

**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
CHARTING THE COURSESchool Board Services**Beverly M. Anderson, Chair**  
At-Large**Daniel D. Edwards, Vice Chair**  
District 2 – Kempsville**Sharon R. Felton**  
District 6 – Beach**Dorothy M. Holtz**  
At-Large**Victoria C. Manning**  
At-Large**Joel A. McDonald**  
District 3 – Rose Hall**Ashley K. McLeod**  
At-Large**Kimberly A. Melnyk**  
District 7 – Princess Anne**Trenace B. Riggs**  
District 1 – Centerville**Carolyn T. Rye**  
District 5 - Lynnhaven**Carolyn D. Weems**  
District 4 - Bayside**Aaron C. Spence, Ed.D.**  
Superintendent**School Board Regular Meeting Agenda****Tuesday, November 21, 2017**

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"*

**Joint City Council/School Board Five Year Forecast Presentation (Bldg. 19).....3:00 p.m.****INFORMAL MEETING**

1. **Convene School Board Workshop (einstein.lab) ..... approx. 4:00 p.m. following preceding presentation**
  - A. School Board Administrative Matters and Reports
  - B. Update on Compass 2020 Goal #3 Social-Emotional Development
  - C. High School Innovative Practices and Green Run High School Innovation Grant
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:** November 8, 2017 Regular Meeting
10. **Adoption of the Agenda**
11. **Consent Agenda:**



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

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

**Tuesday, November 21, 2017**

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- A. Digital Learning Anchor Schools Initiative: A Developmental Evaluation Recommendation
- B. John B. Dey Elementary School Dominion Energy Easement (moved to 12D)
- C. Reimbursement/Payment of Employee Legal Fees

### **12. Action**

- A. Personnel Report / Administrative Appointments (updated 11/22/2017)
- B. Biennial School Calendars: SY2018-19 and SY2019-20
- C. Legislative Agenda for 2018 General Assembly Session

### **13. Information**

- A. Textbook Adoptions:
  - 1. Parenting and Child Development
  - 2. Teen Living
  - 3. Early Childhood Education
  - 4. Intro to Childcare Occupations
- B. ACT/SAT Report for 2017 Graduates
- C. Advanced Placement (AP) Data
- D. Special Education Advisory Committee Extension of Current Appointments
- E. Interim Financial Statements – October 2017
- F. Policy Review Committee Recommendations:
  - 1. Audit Charter and Related Policies
    - a. Policy 3-96 Office of Internal Audit and the Audit Committee
    - b. Policy 3-46 Audits/Audit Committee/Internal Audit Charter
  - 2. Policy 2-48 Salaries and Compensation
  - 3. Policy 4-43 Personnel Protection from Sexual Harassment
  - 4. Policy 4-77 Bus Drivers/Driver Assistants
  - 5. Policy 4-76 Teacher Assistants
  - 6. Policy 4-75 Conditions of Employment
  - 7. Policy 4-90 Substitute Employees
  - 8. Policy 4-92 Summer School Teachers and Corresponding Regulation
  - 9. Policy 4-93 Employment of Temporary and Part-Time Employees
  - 10. Policy 4-94 Exchange Teachers
  - 11. Policy 4-95 Census Agents
  - 12. Policy 6-83 Private Educational Courses
  - 13. Policy 7-21 Community Advisory Committees (added)

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

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

**Tuesday, November 21, 2017**

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**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* (as 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, December 5, 2017***

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**Subject:** Approval of Minutes of the November 8, 2017 Regular School Board Meeting **Item Number:** 9

**Section:** Approval of Minutes **Date:** November 21, 2017

**Senior Staff:** N/A

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

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

**Recommendation:**

That the School Board adopt the minutes from their November 8, 2017 regular School Board meeting as attached.

**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

**Daniel D. Edwards, Vice Chair**

District 2 – Kempsville

**Sharon R. Felton**

District 6 – Beach

**Dorothy M. Holtz**

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District 5 – Lynnhaven

**Carolyn D. Weems**

District 4 – Bayside

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

Superintendent

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

**Wednesday, November 8, 2017**

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 4:00 p.m. In addition to Superintendent Spence, all School Board members were present upon the arrival of Ms. Manning shortly thereafter at 4:04 p.m.

- A. **School Board Administrative Matters and Reports:** Chairwoman Anderson reported a Closed Meeting would be held after the formal meeting if time did not permit earlier, and reminded School Board members who registered for the upcoming Virginia School Boards Association (VSBA) Annual Conference of their obligation to attend. As the School Board's appointed liaison on the joint City/Schools Deferred Compensation Board, Vice Chair Edwards reported the City is planning a joint briefing on potential changes in the Deferred Compensation Plan which School Board members will be invited to attend possibly on December 12. He advised a follow-up report will be scheduled within the School Board's Agenda Planning process to allow for action to be taken early 2018. Other items reported included acknowledgement of four Virginia Beach high school bands who participated in the Neptune Festival, and announcement of upcoming Long-Range Facilities Steering Committee activities to include opportunities for the community to provide input regarding the prioritization of school construction projects.

This portion of the workshop concluded at 4:08

- B. **Legislative Agenda for 2018 General Assembly Session:** As chair of the School Board's Legislative Committee, Mr. McDonald introduced the committee's proposed Legislative Agenda for the 2018 General Assembly Session comprised of positions on items related to the state budget; funding formulas for the re-benchmarking of the Standards of Quality (SOQ); support for additional enhancements to the SOQ's that better reflect the staffing



and financial needs of the school division; eliminating or funding current unfunded mandates; special education funding; lottery fund usage; dual enrollment; continued reform of the assessment system; flexibility for addressing teacher shortages; mandatory funding of virtual schools; the local school board's authority to approve charter schools within its boundaries; opposition to legislation that allows non-public school students to participate in interscholastic programs in public schools; and opposition to limiting options to safely manage schools including the ability to suspend students whose behaviors warrant such action. Following discussion in which School Board members stated their stance on topics, Mr. McDonald noted a public overview will also be provided during the formal meeting under the Information section, and encouraged School Board members to contact him with additional suggestions. Discussion concluded at 4:45 p.m.

- C. Facilities Update – Thoroughgood Elementary School Replacement Design Update, Middle School Tennis Courts, and An Achievable Dream – 6<sup>th</sup> Grade: Anthony L. Arnold, P.E., Executive Director of Facilities Services, presented information on the Thoroughgood Elementary School replacement project planned for completion for students to start in the new school in September 2020. He outlined details of the proposed size of the site, student capacity, area of building square footage, cost per square foot, project timeline, and funding summary for the \$28.3 million Capital Improvement Plan (CIP) project. Representatives from V I A Design Architects, Donna Phaneuf and Scott Campbell, provided an overview of the building site and floor plan designs. Discussion ensued regarding costs related to the proposed rounded elements in the design. Mr. Arnold then presented a report on high school and middle school tennis courts and their condition along with an overview of renovations to date. He noted a decline in usage at middle schools will likely result in the number of middle school courts being reduced over time. Finally, Mr. Arnold presented background information on the status of An Achievable Dream Academy (AADA) at Seatack Elementary School, followed by an overview of current middle school attendance zones and recommendation for the School Board to consider moving rising 6<sup>th</sup> graders from the AADA to a wing of Lynnhaven Middle School subject to the number of students planning to remain in the program at the middle school level. Discussion concluded at 5:49 p.m.
- D. Navigational Markers Update: Due to time constraints, Chairwoman Anderson announced this item as postponed until the next regular School Board meeting.

The workshop concluded at 5:50 p.m.

2. **Closed Meeting**: None at this time. See Item 18
3. **School Board Recess**: The School Board recessed at 5:50 p.m. to reconvene in the School Board Room at 6:00 p.m. for the formal meeting.



**FORMAL MEETING**

4. ***Call to Order and Roll Call:*** Chairwoman Anderson called the formal meeting to order at 6:00 p.m. In addition to Superintendent Spence, all School Board members were present.
5. ***Moment of Silence and Pledge of Allegiance***
6. ***Student, Employee and Public Awards and Recognition:*** VHSL Girls Golf Co-Champion: The School Board recognized First Colonial High School junior Carley Rudolf for finishing as the 2017 Virginia High School League (VHSL) Girls Golf Co-Champion, her second VHSL golf title after winning the VHSL State Girls Open Championship in her freshman year.
7. ***Superintendent's Report:*** Five things shared by Superintendent Spence in his report were related to the Office of Technical and Career Education and Department of Teaching and Learning being honored with a Governor's Award of Excellence and Innovation in Education for the annual STEM Trifecta Event; 2017 Community Resource Fair hosted by the Virginia Beach Special Education Advisory Committee (SEAC) and Office of Programs for Exceptional Children; a new approach in parent/teacher conferences being taken by several schools across the division where students are being involved in the meeting by leading the discussion identifying where they are succeeding and where additional support is needed; opportunities for parents and community members to provide input on how the division should prioritize the modernization and replacement of schools for the next 15 years; and, finally, participation in R.E.D. Day by wearing red on November 9 to Remember Everyone Deployed demonstrating support for military families and their active duty loved ones and spreading a message of recognition and appreciation for their service not just during November, which is Military Family Appreciation Month, but every day of the year.
8. ***Hearing of Citizens and Delegations on Agenda Items:*** The School Board heard comments from Kelly Walker, President of the Virginia Beach Education Association (VBEA), regarding the proposed biennial calendar options, the input process, and VBEA's request to alleviate the workload for teachers by decreasing the number of professional development hours.
9. ***Approval of Minutes:*** October 24, 2017 Regular Meeting: Ms. Riggs made a motion, seconded by Ms. Weems, that the School Board approve the minutes of their October 24, 2017 regular meeting as presented. The motion passed unanimously.
10. ***Adoption of the Agenda:*** Prior to a motion, Chairwoman Anderson noted Workshop Item 1D – Navigational Markers Update was postponed and will be rescheduled in the Agenda Planning process. Mr. McDonald then made a motion, seconded by Ms. Manning, that the School Board adopt the agenda with the modification. The motion passed unanimously.
11. ***Consent Agenda:*** Ms. Melnyk made a motion, seconded by Ms. Holtz, that the School Board approve the Consent Agenda. The motion passed unanimously, and the following items were approved as part of the Consent Agenda:
  - A. Resolutions:



School Board of the City of Virginia Beach  
School Administration Building# 6, Municipal Center  
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1. Native American Heritage Month as follows:

**Resolution for Native American Heritage Month  
November 2017**

**WHEREAS**, as the first people to inhabit North America, American Indians and Alaskan Natives have profoundly shaped our country's character and cultural heritage; and

**WHEREAS**, Native Americans were the first people to domesticate crops, build cities and communities, and establish great civilizations in America; and

**WHEREAS**, the history, culture and traditions of the United States have been greatly influenced by those individuals; and

**WHEREAS**, through the study of the contributions of Native 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 November 2017 as National Native American Heritage Month, 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 National Native American Heritage Month; and be it

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

2. American Education Week as follows:

**Resolution for American Education Week  
November 13 - 17, 2017**

**WHEREAS**, November 13-17, 2017 is recognized as the 96<sup>th</sup> annual American Education Week by the National Education Association to celebrate public education and honor individuals who are making a difference in ensuring that every child receives a quality education; and

**WHEREAS**, the creation of this week has encouraged resolutions across the country to help encourage national support of public education; and

**WHEREAS**, American Education Week is a celebration of distinguished individuals, critical to the success of public education for the nation's nearly 50 million K-12 students; and

**WHEREAS**, the National Education Association calls for a week observed in all communities annually for the purpose of informing the public of the accomplishments and needs of the public schools to secure the cooperation and support of the public in meeting those needs; and

**WHEREAS**, the School Board of the City of Virginia Beach is focused on encouraging and recognizing the support for public education; and

**WHEREAS**, Virginia Beach City Public Schools, is committed to its relationships with the community and stakeholders through Compass to 2020, to increase public support and involvement in education.

**NOW, THEREFORE, BE IT**



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**RESOLVED:** That the School Board of the City of Virginia Beach designates the week of November 13-17, 2017, as American Education Week in the 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. National Military Family Month as follows:

**National Military Family Appreciation Month, November 2017**

**WHEREAS,** our country owes the daily freedoms to the members of the Armed Forces, their family members and loved ones who share in their service and sacrifice; and

**WHEREAS,** we celebrate the exceptional service, strength and character of the approximately 18,000 military-connected students and families in Virginia Beach City Public Schools; and

**WHEREAS,** we acknowledge that military families face unique challenges due to deployment, reintegration, service in combat zones and frequent relocations based on duty assignments; and

**WHEREAS,** the School Board of the City of Virginia Beach reaffirms their commitment to providing the resources and programs to support military-connected students academically, socially and emotionally; and

**WHEREAS,** Virginia Beach City Public School Board's **Compass to 2020** strategic plan calls for the continued creation of opportunities for military families and community members to purposely partner with schools in supporting student achievement, aspirations and social-emotional development; and

**WHEREAS,** November is recognized as National Military Family Appreciation Month.

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach officially recognizes the month of November, 2017 as National Military Family Appreciation Month; and be it

**FURTHER RESOLVED:** That the School Board of the City of Virginia Beach encourages all school staff and community members to initiate, support and participate in appreciation activities designed to recognize the exceptional role and unique sacrifices our military-connected youth make in our nation's best interest; and be it

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

- B. Five recommendations Administration concurs with as proposed in response to the comprehensive evaluation of An Achievable Dream Academy (AADA) at Seatack Elementary School as follows:

Recommendation #1: Continue An Achievable Dream Academy with modifications noted in recommendations 2 through 5. (*Responsible Groups: An Achievable Dream, Inc., Seatack Elementary School*)

Recommendation #2: Analyze academic data relative to performance targets and investigate the reasons for declines to ensure instruction and additional instructional time are effective. (*Responsible Groups: An Achievable Dream, Inc., Seatack Elementary School*)



Recommendation #3: Leverage the program's interventions, strategies, and supports to provide an environment highly conducive to learning that will improve student behavior. *(Responsible Groups: An Achievable Dream, Inc., Seatack Elementary School)*

Recommendation #4: Ensure the attendance procedures and parent educational contracts are being followed. *(Responsible Groups: An Achievable Dream, Inc., Seatack Elementary School)*

Recommendation #5: Increase opportunities for clearer and more consistent communication between the instructional staff, administrators, and AADA. *(Responsible Groups: An Achievable Dream, Inc., Seatack Elementary School)*

- C. Changes to the School Board's schedule of regular meetings for the period ending June 30, 2018 pursuant to revisions made in School Board Bylaws to change regular meeting dates generally to the second and fourth Tuesday of each month effective January 1, 2018 with some variations as needed due to scheduled holidays and other significant events as follows:

Regular School Board meetings will be held at the School Administration Building, 2512 George Mason Dr., Virginia Beach. Informal meetings generally convene at 4 p.m. subject to the volume of business to be transacted.

School Board Recess at 5:30 p.m.

Formal Meeting Call to Order at 6:00 p.m.

<b>Balance of SY2017-18 Schedule of School Board Meetings effective January 1, 2018</b>	
January 9 & 23	<b>2018</b>
February 6 Special Meeting for presentation of the Superintendent's Estimate of Needs FY2018/19 and Proposed Capital Improvement Program (CIP) FY2018/19 through FY2023/24	
February 13 & 27	February 20*
March 6* Special Meeting for adoption of the School Operating Budget FY2810/19 and Capital Improvement Program (CIP) FY2018/19 through FY2023/24	
March 13 & 27	
April 10 & 24	
May 8 & 22	
June 11 (Mon) & 26	[Graduations June 12-16]
*Budget/CIP Workshop	



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D. Budget Calendar for FY2018-19 as follows:

<b>Budget Calendar</b>	
<b>FY 2018/19 School Operating Budget and FY 2018/19 - FY 2023/24 Capital Improvement Program</b>	
<b><u>2017</u></b>	
September	The Budget Calendar is developed
Sept. 19	The Budget Calendar is presented to the School Board for information
Oct. 10	A budget kickoff meeting is conducted to provide senior staff and budget managers with an economic update, revenue outlook and general directions for budget development
Nov. 8	The Budget Calendar is presented to the School Board for action
Oct. 10 - Dec. 5	Budget requests are submitted by senior staff and budget managers to the Office of Budget Development
Nov. 21	A Five Year Forecast is presented to the School Board and the City Council
Dec. 5	A public hearing is held to solicit stakeholder input and offer the community an opportunity to be involved in the budget development process
Dec. 8	Recommended part-time hourly rates for FY 2018/19 are submitted by the Department of Human Resources to the Office of Budget Development
Dec. 11	A draft of the Capital Improvement Program is prepared for the superintendent's review
December (3 <sup>rd</sup> week)	State revenue estimates are released by the Virginia Department of Education
<b><u>2018</u></b>	
Jan. 2 - 19	Budget requests are reviewed, refined and summarized by the Office of Budget Development
Jan. 8	The recommended Capital Improvement Program budget is presented to the superintendent and senior staff
Jan. 16	The unbalanced School Operating budget is presented to the superintendent and senior staff
Jan. 17 - Jan. 25	Online Budget Forum available to employees
Feb. 6	The Superintendent's Estimate of Needs for FY 2018/19 is presented to the School Board (Special School Board meeting required)
Feb. 6	The Superintendent's Proposed FY 2018/19 - FY 2023/24 Capital Improvement Program budget is presented to the School Board (Special School Board meeting required)
Feb. 13	School Board Budget Workshop #1 is held from 2:00 - 5:00 p.m.
Feb. 20	School Board Budget Workshop #2 is held from 5:00 - 8:00 p.m.
Feb. 27	A public hearing is held to solicit stakeholder input and offer the community an opportunity to be involved in the budget development process
Feb. 27	School Board Budget Workshop #3 is held from 2:00 - 5:00 p.m. (if needed)

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March 6	School Board Budget Workshop #4 is held from 2:00 - 5:00 p.m. (if needed)
March 6	The FY 2018/19 School Operating budget and FY 2018/19 - FY 2023/24 Capital Improvement Program budget are adopted by the School Board (Special School Board meeting required)
March 13	The FY 2018/19 School Board Proposed Operating Budget is provided to city staff
April	The FY 2018/19 School Board Proposed Operating Budget and FY 2018/19 - FY 2023/24 Capital Improvement Program budget are presented to the City Council (Sec. 15.1-163)
No Later Than May 15	The FY 2018/19 School Board Proposed Operating Budget and FY 2018/19 - FY 2023/24 Capital Improvement Program budget are approved by the City Council (Sec. 22.1-93; 22.1-94; 22.1-115)

E. Religious Exemption Case Numbers RE-17-19 through 22

F. Policy Review Committee Recommendations as follows:

1. Bylaw 1-17 Publications Regarding School Board
2. Policy 3-74 New Construction/Additions/Alterations: Naming of Schools or Parts Thereof, Commemorative Displays
3. Policy 4-1 Definitions
4. Policy 4-9 Health Examinations/AIDS Awareness Orientation
5. Policy 4-65 School Meetings and Conferences
6. Policy 4-73 Licensed Personnel: Awards for Achievement
7. Policy 4-88 Holidays
8. Policy 7-70 Relations with Non-Governmental Organizations: Corporate and Other Private Sponsorship of Interscholastic Activities

## **12. Action**

Personnel Report / Administrative Appointments: Ms. Rye 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 November 8, 2017 inclusive of one administrative appointment as recommended by the Superintendent. The motion passed unanimously, and Superintendent Spence introduced George T. Coker, Jr., current Professional Learning Specialist in the Office of Professional Growth and Innovation, as the new Coordinator of Mathematics in the Department of Teaching and Learning effective November 9, 2017.

## **13. Information**

- A. Biennial School Calendars: SY2018-19 and SY2019-20: Lauren Nolasco, Director of Communications, and co-chair of the division's School Calendar Committee, provided a summary of public input on two calendar options introduced to the School Board in an October workshop and then posted in an e-Town Hall for community feedback. Preferences were reported by parent, teacher, staff member, student and community



member for each school year. She reported when considering the ability to include a potential make-up day and the School Board's stated desire to have professional learning as early in the year as possible, Administration is recommending a 2018-19 school calendar comprised of 181 instructional days; two embedded professional learning days (one during in-service week and one on October 8); 9-day winter break with three days of travel time before Christmas; Veterans Day, Martin Luther King Day and Presidents' Day observed; adjusted dismissal days only used for holiday breaks and exam week; and April 12 as an extended spring break or if needed for weather make-up. Administration's recommended calendar for the 2019-20 school year also included 181 instructional days; two embedded professional learning days (one during in-service week and one on October 14); 10-day winter break with three days of travel time before Christmas; adjusted dismissal days only used before holiday breaks and exam week; and Veterans Day, Martin Luther King Day and Presidents' Day observed.

- B. Digital Learning Anchor Schools Initiative: A Development Evaluation: Stephen C. Court, Program Evaluation Specialist in the Department of Planning, Innovation, and Accountability, presented an overview of the key findings from the year-two developmental evaluation of the Digital Learning Anchor Schools (DLAS) initiative including background summary; process and method information; implementation components in the area of teacher perceptions of professional learning and instruction in the DLAS classroom; progress toward goals; overall stakeholder perceptions; and outline of 2016-17 expenditures. As a result, the following five recommendations were presented along with the rationale for each. Amy E. Cashwell, Ed.D., Chief Academic Officer, presented Administration's concurrence with recommendations including highlights of several key actions related to recommendations:

- 1) Continue the Digital Learning Anchor Schools Initiative with modifications outlined in 2 through 5;
- 2) Continue to work toward funding at least one full-time Instructional Technology Specialist (ITS) at each school and review the adequacy of the Technology Support Technician (TST) allocations to support the 1:1 digital learning initiative as it expands to all schools;
- 3) Provide professional learning, especially for high school staff, so that staff will have as much time as possible to plan in informed and effective ways;
- 4) Continue to optimize the digital device experience for students and staff by ensuring that device, network, and related infrastructure issues are promptly addressed and resolved; and



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- 5) Conduct an evaluation update during 2019-2020 to monitor the continued progress of the 1:1 initiative and its continuing alignment with evidence-based best practices.

C. Legislative Agenda for 2018 General Assembly Session: As chair of the School Board's Legislative Committee, Mr. McDonald reviewed the committee's proposed Legislative Agenda for the 2018 General Assembly Session as introduced in the afternoon workshop.

14. **Standing Committee Reports:** None
15. **Conclusion of Formal Meeting:** The formal meeting concluded at 6:49 p.m.
16. **Hearing of Citizens and Delegations on Non-Agenda Items:** None
17. **Recess into Workshop:** None. See Item 1
18. **Closed Meeting:** Vice Chair Edwards made a motion, seconded by Ms. Melnyk, that the School Board recess into a closed meeting 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 current and probable litigation matters.

The motion passed unanimously and the School Board recessed at 6:51 p.m. and entered into a closed meeting in Room 113 at 7:02 p.m.

Individuals present for discussion: School Board members; Superintendent Spence; Marc A. Bergin, Ed.D., Chief of Staff; Amy E. Cashwell, Ed.D., Chief Academic Officer; Veleka S. Gatling, Ph.D., Executive Director of Programs for Exceptional Children; Alveta J. Green, Ed.D., Executive Director of Student Support 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 7:54 p.m.

Certification of Closed Meeting: Vice Chair Edwards 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.

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



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20. **Adjournment:** There being no further business before the School Board, Chairwoman Anderson adjourned the meeting at 7:55 p.m.

Respectfully submitted:

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

Approved:

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



**Digital Learning Anchor Schools Initiative:**

**Subject:** Year-Two Developmental Evaluation **Item Number:** 11A

**Section:** Consent **Date:** November 21, 2017

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

**Prepared by:** Mr. Stephen C. Court, Program Evaluation Specialist  
Dr. Heidi L. Janicki, Director of Research and Evaluation  
Dr. Donald E. Robertson, Jr., Chief Strategy and Innovation Officer

**Presenter(s):** Dr. Donald E. Robertson, Jr. and Mr. Stephen C. Court

**Recommendation:**

That the School Board approve the administration's recommendations that were proposed in response to the Year-Two Developmental Evaluation of the Digital Learning Anchor Schools initiative.

**Background Summary:**

According to School Board Policy 6-26, "All new programs will be evaluated for a minimum of two years." On September 7, 2016, the School Board approved the 2016-2017 Program Evaluation Schedule which included a recommendation to evaluate the Digital Learning Anchor Schools (DLAS) initiative's second year of implementation. The year-two evaluation report focused on the implementation of the DLAS initiative, characteristics of students, progress made toward meeting the goals and objectives developed for the initiative, stakeholders' perceptions, and the additional cost of the initiative during 2016-2017. In addition, recommendations for the initiative are provided.

**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

#### Digital Learning Anchor Schools: Year-Two Developmental Evaluation Recommendations

The table below indicates the proposed recommendations resulting from the **Digital Learning Anchor Schools: Year-Two Developmental Evaluation**. It is requested that the School Board review and approve the administration's recommendations as proposed.

School Board Meeting Date	Evaluation	Recommendation From the Fall 2017 Program Evaluation	Administration's Recommendations
<u>Information</u> November 8, 2017  <u>Consent</u> November 21, 2017	Digital Learning Anchor Schools: Year-Two Developmental Evaluation	<ol style="list-style-type: none"><li>1. Recommendation #1: Continue the Digital Learning Anchor Schools Initiative with modifications. (<i>Responsible Group: Department of Teaching and Learning</i>)</li><li>2. Recommendation #2: Continue to work toward funding at least one full-time ITS at each school and review TST allocations to support the 1:1 digital learning initiative as it expands to all schools. (<i>Responsible Groups: Department of Teaching and Learning and Department of Human Resources</i>)</li><li>3. Recommendation #3: Provide professional learning, especially for high school staff, so that staff will have as much time as possible to plan in informed and effective ways. (<i>Responsible Group: Department of Teaching and Learning</i>)</li><li>4. Recommendation #4: Continue to optimize the digital device experience for students and staff by ensuring that device, network, and related infrastructure issues are promptly addressed and resolved. (<i>Responsible Group: Department of Technology</i>)</li><li>5. Recommendation #5: Conduct an evaluation update during the 2019-2020 school year to monitor the continued progress of the 1:1 initiative and its continuing alignment with evidence-based best practices. (<i>Responsible Group: Department of Planning, Innovation, and Accountability</i>)</li></ol>	The administration concurs with the recommendations from the program evaluation.



**Subject:** John B. Dey Elementary School Dominion Energy Easement **Item Number:** 11B

**Section:** Consent **Date:** November 21, 2017

**Senior Staff:** Mr. Dale R. Holt, Chief Operations Officer, Division Services

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

**Presenter(s):** Mr. Donald W. Bahlman, Jr., Staff Architect, Facilities Planning & Construction

**Recommendation:**

That the School Board authorize the Chairman to execute a right-of-way agreement for a Dominion Energy Easement at John B. Dey Elementary School.

**Background Summary:**

This easement will assist Dominion Energy in providing underground electrical service to the school.

(Since the attached Easement Agreement and the Plat to Accompany Underground Right-of-Way Agreement are not ADA accessible, please call Don Bahlman, Staff Architect in the Office of Facilities Planning & Construction for additional information at 757-263-1090.)

**Source:**

**Budget Impact:**

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the SCHOOL BOARD OF THE CITY OF VIRGINIA BEACH, a municipal corporation of the Commonwealth of Virginia, hereinafter called "Owner", GRANTOR, and VIRGINIA ELECTRIC AND POWER COMPANY, a Virginia public service corporation, doing business in Virginia as Dominion Energy Virginia, hereinafter called "Company", GRANTEE.

W I T N E S S E T H:

That for the sum of One Dollar (\$1.00), and other valuable consideration, the receipt whereof is hereby acknowledged, Owner grants unto Company and its successors, the perpetual right, privilege and easement of right of way for underground utilities (hereinafter the "Easement") in widths as shown on attached plat to lay, construct, operate and maintain one or more lines of underground conduits and cables, as Company may from time to time deem expedient or advisable, located on the Easement hereinafter described, for the purpose of transmitting and distributing electric power by one or more circuits; together with all wires, conduits, cables, transformers, transformer enclosures, concrete pads, manholes handholes, connection boxes, ground connections meters, attachments, equipment, accessories and appurtenances desirable in connection therewith (hereinafter referred to as "facilities"), over, under, across and through certain lands of Owner situated in the City of Virginia Beach, Virginia, identified and described as shown on Plat Number: 25-17-0229, hereto attached and made part of this agreement; the location of the boundary lines of such right of way being shown in broken lines on said plat.

