	32,300,000	47,300,000	32,300,000	32,300,000	32,300,000	32,300,000
Sandbridge	3,591,000	3,591,000	3,591,000	3,591,000	3,591,000	3,591,000
Public Facility Revenue Bonds	5,000,000	0	0	0	0	0
PayGo	500,000	1,000,000	1,500,000	2,000,000	3,000,000	5,000,000
Interest/Sale of Property <sup>1,2</sup>	6,070,000	6,980,000	0	0	0	0
Energy Performance	0	5,000,000	5,000,000	5,000,000	0	0
State Construction Grants	0	0	0	0	0	0
Lottery Funds	0	0	0	0	0	0
<b>Total</b>	<b>\$47,461,000</b>	<b>\$63,871,000</b>	<b>\$42,391,000</b>	<b>\$42,891,000</b>	<b>\$38,891,000</b>	<b>\$40,891,000</b>

<sup>1</sup>The amount of \$6,070,000 in FY 18/19 includes interest earned, \$1,500,000 from last years sale of ALC and \$4,500,000 for pending sale of Witchduck Road Property.

<sup>2</sup>The amount of \$6,980,000 in FY 19/20 assumes the sale of the Laskin Road Annex Property.



**Project Summary  
March 6, 2018**

CIP #	Project Category	Total Project Cost	Six Year Appropriations	Appropriations to Date	Year 1 2018-2019	Year 2 2019-2020	Year 3 2020-2021	Year 4 2021-2022	Year 5 2022-2023	Year 6 2023-2024
1-003	Renovations and Replacements - Energy Management/Sustainability	14,875,000	14,875,000	3,875,000	2,000,000	1,600,000	1,700,000	1,800,000	1,900,000	2,000,000
1-004	Tennis Court Renovations - Phase II	1,000,000	1,000,000	800,000	200,000	0	0	0	0	0
1-025	Kempsville High School Entrepreneurial Academy	950,000	950,000	950,000	0	0	0	0	0	0
1-035	John B. Dey Elementary School Modernization	25,989,241	25,989,241	25,989,241	0	0	0	0	0	0
1-043	Thoroughgood Elementary School Replacement	28,970,000	28,970,000	22,888,759	6,081,241	0	0	0	0	0
1-056	Princess Anne Middle School Replacement	78,873,759	78,873,759	35,141,000	14,834,759	28,898,000	0	0	0	0
1-095	Comprehensive Long Range Facilities Planning Update	300,000	300,000	300,000	0	0	0	0	0	0
1-102	21st Century Learning Environment Improvements	2,100,000	2,100,000	2,100,000	0	0	0	0	0	0
1-107	Princess Anne High School Replacement	127,350,000	83,082,000	0	0	6,568,000	19,841,000	19,041,000	18,641,000	18,991,000
1-110	Energy Performance Contracts - Phase II	30,000,000	30,000,000	10,000,000	5,000,000	5,000,000	5,000,000	5,000,000	0	0
1-099	Renovations and Replacements - Grounds - Phase II	11,675,000	11,675,000	11,675,000	0	0	0	0	0	0
1-178	Renovations and Replacements - Grounds - Phase III	9,325,000	9,325,000	0	1,325,000	1,400,000	1,500,000	1,600,000	1,700,000	1,800,000
1-103	Renovations and Replacements - HVAC - Phase II	45,367,724	45,367,724	45,367,724	0	0	0	0	0	0
1-179	Renovations and Replacements - HVAC - Phase III	45,250,000	45,250,000	0	5,650,000	6,750,000	7,250,000	7,850,000	8,500,000	9,250,000
1-104	Renovations and Replacements - Reroofing - Phase II	35,025,639	35,025,639	35,025,639	0	0	0	0	0	0
1-180	Renovations and Replacements - Reroofing - Phase III	30,000,000	30,000,000	0	4,200,000	4,450,000	4,750,000	5,100,000	5,500,000	6,000,000
1-105	Renovations and Replacements - Various - Phase II	15,033,273	15,033,273	15,033,273	0	0	0	0	0	0
1-182	Renovations and Replacements - Various - Phase III	13,175,000	13,175,000	0	1,850,000	1,975,000	2,100,000	2,250,000	2,400,000	2,600,000
1-184	Plaza Annex/Laskin Road Office Addition	13,300,000	13,300,000	250,000	6,070,000	6,980,000	0	0	0	0
1-185	Elementary School Playground Equipment Replacement	1,500,000	1,500,000	0	250,000	250,000	250,000	250,000	250,000	250,000
1-233	Old Donation School	63,615,000	63,615,000	63,615,000	0	0	0	0	0	0
			<b>Total</b>	<b>Appropriations to Date</b>	<b>Year 1 2018-2019</b>	<b>Year 2 2019-2020</b>	<b>Year 3 2020-2021</b>	<b>Year 4 2021-2022</b>	<b>Year 5 2022-2023</b>	<b>Year 6 2023-2024</b>
	GRAND TOTAL (all projects)	593,674,636	549,406,636	273,010,636	47,461,000	63,871,000	42,391,000	42,891,000	38,891,000	40,891,000
	TARGETS				47,461,000	63,871,000	42,391,000	42,891,000	38,891,000	40,891,000
	DIFFERENCE				0	0	0	0	0	0