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

Company shall at all times have the right to keep the Easement clear of all buildings, structures and other obstructions (except fences, driveways and other improvements that do not interfere with the Company's facilities), trees, roots and undergrowth. Company shall promptly remove from the Easement any trash or debris resulting from the exercise of the rights hereby granted. All trees and limbs cut by Company at any time shall remain the property of Owner.

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

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

It is further understood and agreed between the parties that:

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

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

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

Upon demand by Owner, and upon the granting to Company of an equivalent Easement in a reasonably practicable location, and payment to Company of the actual cost of relocating its facilities to such new Easement, exclusive of any additions and betterments, Company will relocate its facilities upon such Easement, whereupon all rights hereby granted in respect of the vacated portion of the Easement herein described shall cease and terminate.

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

IN WITNESS WHEREOF, Owner has caused its name to be signed hereto by its City Manager, and its corporate seal to be affixed as of the day and year first above written, and Company has caused its name to be signed hereto by its Vice President or Designee, as of the day and year first above written.

APPROVED AS TO CONTENTS

APPROVED AS TO LEGAL  
SUFFICIENCY AND FORM

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SIGNATURE

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CITY ATTORNEY

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DEPARTMENT

THE SCHOOL BOARD OF THE CITY OF  
VIRGINIA BEACH

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

Attest: \_\_\_\_\_  
Clerk

STATE OF VIRGINIA  
City of \_\_\_\_\_, to wit:

I, \_\_\_\_\_, a Notary Public in and for the State of Virginia at Large, whose commission expires \_\_\_\_\_, do hereby certify that \_\_\_\_\_, whose name is signed to the foregoing writing dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as Chair of the School Board of the City of Virginia Beach, have acknowledged the same before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City and State aforesaid.

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

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

VIRGINIA ELECTRIC AND POWER COMPANY

By: \_\_\_\_\_  
Authorized Representative

STATE OF VIRGINIA  
City of \_\_\_\_\_, to wit:

I, \_\_\_\_\_, a Notary Public in and for the State of Virginia at Large, whose commission expires \_\_\_\_\_, do hereby certify that \_\_\_\_\_, whose name is signed to the foregoing writing dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as Manager Customer Solutions of Virginia Electric and Power Company, has acknowledged the same before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City and State aforesaid.

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

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



**Subject:** Reimbursement/Payment of Employee Legal Fees **Item Number:** 11C

**Section:** Consent **Date:** November 21, 2017

**Senior Staff:** School Board Legal Counsel, Kamala Lannetti, Deputy City Attorney

**Prepared by:** School Board Legal Counsel, Kamala Lannetti, Deputy City Attorney

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

**Recommendation:**

That the School Board reimburse or pay an employee for legal fees incurred to defend and ultimately dismiss criminal charges filed by the parent of a student.

**Background Summary:**

On June 9, 2017, the parents of a Bayside Elementary School student filed assault and battery charges against a Bayside Elementary School teacher's assistant related to an incident at school. On October 3, 2017, the Virginia Beach Juvenile and Domestic Relations District Court found the teacher not guilty of the charges and the matter was dismissed. The teacher incurred \$3,289.05 in legal fees in defense of the charges. The teacher was acting in his official capacity as a teacher's assistant at the time of the incident with the student.

**Procedure:**

School Board Policy 2-59 Legal Counsel allows the School Board, at its discretion, to reimburse the legal expenses incurred by an employee defending a criminal charge. The following conditions must be met before reimbursement will be considered: 1) the arrest, indictment, or other prosecution must be on a charge arising out of an act committed by the employee in the discharge of his/her duties as an employee of the School Board; 2) such charge must be subsequently dismissed or a verdict of "not guilty" rendered; and 3) the attorney representing the employee must have contacted the School Board's legal counsel in advance of accepting the case and discussed the range of legal fees generally considered reasonable for the type of case being handled.

**Attachments:**

Relevant documents will be provided to the School Board under separate cover.

**Source:**

Virginia Code §22.1-83  
School Board Policy 2-59

**Budget Impact:**

\$3,289.05

**RESOLUTION REGARDING PAYMENT OF EMPLOYEE LEGAL FEES  
DEBRA RIVARD (DO NOT READ NAME)**

**WHEREFORE:** That on June 14, 2017 a Virginia Beach City Public Schools teacher assistant was served a warrant for allegedly assaulting a student on April 27, 2017 while performing duties related to her employment with the School Board; and

**WHEREFORE:** That the charge against the teacher was dismissed by the Virginia Beach Juvenile and Domestic Relations District Court on October 2, 2017; and

**WHEREFORE:** That the teacher incurred \$3,289.05 in legal fees to defend against this charge; and

**WHEREFORE:** That School Board Policy 2-59 allows the School Board to reimburse or pay an employee's legal fees incurred as the result of a lawsuit filed against the employee in his/her official capacity and provided that the lawsuit is later dismissed against the employee.

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board finds that the criminal charges arose from actions taken by the teacher assistant in the course of her duties and that it is in the best interest of the School Board to pay these legal fees on behalf of the teacher assistant to defend herself against the charges; and be it

**FURTHER RESOLVED:** That the School Board authorizes payment of the teacher assistant's legal fees in the amount of \$3,289.05; and be it

**FINALLY RESOLVED:** That the Clerk is directed to send a copy of this Resolution to the teacher, School Board Legal Counsel, the Director of Business Services, and the Chief Human Resources Officer, who is directed to place a copy of this Resolution in the teacher assistant's personnel file.

Adopted by the School Board of the City of Virginia Beach this 21<sup>st</sup> day of November 2017.

\_\_\_\_\_  
Beverly M. Anderson  
Chair, School Board of the City of Virginia Beach

ATTEST:

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



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

**Section:** Action **Date:** November 21, 2017

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

**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 November 21, 2017, 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 NOVEMBER 2017  
ASSIGNED TO THE UNIFIED SALARY SCALE**

**2017-2018**

**SCHOOL/DEPARTMENT****POSITION****APPOINTMENTS - ELEMENTARY SCHOOL****COLLEGE PARK**

11/2/2017	Tinamarie A. Pye	Custodian I, 10 month
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**PARKWAY**

11/9/2017	Ginger H. Sybers	Kindergarten Assistant
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**PEMBROKE**

11/9/2017	Rodelia O. Silla	Cafeteria Assistant, 5.5 hours
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**RED MILL**

11/9/2017	Patricia A. Loye	Special Education Assistant
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**ROSEMONT FOREST**

11/2/2017	Ernesto V. Borrero	Custodian I, 10 month, night
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**STRAWBRIDGE**

11/1/2017	Joan Kennedy	Security Assistant
11/6/2017	Kelly L. Fletter	General Assistant, .5

**TRANTWOOD**

11/2/2017	Darien Pittman	Physical Education Assistant, .5
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**WINDSOR OAKS**

11/2/2017	Karen Ferris-Grant	Physical Education Assistant
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**APPOINTMENTS - MIDDLE SCHOOL****BRANDON**

11/9/2017	Rita Castano	Cafeteria Assistant, 5 hours
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**LARKSPUR**

11/6/2018	Roberto A. Marin	Custodian I, 10 month, night
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**LYNNHAVEN**

11/1/2017	Paulette Rhines	Custodian I, 10 month, night
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**APPOINTMENTS - HIGH SCHOOL****COX**

11/1/2017	Jahmond E. Cowell	Custodian I, 10 month, night
11/2/2017	Nonee T. Jones	Custodian I, 10 month, night

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

10/19/2017	Keith Goodman	Instructional Specialist
11/17/2017	Rhonda D. Ogden	Administrative Office Associate I

**DEPARTMENT OF TECHNOLOGY**

11/1/2017	Julie L. Spencer	Network Technician I
11/16/2017	Kimberly R. Viado	Network Technician II

**OFFICE OF FOOD SERVICES**

10/31/2017	Ross Guins	Cafeteria Manager in Training
11/6/2017	Carla Green	Cafeteria Manager in Training

**OFFICE OF SCHOOL PLANT SERVICES**

11/1/2017	Robert A. Winbauer, Jr.	Carpentry Craftsman III
11/2/2017	Aaron M. Riddick	Building Manager

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

11/2/2017	Darren A. Payne	Building Manager
11/2/2017	Malcolm Hobbs	Building Manager
11/2/2017	Robert B. Cox	Building Manager
11/2/2017	Terrence G. Skidmore	Building Manager

**RESIGNATIONS - ELEMENTARY SCHOOL****BIRDNECK**

10/31/2017	Sherry A. Grant	Custodian I, 10 month, night (health)
10/31/2017	Alexander C. Spain	Custodian I, 10 month, night (education)

**RED MILL**

11/8/2017	Christine L. Tinsley-Hawkins	Special Education Assistant (career enhancement opportunity)
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**TALLWOOD**

10/30/2017	Tarence N. Durbin	Custodian III, Head Day (health)
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**RESIGNATIONS - MIDDLE SCHOOL****BRANDON**

11/3/2017	Albert Perry Jr.	Custodian I, 10 month, night (personal reasons)
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**GREAT NECK**

11/2/2017	Gil D. Manglicmot	Custodian I, 10 month, night (relocation)
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**LANDSTOWN**

11/9/2017	Tiffany N. Cooper	Special Education Assistant (career enhancement opportunity)
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**RESIGNATIONS - HIGH SCHOOL****BAYSIDE**

10/20/2017	Lakeshia D. Woodhouse	Custodian I, 10 month, night (personal reasons)
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**GREEN RUN**

11/20/2017	Aprildawn A. Johnson-Talley	Special Education Assistant (career enhancement opportunity)
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**KELLAM**

11/9/2017	Pedro O. Mariano, Jr.	Custodian I, 10 month, night (career enhancement opportunity)
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**LANDSTOWN**

10/26/2017	Thomas J. McDonough	Custodian I, 10 month, night (personal reasons)
11/9/2017	Dotrell Johnson	Technology Support Technician (personal reasons)

**PRINCESS ANNE**

11/3/2017	Jackee C. Garland	Custodian I, 10 month, night (personal reasons)
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**TALLWOOD**

11/9/2017	Gloria N. Hand	Custodian I, 10 month, night (personal reasons)
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**SCHOOL/DEPARTMENT****POSITION****RESIGNATIONS - MISCELLANEOUS****NONE****RETIREMENTS - ELEMENTARY SCHOOL****GLENWOOD**

12/31/2017

Mary E. Thorn

Special Education Assistant

**NORTH LANDING**

12/29/2017

Creselita A. Sahagun

Cafeteria Assistant, 5 hours

**PARKWAY**

12/31/2017

James L. Cooper

Custodian III, Head Day

**RETIREMENTS - MIDDLE SCHOOL****LARKSPUR**

10/31/2017

Darren Sanders

ISS Coordinator

**RETIREMENTS - HIGH SCHOOL****TALLWOOD**

1/31/2018

Willie O. Vasser, Jr.

Security Assistant

**RETIREMENTS - MISCELLANEOUS****OFFICE OF SAFETY AND LOSS CONTROL**

12/31/2017

Anne M. Hagan

Transportation Systems Specialist

12/31/2017

Richard M. Ponti

Director of Safety and Loss Control

**OFFICE OF SCHOOL PLANT SERVICES**

1/31/2018

Dennis A. Middleton

Supervisor HVAC

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

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

<u>SCHOOL/DEPARTMENT</u>	<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS</u>
<b><u>APPOINTMENTS - ELEMENTARY SCHOOL</u></b>			
<b><u>CORPORATE LANDING</u></b>			
11/9/2017 Brenna A. Ashton	Grade 1	Old Dominion University	
<b><u>GLENWOOD</u></b>			
11/6/2017 Teri Ennis	Grade 4	University of Phoenix, AZ	Military
<b><u>HERMITAGE</u></b>			
11/2/2017 Sean D. Cohen	Grade 4	University of Georgia	
<b><u>POINT O' VIEW</u></b>			
11/13/2017 Amanda Pasquale	Grade 5	University of Florida	
<b><u>SEATACK</u></b>			
11/2/2017 Molly L. McHone Carroll	Grade 4	Longwood University	VBCPS
<b><u>APPOINTMENTS - MIDDLE SCHOOL</u></b>			
<b><u>BAYSIDE</u></b>			
11/9/2017 Jillian O. Caldwell	Special Education	Virginia State University	Norfolk Public Schools
<b><u>INDEPENDENCE</u></b>			
11/6/2017 Michael S. Dunavan	Grade 6 Social Studies, .5	Old Dominion University	
<b><u>KEMPSVILLE</u></b>			
11/6/2017 Caitlin D. Trigiani	Special Education	Towson University, MD	
11/13/2017 Toya N. Howie	Special Education	Regent University	Norfolk Public Schools
<b><u>LYNNHAVEN</u></b>			
11/2/2017 Melissa Belliares	Grade 7 Social Studies, .75	Old Dominion University	
<b><u>PRINCESS ANNE</u></b>			
11/6/2017 Jeffrey W. Cobb	Grade 6 Social Studies, .25	Old Dominion University	
<b><u>VIRGINIA BEACH</u></b>			
11/6/2017 KeKenya Price	Grade 8 Social Studies, .5	Texas A&M Corpus Christie	
<b><u>APPOINTMENTS - HIGH SCHOOL</u></b>			
<b><u>RENAISSANCE ACADEMY</u></b>			
11/9/2017 Sara-Kathryn I. Wilkerson	Special Education	Old Dominion University	
<b><u>APPOINTMENTS - MISCELLANEOUS</u></b>			
<b>NONE</b>			

<u>SCHOOL/DEPARTMENT</u>	<u>SUBJECT</u>	<u>COLLEGE</u>	<u>PREVIOUS</u>
<u>RESIGNATIONS - ELEMENTARY SCHOOL</u>			
<u>POINT O' VIEW</u> 12/20/2017	Ashley S. Talbert	Grade 2 (transfer of spouse)	
<u>RESIGNATIONS - MIDDLE SCHOOL</u> NONE			
<u>RESIGNATIONS - HIGH SCHOOL</u>			
<u>PRINCESS ANNE</u> 12/01/17	Derrick Canady	Adaptive PE Teacher (personal reasons)	
<u>RESIGNATIONS - MISCELLANEOUS</u>			
<u>OFFICE OF PROGRAMS FOR EXCEPTIONAL CHILDREN</u>			
12/15/2017	Jennifer L. Walker	Program Compliance Support Teacher (transfer of spouse)	
12/20/2017	Caroline R. McGeehan	Speech/Language Pathologist (transfer of spouse)	
<u>RETIREMENTS - ELEMENTARY SCHOOL</u>			
<u>COOKE</u> 12/31/2017	Stacey A. Will	Grade 2	
<u>NEWTOWN</u> 12/31/2017	Candace L. McGirt	Grade 2	
<u>TALLWOOD</u> 12/1/2017	Sharon E. Bulger	Library Media Specialist	
<u>RETIREMENTS - MIDDLE SCHOOL</u> NONE			
<u>RETIREMENTS - HIGH SCHOOL</u> NONE			
<u>RETIREMENTS - MISCELLANEOUS</u> NONE			
<u>OTHER EMPLOYMENT ACTIONS</u> NONE			

November 21, 2017

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

**SCHOOL/DEPARTMENT**

**POSITION**

**APPOINTMENTS - ELEMENTARY SCHOOL**

**NONE**

**APPOINTMENTS - MIDDLE SCHOOL**

**NONE**

**APPOINTMENTS - HIGH SCHOOL**

**NONE**

**APPOINTMENTS - MISCELLANEOUS**

**DEPARTMENT OF TEACHING AND LEARNING**

11/22/2017 Molly Lewis Coordinator of Elementary Curriculum

**OFFICE OF TRANSPORTATION SERVICES**

12/1/2017 David L. Pace Director of Transportation



**Subject:** Biennial School Calendars: SY 2018-19 and SY 2019-20 **Item Number:** 12 B

**Section:** Action **Date:** Nov. 21, 2017

**Senior Staff:** Mrs. Eileen M. Cox, Chief Media and Communications Officer, Dept. of Media and Communications

**Prepared by:** Mrs. Eileen M. Cox, and Mrs. Lauren Nolasco, Director of Communications

**Presenter(s):** Mrs. Eileen M. Cox, and Mrs. Lauren Nolasco, Director of Communications

**Recommendation:**

That the School Board approve School Administration's calendar recommendations for the 2018-19 and 2019-2020 school years.

**Background Summary:**

School Administration presented calendar recommendations for the 2018-19 and 2019-20 school years at the Nov, 8 meeting of the School Board, The recommendations were made based on the work of the school calendar committee and public feedback through a two week e-Town Hall,

Copies of the recommended calendars are included with this document.

**Source:**

N/A

**Budget Impact:**

N/A

RECOMMENDED

# 2018-2019 School Calendar

JULY 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

✖ First Day of School  
Sept. 4

■ Holidays  
Sept. 3 - Labor Day  
Nov. 12 - Veterans Day  
Nov. 22 and 23 - Thanksgiving  
Dec. 24, 2018 - Jan. 1, 2019 - Winter Break  
Jan. 21 - Martin Luther King Jr. Day  
Feb. 18 - Presidents Day  
April 12-19 - Spring Break  
May 27 - Memorial Day

● Staff Days (no school for students)  
Aug. 24, 27, Aug. 29-31  
Nov. 6  
Jan. 28  
Mar. 29

● Flexible Staff Day  
June 17

✓ Adjusted Dismissal for All Staff and Students  
Nov. 21 Dec. 21

■ Adjusted Dismissal for High  
June 11-14

■ Professional Learning Day  
(no school for students)  
Aug. 28 Oct. 8

✖ Last Day of School and Early Dismissal for All Students  
June 14

JANUARY 2019						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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MARCH 2019						
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31						

APRIL 2019						
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MAY 2019						
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JUNE 2019						
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**RECOMMENDED**

# 2019-2020 School Calendar

JULY 2019						
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AUGUST 2019						
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SEPTEMBER 2019						
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OCTOBER 2019						
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NOVEMBER 2019						
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DECEMBER 2019						
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22	23	24	25	26	27	28
29	30	31				

✖ First Day of School  
Sept. 3

■ Holidays  
Sept. 2 - Labor Day  
Nov. 11 - Veterans Day  
Nov. 28 and 29 - Thanksgiving  
Dec. 23, 2019 - Jan. 1, 2020 - Winter Break  
Jan. 20 - Martin Luther King Jr. Day  
Feb. 17 - Presidents Day  
April 13-17 - Spring Break  
May 25 - Memorial Day

● Staff Days (no school for students)  
Aug. 23, 26, Aug. 28-30  
Nov. 5  
Jan. 27  
Mar. 30

● Flexible Staff Day  
June 15

✓ Adjusted Dismissal for All Staff and Students  
Nov. 27 Dec. 20

■ Adjusted Dismissal for High  
June 9-12

■ Professional Learning Day  
(no school for students)  
Aug. 27 Oct. 14

✖ Last Day of School and Early Dismissal for All Students  
June 12

JANUARY 2020						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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FEBRUARY 2020						
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MARCH 2020						
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APRIL 2020						
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MAY 2020						
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JUNE 2020						
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21	22	23	24	25	26	27
28	29	30				



**Subject:** Legislative Agenda for 2018 General Assembly Session **Item Number:** 12C

**Section:** Action **Date:** November 21, 2017

**Senior Staff:** N/A

**Prepared by:** School Board Legislative Committee

**Presenter(s):** School Board Member Joel McDonald, Chairperson, School Board Legislative Committee

**Recommendation:**

That the School Board approve the School Board Legislative Committee's proposed Legislative Agenda for the 2018 Virginia General Assembly Session as amended based on discussion when first introduced in Workshop and reviewed under Information at the November 8, 2017 regular School Board meeting.

**Background Summary:**

Each year the School Board Legislative Committee proposes a legislative agenda in preparation for the legislative session of the Virginia General Assembly. The agenda provides an overview of issues that are of interest and/or concern to the School Board and School Division. Upon approval by the School Board, the legislative agenda is distributed to stakeholders and posted on [vbschools.com](http://vbschools.com).

During the 2018 General Assembly Session, School Board members and School Division administrative staff will monitor legislative activity that has an impact on the School Division's student, personnel, budget, instructional program, and operations.

Related dates for the 2018 Virginia General Assembly Session include:

- ☐ November 20, 2017 – Prefiling begins
- ☐ Wednesday, January 10, 2018 – Session convenes

**Source:**

**Budget Impact:**

# Virginia Beach City Public Schools

## 2018 Legislative Agenda

### Budget

Due to the budget constraints facing the Governor and the General Assembly during the ~~2017~~2018 session, Virginia Beach City Public Schools (VBCPS) requests that the recent investments in education remain untouched. As our mission as a school division continues, we must be in the best position to meet the needs of our 68,000 students and 10,000 employees. According to a JLARC study released on September 14, 2016, spending on K-12 public education since 2005 had declined by 7% per pupil. After adjusting for inflation and increased enrollment, Virginia now spends 9% less on K-12 instruction than it did in 2005. According to the Virginia Department of Education (VDOE), Inflation Adjusted State Per Pupil Funding declined from \$4,275 in 2009 to \$3,647 in 2016 or by \$628 per pupil. Costs for educating students have not declined during the same period.

### Re-benchmarking

In the summer of each odd-numbered year, the VDOE provides the Governor and the General Assembly with an estimate of the “re-benchmarked” cost of continuing the existing Direct Aid to Public Education programs for the next biennium. -This re-benchmarking is part of the biennial budget development process and includes updates in the input data to determine the current cost of the programs. The cost projections should not reflect any changes in policy or technical methodology. Since re-benchmarking is a process to update the state funding formulas to reflect the current costs facing Local Education Agencies (LEA) – such as increases in fuel costs, health care -costs, teacher salaries, etc. – failure to fully fund re-benchmarking would signify a decrease in the state’s commitment to funding K-12 education. VBCPS supports full funding of the biennial re-benchmarking of the Standards of Quality funding formulas. VBCPS opposes any formula changes to the re-benchmarking methodology that would artificially decrease the actual costs to fund K-12 education.

### Uncap Instructional Support Positions in the Standards of Quality (SOQs)

VBCPS supports additional enhancements to the SOQs that better reflect the staffing and financial needs of school divisions. For example, VBCPS supports funding student support positions, as well as instructional personnel support positions (e.g. social workers, school counselors, school psychologists, and instructional personnel support) under Standard 2 on a prevailing cost basis, rather than the current capped basis. Enhancements such as these will provide additional funding directly to the classroom and give teachers additional resources to support students.

### Eliminate or Fund Currently Unfunded Mandates

As of September 2017, the total impact of state and federal unfunded mandates to VBCPS was \$44 million. Of that \$44 million, approximately \$16 million are mandates that originated from either the General Assembly or the Virginia Department of Education. These mandates range from new reporting requirements, to new policies and procedures, to unfunded equipment requirements. VBCPS is opposed to any state mandates requiring local school divisions to assume additional responsibilities or provide additional services without the state’s share of funding such mandates. VBCPS supports the elimination of unfunded mandates: or the full funding of all mandates.

## **Virginia Beach City Public Schools 2018 Legislative Agenda (continued)**

### **Special Education Funding**

VBCPS has more than 7,900 students who qualify for special education services. In Fiscal Year 2016 VBCPS spent more than \$106.1 million, or approximately \$13,400 per qualified student, on special education programs and services. That is the highest amount since 2011. Of this total expense, approximately 15% comes from the Federal government, (of the 40% IDEA has called for since 1965), 20% from the state and 65% from local funding. VBCPS is opposed to any change in the delivery of special education services or special education funding that would shift an even larger portion of the funding responsibility to the locality. This includes any changes to regional special education programming that would either reduce the overall state allotment or reduce the funding to an individual regional program. Any reductions in state funding would not reduce VBCPS's obligations under the Individuals with Disabilities Education Act (IDEA) and would unfairly increase an already disproportionate responsibility to the locality. VBCPS supports efforts by the Virginia General Assembly to work with our federal delegation to encourage the U.S. Department of Education and Congress to fully fund their portion of special education services in Virginia.

### **Lottery Fund Usage**

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

### **Dual Enrollment**

High quality dual enrollment programs are an important part of preparing students for the workforce and will allow students to earn college credit or even an associate degree while still in high school. VBCPS supports legislation and/or regulatory reforms that allow school divisions and local community colleges to negotiate individual rates for public school students who, through their local school division, take dual enrollment courses through the local community college. VBCPS also supports the establishment of clear transfer maps for each public, four-year institution for dual enrollment courses. These transfer maps should be established in conjunction with recommended guidelines by the State Council of Higher Education for Virginia (SCHEV). These steps will ensure that dual enrollment programs are accessible for all students, as well as provide a stepping stone to post-secondary education and programs for all students.

## **Virginia Beach City Public Schools 2018 Legislative Agenda (continued)**

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

VBCPS supports legislation responsive to recommendations by the SOL Innovation Committee that reforms Virginia's SOL assessments by focusing on authentic growth measures to allow students to demonstrate 21st century skills such as communicating effectively, thinking critically and creatively, and solving problems. VBCPS also supports the reduction of the number of required tests to allow school divisions to continue to transform the traditional classroom to better meet the needs of our students to compete in a global marketplace. Rather than the 29 SOL tests currently mandated, VBCPS supports legislation that allows school divisions to replace current SOL assessments with performance-based assessments that will better prepare students for success in higher education and in the workplace. Since 2008, VBCPS has successfully developed an increasing number of performance-based assessments that are used on a division-wide basis.

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

### **Flexibility for Addressing Teacher Shortages**

The number one school-based predictor of student success is access to highly effective teachers. Virginia is facing a national teacher shortage, partly because we are seeing fewer students enrolling in education majors, and therefore fewer teachers coming out of college. Also, those considering entering the profession are faced with salary and benefit packages that have remained stagnant for the better part of a decade. Sadly, due to increases in VRS contributions and healthcare costs, teachers are making less today after adjustments for inflation than they did five years ago. Funding for increased teacher compensation must be a top priority for Virginia to continue to attract high quality individuals to the teaching profession.

The continued expansion of the requirements for teacher licensure and recertification are another challenge for teacher recruitment and retention with a growing number of new licensure requirements including, most recently, hands-on, emergency first aid training. Also of concern is an antiquated, licensing process for initial licensure and renewal which creates unnecessary challenges for new and returning teachers alike. VBCPS supports a moratorium on any new requirements for teacher licensure and recertification as well as streamlining the licensing process by allowing for more electronic submission of documentation.

### **Mandatory Funding of Virtual School**

VBCPS recognizes that virtual learning can play an important part in a child's overall academic development and achievement. However, VBCPS is opposed to any legislation that would require any portion of state or local funding to follow the student when the student chooses to enroll in a virtual school outside his or her school division. VBCPS supports online blended models that incorporate the individual needs of the student, as well as a full-time state operated virtual program through Virtual Virginia.

## Virginia Beach City Public Schools 2018 Legislative Agenda (continued)

### Charter Schools

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

### Participation in Interscholastic Athletic Programs by Nonpublic School Students

VBCPS opposes legislation that allows nonpublic school students to participate in interscholastic programs in public schools. A fundamental principle of the Virginia High School League (VHSL) rules is to provide a level playing field for competition such that all participants are following the same standards of eligibility. Previously proposed legislation in the General Assembly runs counter to this principle, whereby nonpublic school students would have to abide by only one portion of the Transfer Rule (i.e., living in the proper school district) and demonstrate evidence of progress academically. However, discipline and consequences for violating behavioral expectations and attendance requirements, as set forth in the VHSL Handbook and Policy Manual, could not be applied to nonpublic school students to the same extent as with students enrolled in the public schools. Further, the potential for academic eligibility disparities is significant, since local academic requirements, including a minimum grade point average and/or mandatory study halls, could not be applied to nonpublic school students.