5. **Adjournment:** There being no further business before the School Board, Chairwoman Anderson adjourned the special meeting at 4:45 p.m.

Respectfully submitted:

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

Approved:

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





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

**Section:** Action **Date:** March 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 March 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 MARCH 2018  
ASSIGNED TO THE UNIFIED SALARY SCALE**

**2017-2018**

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

3/1/2018

Evelyn Brown

Custodian I, 10 month

**HERMITAGE**

2/22/2018

Mary R. McHugh

Custodian I, 10 month, night

**HOLLAND**

2/22/2018

Christina L. Goad

Special Education Assistant

**JOHN B. DEY**

3/5/2018

Kristina Koch

Clinic Assistant, .5

**PARKWAY**

2/22/2018

Alonzo L. Bullock

Custodian I, 10 month, night

**PEMBROKE MEADOWS**

2/21/2018

Rada Radovic

Custodian I, 10 month, night

**APPOINTMENTS - MIDDLE SCHOOL****GREAT NECK**

3/1/2018

Tyeta Jones

Security Assistant

**APPOINTMENTS - HIGH SCHOOL****KELLAM**

2/16/2018

Ross A. Benzel

Security Assistant

2/19/2018

Jennifer J. Worthley

Bookkeeper

**RENAISSANCE ACADEMY**

2/21/2018

Lumicha Lynch

Custodian II, night

**APPOINTMENTS - MISCELLANEOUS****OFFICE OF SCHOOL PLANT SERVICES**

3/1/2018

Alexander J. Voytilla

General Maintenance Craftsman II

3/1/2018

Christopher T. Harper

Building Manager

3/1/2018

Daniel F. Barham

Building Manager

3/1/2018

Johnnie R. Lindsey

Building Manager

3/1/2018

Peter J. DeCarlo

Building Manager

3/1/2018

Roger P. Astrum

Building Manager

3/1/2018

Walter S. George

Building Manager

**OFFICE OF STUDENT SUPPORT SERVICES**

3/5/2018

Linda G. Nixon

Custodian I 12 month, night

**OFFICE OF TRANSPORTATION SERVICES**

2/28/2018

Emily N. Wilkins

Bus Driver, 5.5 hours

2/28/2018

Maggie E. Williams

Bus Driver, 6 hours

**RESIGNATIONS - ELEMENTARY SCHOOL****GLENWOOD**

2/28/2016

Dilshad A. Muhammad

Cafeteria Assistant, 5 hours (relocation)

**LINKHORN PARK**

2/19/2018

Lindsay M. Nichols

Special Education Assistant (family)

**SCHOOL/DEPARTMENT****POSITION****NEWTOWN**

2/16/2018

Candace Johnson

Cafeteria Assistant, 6.5 hours (personal reasons)

**TRANTWOOD**

2/23/2018

Darren Pittman

Physical Education Assistant, .5 (career enhancement opportunity)

**RESIGNATIONS - MIDDLE SCHOOL****LYNNHAVEN**

3/14/2018

Walter Powell

Security Assistant (health)

**RESIGNATIONS - HIGH SCHOOL****PRINCESS ANNE**

2/20/2018

Veronica A. Pope

Special Education Assistant (health)

**RENAISSANCE ACADEMY**

3/2/2018

Alex T. Craft

Security Assistant (career enhancement opportunity)

**SALEM**

4/20/2018

Derrick B. Edney

Custodian I, 12 month, night (health)

**TECHNICAL AND CAREER EDUCATION CENTER**

3/12/2018

Darrin A. Yarbrough

Custodian I, 10 month, night (career enhancement opportunity)

**RESIGNATIONS - MISCELLANEOUS****OFFICE OF SCHOOL PLANT SERVICES**

4/6/2018

James H. Morris

Assistant Director of Environment/Energy (accepted a private sector job)