### Student Safety

We believe in positive behavioral supports to help students learn self-discipline while still holding them accountable for their actions and keeping our schools safe. VBCPS opposes limiting options to safely manage schools including the ability to suspend students whose behaviors warrant such action. While we work to keep our students with us more, by reducing out-of-school suspensions, we also need to help students build resiliency and coping skills through alternative disciplinary practices. VBCPS supports legislation that promotes alternatives to suspension and funding at the elementary level for additional instructional personnel support specialists (e.g. social workers, school counselors, and school psychologists) to support these alternatives. This work is complex and takes time, patience and flexibility.



Subject: Textbook Adoption: Parenting and Child Development Item Number: 13A1

Section: Information Date: November 21, 2017

Senior Staff: Amy E. Cashwell, Ed.D., Chief Academic Officer, Department of Teaching and Learning

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

Sara L. Lockett, Ed.D., Director of Technical and Career Education

Kathleen M. Vuono, Family and Consumer Sciences Coordinator

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

Kathleen M. Vuono, Family and Consumer Sciences Coordinator

**Recommendation:**

That the School Board receive information on the Parenting and Child Development textbook as recommended by the Technical and Career Education (TCE) Textbook Adoption Committee for implementation in the fall of 2018.

Course Title	Textbook	Publisher	Copyright
Parenting and Child Development	<i>Child Development: Early Stages through Age 12</i> , 8 <sup>th</sup> Edition	Goodheart-Wellcox	2016

**Background Summary:**

The members of the TCE Textbook Adoption Committee reviewed publishers' websites and identified textbooks for consideration. The committees analyzed the textbooks for correlation to the Virginia Department of Education's Competencies, the correlation to the Virginia Standards of Learning, as well as the Virginia Beach City Public Schools' curriculum objectives. The textbooks were reviewed by teachers, parents, student representatives and industry representatives and then placed in the public libraries, as well as the main entrance of the School Administration Building, for public review and comment. After reviewing the textbooks, the TCE Textbook Adoption Committees recommended the above textbook as their first-choice recommendation for implementation in the fall of 2018.

A negotiation team composed of the Director of the Office of Technical and Career Education, the Coordinator for the Family and Consumer Sciences and the Executive Director of Secondary Teaching and Learning communicated with the appropriate personnel from the publishing company to discuss a preliminary contract for the full-adoption cycle pending approval by the School Board.

The proposed textbook will replace the current textbook as follows:

Course Title	Textbook	Copyright	Years in use (including this year)
Parenting and Child Development	<i>Child Development: the Early Stages through Age 12</i>	2011	6

**Source:**

Code of Va., § 22.1-238-22.1-239, § 22.1-251-22.1-252

School Board of the City of Virginia Beach Policy 6-60

**Budget Impact:**

Total implementation costs:

Course Title	First-choice Recommendation Totals	Second-choice Recommendation Totals
Parenting and Child Development	\$28,462.50	\$22,283.55



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

# **TEXTBOOK ADOPTION RECOMMENDATION**

## **PARENTING AND CHILD DEVELOPMENT**

**November 21, 2017**

*Department of Teaching and Learning  
Office of Technical and Career Education*

## **PARENTING AND CHILD DEVELOPMENT TEXTBOOK ADOPTION TIMELINE**

Aug. 2016	Textbook publishers were contacted and requested to supply textbook samples for review.
Nov. 2016	All Family and Consumer Science teachers were encouraged to submit interest to serve on the Textbook Adoption Committee.
Feb. 2017	Teachers on the committee were given textbook samples. In addition, parents, students and professional representatives were recruited and provided sample textbooks.  The Textbook Adoption Committee members met to review the objectives and to begin review of the chosen textbooks.
April 2017	The Textbook Adoption Committee members met to discuss the selected textbooks and to select a first- and second-choice textbook. Each committee member completed an evaluation form for each textbook reviewed. Committee members reviewed comments and recommended first- and second-choice textbooks for each adoption.
Sept. – Oct. 2017	The recommended textbooks were placed in the public library and the School Administration Building for public review. The administrative coordinator was notified of the placement so that notification could be posted on the Internet. No public comments were received.
Oct. 2017	Negotiations were conducted with appropriate representatives of the publisher, the director of Technical and Career Education, the executive director of Secondary Teaching and Learning and the Family and Consumer Sciences coordinator.
Oct. 2017	The Family and Consumer Sciences coordinator used the recommendations from the committee to prepare the report for the School Board.

**PARENTING AND CHILD DEVELOPMENT  
TEXTBOOK ADOPTION COMMITTEE**

**Family and Consumer Sciences Teacher Representatives**

Elaine Lombardi, Renaissance Academy  
Maureen Hampton, Salem High School

**Parent Representative**

Karen Mancuso

**Industry Representative**

Barbara Lito, Virginia Beach GrowSmart Coordinator, Dept. of Economic Development

**Student Representative**

One student from Salem High School

**Technical and Career Education Representative**

Kathleen M. Vuono, Family and Consumer Sciences Coordinator, Office of Technical and Career Education

**PARENTING AND CHILD DEVELOPMENT  
GRADES 9 – 12**

**FIRST-CHOICE RECOMMENDATION**

The Parenting and Child Development Textbook Adoption Committee recommends the following textbook as its first choice for adoption by Virginia Beach City Public Schools:

*Child Development: Early Stages through Age 12*, 8<sup>th</sup> Edition. Decker. Goodheart-Willcox, 2016.

The recommended textbook displays the following strengths:

- Textbook materials meet all of the national standards and state and local competencies for this course.
- Information provides a solid foundation for key concepts, including the physical, intellectual and social-emotional development in all four stages of child development.
- Material emphasizes the application of skills through authentic, experiential learning.
- Content is relevant to current economic and social conditions.
- Text offers a variety of assessment options that support VBCPS philosophy.
- Included in each chapter are information and activities that support Workplace Readiness Skills and FCCLA (Family, Career and Community Leaders of America, the CTSO associated with this course).
- The material is user-friendly and engaging. Information is easy to find and supporting activities are relevant and interesting for students.
- The companion website offers rich resources for Schoology implementation that can be used for reinforcement, personal choice or extension.
- Textbook is visually pleasing; pictures offer a representation of our diverse society and page layout is purposeful in its use of font and color.

**FIRST-CHOICE RECOMMENDATION  
IMPLEMENTATION COSTS FOR  
PARENTING AND CHILD DEVELOPMENT**

<b>Textbook</b>	<b>Allocation</b>	<b>Cost</b>	<b>Number Needed</b>	<b>Initial Implementation</b>	<b>Five-Year Projected Costs (3%)</b>	<b>Total Implementation</b>
Student Digital License	1 per student	\$82.50 per license	300	\$24,750.00	\$3,712.50	\$28,462.50

**Total Implementation Cost      \$28,462.50**

**PARENTING AND CHILD DEVELOPMENT  
GRADES 9 - 12**

**SECOND-CHOICE RECOMMENDATION**

The Parenting and Child Development Textbook Adoption Committee recommends the following textbook as its second choice for adoption by Virginia Beach City Public Schools:

*The Developing Child*, Brisbane. McGraw Hill, 2016.

The recommended textbook displays the following strengths:

- Each unit has a thematic project with supporting resources.
- Strong career sections.
- Standardized test prep with a variety of essay prompts.
- Math supports were varied and rooted in real-world applications.

The recommended textbook displays the following limitations:

- Text was busy; there was a lot of different colors/patterns that could be distracting for some students.
- No direct resources for FCCLA (Family, Career and Community Leaders of America, the associated CTSO).
- Companion website did not offer the rich resources for Schoology implementation.

**SECOND-CHOICE RECOMMENDATION  
IMPLEMENTATION COSTS FOR  
PARENTING AND CHILD DEVELOPMENT**

<b>Textbook</b>	<b>Allocation</b>	<b>Cost</b>	<b>Number Needed</b>	<b>Initial Implementation</b>	<b>Five-Year Projected Costs (3% per year)</b>	<b>Total Implementation</b>
Student Digital License	1 per student	\$64.59 per license	300	\$19,377.00	\$2,906.55	\$22,283.55

**Total Implementation Cost      \$22,283.55**



Subject: Textbook Adoption: Teen Living Item Number: 13A2

Section: Information Date: November 21, 2017

Senior Staff: Amy E. Cashwell, Ed.D., Chief Academic Officer, Department of Teaching and Learning

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

Sara L. Lockett, Ed.D., Director of Technical and Career Education

Kathleen M. Vuono, Family and Consumer Sciences Coordinator

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

Kathleen M. Vuono, Family and Consumer Sciences Coordinator

**Recommendation:**

That the School Board receive information on the Teen Living textbook as recommended by the Technical and Career Education (TCE) Textbook Adoption Committee for implementation in the fall of 2018.

Course Title	Textbook	Publisher	Copyright
Teen Living (6,7,8)	<i>Exploring Life and Career, 2017</i>	Goodheart-Wellcox	2017

**Background Summary:**

The members of the TCE Textbook Adoption Committee reviewed publishers' websites and identified textbooks for consideration. The committees analyzed the textbooks for correlation to the Virginia Department of Education's Competencies, the correlation to the Virginia Standards of Learning, as well as the Virginia Beach City Public Schools' curriculum objectives. The textbooks were reviewed by teachers, parents, student representatives and industry representatives and then placed in the public libraries, as well as the main entrance of the School Administration Building, for public review and comment. After reviewing the textbooks, the TCE Textbook Adoption Committees recommended the above textbook as their first-choice recommendation for implementation in the fall of 2018.

A negotiation team composed of the Director of the Office of Technical and Career Education, the Coordinator for the Family and Consumer Sciences and the Executive Director of Secondary Teaching and Learning communicated with the appropriate personnel from the publishing company to discuss a preliminary contract for the full-adoption cycle pending approval by the School Board.

The proposed textbook will replace the current textbook as follows:

Course Title	Textbook	Copyright	Years in use (including this year)
Teen Living (6,7,8)	<i>Today's Teen</i>	2004	13

**Source:**

Code of Va., § 22.1-238-22.1-239, § 22.1-251-22.1-252  
School Board of the City of Virginia Beach Policy 6-60

**Budget Impact:**

Total implementation costs:

Course Title	First-choice Recommendation Totals	Second-choice Recommendation Totals
Teen Living (6,7,8)	\$46,575.00	\$32,326.50



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

# **TEXTBOOK ADOPTION RECOMMENDATION**

## **TEEN LIVING 6, 7, 8**

**November 21, 2017**

*Department of Teaching and Learning  
Office of Technical and Career Education*

## **TEEN LIVING TEXTBOOK ADOPTION TIMELINE**

Aug. 2016	Textbook publishers were contacted and requested to supply textbook samples for review.
Nov. 2016	All Family and Consumer Science teachers were encouraged to submit interest to serve on the Textbook Adoption Committee.
Feb. 2017	Teachers on the committee were given textbook samples. In addition, parents, students, and professional representatives were recruited and provided sample textbooks.  The Textbook Adoption Committee members met to review the objectives and to begin review of the chosen textbooks.
April 2017	The Textbook Adoption Committee members met to discuss the selected textbooks and to select a first- and second-choice textbook. Each committee member completed an evaluation form for each textbook reviewed. Committee members reviewed comments and recommended first- and second-choice textbooks for each adoption.
Sept. – Oct. 2017	The recommended textbooks were placed in the public library and the School Administration Building for public review. The administrative coordinator was notified of the placement so that notification could be posted on the Internet. No public comments were received.
Oct. 2017	Negotiations were conducted with appropriate representatives of the publisher, the director of Technical and Career Education, the executive director of Secondary Teaching and Learning, and the Family and Consumer Sciences coordinator.
Oct. 2017	The Family and Consumer Sciences coordinator used the recommendations from the committee to prepare the report for the School Board.

**TEEN LIVING  
TEXTBOOK ADOPTION COMMITTEE**

**Family and Consumer Sciences Teacher Representatives**

Carole Forbes, Princess Anne Middle School  
Teresa Link, Great Neck Middle School  
Sarah Newby, Landstown Middle School  
Rebecca Watts, Landstown Middle School  
Kimberley Martineau, Brandon Middle School  
Letitia Oliver, Lynnhaven Middle School  
Lisa Hess, Salem Middle School

**Parent Representative**

Kimberly Slossohn

**Industry Representative**

Sirrico Whitfield, Out-of-School Time Programs Supervisor, Virginia Beach Parks & Recreation

**Student Representative**

One student from Salem Middle School

**Technical and Career Education Representative**

Kathleen M. Vuono, Family and Consumer Sciences Coordinator, Office of Technical and Career Education

**TEEN LIVING  
GRADES 6 - 8**

**FIRST-CHOICE RECOMMENDATION**

The Teen Living Textbook Adoption Committee recommends the following textbook as its first choice for adoption by Virginia Beach City Public Schools:

*Exploring Life and Career*, 7<sup>th</sup> ed. Dunn-Strohecker & Tippet. Goodheart-Willcox, 2017.

The recommended textbook displays the following strengths:

- Textbook materials meet all of the national standards and state and local competencies for this course.
- Well-rounded resources for a comprehensive course like Teen Living.
- Age-appropriate, content and readability.
- Key terms and main ideas are iterated at the front of each chapter and reiterated throughout with bold font and highlight.
- Online materials are extensive and include e-flash cards, extension activities to support individualized choice, and a variety of interactive assessments.
- Each chapter has an FCCLA (Family, Career and Community Leaders of America, the CTSO for this course).

**FIRST-CHOICE RECOMMENDATION  
IMPLEMENTATION COSTS FOR  
TEEN LIVING**

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%)	Total Implementation
Student Digital License	1 per student	\$81.00 per license	500	\$40,500.00	\$6,075.00	\$46,575.00

**Total Implementation Cost      \$46,575.00**

**TEEN LIVING  
GRADES 6 - 8**

**SECOND-CHOICE RECOMMENDATION**

The Teen Living Textbook Adoption Committee recommends the following textbook as its second choice for adoption by Virginia Beach City Public Schools:

*Discovering Life Skills.* McGraw Hill, 2016.

The recommended textbook displays the following strengths:

- Age-appropriate and meets all of the national standards and state and local competencies for this course
- Discovering Career section at the beginning of each chapter is strong.
- Infographics are extremely helpful.
- Textbook scavenger hunt is interesting and a unique way to get the students into the text.

The recommended textbook displays the following limitations:

- The layout of the chapters is distracting.
- The sidebars are confusing. Inserts were interesting, but also made the content of the chapter hard to assimilate.
- Missing My Plate and inadequate etiquette section.
- Limited online ancillary materials and/or activities for students to engage with the content and/or concepts.
- Minor connections to FCCLA (Family, Career and Community Leaders of American, the associated CTSO) noted.

**SECOND-CHOICE RECOMMENDATION  
IMPLEMENTATION COSTS FOR  
TEEN LIVING**

<b>Textbook</b>	<b>Allocation</b>	<b>Cost</b>	<b>Number Needed</b>	<b>Initial Implementation</b>	<b>Five-Year Projected Costs (3%)</b>	<b>Total Implementation</b>
Student Digital License	1 per student	\$56.22 per license	500	\$28,110.00	\$4,216.50	\$32,326.50

**Total Implementation Cost      \$32,326.50**



Subject: Textbook Adoption: Early Childhood Education Item Number: 13A3

Section: Information Date: November 21, 2017

Senior Staff: Amy E. Cashwell, Ed.D., Chief Academic Officer, Department of Teaching and Learning

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

Sara L. Lockett, Ed.D., Director of Technical and Career Education

Kathleen M. Vuono, Family and Consumer Sciences Coordinator

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

Kathleen M. Vuono, Family and Consumer Sciences Coordinator

### Recommendation:

That the School Board receive information on the Early Childhood Education textbook as recommended by the Technical and Career Education (TCE) Textbook Adoption Committee for implementation in the fall of 2018.

Course Title	Textbook	Publisher	Copyright
Early Childhood Education (I and II)	<i>Working with Young Children</i>	Goodheart-Wellcox	2016

### Background Summary:

The members of the TCE Textbook Adoption Committee reviewed publishers' websites and identified textbooks for consideration. The committees analyzed the textbooks for correlation to the Virginia Department of Education's Competencies, the correlation to the Virginia Standards of Learning, as well as the Virginia Beach City Public Schools' curriculum objectives. The textbooks were reviewed by teachers, parents, student representatives and industry representatives and then placed in the public libraries, as well as the main entrance of the School Administration Building, for public review and comment. After reviewing the textbooks, the TCE Textbook Adoption Committees recommended the above textbook as their first-choice recommendation for implementation in the fall of 2018.

A negotiation team composed of the Director of the Office of Technical and Career Education, the Coordinator for the Family and Consumer Sciences and the Executive Director of Secondary Teaching and Learning communicated with the appropriate personnel from the publishing company to discuss a preliminary contract for the full-adoption cycle pending approval by the School Board.

The proposed textbook will replace the current textbook as follows:

Course Title	Textbook	Copyright	Years in use (including this year)
Early Childhood Education (I and II)	<i>Working with Young Children</i>	2008	8

### Source:

Code of Va., § 22.1-238-22.1-239, § 22.1-251-22.1-252  
School Board of the City of Virginia Beach Policy 6-60

### Budget Impact:

Total implementation costs:

Course Title	First-choice Recommendation Totals	Second-choice Recommendation Totals
Early Childhood Education (I and II)	\$7,452.00	\$7,635.08



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

# **TEXTBOOK ADOPTION RECOMMENDATION**

## **EARLY CHILDHOOD EDUCATION (I AND II)**

**November 21, 2017**

*Department of Teaching and Learning  
Office of Technical and Career Education*

## **EARLY CHILDHOOD EDUCATION TEXTBOOK ADOPTION TIMELINE**

Aug. 2016	Textbook publishers were contacted and requested to supply textbook samples for review.
Nov. 2016	All Family and Consumer Science teachers were encouraged to submit interest to serve on the Textbook Adoption Committee.
Feb. 2017	Teachers on the committee were given textbook samples. In addition, parents, students and professional representatives were recruited and provided sample textbooks.  The Textbook Adoption Committee members met to review the objectives and to begin review of the chosen textbooks.
April 2017	The Textbook Adoption Committee members met to discuss the selected textbooks and to select a first- and second-choice textbook. Each committee member completed an evaluation form for each textbook reviewed. Committee members reviewed comments and recommended first- and second-choice textbooks for each adoption.
Sept. – Oct. 2017	The recommended textbooks were placed in the public library and the School Administration Building for public review. The administrative coordinator was notified of the placement so that notification could be posted on the Internet. No public comments were received.
Oct. 2017	Negotiations were conducted with appropriate representatives of the publisher, the director of Technical and Career Education, the executive director of Secondary Teaching and Learning and the Family and Consumer Sciences coordinator.
Oct. 2017	The Family and Consumer Sciences coordinator used the recommendations from the committee to prepare the report for the School Board.

**EARLY CHILDHOOD EDUCATION  
TEXTBOOK ADOPTION COMMITTEE**

**Family and Consumer Sciences Teacher Representatives**

Lisa Embrey, Virginia Beach Technical and Career Education Center  
Daphne Lovely, Virginia Beach Technical and Career Education Center

**Parent Representative**

Catherine Warburton

**Industry Representative**

Joyce Baylong Oandasan, Rainbow Station Childcare Center Director, Virginia Beach  
Theresa Cole, Cole Academy Director, Virginia Beach

**Student Representative**

One Early Childhood Education II student

**Technical and Career Education Representative**

Kathleen M. Vuono, Family and Consumer Sciences Coordinator, Office of Technical and Career Education

**EARLY CHILDHOOD EDUCATION  
GRADES 9 - 12**

**FIRST-CHOICE RECOMMENDATION**

The Early Childhood Education Textbook Adoption Committee recommends the following textbook as its first choice for adoption by Virginia Beach City Public Schools:

*Working with Young Children*, 8<sup>th</sup> ed. Herr. Goodheart-Willcox, 2016.

The recommended textbook displays the following strengths:

- Textbook materials meet all of the national standards and state and local competencies for this course.
- Follows NAEYC (National Association for the Education of Young Children) standards.
- Depth of content supports a two-year curriculum, which includes running a preschool laboratory.
- Superior companion website for students and teachers.
- Activities include guiding questions that encourage the development of higher-level thinking skills.
- Text and supplemental activities appeal to a diverse student population in regard to ability, interest and learning styles.
- Robust alignment to Workplace Readiness Skills.
- Supplemental online resources include an observation guide and student workbook that can be adapted to integrate with Schoology.

**FIRST-CHOICE RECOMMENDATION  
IMPLEMENTATION COSTS FOR  
EARLY CHILDHOOD EDUCATION**

<b>Textbook</b>	<b>Allocation</b>	<b>Cost</b>	<b>Number Needed</b>	<b>Initial Implementation</b>	<b>Five-Year Projected Costs (3%)</b>	<b>Total Implementation</b>
Student Digital License	1 per student	\$81.00 per license	80	\$6,480.00	\$972.00	\$7,452.00

**Total Implementation Cost      \$7,452.00**

**EARLY CHILDHOOD EDUCATION  
GRADES 9 - 12**

**SECOND-CHOICE RECOMMENDATION**

The Early Childhood Education Textbook Adoption Committee recommends the following textbook as its second choice for adoption by Virginia Beach City Public Schools:

*Fundamentals of Early Childhood Education*, 7<sup>th</sup> ed. Essa. Cengage, 2014.

The recommended textbook displays the following strengths:

- Layout is consistent and the chapters are arranged logically with a thematic focus.
- Information is current and accurate with NAEYC (National Association for the Education of Young Children) standards noted throughout.
- Separate emphasis on diversity as it relates to the field of early childhood.

The recommended textbook displays the following limitations:

- Too much text for a high school program. Absence of graphics and pictures may pose barriers for some students.
- More suited for a college-level program as the text is difficult to separate for the needs of a two-year program.
- No online support making Schoology integration difficult.

**SECOND-CHOICE RECOMMENDATION  
IMPLEMENTATION COSTS FOR  
EARLY CHILDHOOD EDUCATION**

<b>Textbook</b>	<b>Allocation</b>	<b>Cost</b>	<b>Number Needed</b>	<b>Initial Implementation</b>	<b>Five-Year Projected Costs (3%)</b>	<b>Total Implementation</b>
Student Book	1 per student	\$82.99 per book	80	\$6,639.20	\$995.88	\$7,635.08

**Total Implementation Cost      \$7,635.08**



Subject: Textbook Adoption: Introduction to Childcare Occupations Item Number: 13A4

Section: Information Date: November 21, 2017

Senior Staff: Amy E. Cashwell, Ed.D., Chief Academic Officer, Department of Teaching and Learning

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

Sara L. Lockett, Ed.D., Director of Technical and Career Education

Kathleen M. Vuono, Family and Consumer Sciences Coordinator

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

Kathleen M. Vuono, Family and Consumer Sciences Coordinator

**Recommendation:**

That the School Board receive information on the Introduction to Childcare Occupations textbook as recommended by the Technical and Career Education (TCE) Textbook Adoption Committee for implementation in the fall of 2018.

Course Title	Textbook	Publisher	Copyright
Introduction to Childcare Occupations	<i>Childcare Today</i>	McGraw Hill	2016

**Background Summary:**

The members of the TCE Textbook Adoption Committee reviewed publishers' websites and identified textbooks for consideration. The committees analyzed the textbooks for correlation to the Virginia Department of Education's Competencies, the correlation to the Virginia Standards of Learning, as well as the Virginia Beach City Public Schools' curriculum objectives. The textbooks were reviewed by teachers, parents, student representatives and industry representatives and then placed in the public libraries, as well as the main entrance of the School Administration Building, for public review and comment. After reviewing the textbooks, the TCE Textbook Adoption Committees recommended the above textbook as their first-choice recommendation for implementation in the fall of 2018.

A negotiation team composed of the Director of the Office of Technical and Career Education, the Coordinator for the Family and Consumer Sciences and the Executive Director of Secondary Teaching and Learning communicated with the appropriate personnel from the publishing company to discuss a preliminary contract for the full-adoption cycle pending approval by the School Board.

**Source:**

Code of Va., § 22.1-238-22.1-239, § 22.1-251-22.1-252  
School Board of the City of Virginia Beach Policy 6-60

**Budget Impact:**

Total implementation costs:

Course Title	First-choice Recommendation Totals	Second-choice Recommendation Totals
Introduction to Childcare Occupations	\$22,283.55	\$31,050.00



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

# **TEXTBOOK ADOPTION RECOMMENDATION**

## **INTRODUCTION TO CHILDCARE OCCUPATIONS**

**November 21, 2017**

*Department of Teaching and Learning  
Office of Technical and Career Education*

## **INTRODUCTION TO CHILDCARE OCCUPATIONS TEXTBOOK ADOPTION TIMELINE**

Aug. 2016	Textbook publishers were contacted and requested to supply textbook samples for review.
Nov. 2016	All Family and Consumer Science teachers were encouraged to submit interest to serve on the Textbook Adoption Committee.
Feb. 2017	Teachers on the committee were given textbook samples. In addition, parents, students and professional representatives were recruited and provided sample textbooks.  The Textbook Adoption Committee members met to review the objectives and to begin review of the chosen textbooks.
April 2017	The Textbook Adoption Committee members met to discuss the selected textbooks and to select a first- and second-choice textbook. Each committee member completed an evaluation form for each textbook reviewed. Committee members reviewed comments and recommended first- and second-choice textbooks for each adoption.
Sept. – Oct. 2017	The recommended textbooks were placed in the public library and the School Administration Building for public review. The administrative coordinator was notified of the placement so that notification could be posted on the Internet. No public comments were received.
Oct. 2017	Negotiations were conducted with appropriate representatives of the publisher, the director of Technical and Career Education, the executive director of Secondary Teaching and Learning and the Family and Consumer Sciences coordinator.
Oct. 2017	The Family and Consumer Sciences coordinator used the recommendations from the committee to prepare the report for the School Board.

**INTRODUCTION TO CHILDCARE OCCUPATIONS  
TEXTBOOK ADOPTION COMMITTEE**

**Family and Consumer Sciences Teacher Representatives**

Elaine Lombardi, Renaissance Academy  
Maureen Hampton, Salem High School  
Lisa Embrey, Virginia Beach Technical and Career Education Center  
Daphne Lovely, Virginia Beach Technical and Career Education Center

**Parent Representative**

Karen Mancuso

**Industry Representative**

Barbara Lito, Virginia Beach GrowSmart Coordinator, Dept. of Economic Development

**Student Representative**

One student from Salem High School

**Technical and Career Education Representative**

Kathleen M. Vuono, Family and Consumer Sciences Coordinator, Office of Technical and Career Education

# INTRODUCTION TO CHILDCARE OCCUPATIONS GRADES 9 - 12

## FIRST-CHOICE RECOMMENDATION

The Introduction to Childcare Occupations Textbook Adoption Committee recommends the following textbook as its first choice for adoption by Virginia Beach City Public Schools:

*Childcare Today*. Stephens. McGraw Hill, 2016.

The recommended textbook displays the following strengths:

- Textbook materials meet all of the national standards and state and local competencies for this course.
- Excellent activities connecting 21st century skills and Workplace Readiness Skills to the field of early childhood education.
- Correlates to the CDA (Child Development Associate) credential and provides test prep at the close of each unit.
- Graphic organizers before, during and after each reading selection.
- Provides multiple pathways, including college and/or career.
- Entrepreneurial infusion activities in most chapters.
- Content offers a great variety for those exploring both the field of early care and early childhood education.
- Strong companion to the Child Development course that follows as it reiterates theory and development.

## FIRST-CHOICE RECOMMENDATION IMPLEMENTATION COSTS FOR INTRODUCTION TO CHILDCARE OCCUPATIONS

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%)	Total Implementation
Student Digital License	1 per student	\$64.59 per license	300	\$19,377.00	\$2,906.55	\$22,283.55

**Total Implementation Cost**      \$22,283.55

# INTRODUCTION TO CHILDCARE OCCUPATIONS

## GRADES 9 - 12

### SECOND-CHOICE RECOMMENDATION

The Introduction to Childcare Occupations Textbook Adoption Committee recommends the following textbook as its second choice for adoption by Virginia Beach City Public Schools:

*Working with Young Children*, 8<sup>th</sup> ed. Herr. Goodheart-Willcox, 2016.

The recommended textbook displays the following strengths:

- Extensive coverage in all aspects of early childhood education.
- Strong units in child health and wellness as well as child-safe environments.
- Follows NAEYC (National Association for the Education of Young Children) standards.
- Superior companion website for students and teachers.

The recommended textbook displays the following limitations:

- Content offered too much depth for a semester course.
- More suited for a program geared toward a preschool/lab environment rather than one that is more exploratory.

### SECOND-CHOICE RECOMMENDATION

#### IMPLEMENTATION COSTS FOR

### INTRODUCTION TO CHILDCARE OCCUPATIONS

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3% per year)	Total Implementation
Student Digital License	1 per student	\$90.00 per license	300	\$27,000.00	\$4,050.00	\$31,050.00

**Total Implementation Cost**      \$31,050.00



**Subject:** ACT and SAT Results for 2016-2017 Graduates **Item Number:** 13B

**Section:** Information **Date:** November 21, 2017

**Senior Staff:** Amy E. Cashwell, Ed.D., Chief Academic Officer, Department of Teaching and Learning

**Prepared by:** Douglas G. Wren, Ed.D., Educational Measurement and Assessment Specialist

**Presenter(s):** Douglas G. Wren, Ed.D., Educational Measurement and Assessment Specialist

**Recommendation:**

That the School Board receive information summarizing the SAT and ACT results for 2016-2017 graduating seniors from Virginia Beach City Public Schools.

**Background Summary:**

Every year, ACT, Inc. and the College Board report on the performance of graduating seniors on the ACT and SAT college entrance examinations. This presentation provides a brief overview for seniors in the Virginia Beach City Public Schools graduating class of 2016-2017 who took the ACT or SAT during high school. Participation as well as the mean scores for the ACT and SAT will be compared at the division, state and national levels.

**Source:**

None

**Budget Impact:**

None



**Subject:** 2016-2017 Advanced Placement Results **Item Number:** 13C

**Section:** Information **Date:** November 21, 2017

**Senior Staff:** Amy E. Cashwell, Ed.D., Chief Academic Officer, Department of Teaching and Learning

**Prepared by:** Douglas G. Wren, Ed.D., Educational Measurement and Assessment Specialist

**Presenter(s):** Douglas G. Wren, Ed.D., Educational Measurement and Assessment Specialist

**Recommendation:**

That the School Board receive information summarizing the results of the 2016-2017 Advanced Placement (AP) program in Virginia Beach City Public Schools.

**Background Summary:**

Every year, the College Board provides Advanced Placement (AP) data to school divisions for analysis. Data related to student participation in AP courses, participation in AP testing, and AP Exam results will be presented to the School Board.

**Source:**

None

**Budget Impact:**

None



**Subject:** Special Education Advisory Committee (SEAC) Extension of Current Appointment Item Number: 13D

**Section:** Information **Date:** November 21, 2017

**Senior Staff:** Amy E. Cashwell, Ed.D., Chief Academic Officer, Dept of Teaching and Learning

**Prepared by:** Veleka S. Gatling, Ph.D., Executive Director, Office of Programs for Exceptional Children

**Presenter(s):** Veleka S. Gatling, Ph.D., Executive Director, Office of Programs for Exceptional Children

**Recommendation:**

That the School Board receive for information the recommendation to extend the current appointment of the following three Special Education Advisory Committee members through the end of the current school year:

Sandra Hermann, Former Parent

Donna Robel, Parent

Cheryl Ward, Former Parent & Agency Representative

**Background Summary:**

Per *Regulations Governing Special Education Programs for Children with Disabilities in Virginia*, section 8VAC20-81-230.D., "A local advisory committee for special education, appointed by each local school board, shall advise the school board through the division superintendent."

**Source:**

*Regulations Governing Special Education Programs for Children with Disabilities in Virginia* – January 25, 2010  
Administration and Governance, 8VAC20-81-230.D., Local Advisory Committee

**Budget Impact:**

None

October 16, 2017

Sandra Hermann, SEAC Chairperson

VBCPS Special Education Advisory Committee

Dear Mrs. Hermann,

Please accept my request for reappointment to serve on the VBCPS Special Education Advisory Committee.

As you know, I have 3 children enrolled in Virginia Beach Public Schools, 2 of which receive special education services. I am a 2014 graduate of the Virginia Board for People with Disabilities *Partners in Policymaking*. I continue to educate myself on special education practices, family engagement and cultural differences.

As a SEAC member I have worked collaboratively with special education staff and with parents in effort to achieve positive outcomes for students with disabilities. I have worked with fellow SEAC members to heighten awareness of the VBCPS Special Education Advisory Committee to parents of students receiving special education services. I have served on various SEAC sub-committees and would like to continue with plans for a SEAC Inclusion sub-committee.

It is my desire to help families of children with disabilities. The experience that I have as a parent advocate and as an advocate for individuals with disabilities gives me the ability to offer helpful insight to parents that are doing their best to navigate the special education system.

Thank you for your time and consideration.

Sincerely,

Donna H. Robel

Sandra Hermann  
3625 Crofts Pride Drive  
Virginia Beach, VA 23453  
October 13, 2017

Virginia Beach City Public Schools  
2512 George Mason Drive  
Virginia Beach, VA 23456-0038  
ATTN: Beverly Anderson, Chairperson, Virginia Beach School Board

Dear Mrs. Anderson

I would like to apply for reappointment to the Virginia Beach Special Education Advisory Committee (SEAC).

Working on a daily basis with families of children and young adults with special health care needs through Care Connection for Children at the Children's Hospital of The King's Daughters, the parent of a young adult with a disability, past member of the State Special Education Advisory Committee, and active and ongoing member of the Virginia Beach SEAC, I am aware of the needs and challenges that parents face when seeking to gain appropriate educational services and supports for their children and adults. I feel that with continued VB SEAC membership, I will be able to provide continued guidance, insight, and perspective of the needs of students with disabilities receiving educational services in Virginia Beach. .

As a past and present Virginia Beach SEAC member, I have worked collaboratively with Virginia Beach staff, parents, students, and SEAC members to improve the educational services, policies, guidance, and training in Virginia Beach that are vital to the success of the students.

Thank you for your consideration of my request for reappointment.

Sincerely,

*Sandy Hermann*

Sandy Hermann  
SEAC Chairperson

October 16, 2017

Ms. Beverly Anderson  
Chairperson, Virginia Beach School Board  
2512 George Mason Drive  
Virginia Beach, VA 23456-0038

Dear Ms. Anderson:

I would like to apply for reappointment to the Virginia Beach Special Education Advisory Committee.

My commitment to the efforts of the Virginia Beach Special Education Advisory Committee is ongoing at a personal level and a professional level. That is evidenced by the years I have spent as a member striving towards maintaining an effective committee and working to improve the efforts made on behalf of students with disabilities.

As the parent of a young adult with a disability that received her education in the Virginia Beach Public School System, I have first hand knowledge of the needs of our students and the challenges parents face in assisting their children obtain appropriate educational services.

As the education advocate at the Endependence Center, I work with families on a daily basis and strive to help them develop the collaborative skills that are vital to educational success for their own children.

My perspective, both personal and professional, gives me unique insight into issues that are relevant to the work of the Virginia Beach Special Education Advisory Committee. I would like to continue in my efforts to help Virginia Beach students become successful adults in our community, throughout their school years and beyond.

Sincerely,

Cheryl Ward



**Subject:** Interim Financial Statements – October 2017 **Item Number:** 13E

**Section:** Information **Date:** November 21 , 2017

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

**Prepared by:** Crystal M. Pate, Director of Business Services

**Presenter(s):** Farrell E. Hanzaker, Chief Financial Officer; Crystal M. Pate, Director of Business Services

**Recommendation:**

It is recommended that the School Board review the attached financial statements.

**Background Summary:**

Pursuant to Section 22.1-115 of the Code of Virginia, as amended, and other applicable sections, the enclosed Interim Financial Statements are presented.

**Source:**

Section 22.1-115 of the Code of Virginia, as amended

**Budget Impact:**

None



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

**INTERIM FINANCIAL STATEMENTS**  
**FISCAL YEAR 2017-2018**  
**OCTOBER 2017**

The financial statements include the following:

	<u>Page</u>
School Operating Fund:	
Revenues by Major Source .....	<b>A1</b>
Expenditures and Encumbrances by Category.....	<b>A3</b>
Expenditures and Encumbrances by Budget Unit within Category .....	<b>A5</b>
Revenues and Expenditures/Encumbrances Summary.....	<b>B1</b>
Balance Sheet .....	<b>B2</b>
Revenues by Account.....	<b>B3</b>
Special Revenue and Proprietary Funds:	
Athletics .....	<b>B5</b>
Cafeterias.....	<b>B6</b>
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Communication Towers/Technology .....	<b>B9</b>
Grants .....	<b>B10</b>
Health Insurance .....	<b>B13</b>
Vending Operations .....	<b>B14</b>
Instructional Technology .....	<b>B15</b>
Equipment Replacement.....	<b>B16</b>
Capital Projects Funds Expenditures and Encumbrances.....	<b>B17</b>
Green Run Collegiate Charter School .....	<b>B18</b>

The financial statements are reported on a cash basis; however, the financial statements include encumbrances (e.g., purchase orders, construction contracts) and reflect the option-payroll (e.g., 10-month employees starting in September electing to be paid over 12-months (i.e., includes the appropriate amount of the July and August salary payments due)) on a monthly basis (September through June). This salary accrual is reflected in each appropriate salary line-item within each budget unit and fund for reporting and budgetary control purposes.

### **School Operating Fund**

The School Operating Fund makes up the general operating fund of the School Board. The general fund is used to account for all of the financial resources (except those accounted for in the below funds) that support the Instruction; Administration, Attendance and Health; Pupil Transportation; Operations and Maintenance; and Technology categories.

### **School Operating Fund Revenues** (pages A1-A2, B1, B3-B4)

Revenues realized this month totaled **\$63.2 million**. Revenues realized to date are **31.33%** of the current fiscal year estimate (**31.01%** of FY 2017 actual, **31.47%** of FY 2016 actual). Of the amount realized for the month, **\$36.4 million** was realized from the City, **\$5.9 million** was received in state sales tax, and **\$20.4 million** was received from the Commonwealth of Virginia for Basic School Aid, Standards of Quality (SOQ) entitlements, and other State revenue.

### **School Operating Fund Expenditures** (page A3-A7, B1)

The percent of the total current fiscal year budget expended and encumbered through this month was **27.48%**. The percent of expenditures and encumbrances to the total actual expenditures and encumbrances for the same period in FY 2017 was **27.57%**, and FY 2016 was **27.54%**. Please note that **\$8,431,472** of the current year budget is funded by prior year fund balance reserve for encumbrances.

### **Athletics Fund** (page B5)

The Athletics Fund accounts for the revenues and expenditures associated with the middle and high school athletic programs. A total of **\$105,329** in revenue (includes **\$96,990** in football receipts) was realized this month. This fund has realized **94.7%** of the estimated revenue for the current fiscal year compared to **105.2%** of FY 2017 actual. Expenditures totaled **\$521,480** for this month. This fund has incurred expenditures and encumbrances of **30.6%** of the current fiscal year budget compared to **33.3%** of FY 2017 actual. Please note that **\$6,859** of the current year budget is funded by prior year fund balance reserve for encumbrances

### **Cafeterias Fund** (page B6)

The Cafeterias Fund accounts for the revenues and expenditures associated with the school cafeteria operations of the School Division. A total of **\$2,845,628** in revenue (includes **\$1,078,565** in charges for services and **\$1,759,908** from National School Program) was realized this month. This fund has realized **13.6%** of the estimated revenue for the current fiscal year compared to **13.2%** of FY 2017 actual. Expenditures totaled **\$3,177,771** for this month. This fund has incurred expenditures and encumbrances of **17.3%** of the current fiscal year budget compared to **17.5%** of FY 2017 actual. Please note that **\$1,096,794** of the current year budget is funded by prior year fund balance.

**Textbooks Fund** (page B7)

The Textbooks Fund accounts for the financing and acquisitions of textbooks used in the School Division. A total of **\$379,527** in revenue (includes **\$370,773** from the Department of Education) was realized this month. This fund has realized **33.4%** of the estimated revenue for the current fiscal year compared to **33.0%** of FY 2017 actual. Expenditures totaled **\$413,231** for this month. This fund has incurred expenditures and encumbrances of **70.2%** of the budget for the current fiscal year compared to **94.0%** of FY 2017 actual. Please note that **\$663,006** of the current year budget is funded by the prior year fund balance.

**Risk Management Fund** (page B8)

The Risk Management Fund accounts for and provides insurance and the administration thereof for the School Division. The fund realized **\$108,777** in revenue this month. Expenses for this month totaled **\$491,911** (includes **\$159,326** in Motor Vehicle Insurance premiums, **\$29,476** in General Liability Insurance premiums, and **\$137,318** in Worker's Compensation payments).

**Communication Towers/Technology Fund** (page B9)

The Communication Towers/Technology Fund accounts for the rent receipts relating to the communication towers constructed on School Board property. A total of **\$7,989** in revenue was realized this month (includes **\$1,668** in cell tower rent – Cox High, **\$2,961** in cell tower rent – Tech Center, and **\$1,125** in cell tower rent – Woodstock Elementary). This fund has realized **43.6%** of the estimated revenue for the current fiscal year compared to **40.9%** of FY 2017 actual. This fund has incurred expenditures and encumbrances of **3.2%** of the budget for the current fiscal year compared to **48.6%** of FY 2017 actual. Please note that **\$340,000** of the current fiscal year budget is funded by prior year fund balance.

**Grants Fund** (pages B10-B12)

The Grants Fund accounts for certain private, Commonwealth of Virginia, and Federal grants (with matching local funds, if required). A total of **\$4,279,966** in expenditures was incurred for various grants this month.

**Health Insurance Fund** (page B13)

The Health Insurance Fund accounts for the health insurance program and the administration thereof for the City and School Board employees. Revenues for this month totaled **\$13,464,162** (including City and School Board (employer and employee) premium payments). Expenses for this month totaled **\$13,201,973**. This includes medical and prescription drug claim payments for City and School Board employees.

### **Vending Operations Fund** (page B14)

The Vending Operations Fund accounts for the receipts and expenditures relating to the soft drink vending operations in the School Division. A total of **\$14,952** in revenue (including **\$14,986** in vending receipts) was realized this month. This fund has realized **26.5%** of the estimated revenue for the current fiscal year compared to **26.2%** of FY 2017. This fund has incurred expenditures and encumbrances of **58.8%** of the budget for the current fiscal year compared to **99.8%** of FY 2017 actual. Please note that **\$37,152** of the current year budget is funded by the prior year fund balance.

### **Instructional Technology Fund** (page B15)

The Instructional Technology Fund accounts for the financing and acquisitions of instructional technology to assist in the integration of Technology into the K-12 curriculum. A total of **\$14,434** in revenue (interest) was realized this month. Please note that **\$79,579** of the current year budget is funded by the prior year fund balance.

### **Equipment Replacement Fund** (page B16)

The Equipment Replacement Fund accounts for the financial resources provided for an equipment replacement cycle for selected capital equipment for schools and central offices. A total of **\$935** in revenue (interest) was realized this month. Please note that **\$170,193** of the current year budget is funded by the prior year fund balance.

### **Capital Projects Funds** (page B17)

The Capital Projects Funds accounts for the financial resources used for the construction of major capital facilities (e.g., schools). A total of **\$2,933,254** in expenditures was incurred for various school capital projects this month. This includes **\$599,238** for the John B. Dey Elementary Modernization project, **\$67,262** for Kemps Landing/ODC Replacement project, **\$173,896** for Princess Anne Middle Replacement project, **\$262,087** for Thoroughgood Elementary Replacement project, **\$477,685** for Energy Performance Contracts Phase II, **\$241,999** for Grounds Phase II Renovation and Replacement projects, **\$161,723** for Roofing Phase II Renovation and Replacement projects, **\$463,589** for Various Phase II Renovation and Replacement projects, and **\$960,653** for HVAC Systems Phase II Renovation and Replacement projects.

### **Green Run Collegiate Charter School Fund** (page B18)

The Green Run Collegiate Charter School Fund accounts for the revenues and expenditures of this public charter school. The School Board is acting in the capacity of a third-party administrator/fiscal agent for all of the public charter school's financial transactions in compliance with School Board Policies and Regulations. The fund has realized **\$3,763,447** or **100.0%** of the estimated revenue for the current fiscal year. This fund has incurred expenditures and encumbrances of **20.5%** of the current year fiscal year budget compared to **21.7%** of FY 2017 actual.

**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
**SUMMARY OF OPERATING BUDGET TRANSFERS NOT EXCEEDING \$250,000**  
**October 1, 2017 through October 31, 2017**

5

Entry		Description		Account From		Account To	Transfer Amount
JV NUMBER	18-10-01	To cover temporary agency costs	FROM	Internal Audit Part-Time Temporary	TO	Internal Audit Other Purchased Services	\$ 4,500
JV NUMBER	18-10-01	To pay for the VDOE train-the-trainer workshop	FROM	Vehicle Operations Workshops	TO	Vehicle Operations Other Purchased Services	\$ 2,334
JV NUMBER	18-10-01	To purchase food for the Anchor School meetings for the school year	FROM	Instructional Technology Transfers to Other Funds	TO	Instructional Technology Food Services	\$ 7,145
JV NUMBER	18-10-01	To pay for tutoring and transportation associated with ES - Finish Strong	FROM	Elementary Classroom Computer Software	TO	Elementary Classroom Bus Drivers Other Instructional Personnel - ES	\$ 101,000
JV NUMBER	18-10-01	To cover the Memorandum of Understanding for Equal Opportunity Schools	FROM	Elementary Classroom Instructional Supplies	TO	Teaching and Learning Support Other Purchased Services	\$ 27,000
JV NUMBER	18-10-02	To cover the contract for MajorClarity	FROM	Guidance Services Instructional Supplies	TO	Guidance Services (Technology) Technological Services	\$ 13,000
JV NUMBER	18-10-03	To cover the funds for Communities in Schools MOU	FROM	Guidance Services Retirement Contributions (VRS)	TO	School Leadership Other Purchased Services	\$ 12,000
JV NUMBER	18-10-03	To cover the funds for Communities in Schools MOU	FROM	Guidance Services Instructional Coordinators/Specialists	TO	School Leadership Other Purchased Services	\$ 60,880
JV NUMBER	18-10-04	To cover salaries and benefits for Plaza MS-MYP Program	FROM	Gifted Ed and Academy Programs Support Part-Time/Temporary Personnel	TO	Gifted Ed and Academy Programs Middle School Teacher Substitutes FICA Benefits	\$ 2,584
JV NUMBER	18-10-05	To cover salaries and fringes for Entrepreneurship/Business Academy	FROM	Gifted Ed and Academy Programs Support Other Purchased Services	TO	Gifted Ed and Academy Programs Stipends FICA Benefits	\$ 647

**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
**INTERIM FINANCIAL STATEMENTS**  
**SCHOOL OPERATING FUND**

**REVENUES**

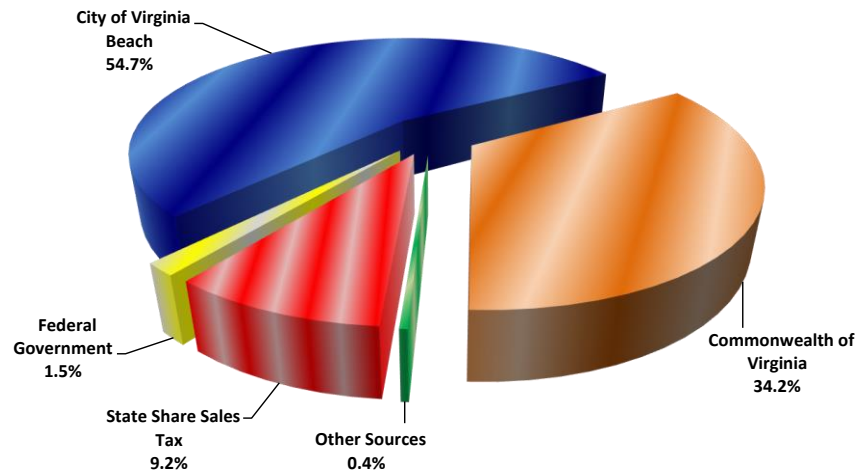
**OCTOBER 2017**

<i>BY MAJOR SOURCE</i>	<i>FISCAL YEAR</i>	(1) <i>BUDGET</i>	(2) <i>ACTUAL THROUGH JUNE</i>	(3) <i>ACTUAL THROUGH MONTH</i>	% OF (3) TO (2)	<i>TREND *</i>
<i>COMMONWEALTH OF VIRGINIA</i>	2018	273,443,481	<-----	81,627,461	29.85%	A
	2017	263,423,825	260,283,753	79,761,360	30.64%	
	2016	250,039,573	249,585,001	76,968,204	30.84%	
<i>STATE SALES TAX</i>	2018	73,718,340	<-----	18,758,898	25.45%	A
	2017	74,741,805	73,084,563	18,662,696	25.54%	
	2016	71,783,907	72,382,606	18,478,137	25.53%	
<i>FEDERAL GOVERNMENT</i>	2018	12,200,000	<-----	3,288,625	26.96%	A
	2017	12,476,532	13,464,377	1,476,377	10.97%	
	2016	12,476,532	10,984,117	2,651,945	24.14%	
<i>CITY OF VIRGINIA BEACH</i>	2018	437,658,785	<-----	145,641,082	33.28%	A
	2017	424,077,954	424,077,954	138,895,924	32.75%	
	2016	412,311,603	412,311,603	136,228,468	33.04%	
<i>OTHER SOURCES</i>	2018	2,782,803	<-----	1,284,990	46.18%	A
	2017	2,782,803	2,759,412	1,115,724	40.43%	
	2016	2,782,803	3,120,071	1,182,378	37.90%	
<i>SCHOOL OPERATING FUND TOTAL</i>	2018	799,803,409	<-----	250,601,056	31.33%	A
	2017	777,502,919	773,670,059	239,912,081	31.01%	
	2016	749,394,418	748,383,398	235,509,132	31.47%	

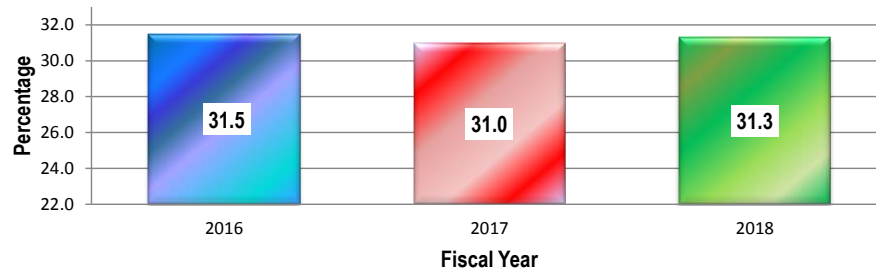
\* F=FAVORABLE, U=UNFAVORABLE, A=ACCEPTABLE

**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
**INTERIM FINANCIAL STATEMENTS**  
**SCHOOL OPERATING FUND**

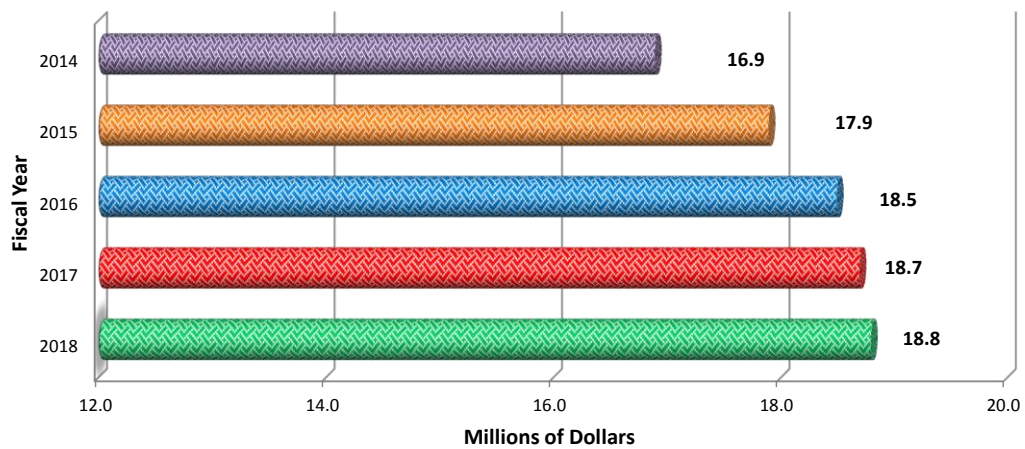
**Fiscal Year 2018 Revenue Budget by Major Source**