**OFFICE OF STUDENT SUPPORT SERVICES**

2/28/2018

J. Renee Pennant

Administrative Office Associate I (career enhancement opportunity)

**OFFICE OF TRANSPORTATION SERVICES**

2/15/2018

Duane A. Newton

Bus Driver, 5 hours (career enhancement opportunity)

3/15/2018

Angela Y. Laird

Bus Driver, 8 hours (career enhancement opportunity)

**RETIREMENTS - ELEMENTARY SCHOOL****KINGSTON**

4/30/2018

Judith P. Granlund

School Administrative Associate I

**LUXFORD**

6/21/2018

Gail A. Bowden

Cafeteria Manager I

**PRINCESS ANNE**

6/18/2018

Lynn C. Harris

Special Education Assistant

**RETIREMENTS - MIDDLE SCHOOL****NONE****RETIREMENTS - HIGH SCHOOL****PRINCESS ANNE**

2/28/2018

Catherine A. Hirn

Distance Learning Assistant

**SCHOOL/DEPARTMENT**

**POSITION**

**RETIREMENTS - MISCELLANEOUS**

**OFFICE OF STUDENT SUPPORT SERVICES**

2/28/2018                      Andrea M. Lewis                      School Social Worker

**OFFICE OF TRANSPORTATION SERVICES**

2/28/2018                      Sheila F. Hughes                      Bus Driver, 5 hours

**OTHER EMPLOYMENT ACTIONS**

**NONE**

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

<u>SCHOOL/DEPARTMENT</u>	<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS SCHOOL DISTRICT</u>	
<b><u>APPOINTMENTS - ELEMENTARY SCHOOL</u></b>				
<b><u>LYNNHAVEN</u></b> 2/22/2018	Amanda D. Fernandez	Title I Kindergarten	Radford University	
<b><u>PEMBROKE MEADOWS</u></b> 3/5/2018	Laura Nuckols	Grade 4	Old Dominion University	
<b><u>STRAWBRIDGE</u></b> 3/5/2018	James M. Justice	Music-Vocal, .6	Nova Southeastern University, FL	VBCPS
<b><u>THALIA</u></b> 2/22/2018	Erika M. Holland	Kindergarten	The State University of New York College at Buffalo	
<b><u>APPOINTMENTS - MIDDLE SCHOOL</u></b>				
<b><u>GREAT NECK</u></b> 3/1/2018	Michael Maas	Grade 7 English	Regent University	VBCPS
<b><u>LANDSTOWN</u></b> 3/12/2018	Rommel Ocampo	Grade 8 Math	Don Honorio Ventura Technological State University, Philippines	
<b><u>APPOINTMENTS - HIGH SCHOOL</u></b>				
<b><u>TALLWOOD</u></b> 2/22/2018	Joseph D. Robbins	Science, .6	Jones International University, CO	
<b><u>APPOINTMENTS - MISCELLANEOUS</u></b>				
NONE				
<b><u>RESIGNATIONS - ELEMENTARY SCHOOL</u></b>				
<b><u>ARROWHEAD</u></b> 6/18/2018	Leah R. Howard	Special Education (relocation)		
<b><u>KING'S GRANT</u></b> 6/18/2018	Kaye M. Flood	Grade 2 (family)		
<b><u>NEW CASTLE</u></b> 6/18/2018	Brian A. McLain	Grade 5 (accepted a private sector job)		
<b><u>PARKWAY</u></b> 3/15/2018	Vanessa A. Dettrie	Special Education (health)		
<b><u>TALLWOOD</u></b> 6/18/2018	Samantha L. Cooper	Grade 1 (family)		
6/18/2018	Janie M. Everett	Grade 5 (family)		



**PREVIOUS  
SCHOOL  
DISTRICT**

**SCHOOL/DEPARTMENT**

**SUBJECT**

**COLLEGE**

**THOROUGHGOOD**

6/18/2018 Carla M. Ryan Grade 2 (family)

**TRANTWOOD**

2/15/2018 Sara A. Dansey Special Education (personal reasons)

**WHITE OAKS**

3/1/2018 Danielle L. Carpenter Special Education (personal reasons)

**WINDSOR OAKS**

6/18/2018 Michelle R. Gillikin Reading Specialist (relocation)

**RESIGNATIONS - MIDDLE SCHOOL**

**BAYSIDE 6TH GRADE**

2/23/2018 Rosemary M. Delese Grade 6 (personal reasons)

**GREAT NECK**

6/18/2018 Alan A. Rodriguez Special Education (career enhancement opportunity)

**INDEPENDENCE**

6/18/2018 Margaret P. Bush Grade 7 (relocation)

**LANDSTOWN**

6/18/2018 Rodney F. White Grade 7 (personal reasons)

**LARKSPUR**

6/18/2018 Natalie H. Taylor Grade 7 (personal reasons)

**OLD DONATION**

6/18/2018 Eleonore Deynes French, .6 (relocation)

**RESIGNATIONS - HIGH SCHOOL**

**GREEN RUN**

6/18/2018 Pablo Lavin Spanish (relocation)

**KELLAM**

6/18/2018 Alisa L. Smith Science (spouse)

**OCEAN LAKES**

6/18/2018 Kristina M. Huffman English (relocation)

**SALEM**

6/18/2018 Juliana M. Lapek Technology Education (relocation)

**RESIGNATIONS - MISCELLANEOUS**

NONE

**RETIREMENTS - ELEMENTARY SCHOOL**

**LYNNHAVEN**

6/18/2018 Karen Y. Riddick Grade 2

**RETIREMENTS - MIDDLE SCHOOL**

**CORPORATE LANDING**

2/28/2018 Sherry M. Kelly Grade 7

**RETIREMENTS - HIGH SCHOOL**

**COX**

6/18/2018 Claye C. Rhea Science

**RETIREMENTS - MISCELLANEOUS**

**OFFICE OF PROGRAMS FOR EXCEPTIONAL CHILDEN**

6/18/2018 Kathleen D. Evans Speech Language Pathologist

**OTHER EMPLOYMENT ACTIONS**

NONE

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

**SCHOOL/DEPARTMENT**

**POSITION**

**APPOINTMENTS - ELEMENTARY SCHOOL**

**NONE**

**APPOINTMENTS - MIDDLE SCHOOL**

**NONE**

**APPOINTMENTS - HIGH SCHOOL**

**NONE**

**APPOINTMENTS - MISCELLANEOUS**

**NONE**



**Subject:** Policy Review Committee Recommendations

**Item Number:** 13A-G

**Section:** Information

**Date:** March 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 February 15, 2018 meeting.

**Background Summary:**

1. Bylaw Appendix B/School Board Standing Rules  
*New language was added related to public comments at School Board Meetings*
2. Bylaw 1-47/Public Participation  
*Title change and minor updates to reflect update in Appendix B*
3. Bylaw 1-48/Decorum and Order-School Board Meetings  
*Language update to include expressive activities during Board Meetings and appropriate decorum and order*
4. Bylaw 1-5/Legal Counsel  
*New language related to requests for legal opinion by Virginia Beach City Public School Board members were added*
5. Policy 2-42/School Improvement Process  
*Redundant language was removed and amended to align with the Divisions Strategic Plan.*
6. Policy 4-57/Licensed Personnel: Contracts  
*Amended to update legal references.*
7. Policy 4-62/Evaluation: Licensed Personnel  
*Amended to update legal references.*

**Source:**

Code of Virginia, 1950, as amended, §22.1-253.12:7 School Board Policies.  
Policy Review Committee Meeting of February 15, 2018

**Budget Impact:**

None

## SCHOOL BOARD STANDING RULES

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

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

#### INFORMAL MEETING

1. Convene School Board Workshop (einstein.lab) 4:00 p.m.  
The time for convening the workshop may be changed by the Chairman based upon the volume of business to be transacted.
  - a. School Board Administrative Matters & Reports
2. Closed Meeting for legal matters, personnel matters, publicly held property, student disciplinary matters or other matters authorized by the Virginia Freedom of Information Act.
3. School Board Recess 5:30 p.m.  
(Informal meeting and/or Closed meeting may resume after the formal meeting, if necessary)

#### FORMAL MEETING

4. Call to Order and Roll Call 6:00 p.m.
5. Moment of Silence followed by the Pledge of Allegiance
6. Student, Employee and Public Awards and Recognition
7. Superintendent's Report
8. Hearing of Citizens and Delegations on Agenda Items  
At this time, the School Board will hear public comment on items germane to the School Board Agenda for the meeting from citizens who have signed up to speak with the Clerk of the School Board and shall be allocated four (4) 3 minutes each until 7:30 p.m., if time is available. Citizens are encouraged to sign up by noon the day of the meeting. 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 comment shall meet the School Board Bylaws requirements for Decorum and Order and Public Comments at School Board Meetings Participation.
9. Approval of Minutes
10. Adoption of the Agenda

11. Consent Agenda

- a. Commemorative Resolutions<sup>1</sup>

12. Action

- a. Personnel Report / Administrative Appointments

13. Information

- a. Interim Financial Statements – [month year] (second monthly meeting)

14. Standing Committee Reports

15. Conclusion of Formal Meeting

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

At this time the School Board will hear public comment on items germane to the business of the School Board that are not on the School Board's Agenda for the meeting from citizens who sign up to speak with the Clerk of the School Board by 3:00 p.m. the day of the meeting. Speakers are limited to four (4) minutes of comment. All public comments shall meet the School Board Bylaws requirements for Decorum and Order and Public Comments at School Board Meeting Participation.