**School Operating Fund Revenue**  
**Percentage of Actual to Budget/Actual as of October 31, 2017**



**State Sales Tax Revenue through October 31, 2017**



**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
**INTERIM FINANCIAL STATEMENTS**  
**SCHOOL OPERATING FUND**

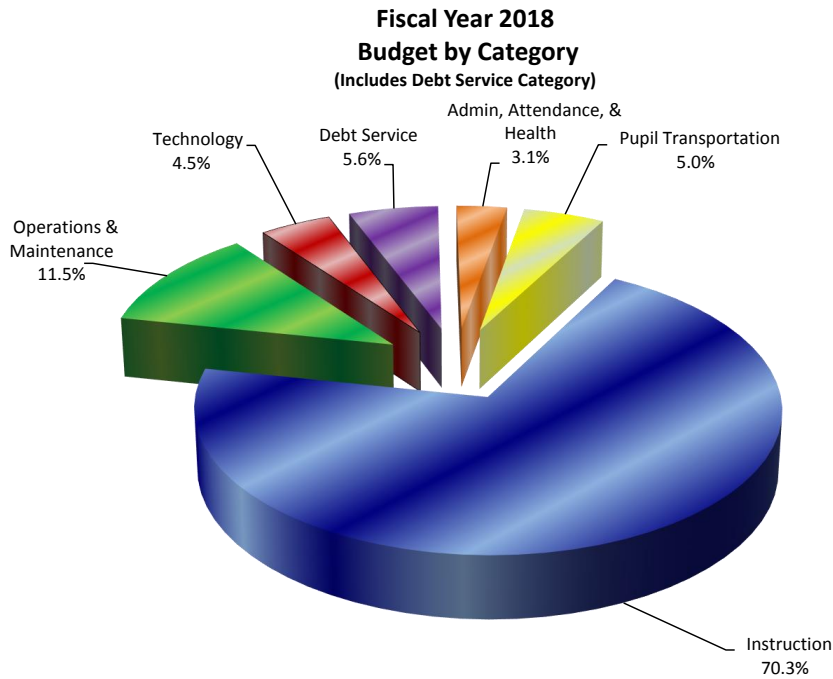
**EXPENDITURES/ENCUMBRANCES**

**OCTOBER 2017**

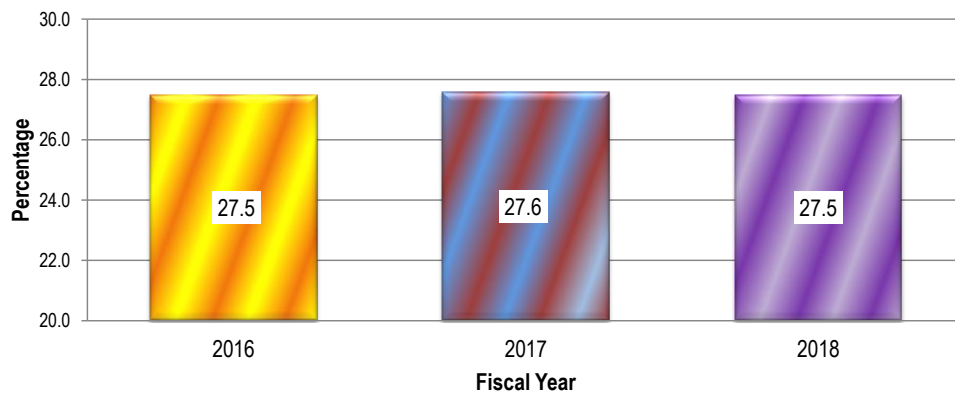
<i>BY UNIT WITHIN CATEGORY</i>	<i>FISCAL YEAR</i>	<i>(1) BUDGET</i>	<i>(2) ACTUAL THROUGH JUNE</i>	<i>(3) ACTUAL THROUGH MONTH</i>	<i>% OF (3) TO (2)</i>	<i>TREND *</i>
<b>INSTRUCTION</b>	<b>2018</b>	<b>568,163,034</b>	<b>&lt;-----</b>	<b>138,521,947</b>	<b>24.38%</b>	<b>A</b>
<b>CATEGORY</b>	<b>2017</b>	<b>547,382,834</b>	<b>533,960,741</b>	<b>132,717,380</b>	<b>24.86%</b>	
	<b>2016</b>	<b>530,731,819</b>	<b>522,876,753</b>	<b>129,833,044</b>	<b>24.83%</b>	
<b>ADMINISTRATION,</b>	<b>2018</b>	<b>25,281,155</b>	<b>&lt;-----</b>	<b>7,009,640</b>	<b>27.73%</b>	<b>A</b>
<b>ATTENDANCE &amp; HEALTH</b>	<b>2017</b>	<b>24,339,437</b>	<b>23,322,078</b>	<b>6,761,032</b>	<b>28.99%</b>	
<b>CATEGORY</b>	<b>2016</b>	<b>22,937,844</b>	<b>21,876,609</b>	<b>6,135,962</b>	<b>28.05%</b>	
<b>PUPIL TRANSPORTATION</b>	<b>2018</b>	<b>40,823,796</b>	<b>&lt;-----</b>	<b>14,319,477</b>	<b>35.08%</b>	<b>A</b>
<b>CATEGORY</b>	<b>2017</b>	<b>40,132,386</b>	<b>38,393,774</b>	<b>10,588,113</b>	<b>27.58%</b>	
	<b>2016</b>	<b>34,125,890</b>	<b>32,882,137</b>	<b>8,763,034</b>	<b>26.65%</b>	
<b>OPERATIONS AND</b>	<b>2018</b>	<b>92,929,678</b>	<b>&lt;-----</b>	<b>31,322,745</b>	<b>33.71%</b>	<b>A</b>
<b>MAINTENANCE</b>	<b>2017</b>	<b>92,216,393</b>	<b>88,249,457</b>	<b>31,587,629</b>	<b>35.79%</b>	
<b>CATEGORY</b>	<b>2016</b>	<b>93,517,401</b>	<b>89,431,581</b>	<b>32,854,287</b>	<b>36.74%</b>	
<b>TECHNOLOGY</b>	<b>2018</b>	<b>36,089,538</b>	<b>&lt;-----</b>	<b>18,582,331</b>	<b>51.49%</b>	<b>A</b>
<b>CATEGORY</b>	<b>2017</b>	<b>35,470,704</b>	<b>34,587,905</b>	<b>16,412,975</b>	<b>47.45%</b>	
	<b>2016</b>	<b>32,550,920</b>	<b>31,184,463</b>	<b>14,687,731</b>	<b>47.10%</b>	
<b>SCHOOL OPERATING FUND</b>	<b>2018</b>	<b>763,287,201</b>	<b>&lt;-----</b>	<b>209,756,140</b>	<b>27.48%</b>	<b>A</b>
<b>TOTAL</b>	<b>2017</b>	<b>739,541,754</b>	<b>718,513,955</b>	<b>198,067,129</b>	<b>27.57%</b>	
<b>(EXCLUDING DEBT SERVICE)</b>	<b>2016</b>	<b>713,863,874</b>	<b>698,251,543</b>	<b>192,274,058</b>	<b>27.54%</b>	
<b>DEBT SERVICE</b>	<b>2018</b>	<b>44,947,680</b>	<b>&lt;-----</b>	<b>13,648,314</b>	<b>30.36%</b>	<b>A</b>
<b>CATEGORY</b>	<b>2017</b>	<b>45,819,477</b>	<b>45,704,383</b>	<b>14,735,162</b>	<b>32.24%</b>	
	<b>2016</b>	<b>44,756,843</b>	<b>44,115,909</b>	<b>13,805,319</b>	<b>31.29%</b>	

\* F=FAVORABLE, U=UNFAVORABLE, A=ACCEPTABLE

**VIRGINIA BEACH CITY PUBLIC SCHOOLS  
INTERIM FINANCIAL STATEMENTS  
SCHOOL OPERATING FUND**



**School Operating Fund  
Expenditures/Encumbrances Percentage of Actual to  
Budget/Actual as of October 31, 2017**



VIRGINIA BEACH CITY PUBLIC SCHOOLS  
STATEMENT OF EXPENDITURES AND ENCUMBRANCES  
SCHOOL OPERATING FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

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	FY 2018 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED
<b>INSTRUCTION CATEGORY:</b>						
ELEMENTARY CLASSROOM	149,769,449	14,328,184	31,250,527	75,941	118,442,981	20.9%
SENIOR HIGH CLASSROOM	76,818,194	7,588,359	15,374,045	67,787	61,376,362	20.1%
TECHNICAL AND CAREER EDUCATION	19,321,279	1,609,668	3,871,952	117,289	15,332,038	20.6%
GIFTED EDUCATION AND ACADEMY PROGRAMS	14,433,626	1,962,870	3,452,610	18,056	10,962,960	24.0%
SPECIAL EDUCATION	95,622,689	7,349,946	20,991,480	18,718	74,612,491	22.0%
SUMMER SCHOOL	1,727,245	(14)	1,604,107		123,138	92.9%
SUMMER SLIDE PROGRAM	276,002	1,284	163,592	25	112,385	59.3%
GENERAL ADULT EDUCATION	2,018,831	153,474	498,719	16,102	1,504,010	25.5%
ALTERNATIVE EDUCATION-RENAISSANCE	6,987,448	612,697	1,414,248	1,054	5,572,146	20.3%
STUDENT ACTIVITIES	8,014,490	286,767	5,567,591	12,642	2,434,257	69.6%
OFFICE OF THE PRINCIPAL-ELEMENTARY	26,174,371	2,205,657	8,075,388	5,314	18,093,669	30.9%
OFFICE OF THE PRINCIPAL-SENIOR HIGH	11,761,886	1,009,963	3,680,322	8,906	8,072,658	31.4%
OFFICE OF THE PRINCIPAL-TECHNICAL	669,481	54,456	205,209		464,272	30.7%
GUIDANCE SERVICES	17,138,682	1,565,076	4,439,786	10,864	12,688,032	26.0%
SOCIAL WORK SERVICES	4,035,799	350,945	996,711	348	3,038,740	24.7%
MEDIA AND COMMUNICATIONS	2,094,529	135,549	570,466		1,524,063	27.2%
TEACHING AND LEARNING SUPPORT	16,743,194	916,307	9,378,168	132,275	7,232,751	56.8%
INSTRUCTIONAL PROFESSIONAL GROWTH AND INNOVATION	1,270,557	49,006	234,684	90,450	945,423	25.6%
OPPORTUNITY AND ACHIEVEMENT	89,860	10,694	20,577	927	68,356	23.9%
SPECIAL EDUCATION SUPPORT	3,665,293	314,836	1,070,390		2,594,903	29.2%
GIFTED EDUC AND ACADEMY PROGRAMS SUPPORT	2,336,441	186,567	675,263	3,179	1,657,999	29.0%
MEDIA SERVICES SUPPORT	13,288,668	1,276,132	2,889,183	80,625	10,318,860	22.3%
PLANNING INNOVATION AND ACCOUNTABILITY	2,669,071	163,980	674,333	54,500	1,940,238	27.3%
MIDDLE SCHOOL CLASSROOM	60,914,036	5,898,719	11,852,564	197,790	48,863,682	19.8%
REMEDIAL EDUCATION	8,266,085	662,292	2,114,513		6,151,572	25.6%
OFFICE OF THE PRINCIPAL-MIDDLE	10,728,778	935,568	3,395,599	3,136	7,330,043	31.7%
HOMEBOUND SERVICES	412,268	21,428	41,432		370,836	10.0%
TECHNICAL AND CAREER EDUCATION SUPPORT	1,038,304	77,052	289,519	11,340	737,445	29.0%
STUDENT LEADERSHIP	1,426,623	70,684	450,104		976,519	31.6%
PSYCHOLOGICAL SERVICES	4,631,619	404,184	1,295,047	2,530	3,334,042	28.0%
AUDIOLOGICAL SERVICES	476,513	49,625	168,599	1,081	306,833	35.6%
SCHOOL LEADERSHIP	1,932,482	135,940	548,832	2,585	1,381,065	28.5%
ALTERNATIVE EDUCATION	1,409,241	114,805	325,446	7,477	1,076,318	23.6%
<b>TOTAL INSTRUCTION</b>	<b>568,163,034</b>	<b>50,502,700</b>	<b>137,581,006</b>	<b>940,941</b>	<b>429,641,087</b>	<b>24.4%</b>
<b>ADMIN., ATTENDANCE, AND HEALTH CATEGORY:</b>						
BOARD, LEGAL, AND GOVERNMENTAL SERVICES	1,135,904	40,871	173,317		962,587	15.3%
OFFICE OF THE SUPERINTENDENT	1,056,711	86,220	331,620		725,091	31.4%
BUDGET AND FINANCE	5,113,259	362,816	1,962,401	14,533	3,136,325	38.7%
HUMAN RESOURCES	5,213,714	395,031	1,481,826	37,756	3,694,132	29.1%
INTERNAL AUDIT	466,766	37,683	152,849		313,917	32.7%
PURCHASING SERVICES	1,126,065	92,611	340,691		785,374	30.3%
PROFESSIONAL GROWTH AND INNOVATION	889,795	66,588	258,212		631,583	29.0%
BENEFITS	2,340,863	180,901	633,215		1,707,648	27.1%
HEALTH SERVICES	7,938,078	770,232	1,622,049	1,171	6,314,858	20.4%
<b>TOTAL ADMIN., ATTENDANCE, AND HEALTH</b>	<b>25,281,155</b>	<b>2,032,953</b>	<b>6,956,180</b>	<b>53,460</b>	<b>18,271,515</b>	<b>27.7%</b>

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
STATEMENT OF EXPENDITURES AND ENCUMBRANCES  
SCHOOL OPERATING FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

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	FY 2018	MONTH'S	YR-TO-DATE	OUTSTANDING	REMAINING	PERCENT
	APPROPRIATIONS	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	BALANCE	OBLIGATED
<b>PUPIL TRANSPORTATION CATEGORY:</b>						
MANAGEMENT	2,545,712	207,272	790,065		1,755,647	31.0%
VEHICLE OPERATIONS	25,588,552	1,686,361	5,179,686	5,197,548	15,211,318	40.6%
VEHICLE OPERATIONS-SPECIAL EDUCATION	6,451,103	850,242	1,390,635		5,060,468	21.6%
VEHICLE MAINTENANCE	3,291,110	273,919	1,002,101		2,289,009	30.4%
MONITORING SERVICES	2,947,319	344,119	759,442		2,187,877	25.8%
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>40,823,796</b>	<b>3,361,913</b>	<b>9,121,929</b>	<b>5,197,548</b>	<b>26,504,319</b>	<b>35.1%</b>
<b>OPERATIONS AND MAINTENANCE CATEGORY:</b>						
FACILITIES PLANNING AND CONSTRUCTION	816,873	63,869	256,819		560,054	31.4%
SCHOOL PLANT	46,989,016	3,498,668	14,759,695	2,737,279	29,492,042	37.2%
DISTRIBUTION SERVICES	1,738,233	123,261	527,424	200	1,210,609	30.4%
GROUNDS SERVICES	4,167,908	1,041,977	2,083,954		2,083,954	50.0%
CUSTODIAL SERVICES	28,768,830	2,373,671	7,091,931	869,780	20,807,119	27.7%
SAFETY AND LOSS CONTROL	7,346,366	685,974	1,543,573	6,842	5,795,951	21.1%
VEHICLE SERVICES	2,054,331	242,948	533,954	228,479	1,291,898	37.1%
TELECOMMUNICATIONS	1,048,121	33,396	545,570	137,245	365,306	65.1%
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>92,929,678</b>	<b>8,063,764</b>	<b>27,342,920</b>	<b>3,979,825</b>	<b>61,606,933</b>	<b>33.7%</b>
<b>TECHNOLOGY CATEGORY:</b>						
ELEMENTARY CLASSROOM	2,162,796	26,349	184,909	843,398	1,134,489	47.5%
SENIOR HIGH CLASSROOM	1,440,682	14,780	35,840	876,892	527,950	63.4%
TECHNICAL AND CAREER EDUCATION	154,918	3,778	49,339	48,021	57,558	62.8%
GIFTED EDUCATION AND ACADEMY PROGRAMS	130,514	1,745	54,770	3,184	72,560	44.4%
SPECIAL EDUCATION	253,322	20,211	154,702	35,725	62,895	75.2%
SUMMER SCHOOL	2,489				2,489	
GENERAL ADULT EDUCATION	57,283	(1,303)	19,659	26,013	11,611	79.7%
ALTERNATIVE EDUCATION-RENAISSANCE		74	74		(74)	
STUDENT ACTIVITIES	1,493			640	853	42.9%
OFFICE OF THE PRINCIPAL-ELEMENTARY	57,286	8,865	34,090	47,602	(24,406)	142.6%
OFFICE OF THE PRINCIPAL-SENIOR HIGH	22,217	14,252	27,831	30,360	(35,974)	261.9%
OFFICE OF THE PRINCIPAL-TECHNICAL	511		137		374	26.8%
GUIDANCE SERVICES	24,353	4,791	22,591	502	1,260	94.8%
SOCIAL WORK SERVICES	11,742	3,630	3,630	4,181	3,931	66.5%
MEDIA AND COMMUNICATIONS	231,571	777	219,436	1,637	10,498	95.5%
INSTRUCTIONAL TECHNOLOGY	12,041,487	1,266,545	4,973,794	21,279	7,046,414	41.5%
TEACHING AND LEARNING SUPPORT	268,658	22,553	241,564	11,184	15,910	94.1%
INSTRUCTIONAL PROFESSIONAL GROWTH AND INNOVATION	7,463				7,463	
OPPORTUNITY AND ACHIEVEMENT	4,655				4,655	
SPECIAL EDUCATION SUPPORT	10,149		2,907	246	6,996	31.1%
GIFTED EDUC AND ACADEMY PROGRAMS SUPPORT	56,078	5,608	39,518	603	15,957	71.5%
MEDIA SERVICES SUPPORT	529,402	5,309	526,308	218	2,876	99.5%
PLANNING INNOVATION AND ACCOUNTABILITY	544,281	39,348	323,301	37,147	183,833	66.2%
MIDDLE SCHOOL CLASSROOM	557,478	1,608	20,530	484,453	52,495	90.6%
REMEDIATION	18,627				18,627	
OFFICE OF THE PRINCIPAL-MIDDLE	24,348	2,593	16,262	22,921	(14,835)	160.9%
HOMEBOUND SERVICES	50,732		14,552	3,455	32,725	35.5%
TECHNICAL AND CAREER EDUCATION SUPPORT	3,011	1,021	1,791	124	1,096	63.6%

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
STATEMENT OF EXPENDITURES AND ENCUMBRANCES  
SCHOOL OPERATING FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

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TECHNOLOGY CATEGORY:	FY 2018 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED
STUDENT LEADERSHIP	3,619	138	406	1,667	1,546	57.3%
PSYCHOLOGICAL SERVICES	17,379	602	3,362	10,902	3,115	82.1%
AUDIOLOGICAL SERVICES	575			575		100.0%
SCHOOL LEADERSHIP	30,289	1,666	17,918	920	11,451	62.2%
ALTERNATIVE EDUCATION	161,108	5,446	36,638	35,483	88,987	44.8%
BOARD, LEGAL, AND GOVERNMENTAL SERVICES	2,757			478	2,279	17.3%
OFFICE OF THE SUPERINTENDENT	8,574		94	3,814	4,666	45.6%
BUDGET AND FINANCE	245,670	28,487	71,725	2,805	171,140	30.3%
HUMAN RESOURCES	313,428	5,633	175,510	25,351	112,567	64.1%
INTERNAL AUDIT	2,118	26	26	478	1,614	23.8%
PURCHASING SERVICES	72,681		36,928	7,139	28,614	60.6%
PROFESSIONAL GROWTH AND INNOVATION	141,507	301	4,999	2,548	133,960	5.3%
OFFICE OF TECHNOLOGY	851,722	69,141	294,136	4,335	553,251	35.0%
BENEFITS	24,207	415	2,385	3,605	18,217	24.7%
HEALTH SERVICES	839				839	
MANAGEMENT	208,722	13,950	76,562	3,157	129,003	38.2%
VEHICLE OPERATIONS	212,666	18,341	71,872		140,794	33.8%
VEHICLE MAINTENANCE	29,645		6,896		22,749	23.3%
FACILITIES PLANNING AND CONSTRUCTION	17,997		4,874	1,200	11,923	33.8%
SCHOOL PLANT	1,288,056	319,545	476,260	360,352	451,444	65.0%
DISTRIBUTION SERVICES	54,926	483	40,445	919	13,562	75.3%
CUSTODIAL SERVICES	7,521		3,896	1,597	2,028	73.0%
SAFETY AND LOSS CONTROL	6,060		1,815	200	4,045	33.3%
VEHICLE SERVICES	37,848	3,154	12,616		25,232	33.3%
TELECOMMUNICATIONS	10,420		3,356		7,064	32.2%
TECHNOLOGY MAINTENANCE	13,671,658	992,559	5,322,441	1,982,326	6,366,891	53.4%
<b>TOTAL TECHNOLOGY</b>	<b>36,089,538</b>	<b>2,902,421</b>	<b>13,632,695</b>	<b>4,949,636</b>	<b>17,507,207</b>	<b>51.5%</b>
 <b>TOTAL SCHOOL OPERATING FUND (EXCLUDING DEBT SERVICE)</b>	 <b>763,287,201</b>	 <b>66,863,751</b>	 <b>194,634,730</b>	 <b>15,121,410</b>	 <b>553,531,061</b>	 <b>27.5%</b>

## Virginia Beach City Public Schools

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## Interim Financial Statements

**School Operating Fund Summary**

For the period July 1, 2017 through October 31, 2017

**Revenues :**

	Budget	% of Total	Actual	Unrealized	Percent Realized
Source:					
Commonwealth of Virginia	273,443,481	34.19%	81,627,461	(191,816,020)	29.85%
State Share Sales Tax	73,718,340	9.22%	18,758,898	(54,959,442)	25.45%
Federal Government	12,200,000	1.52%	3,288,625	(8,911,375)	26.96%
City of Virginia Beach	437,658,785	54.72%	145,641,082	(292,017,703)	33.28%
Other Sources	2,782,803	0.35%	1,284,990	(1,497,813)	46.18%
<b>Total Revenues</b>	799,803,409	100.00%	250,601,056	(549,202,353)	31.33%
Prior Year Local Contribution*	8,431,472				
	<u>808,234,881</u>				

**Expenditures/Encumbrances:**

	Budget	% of Total	Actual	Unencumbered	Percent Obligated
Category:					
Instruction	568,163,034	70.30%	138,521,947	429,641,087	24.38%
Administration, Attendance and Health	25,281,155	3.13%	7,009,640	18,271,515	27.73%
Pupil Transportation	40,823,796	5.05%	14,319,477	26,504,319	35.08%
Operations and Maintenance	92,929,678	11.50%	31,322,745	61,606,933	33.71%
Technology	36,089,538	4.46%	18,582,331	17,507,207	51.49%
Debt Service	44,947,680	5.56%	13,648,314	31,299,366	30.36%
<b>Total Expenditures/Encumbrances</b>	<u>808,234,881</u>	100.00%	<u>223,404,454</u>	<u>584,830,427</u>	27.64%

\*Fiscal year 2016-2017 encumbrances brought  
forward into the current year

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
SCHOOL OPERATING FUND  
BALANCE SHEET  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

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ASSETS:

CASH	107,158
DUE FROM GENERAL FUND	59,440,573
DUE FROM COMMONWEALTH OF VA	4,571,774
PREPAID ITEM	119,753

TOTAL ASSETS	<u>64,239,258</u>
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LIABILITIES:

VOUCHERS PAYABLE	181,652
ACCOUNTS PAYABLE	114,781
ACCOUNTS PAYABLE - SCHOOLS	37,965
SALARIES PAYABLE-OPTIONS	10,369,002
FICA PAYABLE-OPTIONS	780,631
WIRES PAYABLE	927,624
ACH PAYABLES	<u>58,265</u>
TOTAL LIABILITIES	<u>12,469,920</u>

FUND EQUITY:

FUND BALANCE	1,019,854
ESTIMATED REVENUE	(799,803,409)
APPROPRIATIONS	808,234,881
ENCUMBRANCES	15,121,410
RESERVE FOR ENCUMBRANCES	(15,121,410)
EXPENDITURES	(208,283,044)
REVENUES	<u>250,601,056</u>
TOTAL FUND EQUITY	<u>51,769,338</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>64,239,258</u>

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
STATEMENT OF REVENUES  
SCHOOL OPERATING FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

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	<u>FY 2018 ESTIMATED</u>	<u>MONTH'S REALIZED</u>	<u>YR-TO-DATE REALIZED</u>	<u>UNREALIZED REVENUES</u>	<u>PERCENT REALIZED</u>
SUPPLEMENTAL LOTTERY PER PUPIL ALLOCATION	11,232,540			(11,232,540)	
REIMB-SOCIAL SECURITY	10,570,014	878,130	3,512,521	(7,057,493)	33.2%
REIMB-RETIREMENT	24,270,378	2,016,323	8,065,289	(16,205,089)	33.2%
REIMB-LIFE INSURANCE	731,770	60,794	243,175	(488,595)	33.2%
BASIC SCHOOL AID	177,972,380	14,771,764	59,087,056	(118,885,324)	33.2%
SP ED-SOQ	19,107,333	1,587,389	6,349,557	(12,757,776)	33.2%
VOCATIONAL FUNDS-SOQ	1,870,079	155,361	621,446	(1,248,633)	33.2%
FOSTER HOME CHILDREN-REGULAR	434,143			(434,143)	
SUMMER SCHOOLS-REMEDIAL	228,268			(228,268)	
GIFTED & TALENTED AID-SOQ	1,951,387	162,116	648,465	(1,302,922)	33.2%
REMEDIAL ED-SOQ	4,675,199	388,404	1,553,615	(3,121,584)	33.2%
SP ED-HOME BOUND	160,664			(160,664)	
SP ED-REGIONAL PROG PAYMENT	9,949,380			(9,949,380)	
VOCATIONAL ED-OCCUPATIONAL/TECH ED	324,137			(324,137)	
ENGLISH AS A SECOND LANG PAYMENTS	636,990	53,082	212,330	(424,660)	33.3%
AT-RISK INITIATIVE	2,955,530	190,705	762,820	(2,192,710)	25.8%
CLASS SIZE INITIATIVE	4,578,114			(4,578,114)	
SALARY SUPPLEMENT	1,795,175	142,797	571,187	(1,223,988)	31.8%
TOTAL FROM COMMONWEALTH OF VIRGINIA	<u>273,443,481</u>	<u>20,406,865</u>	<u>81,627,461</u>	<u>(191,816,020)</u>	29.9%
STATE SHARE SALES TAX	73,718,340	5,923,975	18,758,898	(54,959,442)	25.4%
TOTAL FROM STATE SHARE SALES TAX	<u>73,718,340</u>	<u>5,923,975</u>	<u>18,758,898</u>	<u>(54,959,442)</u>	25.4%
PUBLIC LAW 874	9,935,191		741,753	(9,193,438)	7.5%
DEPT OF THE NAVY-NJROTC	100,000		51,916	(48,084)	51.9%
DEPT OF DEFENSE	1,500,000		1,490,759	(9,241)	99.4%
IMPACT AID-SPECIAL ED			178,270	178,270	
DEPARTMENT OF DEFENSE-SPECIAL ED			578,233	578,233	
MEDICAID REIMBURSEMENT	664,809	62,864	188,590	(476,219)	28.4%
MEDICAID REIMBURSEMENT-TRANSPORTATION		41,211	59,104	59,104	
TOTAL FROM FEDERAL GOVERNMENT	<u>12,200,000</u>	<u>104,075</u>	<u>3,288,625</u>	<u>(8,911,375)</u>	27.0%

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
STATEMENT OF REVENUES  
SCHOOL OPERATING FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

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	FY 2018 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED
CITY OF VIRGINIA BEACH-LOCAL CONTRIBUTION	428,119,350	35,676,612	142,706,450	(285,412,900)	33.3%
TRANSFER FROM SCHOOL RESERVE FUND	8,803,897	733,658	2,934,632	(5,869,265)	33.3%
CITY OF VIRGINIA BEACH-CONSOLIDATED BEN	735,538			(735,538)	
TOTAL TRANSFERS	<u>437,658,785</u>	<u>36,410,270</u>	<u>145,641,082</u>	<u>(292,017,703)</u>	33.3%
SALE OF SCHOOL VEHICLES	15,000	1,886	1,886	(13,114)	12.6%
RENT OF FACILITIES	450,000	24,510	115,510	(334,490)	25.7%
SECEP-RENT OF FACILITIES			84,500	84,500	
RENT OF PROPERTY		4,000	16,000	16,000	
TUITION-REGULAR DAY	100,000	16,240	92,486	(7,514)	92.5%
TUITION-GEN ADULT ED	142,839			(142,839)	
TUITION-SUMMER SCHOOL	700,000	(870)	546,498	(153,502)	78.1%
TUITION-VOCATIONAL ADULT ED	169,750			(169,750)	
TUITION-DRIVERS ED	322,125	33,726	38,211	(283,914)	11.9%
COLLEGE NIGHT FEES		3,000	15,750	15,750	
TUITION-LPN PROGRAM	25,575	2,000	2,000	(23,575)	7.8%
TUITION-RENAISSANCE ACADEMY	20,811			(20,811)	
PLANETARIUM FEES		773	1,775	1,775	
MISCELLANEOUS REVENUE	224,703	192,268	192,510	(32,193)	85.7%
SALE OF SALVAGE MATERIALS	12,000	4,382	19,170	7,170	159.8%
INSURANCE PROCEEDS		6,132	8,327	8,327	
INDIRECT COST-GRANTS	600,000	66,838	150,367	(449,633)	25.1%
TOTAL FROM OTHER SOURCES	<u>2,782,803</u>	<u>354,885</u>	<u>1,284,990</u>	<u>(1,497,813)</u>	46.2%
TOTAL SCHOOL OPERATING FUND	<u>799,803,409</u>	<u>63,200,070</u>	<u>250,601,056</u>	<u>(549,202,353)</u>	31.3%

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
SCHOOL ATHLETICS FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

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ASSETS:		LIABILITIES:	
CASH	3,356,680	TOTAL LIABILITIES	
		FUND EQUITY:	
		FUND BALANCE	53,381
		ESTIMATED REVENUE	(5,099,823)
		APPROPRIATIONS	5,106,682
		ENCUMBRANCES	34,203
		RESERVE FOR ENCUMBRANCES	(34,203)
		EXPENDITURES	(1,530,899)
		REVENUES	4,827,339
		TOTAL FUND EQUITY	3,356,680
TOTAL ASSETS	3,356,680	TOTAL LIABILITIES AND FUND EQUITY	3,356,680