17. Recess into workshop and/or Closed Meeting, if necessary

18. Vote on Remaining Action Items, if necessary

19. Adjournment

**B. School Board Awards and Recognition Criteria for Students, Employees and the Public**

The School Board may provide recognition at its formal regular School Board meetings for achievements that meet the following criteria:

- Achieve first or second place in national competitions/events.
- Achieve national recognition for outstanding achievements, i.e., National Merit Finalists.
- Achieve first place in regional (multi-state) competitions/events.
- Achieve first place in state competitions/events.
- Achievements beyond the scope of regular academics/activities and/or job performance

**B. Procedure at Annual Organizational Meeting for Election of Chairman pursuant to Bylaw 1-37**



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

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

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

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

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

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

<sup>1</sup>In order to ensure a recognition process that is reasonable and manageable, the School Board may read and approve resolutions supported by Presidential, Congressional, General Assembly, and Gubernatorial Proclamation

#### **Editor's Notes**

Pursuant to [Bylaw 1-40](#) these Standing Rules may be suspended or amended by a majority vote of the Board at any time and without notice.

See [Bylaw 1-37](#) for adoption, publication and scope of Standing Rules.

Adopted by the School Board: February 20, 2001

Amended by the School Board: July 3, 2001

Amended by the School Board: July 2, 2002

Amended by the School Board: July 1, 2003

Amended by the School Board: July 6, 2004

Amended by the School Board: July 5, 2005

Amended by the School Board: July 8, 2006

Amended by the School Board: July 12, 2007

Amended by the School Board: December 2, 2008

Amended by the School Board: August 18, 2015  
Amended by School Board: August 2, 2016  
Amended by School Board: October 10, 2017

[Amended by School Board: 2018](#)



## SCHOOL BOARD BYLAWS

### Legal Counsel

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

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

A request by a School Board Member for a written legal opinion should be directed to the Chairman. The Chairman will present the request to the School Board for determination by majority consensus: 1) whether School Board Legal Counsel should complete the opinion; 2) the scope of the opinion; and 3) the manner in which the opinion will be provided to the School Board. ~~The Chairman shall forward the request to School Board Legal Counsel.~~ All written legal opinions requested by a School Board Member shall be shared with all School Board Members.

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

### Editor's Notes

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

*For policy regarding employment of outside legal counsel, see [Policy 2-59](#).*

*For service of process, see [Bylaw 1-27](#).*

*For conflict of interest advisory legal opinion, see [Bylaw 1-24](#).*

*For employment of outside counsel and reimbursement of employee legal expenses, see [Policy 2-59](#).*

### Legal Reference:

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

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

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

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

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

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

Adopted by School Board: July 21, 1992

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2001

Amended by School Board: December 2, 2008

Amended by School Board: August 2, 2016

[Amended by School Board: 2018](#)



## SCHOOL BOARD BYLAWS

### Public Comments at School Board MeetingsParticipation

#### ~~A.~~ A. Presentations to the School Board

The School Board shall, in open session at regular School Board meetings, accept public comment on matters germane to the business of the School Board. Public comment shall be conducted under the agenda topics "Hearing of Citizens and Delegations on Non-Agenda Items" and "Hearing of Citizens and Delegations on Agenda Items" at each regular School Board meeting at such time as the School Board determines in its Standing Rules. Speakers shall have the opportunity to speak one time on either agenda or non-agenda items at each meeting.

#### ~~B.~~ B. Advance Request Procedure

Citizens wishing to speak during the Hearing of Citizens and Delegations on Non-Agenda Items or Hearing of Citizens and Delegations on Agenda Items portion of a regular School Board meeting are encouraged to sign up with the Clerk by noon on the day of the meeting. However, if citizens do not sign up by noon on the day of the meeting, they still may be permitted to speak during the Hearing of Citizens and Delegations on Non-Agenda items if they sign up by 3:00 p.m.; and, on Agenda items if they sign up by the start of the formal meeting and time permits. Citizens shall be called to speak in the order in which they have signed up with the Clerk. ~~Elected officials whose districts include Virginia Beach shall have the privilege of being first in order of speakers.~~ The time available for the hearings of citizens and delegations at a School Board meeting on either Non-Agenda or Agenda items is set by the Standing Rules.