	FY 2018 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED	FY 17 PERCENT OF ACTUAL
REVENUES:						
INTEREST ON BANK DEPOSITS	5,000	2,566	9,553	4,553	191.1%	36.9%
BASKETBALL	120,000			(120,000)		
FOOTBALL	250,000	96,990	193,636	(56,364)	77.5%	77.2%
GYMNASTICS	4,000			(4,000)		
WRESTLING	13,000			(13,000)		
SOCCER	42,000			(42,000)		
MIDDLE SCHOOL	65,000			(65,000)		
TRANSFER FROM SCHOOL OPERATING	4,595,823		4,595,823		100.0%	114.6%
OTHER INCOME	5,000	5,773	28,327	23,327	566.5%	72.9%
TOTAL REVENUES	5,099,823	105,329	4,827,339	(272,484)	94.7%	105.2%
PYFB-ENCUMBRANCES	6,859					
TOTAL REVENUES AND PYFB	5,106,682					

	FY 2018 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED	FY 17 PERCENT OF ACTUAL
EXPENDITURES:							
PERSONNEL SERVICES	2,620,770	289,420	687,655		1,933,115	26.2%	28.0%
FICA BENEFITS	200,483	22,165	52,637		147,846	26.3%	28.0%
PURCHASED SERVICES	1,252,029	164,882	262,169		989,860	20.9%	26.8%
VA HIGH SCHOOL LEAGUE DUES	51,250		20,155		31,095	39.3%	98.6%
ATHLETIC INSURANCE	175,000		187,801		(12,801)	107.3%	100.0%
OTHER CHARGES		311	311		(311)		5.4%
MATERIALS AND SUPPLIES	618,159	44,702	313,140	34,203	270,816	56.2%	43.0%
CAPITAL OUTLAY	188,991		7,031		181,960	3.7%	23.8%
TOTAL	5,106,682	521,480	1,530,899	34,203	3,541,580	30.6%	33.3%

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
SCHOOL CAFETERIAS FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

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ASSETS:		LIABILITIES:	
CASH	8,778,865	VOUCHERS PAYABLE	282
CASH WITH CAFETERIAS	28,680	SALARIES PAYABLE-OPTIONS	174,478
FOOD INVENTORY	238,726	FICA PAYABLE-OPTIONS	13,379
FOOD-USDA INVENTORY	162,351	UNEARNED REVENUE	458,823
SUPPLIES INVENTORY	117,183	TOTAL LIABILITIES	646,962
		FUND EQUITY:	
		FUND BALANCE	8,716,290
		ESTIMATED REVENUE	(30,582,456)
		APPROPRIATIONS	31,679,250
		ENCUMBRANCES	212,634
		RESERVE FOR ENCUMBRANCES	(212,634)
		EXPENDITURES	(5,282,952)
		REVENUES	4,148,711
		TOTAL FUND EQUITY	8,678,843
TOTAL ASSETS	9,325,805	TOTAL LIABILITIES AND FUND EQUITY	9,325,805

	FY 2018 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED	FY 17 PERCENT OF ACTUAL
REVENUES:						
INTEREST ON BANK DEPOSITS	25,750	6,223	23,943	(1,807)	93.0%	22.7%
CHARGES FOR SERVICES	11,620,238	1,078,565	2,186,133	(9,434,105)	18.8%	20.5%
USDA REBATES	350,000	932	23,322	(326,678)	6.7%	2.6%
TOTAL LOCAL REVENUE	11,995,988	1,085,720	2,233,398	(9,762,590)	18.6%	19.3%
SCHOOL MEAL PAYMENTS	500,000			(500,000)		51.1%
TOTAL REVENUE FROM COMMONWEALTH	500,000			(500,000)		46.8%
NATIONAL SCHOOL MEAL PROGRAM	16,232,468	1,759,908	1,759,908	(14,472,560)	10.8%	9.0%
USDA COMMODITIES	1,854,000			(1,854,000)		
SUMMER FEEDING PROGRAM			155,405	155,405		84.1%
TOTAL REVENUE FROM FEDERAL GOV'T	18,086,468	1,759,908	1,915,313	(16,171,155)	10.6%	8.4%
TOTAL REVENUES	30,582,456	2,845,628	4,148,711	(26,433,745)	13.6%	13.2%
PRIOR YEAR FUND BALANCE (PYFB)	1,096,794					
TOTAL REVENUES AND PYFB	31,679,250					

	FY 2018 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED	FY 17 PERCENT OF ACTUAL
EXPENDITURES:							
PERSONNEL SERVICES	10,122,611	848,741	1,845,002		8,277,609	18.2%	20.9%
FRINGE BENEFITS	4,501,594	342,699	730,920		3,770,674	16.2%	20.0%
PURCHASED SERVICES	472,932	20,456	126,818	188,234	157,880	66.6%	65.5%
OTHER CHARGES	74,802	2,788	40,842		33,960	54.6%	65.3%
MATERIALS AND SUPPLIES	16,157,311	1,963,087	2,447,784	24,400	13,685,127	15.3%	13.2%
CAPITAL OUTLAY	350,000		91,586		258,414	26.2%	94.9%
TOTAL	31,679,250	3,177,771	5,282,952	212,634	26,183,664	17.3%	17.5%

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
SCHOOL TEXTBOOKS FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

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ASSETS:		LIABILITIES:	
CASH	5,181,810	TOTAL LIABILITIES	
		FUND EQUITY:	
		FUND BALANCE	6,573,219
		ESTIMATED REVENUE	(4,516,596)
		APPROPRIATIONS	5,179,602
		ENCUMBRANCES	72,056
		RESERVE FOR ENCUMBRANCES	(72,056)
		EXPENDITURES	(3,562,035)
		REVENUES	1,507,620
		TOTAL FUND EQUITY	5,181,810
TOTAL ASSETS	<u>5,181,810</u>	TOTAL LIABILITIES AND FUND EQUITY	<u>5,181,810</u>

	FY 2018 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED	FY 17 PERCENT OF ACTUAL
REVENUES:						
INTEREST ON BANK DEPOSITS	26,611	3,806	14,259	(12,352)	53.6%	24.1%
LOST AND DAMAGED	27,000	4,948	4,948	(22,052)	18.3%	5.3%
MISCELLANEOUS			5,319	5,319		15.8%
TOTAL LOCAL REVENUE	<u>53,611</u>	<u>8,754</u>	<u>24,526</u>	<u>(29,085)</u>	45.7%	13.9%
DEPT OF EDUCATION	4,462,985	370,773	1,483,094	(2,979,891)	33.2%	33.3%
TOTAL REVENUE-COMMONWEALTH	<u>4,462,985</u>	<u>370,773</u>	<u>1,483,094</u>	<u>(2,979,891)</u>	33.2%	33.3%
TOTAL REVENUES	<u>4,516,596</u>	<u>379,527</u>	<u>1,507,620</u>	<u>(3,008,976)</u>	33.4%	33.0%
PRIOR YEAR FUND BALANCE (PYFB)	663,006					
TOTAL REVENUES AND PYFB	<u>5,179,602</u>					

	FY 2018 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED	FY 17 PERCENT OF ACTUAL
EXPENDITURES:							
PERSONNEL SERVICES	83,431	8,600	31,143		52,288	37.3%	33.3%
FRINGE BENEFITS	31,066	3,250	9,869		21,197	31.8%	26.9%
PURCHASED SERVICES	670,431	221,620	2,297,372	55,384	(1,682,325)	350.9%	90.7%
MATERIALS AND SUPPLIES	4,394,674	179,761	1,223,651	16,672	3,154,351	28.2%	98.6%
TOTAL	<u>5,179,602</u>	<u>413,231</u>	<u>3,562,035</u>	<u>72,056</u>	<u>1,545,511</u>	70.2%	94.0%

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
SCHOOL RISK MANAGEMENT FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

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ASSETS:		LIABILITIES:	
CASH	15,980,638	VOUCHERS PAYABLE	1,133
PREPAID ITEM	14,028	EST CLAIMS/JUDGMENTS PAYABLE	<u>7,367,000</u>
		TOTAL LIABILITIES	<u>7,368,133</u>
		FUND EQUITY:	
		RETAINED EARNINGS	4,640,579
		ENCUMBRANCES	339,881
		RESERVE FOR ENCUMBRANCES	(339,881)
		EXPENSES	(2,958,822)
		REVENUES	<u>6,944,776</u>
		TOTAL FUND EQUITY	<u>8,626,533</u>
TOTAL ASSETS	<u>15,994,666</u>	TOTAL LIABILITIES AND FUND EQUITY	<u>15,994,666</u>

REVENUES:	MONTH'S REALIZED	YR-TO-DATE REALIZED
INTEREST ON BANK DEPOSITS	11,996	42,048
RISK MANAGEMENT CHARGES		6,805,724
INSURANCE PROCEEDS	96,781	96,781
MISCELLANEOUS REVENUE		223
TOTAL REVENUES	<u>108,777</u>	<u>6,944,776</u>

EXPENSES:	MONTH'S EXPENSES	YR-TO-DATE EXPENSES	OUTSTANDING ENCUMBRANCES
PERSONNEL SERVICES	23,229	87,739	
FRINGE BENEFITS	9,347	29,634	
OTHER PURCHASED SERVICES	2,273	187,858	45,103
FIRE AND PROPERTY INSURANCE		1,529,917	
MOTOR VEHICLE INSURANCE	159,326	346,326	
WORKER'S COMPENSATION	137,318	528,916	
SURETY BONDS		200	
GENERAL LIABILITY INSURANCE	29,476	85,774	
MISCELLANEOUS	52	272	
MATERIALS AND SUPPLIES	75,282	106,578	29,618
LAND, STRUCTURES, & IMPROVEMENTS	55,608	55,608	265,160
TOTAL	<u>491,911</u>	<u>2,958,822</u>	<u>339,881</u>

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
SCHOOL COMMUNICATION TOWERS/TECHNOLOGY FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

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ASSETS:		LIABILITIES:	
CASH	3,017,173	VOUCHERS PAYABLE	
		DEPOSITS PAYABLE	75,000
		TOTAL LIABILITIES	75,000
		FUND EQUITY:	
		FUND BALANCE	2,385,648
		ESTIMATED REVENUE	(510,000)
		APPROPRIATIONS	850,000
		ENCUMBRANCES	21,413
		RESERVE FOR ENCUMBRANCES	(21,413)
		EXPENDITURES	(5,970)
		REVENUES	222,495
		TOTAL FUND EQUITY	2,942,173
TOTAL ASSETS	3,017,173	TOTAL LIABILITIES AND FUND EQUITY	3,017,173

	FY 2018 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED	FY 17 PERCENT OF ACTUAL
REVENUES:						
INTEREST ON BANK DEPOSITS	10,000	2,235	7,840	(2,160)	78.4%	24.5%
RENT-WIRELESS COMMUNICATION	500,000			(500,000)		
TOWER RENT-BAYSIDE HIGH			25,000	25,000		100.0%
TOWER RENT-COX HIGH		1,668	52,002	52,002		38.5%
TOWER RENT-FIRST COLONIAL HIGH			74,441	74,441		100.0%
TOWER RENT-OCEAN LAKES HIGH			19,433	19,433		23.2%
TOWER RENT-SALEM HIGH			77	77		0.6%
TOWER RENT-TALLWOOD HIGH			29,692	29,692		100.0%
TOWER RENT-TECH CENTER		2,961	11,760	11,760		15.5%
TOWER RENT-WOODSTOCK		1,125	2,250	2,250		18.9%
TOTAL REVENUES	510,000	7,989	222,495	(287,505)	43.6%	40.9%
PRIOR YEAR FUND BALANCE (PYFB)	340,000					
TOTAL REVENUES AND PYFB	850,000					

	FY 2018 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED	FY 17 PERCENT OF ACTUAL
EXPENDITURES:							
MATERIALS AND SUPPLIES	850,000		5,970	21,413	822,617	3.2%	52.6%
TOTAL	850,000		5,970	21,413	822,617	3.2%	48.6%

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
STATEMENT OF REVENUES  
SCHOOL GRANTS FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

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**Revenues :**

	FY 2018 Estimated	Month's Realized	Yr-To-Date Realized	Unrealized Revenues	Percent Realized
Source:					
Commonwealth of Virginia	13,909,820	37,148	684,590	(13,225,230)	4.92%
Federal Government	39,714,706	878,789	962,486	(38,752,220)	2.42%
Other Sources	977,333	9,905	58,480	(918,853)	5.98%
Transfers from School Operating Fund	4,254,889		4,254,889		100.00%
<b>Total Revenues</b>	<b>58,856,748</b>	<b>925,842</b>	<b>5,960,445</b>	<b>(52,896,303)</b>	<b>10.13%</b>

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
STATEMENT OF EXPENDITURES AND ENCUMBRANCES  
SCHOOL GRANTS FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

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	<u>FY 2018</u>	<u>MONTH'S</u>	<u>YR-TO-DATE</u>	<u>OUTSTANDING</u>	<u>REMAINING</u>	<u>PERCENT</u>
	<u>APPROPRIATIONS</u>	<u>EXPENDITURES</u>	<u>EXPENDITURES</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>OBLIGATED</u>
ADULT BASIC EDUCATION 17/18	356,545	48,408	87,847		268,698	24.6%
ALGEBRA READINESS 16/17	159,539	57,137	60,347	33,250	65,942	58.7%
ALGEBRA READINESS 17/18	973,873	7,536	7,536		966,337	0.8%
ASIA SOCIETY CONFUCIUS CLASSROOMS 12/13	2,865	96	96		2,769	3.4%
ASSESSMENT FOR LEARNING PROJECT 15/16	38,731				38,731	
CAREER & TECHNICAL EDUCATON STATE EQUIP 17/18	82,361			16,986	65,375	20.6%
CAREER SWITCHER PROGRAM MENTOR REIMBURSE 17/18	15,000				15,000	
CARL PERKINS 16/17	47,751		46,873	859	19	99.9%
CARL PERKINS 17/18	799,400	111,740	209,012	56,545	533,843	33.2%
CTE SPECIAL STATE EQUIP ALLOCATION 17/18	64,500				64,500	
DODEA SPECIAL EDUCATION 16/17	147,470	35,957	61,559	77	85,834	41.8%
DODEA-MCASP OPERATION GRIT 17/18	257,289	39,755	82,202		175,087	31.9%
DODEA SPECIAL EDUCATION 17/18	287,175	39,717	39,717	2,846	244,612	14.8%
DODEA-MCASP OPERATION GRIT 16/17	72,683	4,861	30,257	4,463	37,963	47.8%
DODEA-MCASP OPERATION PRIDE 15/16	60,223		60,223			100.0%
DODEA-SPECIAL EDUCATION 15/16	8,880		7,695		1,185	86.7%
DUAL ENROLLMENT-TCC 17/18	501,886				501,886	
EARLY READING INTERVENTION 16/17	339,478	154,780	327,819	4,339	7,320	97.8%
EARLY READING INTERVENTION 17/18	1,511,788				1,511,788	
GENERAL ADULT EDUCATION-GAE 17/18	30,993	7,344	9,759		21,234	31.5%
HS PROGRAM INNOVATION PLANNING GRANT-GRHS 17/18	50,000	293	2,888		47,112	5.8%
HS PROGRAM PLANNING GRANT-GRHS 16/17	6,124		6,124			100.0%
IDEA CO-TEACHING INITIATIVE THREE OAKS ES PART 1 17/18	10,000	4,865	9,865		135	98.7%
INCLUSION LEADERSHIP SUPPORT GRANT-SALEM HS 10/11	457				457	
INDUSTRY CERTIFICATION EXAMS 17/18	72,688	7,678	7,678		65,010	10.6%
INDUSTRY CERTIFICATION EXAMS-STEM 17/18	27,296				27,296	
ISAEP 16/17	5,369		1,707	3,662		100.0%
ISAEP 17/18	66,349	1,460	1,812	1,007	63,530	4.2%
JAIL EDUCATION PROGRAM 17/18	155,114	14,834	47,156	235	107,723	30.6%
JUVENILE DETENTION 17/18	813,180	95,891	290,315	620	522,245	35.8%
LTG (RET) H G PETE TAYLOR PTNRSHIP OF EXCELLENCE AWARD 13/14	3,500		3,487	13		100.0%
MCKINNEY HOMELESS 16/17	67,507	3,522	9,902		57,605	14.7%
MCKINNEY HOMELESS 17/18	70,000				70,000	
MTSS-B EVALUATION 15/16	223,566	2,523	2,523	8,068	212,975	4.7%
MYCAA-LPN COURSES 17/18	10,000				10,000	
MYCAA-ALC COURSES 17/18	5,000				5,000	
NATIONAL BOARD TEACHERS STIPENDS 17/18	335,000				335,000	
NATIONAL MATH & SCIENCE INITIATIVE 17/18	516,758				516,758	
NEW TEACHER MENTOR 17/18	29,622				29,622	
ODU RESEARCH FOUNDATION CYBER SECURITY STUDENT INTERNSHIP 16/17	4,500		600		3,900	13.3%
OPPORTUNITY INC-ALC 17/18	112,000	5,941	6,978		105,022	6.2%
OPPORTUNITY INC-STEM (ISY) 17/18	150,000	6,931	22,654		127,346	15.1%
OPPORTUNITY INC-STEM (OSY) 17/18	150,000				150,000	
POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT 16/17	12,473	1,082	12,473			100.0%

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
STATEMENT OF EXPENDITURES AND ENCUMBRANCES  
SCHOOL GRANTS FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

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	FY 2018 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED
POST 9/11 GI BILL 17/18	5,000				5,000	
PRESCHOOL INCENTIVE 16/17	54,311	1,324	48,608		5,703	89.5%
PRESCHOOL INCENTIVE 17/18	492,573	36,433	55,323		437,250	11.2%
PROJECT GRADUATION 16/17	29,018	3,992	7,674		21,344	26.4%
PROJECT GRADUATION 17/18	37,500				37,500	
PROJECT HOPE-CITY WIDE SCA 13/14	3,479				3,479	
RACE-TO-GED 17/18	66,160	5,696	12,342		53,818	18.7%
RESERVE FOR CONTINGENCY	4,665,215				4,665,215	
SCHOOL SECURITY EQUIPMENT 17/18	121,728				121,728	
STARTALK 16/17	63,335		47,389		15,946	74.8%
STARTALK 17/18	81,793				81,793	
TECHNOLOGY INITIATIVE 15/16	66,218		2,552		63,666	3.9%
TECHNOLOGY INITIATIVE 16/17	2,610,315		2,204,751	28,201	377,363	85.5%
TECHNOLOGY INITIATIVE 17/18	2,618,400				2,618,400	
TITLE I PART A 17/18	11,217,061	866,995	903,847	43,386	10,269,828	8.4%
TITLE I PART A 16/17	3,005,275	409,197	1,784,757	421,440	799,078	73.4%
TITLE I PART D SUBPART 1 16/17	10,048	2,449	3,613		6,435	36.0%
TITLE I PART D SUBPART 1 17/18	21,000				21,000	
TITLE I PART D SUBPART 2 15/16	36,673	13,838	36,673			100.0%
TITLE I PART D SUBPART 2 16/17	184,469	11,459	12,006	846	171,617	7.0%
TITLE I PART D SUBPART 2 17/18	184,824				184,824	
TITLE II PART A 15/16	32,138	12,674	32,138			100.0%
TITLE II PART A 16/17	197,639	1,153	21,636		176,003	10.9%
TITLE II PART A 17/18	2,128,931	165,319	340,266		1,788,665	16.0%
TITLE III PART A IMMIGRANT AND YOUTH 15/16	4,000		4,000			100.0%
TITLE III PART A LANG ACQUISITION 16/17	88,323	9,720	37,113		51,210	42.0%
TITLE III PART A LANG ACQUISITION 17/18	114,742				114,742	
TITLE IV PART B 21ST CCLC LYNN ES 16/17	29,977	4,727	4,581		25,396	15.3%
TITLE IV PART B 21ST CCLC GRC 16/17	91,175	1,678	23,291		67,884	25.5%
TITLE IV PART B 21ST CCLC LYNN ES 17/18	95,660				95,660	
TITLE VI-B 16/17	1,136,439	9,088	831,126		305,313	73.1%
TITLE VI-B 17/18	14,460,172	1,362,861	2,028,344		12,431,828	14.0%
VA ELEARNING BACKPACK BAYSIDE 17/18	250,080		214,866		35,214	85.9%
VA ELEARNING BACKPACK GREEN RUN 17/18	210,720		177,662		33,058	84.3%
VA ELEARNING BACKPACK KEMPSVILLE 17/18	194,247	159,156	159,156	8,096	26,995	86.1%
VA ELEARNING BACKPACK BAYSIDE 15/16	6,050		6,050			100.0%
VA ELEARNING BACKPACK BAYSIDE 16/17	45,042		16,659		28,383	37.0%
VA ELEARNING BACKPACK GREEN RUN 16/17	33,813		14,173		19,640	41.9%
VA ELEARNING BACKPACK KEMPSVILLE 16/17	8,974				8,974	
VA INITIATIVE FOR AT RISK FOUR YR OLDS 17/18	4,312,000	457,418	898,498		3,413,502	20.8%
VA INITIATIVE FOR AT RISK FOUR YR OLDS 16/17	444,839	34,684	52,567	30,893	361,379	18.8%
VIRTUAL VIRGINIA 15/16	11,537				11,537	
VPI-PRESCHOOL EXPANSION GRANT 17/18	9,072				9,072	
WORKPLACE READINESS SKILLS FOR THE COMMONWEALTH EXAM 17/18	705,000	57,754	119,434	21,258	564,308	20.0%
WORKPLACE READINESS SKILLS FOR THE COMMONWEALTH EXAM 17/18	16,850				16,850	
TOTAL SCHOOL GRANTS FUND	58,856,748	4,279,966	11,558,199	687,090	46,611,459	20.8%

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
SCHOOL BOARD/CITY HEALTH INSURANCE FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

B 13

ASSETS:		LIABILITIES:	
CASH	32,216,631	VOUCHERS PAYABLE	98,652
		EST CLAIMS-JUDGMENTS PAYABLE	<u>7,324,000</u>
		TOTAL LIABILITIES	<u>7,422,652</u>
		FUND EQUITY:	
		RETAINED EARNINGS	25,770,199
		ENCUMBRANCES	
		RESERVE FOR ENCUMBRANCES	
		EXPENSES	(46,173,312)
		REVENUES	<u>45,197,092</u>
		TOTAL FUND EQUITY	<u>24,793,979</u>
TOTAL ASSETS	<u>32,216,631</u>	TOTAL LIABILITIES AND FUND EQUITY	<u>32,216,631</u>

	MONTH'S	YEAR-TO-DATE	
REVENUES:	<u>REALIZED</u>	<u>REALIZED</u>	
INTEREST ON BANK DEPOSITS	23,809	90,494	
EMPLOYEE PREMIUMS-CITY	1,152,890	4,376,395	
EMPLOYER PREMIUMS-CITY	3,745,734	14,947,351	
EMPLOYEE PREMIUMS-SCHOOLS	1,859,104	5,592,169	
EMPLOYER PREMIUMS-SCHOOLS	6,681,833	20,187,930	
COBRA ADMINISTRATIVE FEE-CITY	342	1,373	
COBRA ADMINISTRATIVE FEE-SCHOOLS	450	1,380	
TOTAL REVENUES	<u>13,464,162</u>	<u>45,197,092</u>	
	MONTH'S	YEAR-TO-DATE	OUTSTANDING
EXPENSES:	<u>EXPENSES</u>	<u>EXPENSES</u>	<u>ENCUMBRANCES</u>
SALARIES AND BENEFITS	41,478	150,838	
HEALTH CLAIMS AND OTHER EXPENSES-CITY	5,858,308	18,784,225	
HEALTH CLAIMS AND OTHER EXPENSES-SCHOOLS	7,302,187	27,238,249	
POST EMPLOYMENT HEALTH BENEFITS			
TOTAL EXPENSES	<u>13,201,973</u>	<u>46,173,312</u>	

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
SCHOOL VENDING OPERATIONS FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

B 14

ASSETS:		LIABILITIES:	
CASH	(38,645)	TOTAL LIABILITIES	
		FUND EQUITY:	
		FUND BALANCE	8,254
		ESTIMATED REVENUE	(192,550)
		APPROPRIATIONS	229,702
		ENCUMBRANCES	
		RESERVE FOR ENCUMBRANCES	
		EXPENDITURES	(135,130)
		REVENUES	51,079
		TOTAL FUND EQUITY	(38,645)
TOTAL ASSETS	(38,645)	TOTAL LIABILITIES AND FUND EQUITY	(38,645)

	FY 2018	MONTH'S	YR-TO-DATE	UNREALIZED	PERCENT	FY 17
	ESTIMATED	REALIZED	REALIZED	REVENUES	REALIZED	PERCENT OF ACTUAL
REVENUES:						
INTEREST ON BANK DEPOSITS		(34)	34	34		34.6%
VENDING OPERATIONS RECEIPTS	192,550	14,986	51,045	(141,505)	26.5%	26.2%
TOTAL REVENUES	192,550	14,952	51,079	(141,471)	26.5%	26.2%
PRIOR YEAR FUND BALANCE (PYFB)	37,152					
TOTAL REVENUES AND PYFB	229,702					

	FY 2018	MONTH'S	YR-TO-DATE	OUTSTANDING	REMAINING	PERCENT	FY 17
	APPROPRIATIONS	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	BALANCE	OBLIGATED	PERCENT OF ACTUAL
EXPENDITURES:							
SCHOOL ALLOCATIONS	216,248		135,130		81,118	62.5%	100.0%
MATERIALS AND SUPPLIES	13,094				13,094		
PURCHASED SERVICES	360						
TOTAL	229,702		135,130		94,212	58.8%	99.8%

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
SCHOOL INSTRUCTIONAL TECHNOLOGY FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

B 15

ASSETS:		LIABILITIES:	
CASH	339,827	TOTAL LIABILITIES	
		FUND EQUITY:	
		FUND BALANCE	217,244
		ESTIMATED REVENUE	
		APPROPRIATIONS	79,579
		ENCUMBRANCES	
		RESERVE FOR ENCUMBRANCES	
		EXPENDITURES	
		REVENUES	43,004
		TOTAL FUND EQUITY	339,827
TOTAL ASSETS	339,827	TOTAL LIABILITIES AND FUND EQUITY	339,827

REVENUES:	FY 2018 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED
INTEREST ON BANK DEPOSITS		14,434	43,004	43,004	%
TOTAL REVENUES		14,434	43,004	43,004	
PRIOR YEAR FUND BALANCE (PYFB)	79,579				
TOTAL REVENUES AND PYFB	79,579				

EXPENDITURES:	FY 2018 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED
MATERIALS AND SUPPLIES	79,579				79,579	%
TOTAL	79,579				79,579	

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
SCHOOL EQUIPMENT REPLACEMENT FUND  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

B 16

ASSETS:		LIABILITIES:	
CASH	1,261,555	TOTAL LIABILITIES	
		FUND EQUITY:	
		FUND BALANCE	1,088,036
		ESTIMATED REVENUE	
		APPROPRIATIONS	170,193
		ENCUMBRANCES	
		RESERVE FOR ENCUMBRANCES	
		EXPENDITURES	
		REVENUES	3,326
		TOTAL FUND EQUITY	1,261,555
TOTAL ASSETS	1,261,555	TOTAL LIABILITIES AND FUND EQUITY	1,261,555

	FY 2018 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED	FY 17 PERCENT OF ACTUAL
REVENUES:						
INTEREST ON BANK DEPOSITS		935	3,326	3,326	%	24.1%
TOTAL REVENUES		935	3,326	3,326		24.1%
PRIOR YEAR FUND BALANCE (PYFB)	170,193					
TOTAL REVENUES AND PYFB	170,193					

	FY 2018 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED
EXPENDITURES:						
CAPITAL OUTLAY	170,193				170,193	%
TOTAL	170,193				170,193	