#### ~~C.~~ C. Time Limitations

Citizens addressing the School Board shall limit their remarks to ~~four~~ three (43) minutes unless otherwise modified by order of the Chairman ~~of the School Board~~. The Chairman shall, with assistance from the Clerk, monitor and enforce the limitation.

#### ~~D.~~ D. Cumulative Remarks

~~While public comment is encouraged, cumulative comment tends to minimize the significance of preceding remarks and prevents other topics from being timely heard. Therefore, the Chairman may cut off comments from any speaker if the Chairman determines that comment is cumulative or repetitive.~~

#### D. Documents

#### ~~E.~~

Documentary support for a speaker's positions should be provided to the Clerk of the School Board by noon seven (7) working days before the meeting to ensure that the documents are timely provided to the School Board Members. Documents provided after that time may not be available to School Board Members at the time of the speaker's presentation.

~~E. If documents are not provided electronically, then sufficient hard copies (14) of each document for School Board Members, the Superintendent, the School Board Clerk and School Board legal counsel should be provided by the speaker.~~

## **F. Public Hearing**

When the School Board has scheduled a public hearing for the purpose of receiving public comment, the School Board shall accept comment only on the topic(s) for which the public hearing was called. All other Bylaws applicable to individuals or groups appearing before the School Board shall apply to public hearings.

### ***Editor's Notes***

*Standing Rules may be found in [Appendix B](#) to these Bylaws.  
For decorum and order at School Board meetings, see [Bylaw 1-48](#).*

### **Legal Reference:**

Code of Virginia § 22.1-79, as amended. Powers and duties.

Adopted by School Board: July 21, 1992  
Amended by School Board: August 16, 1994  
Amended by School Board: September 19, 1995  
Amended by School Board: August 17, 1999  
Amended by School Board: February 20, 2001  
Amended by School Board: December 3, 2002  
Amended by School Board: December 2, 2008  
Amended by School Board: August 2, 2016

[Amended by School Board: 2018](#)

## SCHOOL BOARD BYLAWS

### Decorum and Order-School Board Meetings

#### A. Purpose of decorum during meetings

It is the intent of the School Board by adoption of this Bylaw, to maintain appropriate decorum and order for, but not limited to the following purposes:

1. to ensure that the affairs of the School Board and School Board Committees may be conducted in an open and orderly manner during meetings;
- 2., that all persons desiring to address the School Board are afforded an opportunity to do so in the order in which they sign up to speak;
- 3., that persons in attendance may observe and hear the proceedings of the School Board without distraction;
- 4., that students and other young audience members who attend or watch such meetings are not subject to inappropriate language or conduct;
5. and that School Board Members and School Division employees or other agents are able to transact the business of the School Board with minimal disruption while allowing for public input.

~~A.~~ .

#### B. Limitations on addressing the School Board.

~~B.~~ Persons addressing the School Board shall:

1. Confine their comments to matters germane to the business of the School Board.
- ~~2.~~ ~~Refrain from words or statements which, from their usual construction and common acceptance, are construed as insults and tend to violence or breach of the peace.~~
- ~~3.~~2. Refrain from obscenity, vulgarity, and comments or actions with the intent to incite violence or other breach of peace respect.
- ~~4.~~3. Comply with the time limits for public comment set forth in Appendix B of the Bylaws Bylaw 1-47.
- ~~5.~~ ~~Refrain from cumulative or repetitive remarks for the reasons identified in~~ Bylaw 1-47.

#### C. Other expressive activities during meetings

~~C.~~ Expressive activities including, but not limited to, petitioning, picketing, displaying signs or posters, solicitation, demonstrating, pamphlet distribution, and conducting polls shall not be permitted in the School Board Chambers, the School Board conference room, the waiting areas and corridors adjacent to the School Board Chambers and School Board conference room, the School Administration building, or in any school building while a School Board meeting is happening.

D. Other methods of communicating with the School Board

The School Board encourages citizens and other interested parties to communicate with the School Board regarding matters related to public education. Due to the limited time scheduled to conduct business and the need to follow approved agenda items, School Board meetings may not be conducive for all forms of communication to the School Board. Persons seeking to communicate with the School Board should use other methods of communication in addition to those provided at School Board meetings.

~~D.~~ This Bylaw does not preclude persons addressing the School Board from delivering the School Board or its Clerk written materials including reports, statements, exhibits, letters, or signed petitions. Nor does this Bylaw preclude those addressing the School Board from using a chart or graph during their verbal presentation. Furthermore, nothing herein shall be interpreted to prohibit citizens from addressing oral or written comments or complaints on any subject germane to the business of the School Board to the School Board, its constituent members, the Clerk of the School Board or the School Administration outside the context of the public meeting.

E. The Chairman or other presiding officer shall preserve decorum and shall decide all questions of public order, subject to appeal to the School Board.

F. 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 or a Committee thereof is meeting. Notice of this restriction shall be posted outside of School Board Chambers and on the agenda for any School Board meeting by the Clerk, at any door to any room in which the School Board is to meet, at least thirty (30) minutes prior to the scheduled start of any School Board meeting.

G. At the request of the Chairman or Superintendent, a city police officer shall act as sergeant-at-arms at all School Board meetings. That officer shall, under the direction of the Chairman or other presiding officer, have charge of the School Board Chambers, the School Board conference room, the waiting areas and corridors adjacent thereto, and the School Administration Building, and shall prevent disorder or interruption of the business of the School Board.

**Editor's Note**

See **Bylaw 1-47 Public Participation; Division Policy 7-16 Expressive Activities**

**Legal References:**

Code of Virginia §18.2-128, as amended. Trespass upon church or school property.

Code of Virginia §18.2-404, as amended. Punishment for using of abusive language to another.



[Code of Virginia §18.2-406, as amended. What constitutes an unlawful assembly; punishment.](#)

Code of Virginia § 18.2-415, as amended. Disorderly conduct in public places.

Virginia Beach City Code § 23-14, as amended. Disorderly Conduct in public places.

Adopted by School Board: January 20, 1998

Amended by School Board: August 17, 1999

Amended by School Board: October 17, 2000

Amended by School Board: February 20, 2001

Revised by Order of United States District Court Eastern District of Virginia: May 18, 2001

Amended by School Board: August 18, 2015

Amended by School Board: August 2, 2016

[Amended by School Board: 2018](#)



## ADMINISTRATION

### School Improvement Process

#### A. Goals

The goals of the School Improvement Process in the School Division are:

1. To collaborate with the community on school improvement.
2. To develop measurable objectives ~~that support-~~ that align with the strategic plan for the School Division and school specific needs which may include:
  - a. Raising student and school achievement in the core Standards of Learning disciplines;
  - b. Improving student and staff attendance;
  - c. Reducing the student drop-out rates;
  - d. Increasing the quality of instruction through professional development and licensure; and
  - e. Achieving the goal(s) and objectives of the School Division's strategic plan.
3. To seek continuous improvement in the schools.

#### B. Implementation

The School Improvement Process shall be implemented in the schools through activities of a School Planning Council, a Principal's Advisory Committee, an Instructional Leadership Team, and specific Action Teams. These bodies are integral in the development, ~~and~~ implementation and review of the schools' Plans for Continuous Improvement.

#### C. Operating Principles

The Superintendent shall establish guidelines for the operation of the School Planning Council and the Principal's Advisory Committee.

#### D. Oversight and Accountability

1. The Department of School Leadership shall be responsible for collecting information from school principals to verify compliance with School Board Policies and Division Regulations and for monitoring the development and implementation of schools' Plans for Continuous Improvement.

2. School Leadership will review each school's annual Plan for Continuous Improvement (PCI); and, in cooperation with school principals, will monitor the ~~student and staff~~ outcomes related to the PCI throughout the year.
3. The Department of Planning, Innovation and Accountability will be responsible for annually surveying School Planning Council members and Principal's Advisory Committee members. Based upon survey results, the Department of Planning, Innovation and Accountability will prepare an annual report to be provided to the School Board.
4. Annual Review and Report

The School Improvement Process shall provide opportunities for school staff and community representatives to review annually the extent to which the school has met its goals and objectives. The School Division and the Virginia Department of Education produce annual school report cards to report school and student performance data, and the School Division produces additional reports regarding student outcomes and publishes the data on its website for public viewing.

#### **Legal Reference:**

8VAC20-131-10, *et seq.*, as amended. Virginia Department of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia.