STATEMENT OF EXPENDITURES AND ENCUMBRANCES  
CAPITAL PROJECTS  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

B 17

	FY 2018 APPROPRIATIONS	MONTH'S EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PROJECT-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED
1001 RENOV/REPLACMT-ENERGY MGMT	10,699,570			10,699,570			100.00%
1003 RENOV/REPLACMT-ENERGY MGMT II	3,875,000	84,652	332,677	2,807,797	527,029	540,174	86.06%
1004 TENNIS COURT RENOVATIONS II	800,000	(244,583)	22,937	343,870	197,300	258,830	67.65%
1006 VARIOUS SCHOOL SITE ACQUISITION	8,552,558			8,552,558			100.00%
1008 INSTRUCTIONAL TECHNOLOGY PHASE II	642,448		11,610	473,985		168,463	73.78%
1019 GREAT NECK MIDDLE SCHOOL REPLACEMENT	46,039,062			45,789,062		250,000	99.46%
1025 KEMPSVILLE HS ENTREPRENEURIAL ACADEMY	950,000	4,606	4,606	23,306	45,428	881,266	7.24%
1035 JOHN B DEY ES MODERNIZATION	25,989,241	599,238	2,550,862	5,025,765	18,801,512	2,161,964	91.68%
1043 THOROUGHGOOD ES REPLACEMENT	22,888,759	262,087	348,824	779,893	1,357,275	20,751,591	9.34%
1056 PRINCESS ANNE MS REPLACEMENT	35,141,000	173,896	860,882	1,866,696	4,345,933	28,928,371	17.68%
1062 ADA SCHOOL MODIFICATIONS	7,034,809			7,034,809			100.00%
1078 SCHOOL BUS FACILITY RENOVATION/EXPANSION	21,821,573			21,799,242	22,331		100.00%
1095 COMPREHENSIVE LONG RANGE FACILITIES PLANNING UPDATE	300,000				298,604	1,396	99.53%
1099 RENOV& REPLACE-GROUNDS PHASE II	10,925,000	241,999	941,242	10,335,988	262,343	326,669	97.01%
1102 21ST CENTURY LEARNING ENVIRONMENT IMPROVEMENTS	2,100,000	4,607	27,814	27,814	95,230	1,976,956	5.86%
1103 RENOV & REPLACE-HVAC SYSTEMS PHASE II	45,367,724	960,653	5,476,870	41,387,349	2,386,039	1,594,336	96.49%
1104 RENOV & REPLACE-REROOFING PHASE II	35,025,639	161,723	1,095,542	28,827,913	737,947	5,459,779	84.41%
1105 RENOV & REPLACE-VARIOUS PHASE II	14,883,273	463,589	684,061	13,432,851	337,434	1,112,988	92.52%
1110 ENERGY PERFORMANCE CONTRACTS PHASE II	10,000,000	477,685	4,716,037	8,751,635	849,543	398,822	96.01%
1195 STUDENT DATA MANAGEMENT SYSTEM	12,187,001		168,171	11,213,446	30,000	943,555	92.26%
1233 KEMPS LANDING/ODC REPLACEMENT	63,615,000	67,262	189,977	62,648,650	227,428	738,922	98.84%
1237 SCHOOL HR/PAYROLL	9,196,000			8,867,573		328,427	96.43%
UNALLOCATED CIP SALARIES/BENEFITS		(324,160)	136,480	136,480		(136,480)	
TOTAL CAPITAL PROJECTS	388,033,657	2,933,254	17,568,592	290,826,252	30,521,376	66,686,029	82.81%

VIRGINIA BEACH CITY PUBLIC SCHOOLS  
GREEN RUN COLLEGIATE CHARTER SCHOOL  
JULY 1, 2017 THROUGH OCTOBER 31, 2017

B18

ASSETS:		LIABILITIES:	
CASH	3,057,763	SALARIES PAYABLE-OPTIONS	55,131
PREPAID ITEM	2,100	FICA PAYABLE-OPTIONS	4,216
		TOTAL LIABILITIES	<u>59,347</u>
		FUND EQUITY:	
		FUND BALANCE	5,146
		ESTIMATED REVENUE	(3,763,447)
		APPROPRIATIONS	3,763,447
		ENCUMBRANCES	1,884
		RESERVE FOR ENCUMBRANCES	(1,884)
		EXPENDITURES	(768,077)
		REVENUES	<u>3,763,447</u>
		TOTAL FUND EQUITY	<u>3,000,516</u>
TOTAL ASSETS	<u>3,059,863</u>	TOTAL LIABILITIES AND FUND EQUITY	<u>3,059,863</u>

	FY 2018 ESTIMATED	MONTH'S REALIZED	YR-TO-DATE REALIZED	UNREALIZED REVENUES	PERCENT REALIZED	FY17 PERCENT OF ACTUAL
REVENUES:						
TRANSFER FROM SCHOOL OPERATING	<u>3,763,447</u>		<u>3,763,447</u>		100.0%	110.8%
TOTAL REVENUES	<u>3,763,447</u>		<u>3,763,447</u>		100.0%	110.8%

	FY 2018 APPROPRIATIONS	MONTH'S EXPENDITURES	YR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE	PERCENT OBLIGATED	FY17 PERCENT OF ACTUAL
EXPENDITURES:							
PERSONNEL SERVICES	2,246,851	203,246	440,603		1,806,248	19.6%	21.1%
FRINGE BENEFITS	804,226	70,035	150,215		654,011	18.7%	20.1%
PURCHASED SERVICES	351,820	17,779	48,746		303,074	13.9%	5.3%
OTHER CHARGES	89,200	10,062	19,429		69,771	21.8%	38.7%
MATERIALS AND SUPPLIES	<u>271,350</u>	<u>21,415</u>	<u>109,084</u>	<u>1,884</u>	<u>160,382</u>	40.9%	52.5%
TOTAL	<u>3,763,447</u>	<u>322,537</u>	<u>768,077</u>	<u>1,884</u>	<u>2,993,486</u>	20.5%	21.7%



**Subject:** Policy Review Committee Recommendations **Item Number:** 13F1-14

**Section:** Information **Date:** November 21, 2017

**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 October 19, 2017 and November 9, 2017 meetings.

**Background Summary:**

1. Audit Charter and Related Policies: Amendments made to reflect current procedures and duties
  - a. Policy 3-96 Office of Internal Audit and the Audit Committee: Adoption of new policy that takes sections of Policy 3-46 and makes them a separate policy related only to the Office of Internal Audit and its functions.
  - b. Policy 3-46 Audits/Audit Committee/Internal Audit Charter: Amends policy to remove sections on Office of Internal Audit and the Audit Committee, amends title to reflect audits in general, amends sections to reflect current procedures and practices
2. Policy 2-48 Salaries and Compensation: Amends title to be Salaries and Compensation, definitions are removed because they are now in Policy 4-75, amends sections to reflect that salaries and compensation will not be in accordance with the Compensation Plan that is annually approved by the School Board
3. Policy 4-43 Personnel Protection from Sexual Harassment: Repealed because the School Board's policy against sexual harassment and investigation procedures are set forth in other policies and regulations
4. Policy 4-77 Bus Drivers/Driver Assistants: Repealed because these definitions and duties are found in other policies and regulations
5. Policy 4-76 Teacher Assistants: Repealed because the definition and duties are found in other Policies and regulations
6. Policy 4-75 Conditions of Employment: Amended title to Conditions of Employment, moved definitions on licensed personnel, non-licensed personnel, and substitutes to this policy, added sections on health requirements, conditions of employment, probationary periods, etc.
7. Policy 4-90 Substitute Employees: Repealed because definition appears in Policy 4-75
8. Policy 4-92 Summer School Teachers: Amended title and incorporated regulation language into the policy
9. Policy 4-93 Employment of Temporary and Part-Time Employees: Repealed because sections are now incorporated into Policies 4-1 and 2-50
10. Policy 4-94 Exchange Teachers: Repealed because the School Division no longer has this program
11. Policy 4-95 Census Agents: Repealed. These duties are incorporated into other positions or handled through electronic data
12. Policy 6-83 Private Educational Courses: Amended title to be Non-School Division (VBCPS) Sponsored Educational Courses, amended policy to reflect current practices concerning awarding credit for courses taken by students outside of VBCPS and clarified that the School Division will not be responsible for the costs of private educational courses not approved by VBCPS

**Source:**

Code of Virginia, 1950, as amended, §22.1-253.12:7 School Board Policies.  
Policy Review Committee Meetings of October 19, 2017 and November 9, 2017

**Budget Impact:**

None



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

## **INTERNAL AUDIT CHARTER**

**Approved by the School Board August 20, 1996**  
**Amended by the School Board September 5, 2000**  
**Amended by the School Board July 15, 2008**  
**Amended by the School Board August 2, 2011**

**Amended by the School Board December 5, 2017**

## Internal Audit Charter

### **Foreword**

The School Board of the City of Virginia Beach (School Board) has formed an Audit Committee and has established an Office of Internal Audit, whose reporting responsibility is to the School Board through the Audit Committee. The Audit Committee assists the full School Board in considering internal and external audit matters. This document is intended to define the duties and responsibilities of the Audit Committee and of the Office of Internal Audit and to provide guidance in their execution of duties.

### **Audit Committee**

The Audit Committee is an oversight committee of the School Board, and as such will not take final action on behalf of the full School Board, but will render reports and recommendations for consideration by the full School Board.

The Audit Committee will consist of three to four members appointed by the School Board. Two or three members will be School Board Members. The School Board will appoint one or more citizens of the City of Virginia Beach to serve as the third and/or fourth members. The School Board Chair~~person~~man will be an ex-officio member of the Audit Committee and will serve as a voting member in the event of tie votes. When an appointed Audit Committee member is not able to attend an Audit Committee meeting, the School Board Chair~~person~~man may substitute for that person and exercise voting privileges. While substituting for an appointed member, the Chair~~person~~man may not vote to settle tie votes. Membership continuity is important and consideration should be given to reappointment of current or past Audit Committee members. However, rotation of members who wish service on other committees is also to be considered.

For purposes of Audit Committee meetings, a “quorum” will be defined as a majority of appointed members (See Virginia Code §22.1-73, and §2.2-3701, as amended; School Board By-law 1-41). An Audit Committee meeting cannot be held unless a quorum has been established. In the event that a meeting is held and one of the Audit Committee members present abstains from voting on a particular issue or disqualifies him/herself because of a conflict prior to termination of the meeting, a majority of the remaining members can vote on any issues still before the Audit Committee, provided a majority continues to exist. The meetings of the Audit Committee are subject to the Virginia Freedom of Information Act, as amended.

## Internal Audit Charter

The objectives of the Audit Committee include the accumulation of pertinent information about the functioning of the Virginia Beach City Public Schools, ~~about~~ audits and related matters, and to make recommendations to the full School Board for improvements and other needed action. The Audit Committee shall monitor the internal and external audit functions in periodic meetings and receive and review such reports as required. The Audit Committee shall endeavor to become familiar with the accounting practices of the Virginia Beach City Public Schools and upon request shall review the general auditing procedures used by the external auditors, but otherwise it may in good faith rely upon the professional accounting expertise of such auditors.

The primary responsibility for financial and other reporting, internal control, and compliance with laws, regulations, and ethics rests with the School Administration.

The following duties and responsibilities are considered necessary in the achievement of the objectives set forth above by the Audit Committee:

1. Exercise reasonable supervision of the internal and external auditors;
2. Inquire into the effectiveness of the internal auditing methods and procedures;
3. Upon presentation by the Office of Internal Audit, review annually the scope of the internal audit work plan;
4. Receive and review reports of the Office of Internal Audit ~~in accordance with a reporting system approved by the Audit Committee~~ and the School Administration's response to suggestions made by the Office of Internal Audit;
5. Receive and review reports of the external auditors;
6. Review any management letter recommendations issued by external auditors and report thereon to the School Board;
7. Provide an organized communications link between the internal and external auditors and the School Board;
8. Meet as needed and render reports to the School Board on the Audit Committee activities, on the findings and recommendations of the Office of Internal Audit, and on such other matters that should be brought to the immediate attention of the Audit Committee, such as cases of suspected defalcation and fraud; and
9. Timely report to the full School Board material actions or inactions of employees which become known to the Audit Committee which could lead to charges of malfeasance in office by School Board Members for: failure to care for, manage, and control school property; keep school expenditures within appropriated amounts; failure to comply with state and federal law and regulations, Virginia Board of Education Regulations, or School Board policies and ~~the Superintendent's~~ regulations.

## Internal Audit Charter

In order to be effective in exercising its functions, the Audit Committee must recognize that direct operational decision-making is the responsibility of School Administration. By avoiding direct involvement in operational details, members of the Audit Committee retain their objectivity and limit the scope of the Audit Committee's function to matters of material significance, thereby providing an effective liaison between the School Board, School Administration, and internal and external auditors.

### OFFICE OF INTERNAL AUDIT

#### Introduction

Internal Auditing, as defined by the Institute of Internal Auditors (the IIA), is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

~~The Office of Internal Audit has prepared T~~his Internal Audit Charter (Charter) ~~to serve~~ as a guide in the performance of ~~its the Office of Internal Audit's~~ duties, ~~and T~~he School Board has ~~adopted-incorporated~~ this Charter ~~as into~~ School Board Policy 3-946 by reference. This Charter does not include, nor is it intended to include, all of the Office of Internal Audit's duties or responsibilities, as they may exist from time to time.

This Charter:

1. Provides a written record of formally approved policies of the Office of Internal Audit;
2. Provides a basis for the evaluation of the performance of the Office of Internal Audit by the Audit Committee and the School Board; and
3. Serves as a basic document in the organization and administration of the Office of Internal Audit.

#### Objectives/Responsibilities

The overall objective of the Office of Internal Audit is to assist all members of the Virginia Beach City Public Schools' Aadministration and of the School Board in the effective discharge of their responsibilities by providing them with objective analyses, appraisals, recommendations, and pertinent comments concerning activities reviewed.

## Internal Audit Charter

The attainment of this overall objective of service to administration should involve such activities as:

1. Reviewing and appraising the soundness, adequacy, and applications of accounting, financial, and other operating controls, and promoting an effective system of internal controls at a reasonable cost;
2. Ascertaining the extent of compliance by the Virginia Beach City Public Schools and its employees with state and federal law and regulations, Virginia Board of Education regulations, and School Board policies and, ~~the Superintendent's~~ regulations, and established ~~policies, plans, and~~ procedures;
3. ~~Determining the extent to which assets are accounted for and safeguarded from losses of all kinds. (Discovery and prevention of fraud, embezzlement, theft, waste, etc.)~~ Detecting fraud within the scope of each audit;
4. Ascertaining the reliability of financial data developed within the organization;
5. Recommending operating improvements;
6. Determining whether an ~~organization or program~~ office or function is achieving its mission, goals, and objectives in an effective manner;
- ~~7. Completing designated financial audits, performance audits, and non-audit services and compliance audits as approved by the Audit Committee;~~
- ~~7. Assessing the School Administration's promotion of compliance by the Virginia Beach City Public Schools with Virginia Board of Education Regulations, School Board policies and, the Superintendent's regulations, internal policies and procedures, as well as state and federal laws and regulations;~~
- ~~89. Presenting annually to the Audit Committee a report on the results of operations by the Office, including a summary of audits work performed and the actual or potential affect of audit recommendations;~~
- ~~10. 9. Establishing an annual program of audits reflecting appropriate priority;~~
- ~~104. Presenting accurate, comprehensive reports to the Audit Committee covering the scope and objectives of assigned audits within the time frame approved;~~
- ~~112. Providing timely follow-up on audit reports sufficient to determine the degree of the School Administration's compliance with major audit recommendations;~~
- ~~123. Establishing and maintaining constructive working relations with the School Administration through use of interim briefings during the audit process engagement, draft report review and a constructive orientation for reporting;~~
- ~~134. Establishing adequate quality controls to ensure that audit standards are followed;~~
- ~~145. Having an independent review of the Office performed a minimum of once every three years in accordance with Government Auditing Standards. This review should address the quality of work performed, and the Office's compliance with its objectives and audit standards and the effect the Office of Internal Audit has upon the school division; and~~

## Internal Audit Charter

156. Providing a comprehensive continuing professional education program for audit personnel with the training necessary to satisfactorily perform assigned audits.

### **Generally Accepted Auditing Standards**

The American Institute of Certified Public Accountants has promulgated Generally Accepted Auditing Standards (GAAS) through Statements of Auditing Standards, Industry Audit Guides, and other professional releases. The Office of Internal Audit endorses and adopts the use of GAAS.

### **United States General Accounting Office (GAO) Government Auditing Standards**

The GAO has issued standards for audits of government organizations, programs, activities, and functions. The standards pertain to the auditor's professional qualifications, the quality of audit effort, and the characteristics of professional and meaningful audit reports. The standards are generally applicable to and recommended for use by state and local government auditors. The Office of Internal Audit endorses and adopts the use of the GAO *Government Auditing Standards*.

### **Reporting Responsibilities**

The Office of Internal Audit shall report directly to the Audit Committee. For the purpose of administration, the Office of Internal Audit shall report to the Chair~~person~~~~man~~ of the Audit Committee. The Director of the Office of Internal Audit (the Director) shall have direct access to the Audit Committee and to the Superintendent in any instance where the Director believes that such access is needed to fulfill the stated objectives of the Office of Internal Audit.

The Director shall meet with the Audit Committee and the Superintendent on a regularly scheduled basis to discuss:

1. Audit reports issued;
2. The detailed audit work plan for the forthcoming year;
3. ~~Time summaries~~Upcoming audits;
4. Relationships between the Office of Internal Audit and external auditors; and
5. The propriety of any limitations on the scope of internal audits that may be imposed by ~~School A~~administration ~~and~~ employees.

As used herein, the term "external" shall refer to representatives of independent Certified Public Accountants and auditors from organizations ~~governmental or commercial~~ ~~of~~ outside ~~of~~ the Virginia Beach City Public Schools.

### **Authority**

The Office of Internal Audit shall have unrestricted access to all activities, properties, personnel and records which are relevant to the area under review. Any limitations or restrictions by

## Internal Audit Charter

the School Administration will be brought to the attention of the Superintendent by the Committee Chairperson~~full School Board~~.

It is understood that certain items are confidential in nature and special arrangements will be made by the Office of Internal Audit when examining such items.

The Office of Internal Audit shall be entitled to consult School Board Legal Counsel as needed.

### **Independence**

The Office of Internal Audit will maintain a professional and cooperative relationship with the School Administration, in particular, the Superintendent and ~~the cabinet~~senior staff members. However, the Office shall be independent of the Superintendent and School Administration in the performance of its functions as spelled out in this document.

The Office of Internal Audit can be independent only when it can work freely and objectively. Independence, in fact and in appearance, permits an internal auditor to render the impartial and unbiased judgments essential to the proper conduct of any internal audit. To ensure independence, the Office of Internal Audit reports to the Audit Committee, thereby providing unrestricted access to the School Board.

Members of the Office of Internal Audit will not be used in the preparation or reconstruction of accounting systems, data, or records as the objectivity needed to review and report on this information would then be lost.

### **Involvement in System Planning and Development**

The Office of Internal Audit may participate, in an advisory capacity, in the planning, development, implementation, and modification of major computer-based and manual systems to ensure that:

1. Adequate controls are incorporated in systems;
2. Sufficient testing of the system is performed at appropriate stages;
3. System documentation is complete and accurate; and
4. The intended purpose and objective of the system implementation or modification has been met.

An internal auditor participating in such a review should ensure that the extent of participation does not affect independence.

### **Responsibilities for the Detection of Errors or Irregularities**

The Office of Internal Audit ~~—~~has a professional responsibility to conduct ~~reviews~~

## Internal Audit Charter

engagements with an attitude of professional skepticism, recognizing that the application of internal auditing procedures may produce evidential matter indicating the possibility of errors or irregularities.

An “error” is an unintentional mistake, including mathematical or clerical mistakes. Errors may occur in the financial statements, in the underlying records, and in accounting data from which the financial statements are prepared. Errors may result from mistakes in the application of accounting principles and oversight or misinterpretation of facts that existed at the time the work was prepared.

An “irregularity” is an intentional distortion of financial statements or the misappropriation of assets owned by the School Board.

The attitude of professional skepticism must be based on the internal auditor's consideration of the degree of internal control in the area under review, the results of audit procedures, and by circumstances that raise questions concerning the integrity of administration in the area under review.

If the Director believes that an error or irregularity may exist in an area under review or in any other area, the Director should consider the implications of such an error or irregularity and determine the extent of any further review. The Director will discuss any major ~~the~~ potential error or irregularity and its disposition with the Audit Committee.

The Office of Internal Audit ~~cannot be~~ is not solely responsible for the detection and prevention of all errors and irregularities which may occur. This is a responsibility shared by the Superintendent and the School Administration. The School Administration is responsible for t~~The~~ control environment of ~~the School Administration~~ Virginia Beach BCity Public Schools, and the internal controls adopted and enforced by the School Administration should provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded, and employees comply with laws and regulations. The Office of Internal Audit is responsible to detect errors and irregularities that are significant within the context of the audit objectives.

### Cooperation with External Auditors

The coordination of audit efforts should be planned and defined as a part of the scope for proposed audits, so the work of all auditing groups is complementary and will provide a comprehensive, cost-effective audit. The Office of Internal Audit should comment on the adequacy and quality of the external auditors to the Audit Committee.

### Audit Work Plan

The Director shall submit annually to the Audit Committee and to the full School Board a work plan for the coming ~~fiscal~~ year. ~~The work plan should indicate the projected allocation of days to each audit area, as well as to the areas such as administrative, vacation, continuing professional education, etc.~~

## Internal Audit Charter

—The work plan serves as a guide. The Director can expand or revise the plan, or substitute unplanned activities for planned activities. All pProposed changes in the work plan should be submitted for approval by the Audit Committee.

Unless otherwise directed by the Audit Committee, the Director is free to select the particular audit techniques to be employed, the procedures to be utilized, and the extent of their application.

### **Audit Reports**

At the conclusion of each audit, a report will be ~~issued~~presented to the Audit Committee. The report will be structured ~~as follows~~in accordance with *Government Auditing Standards*. Management's responses to audit recommendations will be included in the audit report.:

- ~~1. Identification of the area audited, the period audited, and the objectives of the examination;~~
- ~~2. Scope of the audit, concisely summarizing the extent of significant audit procedures applied;~~
- ~~3. Findings and recommendations for improvements; concluding on the objectives of the examination, including explanations of significant exceptions noted;~~
- ~~4. Follow up on recommendations of previous audits, specifying those which have been satisfactorily implemented and those which have not been satisfactorily implemented; and~~
- ~~5. Conclusion, summarizing the results of the exit conference.~~

~~The first draft of the report will be issued to the individual(s) responsible for the audited area. An exit conference will be held to explain the report, receive the auditee's response, and to enable the removal of erroneous comments. The audit work and audit report will not be considered final until the receipt by the Office of Internal Audit of the "Response to the Audit Report" by the auditee. Management's responses will be included in the audit report, whenever possible.~~

~~After the audit is finalized, including management's responses, the Office of Internal Audit will issue the report to the Audit Committee, the auditee, and the Superintendent or his designee.~~

After presentation to the Audit Committee, ~~copies of~~ all audit reports issued by the Office of Internal Audit will be made available to all School Board Members. The ~~Director~~Audit Committee Chairperson shall timely notify School Board ~~M~~members of the availability of each audit report.

~~This may be done by including that information in the minutes of the Audit Committee distributed to School Board Members.~~

## Internal Audit Charter

### Follow-Up of Audit Recommendations

-The Office of Internal Audit will track all major audit recommendations and monitor management's action on each (i.e. implemented or not implemented). The Office of Internal Office will continue to follow-up with each major recommendation until the School Administration has implemented the recommendation or until the Audit Committee advises the Director to cease follow-up of a recommendation.

### Investigations

~~The Office of Internal Audit shall be notified by an administrator of the affected school or department in all cases where material assets have or are thought to have been lost through defalcation or other security breaches in the financial and operating systems. Immediately Upon such notification of a case of material assets have or are thought to have been lost through defalcation or other security breaches in the financial and operating systems, the Director will contact the Audit Committee Chairperson with a proposed plan of action from the Office of Internal Audit. should ensure that the full School Board and Superintendent have been notified of the potential loss. The Director should notify law enforcement authorities of defalcations and cooperate with law enforcement authorities as directed by the Audit Committee.~~

~~—The Office of Internal Audit will perform sufficient tests to identify the weaknesses in financial and operating procedures which permitted the loss to occur and recommend improvements to correct any weaknesses.~~

Any investigation of specific events with the objective of recovery and/or prosecution, or the questioning of any individuals outside the Virginia Beach City Public Schools, is the responsibility of the appropriate law enforcement authorities. Any ~~significant~~ report or correspondence issued by the Office of Internal Audit ~~may~~will be ~~timely~~ presented to the full School Board at the discretion of the Audit Committee.

### Personnel

The authority to employ or dismiss the professional staff of the Office of Internal Audit will rest with the School Board, at the recommendation of the Audit Committee.

The ultimate quality of the Office of Internal Audit's performance is directly related to the quality of the people employed. The internal audit function should be staffed with qualified and competent individuals.

## Internal Audit Charter

Minimum qualifications for each position within the audit function should be established; however, additional experience, training, specialized skills as well as intelligence, adaptability, an inquiring mind, analytical ability, good business judgment, and an ability to communicate with individuals should be considered in the employment process. Minimum requirements for the Director of Internal Audit shall include certified internal auditor (CIA) or certified public accountant (CPA) certification ~~and experience in auditing in an educational setting and/or currently employed in an internal auditor position; a master's degree is preferred.~~ Minimum requirement for each staff auditor will be a bachelor's degree ~~in accounting or business,~~ and a demonstrated willingness to successfully complete the CIA or CPA certification within three years. Failure to obtain CIA or CPA certification within three years may result in termination.

### Continuing Professional Education

The need for members of the Office of Internal Audit to stay current on accounting issues and audit techniques is recognized. The Office of Internal Audit will require each staff member to obtain at least ~~the minimum number of 120 hours~~ of continuing professional education (CPE) credits ~~every three-year period~~ according to the ~~licensing~~ requirements of the Commonwealth of Virginia, ~~the IIA, and Government Auditing Standards.~~

### Evaluation

The Director will submit a ~~signed~~ self-evaluation to the Audit Committee annually for review. The Audit Committee will ~~submit the evaluation with recommendations for make~~ revisions, if any, ~~then present the final evaluation to the Director. The Audit Committee Chairperson will inform submit the final evaluation to~~ the School Board ~~of the results of the evaluation. At its discretion the School Board may for~~ review and discuss ~~the evaluation on.~~ The Director will be responsible for the annual evaluation of all internal professional and clerical staff.

### Quality Assurance Review

The Office of Internal Audit recognizes the benefits to be derived from a quality assurance review of the internal audit function. ~~The Director will contract for an external peer review of the Office of Internal Audit in accordance with Government Auditing Standards. The Audit Committee will solicit assistance from qualified external sources on a periodic basis.~~ This ~~peer~~ review should be ~~made in accordance with applicable professional standards and should~~ result in a written report to the Audit Committee. The Audit Committee will subsequently monitor the progress of ~~any~~ corrective actions necessitated by the report.

### ~~Audit Recommendations Follow-Up System~~Of Audit Recommendations

~~———— All audit recommendations will be entered into the Audit Recommendation Follow-Up~~



## Internal Audit Charter

~~System (ARFUS). This system is intended to monitor the administration's responses to the audit recommendations. The Office of Internal Audit will track all major audit recommendations and monitor management's action on each (i.e. implemented or not implemented). Throughout the year, administration will report to the Audit Committee, through the Office of Internal Audit, the status of each recommendation. The Office will continue to follow up with each major recommendation until administration has implemented the recommendation or until the Audit Committee advises the Director to cease follow-up of a recommendation.~~

~~On a quarterly basis, administration will report to the Audit Committee, through the Office of Internal Audit, the status of each recommendation. The status of each recommendation (i.e., implemented or not implemented) will be monitored in ARFUS.~~

~~Should administration not agree with a recommendation, it will nevertheless be entered into ARFUS. The Audit Committee will then hear the recommendation, and then either direct administration to respond to the comment or direct the Office of Internal Audit to delete the comment from ARFUS.~~

**Approved by School Board:** August 20, 1996  
**Amended by School Board:** September 5, 2000  
**Amended by School Board:** July 15, 2008  
**Amended by School Board:** August 2, 2011  
**Amended by School Board:**

## **BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

### **Office of Internal Audit and the Audit Committee**

The School Board has established the Office of Internal Audit in accordance with the Internal Audit Charter and authorizes the School Board Audit Committee to oversee the work of the Office of Internal Audit and assist the full School Board in considering internal and external audit matters.