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: September 2, 1997  
Amended by School Board: January 19, 1999  
Amended by School Board: November 5, 2002  
Amended by School Board: May 9, 2006  
Amended by School Board: February 5, 2008  
Scrivener's Amendments: September 28, 2011  
Scrivener's Amendments: August 15, 2013  
Amended by School Board: December 3, 2013

[Amended by School Board: 2018](#)

## PERSONNEL

### Licensed Personnel: Contracts

#### A. Contracts

A written contract, in a form prescribed by the Virginia Board of Education, shall be made by the School Board with each teacher employed by it, except those temporarily employed. Temporarily employed teachers will sign a Substitute Teacher Agreement, a Temporary Employment Agreement, or Short Term Employment Agreement, depending upon the nature of the employment. Such agreement will set forth the terms and conditions of employment and shall provide that there is no promise of continued or future employment by the School Board.

#### B. Special Covenants

Special covenants relating to each year's contract shall be sent to the teacher at the time the contract for the ensuing year is made. All contracts shall include as a provision or special covenant a condition that the terms of the contracts are issued contingent upon continued appropriation of funds (including receipt of federal and/or state funds) necessary to meet the contracts.

#### Editor's Note

See School Board [Policy 2-50](#) -Appointment/Reappointment and Reclassification  
See School Board [Policy 4-1](#) Definitions

### Legal Reference:

Code of Virginia, § 22.1-302, [as amended](#). Written contracts required; execution of contracts; qualifications of temporarily employed teachers; rules and [requirementsregulations](#).

Code of Virginia, § 22.1-303, [as amended](#). Probationary terms of service for teachers.

Code of Virginia, § 22.1-304, [as amended](#). Reemployment of teacher who has not achieved continuing contract status; effect of continuing contract; resignation of teacher; reduction in number of teachers.

Code of Virginia, § 22.1-305, [as amended](#). Nonrenewal of contract of probationary teacher.

Virginia Board of Education Regulations, "Regulations Governing Contractual Agreements with Professional Personnel-."

[Virginia Department of Education Regulations 8VAC20-441, as amended. Regulations Governing the Employment of Professional Personnel.](#)

Adopted by School Board: October 21, 1969  
Amended by School Board: August 19, 1975  
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: January 18, 2000  
Amended by School Board: June 8, 2004

[Amended by School Board: 2018](#)



## PERSONNEL

### Evaluation: Licensed Personnel

#### A. Procedure

The School Board shall develop a procedure for use by the Superintendent and other administrators to evaluate instructional personnel that is appropriate to the tasks performed by instructional personnel which shall be used by the Superintendent and administrators to evaluate instructional personnel. The process must address: 1) Professional Knowledge; 2) Instructional Planning; 3) Instructional Delivery; 4) Assessment of and for Student Learning; 5) Learning Environment; 6) Professionalism; and 7) Student Academic Progress. The Superintendent shall provide the Board with a written recommended procedure for evaluation for the Board to consider and adopt.

#### B. Evaluator Training

Beginning September 1, 2000, principals must have received training provided by the Superintendent and his staff, pursuant to Virginia Code § 22.1-253.13:5, in the evaluation and documentation of employee performance, which evaluation and documentation shall include, but shall not be limited to, employee skills and knowledge and student academic progress. Assistant principals and other administrative personnel participating in the evaluation and documentation of employee performance must also be trained in the evaluation and documentation of employee performance.

#### C. Probationary Employees

Appropriate administrative staff shall annually evaluate probationary teachers by using School Board developed procedures. The Superintendent shall consider each annual evaluation of a probationary employee in the nonrenewal process. If a teacher's annual performance evaluation during the probationary period is unsatisfactory, the School Board shall not reemploy such teacher.

#### Editor's Note

*See School Board Policy 4-56 for mentorship program for probationary teachers and financial incentives for excellence in teaching.*

### Legal Reference:

Code of Virginia § 22.1-253.13:5, as amended. Standard 5. Quality of classroom instruction and educational leadership.

Code of Virginia § 22.1-253.13:7, as amended. Standard 7. [School board pPoliciesy manual](#).

Code of Virginia § 22.1-303.1, as amended. Immunity from civil liability for certain individuals.

Code of Virginia § 22.1-293, as amended. School Boards authorized to employ principals and assistant principals; licensed required; powers and duties.

Code of Virginia § 22.1-295, as amended. Employment of teachers.

Code of Virginia § 22.1-303. Probationary terms of service for teachers.

Virginia Department of Education. *Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers* (effective July 1, 2012).

Virginia Department of Education. *Virginia Standards for the Professional Practice of Teachers* (effective on July 1, 2012).

Adopted by School Board: March 18, 1975

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: March 7, 2000

Amended by School Board: February 8, 2005

Amended by School Board: December 4, 2012

[Amended by School Board: 2018](#)