#### **A. Office of Internal Audit**

The Office of Internal Audit shall report directly to the Audit Committee and through the Audit Committee to the full School Board as set forth in this Policy and the Internal Audit Charter. The School Board shall appoint the Director of the Office of Internal Audit. The Director shall oversee all work of the Office and report to the Chair of the Audit Committee. The Director is authorized to hire staff members and interns with the approval of Audit Committee. The Office of Internal Audit responsibilities include audits of all School Board programs, school activity accounting and fiscal matters as directed by the Audit Committee.

#### **B. Audit Committee/Internal Audit Charter**

The School Board Audit Committee will be appointed and perform the duties as set forth in the Bylaws and the Internal Audit Charter. The Audit Committee shall timely report to the full School Board material actions or inactions of school employees that become known to the Audit Committee and that could lead to charges of malfeasance in office by School Board Members including, but not limited to: failure to care for; manage and control school property; failure to keep school expenditures within appropriated amounts; and failure to comply with state or federal statutes, Virginia Board of Education regulations School Board policy or regulation. The Internal Audit Charter as adopted, and as revised from time to time by the School Board, is incorporated by reference into this Policy.

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

See The Internal Audit Charter (link to Charter)

See School Board Bylaw 1-28 Committees, Organizations and Boards – School Board Member assignments

Adopted by School Board:

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### Audits /~~Audit Committee/Internal Audit Charter~~

#### A.- Public Funds

The fiscal records of the ~~S~~school ~~D~~ivision shall be audited by a certified public accountant ~~ingant firm~~ whose services shall be procured by competitive negotiation. The ~~firm~~ Director of Business Services shall timely provide ~~a copy of~~ the External Auditors Opinion on the Comprehensive Annual Financial Report (CAFR) and management letter to the Internal Auditor who shall timely provide ~~them~~ copies to each Audit Committee ~~School Board M~~ember. The Director of Business Services will provide the External Auditor's Opinion and the management letter copies to each School Board Member.

#### B. School Activity Funds (Internal Accounts)

Internal accounts of the individual schools shall be audited each year by a certified public accountant (CPA) or certified internal auditor (CIA). ~~After review and approval by the Audit Committee a copy of the audit report shall be filed in the Office of Internal Audit.~~

#### C. Textbook Funds

Textbook funds shall be audited as mandated by Virginia Board of Education regulations.

#### D. Cafeteria Accounts

Cafeteria funds shall be accounted for in separate accounts and shall be audited each year. After review and approval by the School Board a copy of the audit reports shall be filed in the Office of the Superintendent. ~~These audits are subject to periodic review by federal auditors as provided under the National School Lunch Act.~~

#### E. Federal Funds

Each grant of federal funds shall be accounted for separately in accordance with the agreement under which the funds were received. ~~An audit shall be conducted in accordance with generally accepted auditing standards and the Single Audit Act as amended from time to time and the federal regulations promulgated thereunder, and the report shall be submitted to the~~ Audit Committee board ~~for review.~~

#### F. Special Audits

There shall be a special audit of individual school accounts at the request of the Audit Committee ~~School Board~~, and whenever there is a change in principal or bookkeeper.

## **G. Internal Auditors**

~~The Office of Internal Audit shall report directly to the Audit Committee and through the Audit Committee to the full School Board. For the purpose of administration, the Office of Internal Audit shall report to the Chairman of the Audit Committee. The Office responsibilities include audits of all School Board programs, school activity accounting and fiscal matters as directed by the Audit Committee.~~

## **H. Audit Committee/Internal Audit Charter**

~~The Audit Committee shall timely report to the full School Board material actions or inactions of school employees that become known to the Audit Committee and that could lead to charges of malfeasance in office by School Board Members including, but not limited to: failure to care for, manage and control school property; failure to keep school expenditures within appropriated amounts; failure to comply with gState or fFederal statutes, Virginia Board of Education regulations, School Board pPolicy or Division Regulations. The Internal Audit Charter as adopted, and as revised from time to time by the School Board, is incorporated by reference into this Policy. ([Link to Internal Audit Charter](#))~~

### **Editor's Note**

See also School Board [Policy 3-51](#), School Activity Funds/Internal Accounts.  
See also School Board [Regulation 2-15.1](#), Superintendent's Communication Plan, ~~Section E~~.

## **Legal Reference:**

~~Code of Va., § 2-1-167. Auditor to perform services for counties, cities, school divisions and certain towns.~~

~~Virginia Board of Education Regulations Governing School Activity Funds, [8§ VAC 20-240-10 et seq.](#), [as amended](#)~~

~~Board of Education Regulations Governing Textbook Fund Management and Handling on the Local Level, § VAC 20-270-10 et seq.~~

Code of ~~Virginia~~, § 22,1-79, [as amended](#). Powers and ~~d~~Duties.

Code of ~~Virginia~~, § 22-1-89, [as amended](#). Management of ~~f~~Funds.

Code of ~~Virginia~~, § 22.1-91, [as amended](#). Limitation on ~~e~~Expenditures; [penalty](#).

Code of ~~Virginia~~, § 22.1-115, [as amended](#). System of ~~a~~Accounting, [statements of funds available; classification of expenditures](#).

Adopted by School Board: February 16, 1993  
Amended by School Board: October 19, 1993  
Amended by School Board: April 16, 1996

Amended by School Board: June 20, 2000

Amended by School Board: September 5, 2000

Approved by the Board per communication of March 12, 2003

Amended by School Board:

## ADMINISTRATION

### Salaries and Compensation-Conditions of Employment/Generally

#### **A. Conditions of Employment**

~~All applicants or employees are responsible for providing evidence of required licensure, certification or other qualifications for their positions. Failure to maintain required licensure, certification or other qualifications will constitute a breach of any employment contract or agreement with the School Board that adversely affects the business and operations of the School Division. An applicant may be subject to withdrawal of an employment offer or an employee may be disciplined up to and including termination for failing to maintain licensure, certification or other qualifications. Employees are subject to all conditions of the employment contract or agreement including any special covenants or other conditions imposed by the School Board or state or federal agencies.~~

#### **B. Licensed Personnel**

- ~~1. Licensed personnel will be issued annual probationary contracts until they have met the criteria for a continuing contract. Licensed personnel who have met the criteria for a continuing contract with the School Board will receive a continuing contract their first years of eligibility and will receive employment notification/assignment forms each following school year unless their continuing contracts are otherwise terminated.~~
- ~~2. Assistant Principals, Principals and Supervisors who require licenses in accordance with Virginia Department of Education Regulations will receive annual probationary contracts until they meet the criteria for a continuing contract in their positions.~~
- ~~3. All regular school bus drivers will be issued annual written employment agreements/contracts with the School Board in accordance with Virginia Department of Education Regulations.~~
- ~~4. The School Board may enter into written employment agreements/contracts with other employees when the School Board determines that such an arrangement is beneficial to the School Division.~~

#### **C. Other Employees**

~~All other employees will be given an annual employment agreement upon hiring and will receive employment notifications/assignment forms for each year thereafter upon approval of the School Board. Employees with employment agreements or annual assignments do not have a guarantee of employment and remain at will employees.~~

#### **D. Coaching or Extracurricular Sponsorship Contracts**

~~The coaching contract or extracurricular activity sponsorship contract shall be separate and apart from the annual or continuing contract or employment agreement. Termination of the coaching contract or extracurricular activity sponsorship contract shall not constitute cause for the termination of the annual or continuing contract or employment agreement.~~

#### **E. ~~Contracts or Employment Notification/Assignment Forms~~**

~~Contracts or employment notification/assignment forms are approved by the School Board upon the recommendation of the Superintendent. The School Board grants to the Superintendent or designee the authority to offer contracts or employment agreements subject to final approval by the School Board. The Superintendent shall specify in any offer that final approval is required by the School Board.~~

#### **F. ~~Background Check Required~~**

~~The Superintendent shall require that all applicants, whether full-time or part-time, permanent or temporary, submit to fingerprinting and provide personal descriptive information to obtain criminal history record information for the purpose of screening individuals who accept employment with the School Board. The Superintendent or his/her designee shall forward the personal descriptive information through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such applicant. As a condition of employment, the Superintendent or designee may require that any employee submit to another background check.~~

~~The Superintendent or his/her designee shall require that any applicant who is offered or accepts employment requiring direct contact with students provide written consent and the necessary personal information to obtain a search of the registry of founded complaints of child abuse and neglect maintained by the Virginia Department of Social Services. The Superintendent shall thereafter request a search of the records of the Virginia Department of Social Services to be conducted for each such applicant. When the applicant has resided in another state within the last five years, the School Board shall require as a condition of employment that such applicant provide written consent and the necessary personal information for the School Board to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse or neglect in such state.~~

~~The Superintendent or his/her designee shall also require that each applicant or employee, whether full-time or part-time, permanent or temporary, certify that he or she has not been: 1) convicted of a felony, or any offense involving sexual molestation, physical or sexual abuse or rape of a child, or of a crime of moral turpitude; and 2) has not been the subject of a founded case of child abuse and neglect. Falsification of such certification will constitute grounds for withdrawal of an offer of employment or discipline up to and including termination.~~

#### **G. ~~Salaries and Compensation~~**

Salary and compensation will be determined by the School Board in the Compensation Plan or as otherwise determined by the School Board. Regulations governing salaries will be promulgated by the Superintendent. No base compensation/salary rate will be paid unless contained in the Compensation Plan (except as outlined [below](#) in section H of this Policy) developed annually by the

Superintendent in accordance with the current operating budget, School Board directives, or written regulations promulgated by the Superintendent; or, such compensation is separately submitted to and approved by the School Board.

#### ~~H.~~ **A. Exceptions**

The Superintendent or his/her designee is authorized to provide a salary and/or benefit options which addresses compression, equity and competition for individuals with critical knowledge, skills, and expertise; provided the given base salary is within the approved Compensation Plan developed annually, and is in accordance with the current operating budget.

Appropriate written notification of such actions where the base salary is beyond the pay range shall be made by the Superintendent or his/her designee to the School Board.

#### **Legal Reference:**

~~Code of Virginia § 19.2-389, as amended. Dissemination of Criminal history record information.~~

~~Code of Virginia § 19.2-390.1, as amended. Sex offender and Crimes Against Minors Registry; maintenance; access.~~

~~Code of Virginia § 22.1-296.2, as amended. Fingerprinting required; reciprocity permitted.~~

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

~~Code of Virginia § 22.1-294, as amended. Probationary terms of service for principals, assistant principals and supervisors; evaluations; reassigning principal, assistant principal, or supervisor to teaching position.~~

~~Code of Virginia § 22.1-296.1, as amended. Data on convictions for certain crimes and child abuse and neglect required; penalty.~~

~~Code of Virginia § 22.1-296.4, as amended. Child abuse and neglect data required.~~

~~Code of Virginia § 22.1-299, as amended. License required of teachers.~~

~~Code of Virginia § 22.1-300, as amended. Tuberculosis certificate.~~

~~Code of Virginia § 22.1-302, as amended. Written contracts required; execution of contracts; qualifications of temporarily employed teachers; rules and regulations.~~

~~Code of Virginia § 22.1-303, as amended. Probationary terms of service for teachers.~~

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

*See School Board Policies [4-56](#), [4-75](#), and [4-90](#) for conditions of employment for licensed, classified, and substitute personnel.*

*See School Board Policy [4-5](#) for requirement that employees notify Superintendent when*

~~charged with crimes.~~

See School Board Regulation [2-48.1](#), Salary Adjustments for Promotions/Demotions.

Adopted by School Board: October 20, 1992  
Amended by School Board: September 15, 1998  
Amended by School Board: March 21, 2000  
Amended by School Board: June 11, 2002  
Amended by School Board: May 9, 2006  
Amended by School Board: November 9, 2010  
Amended by School Board: December 3, 2013

[Amended by School Board:](#)



## **PERSONNEL**

### **Personnel Protection from Sexual Harassment**

#### **A. Policy**

- ~~1. The school board, in law and in spirit, is committed to providing a work environment conducive to the performance of job duties and free from intimidation or coercion in any form.~~
- ~~2. As an employer, the board is dedicated to a stringent policy against discrimination. It is the intent of this policy to further detain a specific form of discrimination; that of harassment on the basis of sex.~~
- ~~3. Sexual harassment is an unlawful employment practice which when found could subject the board to financial liability. The board intends to avoid such liability by prohibiting the practice of sexual harassment and requiring that its employees refrain from conduct which gives rise to allegations of sexual harassment.~~
- ~~4. The division superintendent shall develop regulations which ensure that all employees are able to work in an environment free from sexual harassment.~~

#### **B. Responsibility**

- ~~1. Administrative and supervisory employees are responsible for the consistent application of this policy and any implementing regulations within their respective areas of authority.~~
- ~~2. Division administrative and supervisory employees have a duty to investigate allegations of sexual harassment and take immediate and appropriate corrective action. Administrative and supervisory employees who allow sexual harassment to continue or fail to take appropriate corrective action shall be considered a party to the act of behavior, even though they may not behave in such a manner. Such personnel shall also be subject to corrective action. Depending on the circumstances, such corrective action measures may result in demotion from a supervisory position or dismissal from division service.~~
- ~~3. In an effort to eliminate and avoid sexual harassment, the superintendent shall take affirmative steps to sensitize all employees to the unlawful nature of sexual harassment and express strong disapproval of such conduct. These efforts are subject to the review of the school board.~~
- ~~4. Sexual harassment is a work-related problem. While avenues of redress are available through the U.S. Equal Employment Opportunity Commission, effective relief is also available within the division for teachers under school~~

board ~~policy 4-3~~ Grievance Procedures and its implementing regulations  
and for other employees under division ~~regulation 4-3.2~~.

**Legal Reference:**

Title VII, Civil Rights Act of 1964 as amended.

Code of Federal Regulations. Title 29, Chapter XIV, § 1604.11, Sexual Harassment (1980)

Katz v. U.S. Department of Transportation, 4th Circuit Court of Appeals (June 2, 1983).

Meritor Savings Bank v. Vinson., 106 S. Ct. 2399 (1986).

Adopted by School Board: October 21, 1986

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)



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## PERSONNEL

### ~~Bus Drivers/Driver Assistants~~

#### ~~A. Bus Drivers~~

##### ~~1. Qualifications~~

~~All bus drivers shall meet the requirements of the State of Virginia and the school board.~~

##### ~~2. Duties and Responsibilities~~

~~The School Administration shall define the responsibilities of each bus driver and be assured that such driver fully understands his/her obligations and responsibilities.~~

#### ~~B. Driver Assistants~~

~~The School Administration shall define the responsibilities of each driver assistant and be assured that such driver assistant fully understands his/her obligations and responsibilities.~~

#### ~~Editor's Note~~

~~See School Division Regulation 4-77.1.~~

### ~~Legal Reference~~

~~Code of Virginia § 22.1-178, as amended. Requirements for persons employed to drive school buses.~~

~~Code of Virginia § 46.2-340, as amended. Information concerning school bus drivers and driver education instructors.~~

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

~~Amended by School Board: October 4, 2016~~

~~Repealed by School Board:~~

## PERSONNEL

### ~~Classified Personnel: Teacher Assistants~~

#### ~~A. Classroom Teacher Assistants~~

~~The school board, upon the recommendation of the superintendent, shall employ classroom teachers assistants to aid teachers with their duties. The teacher may assign supplemental assignments to their assistants.~~

~~The qualifications, duties and responsibilities of teacher assistants shall be defined in job descriptions developed by the superintendent, or a designee. Federally funded assistants are subject to federal guidelines.~~

#### ~~B. Clerical, Library, Health and Other Assistants~~

~~Assistants under these classifications shall be employed under the same conditions as are classroom assistants. They shall be assigned to assist in various departments and shall be made responsible to the person in charge of their assigned department.~~

-

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

~~Repealed by the School Board:~~

## PERSONNEL

### Classified Personnel: Conditions of Employment

#### **A. General qualifications**

All applicants and employees must meet or exceed the necessary knowledge, skills, and abilities to perform the functions of his/her job as outlined in the position's job description. All positions require the basic ability to read/understand/speak English.

Employees are subject to all conditions of the employment contract or agreement including any special covenants or other conditions imposed by the School Board or state or federal agencies.

#### **B. Licensed Employees**

All applicants or employees are responsible for providing evidence of required licensure, certification, or other qualifications for their positions. Employees shall be required to provide proof of baccalaureate degree, major, concentration, or graduate degrees, and field of discipline. Educational transcripts are required as evidence of eligibility for Virginia Licensure.

Failure to maintain required licensure, certification, or other qualifications will constitute a breach of any employment contract or agreement with the School Board that adversely affects the business and operations of the School Division. An applicant may be subject to withdrawal of an employment offer or an employee may be disciplined up to and including termination for failing to maintain licensure, certification, or other qualifications.

1. Instructional personnel whose positions require licenses issued by the Virginia Department of Education will be issued annual probationary contracts until they have met the criteria for a continuing contract. Licensed instructional personnel who have met the criteria for a continuing contract with the School Board will receive a continuing contract their first year of eligibility and will receive employment notification/assignment forms each following school year unless their continuing contracts are otherwise terminated.
2. Assistant Principals, Principals, and Supervisors/Coordinators who require licenses in accordance with Virginia Department of Education Regulations will receive annual probationary contracts until they meet the criteria for a continuing contract in their positions.
3. The School Board may enter into written employment agreements/contracts with other individuals when the School Board determines that such an arrangement is beneficial to the School Division.

#### **C. Non-licensed Employees**

1. All regular school bus drivers will be issued annual written employment agreements/contracts with the School Board in accordance with Virginia Department of Education Regulations.
2. All other employees will be given an annual employment agreement upon hiring and will receive employment notifications/assignment forms for each year thereafter upon approval of the School Board. Employees with employment agreements or annual assignments do not have a guarantee of employment and remain at will employees.

#### **D. Substitute Employees**

The Superintendent is authorized to employ substitutes for certain certified and classified personnel at an hourly rate established by the School Board as published in the Annual Compensation Plan. Persons employed as substitute teachers must have a minimum of thirty (30) credit hours of college study. In an emergency, the Superintendent or designee may approve the employment of substitute teachers who do not meet this requirement, but who are otherwise competent to perform the needed service, at least twenty-one (21) years of age, and hold a high school diploma or a general education development (GED) certificate.

Qualifications for other categories of substitute employees will be determined by the Superintendent and will be in accordance with law and Virginia Board of Education regulations as applicable.

Substitute employees shall be employed and paid on an hourly basis and for a minimum of two (2) hours. They shall not be given a contract. Substitute employees shall receive no leave benefits (e.g., sick leave, annual leave, and personal reasons leave) or other employee benefits except for the Employee Assistance Program, Tax-Sheltered Accounts 403(b), the Deferred Compensation 457 plan and health coverage if deemed eligible as defined by the Employer Mandate of the Patient Protection and Affordable Care Act.

#### **E. Contracts or Employment Notification/Assignment Forms**

Contracts or employment notification/assignment forms are approved by the School Board upon the recommendation of the Superintendent. The School Board grants to the Superintendent or designee the authority to offer contracts or employment agreements subject to final approval by the School Board. The Superintendent shall specify in any offer that final approval is required by the School Board.

#### **F. Coaching or Extracurricular Sponsorship Contracts**

Coaching contracts or extracurricular activity sponsorship contracts shall be separate and apart from annual or continuing contracts or employment agreements. Termination of the coaching contract or extracurricular activity sponsorship contract may occur at any time. Such termination shall not constitute cause for the termination of the annual or continuing contract or employment agreement.

#### **A. General Qualifications**

- ~~1. Skills. The person employed must have sufficient language, mechanical, computational, and clerical skill to perform his/her basic tasks~~

~~without close supervision.~~

~~2. Maturity. The person employed must have reasonable emotional balance and self-control.~~

~~3. Facility in Dealing with Others. The person employed must enjoy working with other people and must have a natural ease in dealing with students, supervisors, staff and members of the public with whom he/she will be in contact.~~

~~4. Understanding of Job Function. The person employed must have or be able to develop very readily a clear understanding of the function of his/her job in operating the school division.~~

#### **B. Characteristics of Positions**

~~1. Critical. Types of positions in which the cost of errors is high. The cost may be in terms of monetary loss, damaged public relations, or disturbed personality (as with students).~~

~~2. Less Critical. Types of positions in which the cost of errors is low.~~

#### **C. Selection of Employees**

~~1. Critical Positions. Persons selected must be outstanding in each one of four general qualifications listed above. They may be required to have had experience in the type of work they are to do or to be at a certain age level. Persons selected for critical secretarial and clerical positions may be required to have had college training.~~

~~2. Less Critical Positions. Persons selected must possess each one of the four general qualifications listed above. They shall not be required to have had college training, past experience or age beyond that needed for high school graduation.~~

#### **GD. Conditions of Work**

The Superintendent, or a designee, shall establish work schedules, provisions for absences and other conditions of work in keeping with School~~the B~~oard's policies.

#### **HE. Background Check Required**

The Superintendent shall require that all employees, whether full-time or part-time, permanent or temporary, submit to fingerprinting and provide personal descriptive information to obtain criminal history record information for the purpose of screening individuals who accept employment in the division.

The Superintendent shall forward the personal descriptive information through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such employee.

The Superintendent shall require that any applicant who is offered or accepts employment requiring direct contact with students provide written consent and the necessary personal information to obtain a search of the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services. The Superintendent shall

thereafter request a search of the records of the Department of Social Services to be conducted for each such applicant.

The Superintendent shall also require that each employee, whether full-time or part-time, permanent or temporary, certify that he or she has not been: (1) convicted of a felony, a crime of moral turpitude, or any offense involving the sexual molestation, physical or sexual abuse or rape; and (2) has not been the subject of a founded case of child abuse and neglect.

Substitute employees hired after December 21, 1999, may be permitted to work pending the results of the Federal Bureau of Investigation background investigation and Department of Social Services search of the registry of founded complaints if the following conditions are met:

1. The School Division has successfully completed a state and local police background check for the individual; and
2. The School Division has successfully completed a check of the sex offender website and the sex offender and crimes against minors registry for the individual; and
3. The School Division requires the individual to serve in the presence of an employee who has successfully completed the Federal Bureau of Investigation background investigation and the Department of Social Services search of the registry of founded complaints.

## **I. Health Requirements**

All persons selected for employment shall submit a certificate signed by a licensed physician stating he/she is free of communicable tuberculosis.

## **J. Probationary Periods**

1. Instructional: Although contracts for probationary instructional personnel are issued for one (1) year only, the first three (3) years of a person's employment shall be considered a probationary period for new personnel. The School Board authorizes the Superintendent or designee to extend a probationary period up to five (5) years total for an individual employee.

a. All probationary employees, except those with prior successful teaching experience, shall be provided with a mentor teacher during their first year. Further, probationary employees will be given extra supervision and assistance in adjusting to their new positions, and particular attention will be given to a continuing evaluation of their efficiency.

b. Probationary teachers shall annually be evaluated using the procedures developed by the School Board. 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.

c. Teachers who have attained continuing status in another public school division in Virginia shall serve a probationary period of no less than one (1) year and not to exceed two (2) years in the School Division before

attaining continuing contract status. Such probationary period shall be a part of the initial contract.

2. Non-instructional: All employees, other than those subject to §§ 22.1-303 and 22.1-294 of the Code of Virginia, shall serve a twelve-month probationary period. The probationary period can be extended up to six (6) additional months under certain circumstances (see Policy 4-1). The total probationary period shall not exceed 18 months.

#### **Legal Reference:**

Code of Virginia, § 19.2-389, as amended. Dissemination of criminal history record information.

Code of Virginia, § 22.1-296.2, as amended. Fingerprinting required.

Immigration Reform and Control Act of 1986.

Code of Virginia, § 22.1-296.1, as amended. Data on convictions for child abuse or molestation required.

Code of Virginia, § 22.1-296.4, as amended. Child abuse and neglect data required.

Code of Virginia, § 19.2-390.1, as amended. Sex offender and crimes against minors registry; maintenance; access.

Code of Virginia, § 19.2-390.2, as amended. Automatic notification of registration to certain entities.

State of Virginia Sex Offender Registry: <http://sex-offender.vsp.state.va.us>.

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

~~Employers are required to verify that all employees hired after November 6, 1986 are U.S. citizens or aliens authorized to work.~~

~~For conditions of employment generally, see School Board [Policy 2-48](#).~~

~~For conditions for employment of licensed and substitute personnel, see School Board [Policies 4-56](#) and [4-90](#).~~

~~For requirement that employees notify superintendent when charged with crimes, see School Board [Policy 4-5](#).~~

For probationary requirements, see School Board Policy 4-1

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

Amended by School Board: March 21, 2000

Amended by School Board

The above policy combines parts of Policies 4-75, 2-48, & 4-90

## PERSONNEL

### Substitute Employees

#### A. Generally

~~The Superintendent is authorized to employ substitutes for certain certified and classified personnel at an hourly rate established by the Board as published in the Annual Compensation Plan.~~

#### B. Background Check Required

~~The Superintendent shall require that all employees, whether full-time or part-time, permanent or temporary, submit to fingerprinting and provide personal descriptive information to obtain criminal history record information for the purpose of screening individuals who accept employment in the division.~~

~~The Superintendent shall forward the personal descriptive information through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such employee.~~

~~The Superintendent shall require that any applicant who is offered or accepts employment requiring direct contact with students provide written consent and the necessary personal information to obtain a search of the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services. The Superintendent shall thereafter request a search of the records of the Department of Social Services to be conducted for each such applicant.~~

~~The Superintendent shall also require that each employee, whether full-time or part-time, permanent or temporary, certify that he or she has not been: (1) convicted of a felony, a crime of moral turpitude, or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; and (2) has not been the subject of a founded case of child abuse and neglect.~~

~~Substitute employees hired after December 21, 1999, may be permitted to work pending the results of the Federal Bureau of Investigation background investigation and Department of Social Services search of the registry of founded complaints if the following conditions are met:~~

- ~~1. The division has successfully completed a state and local police background check for the individual; and~~
- ~~2. The division has successfully completed a check of the sex offender website and the sex offender and crimes against minors registry for the individual; and~~
- ~~3. The division requires the individual to serve in the presence of an employee who has successfully completed the Federal Bureau of Investigation background investigation and the Department of Social Services search of the registry of founded complaints.~~

### C. Qualifications

~~Persons employed as substitute teachers must have a minimum of 30 credit hours of college study. In an emergency, the Superintendent or designee may approve the employment, as substitute teachers, of those persons who do not meet this requirement, but who are otherwise competent to perform the needed service and who are at least twenty-one (21) years of age and hold a high school diploma or a general education development (GED) certificate.~~

~~Qualifications for other categories of substitute employees will be determined by the Superintendent and will be in accordance with law and Board of Education regulations as applicable.~~

### BD. Compensation

#### 1. Rate of Pay

~~Substitute employees shall be employed and paid on an hourly basis and for a minimum of two (2) hours. They shall not be given a contract.~~

#### 2. Benefits

~~Substitute employees shall receive no fringe leave benefits (e.g., sick leave, annual leave, and personal reasons leave) or other employee benefits except for the Employee Assistance Program, Tax Sheltered Accounts 403(b), the Deferred Compensation 457 plan and health coverage if deemed eligible as defined by the Employer Mandate of the Patient Protection and Affordable Care Act.~~

### E. Health Requirements

~~A person employed as a substitute shall submit a certificate signed by a licensed physician or a registered nurse stating that he/she appears free of communicable tuberculosis.~~

#### Editor's Note

~~See School Board **Policy 2-48** for conditions of employment generally.~~

~~See School Board **Policies 4-56** and **4-75** for conditions of employment for licensed and classified employees.~~

~~See School Board **Policy 4-5** for requirement that employees notify Superintendent when charged with crimes.~~

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

~~See VBCPS Annual Compensation Plan.~~

### Legal Reference:

~~Code of Va., § 22.1-299. License required of teachers.~~

~~Code of Va., § 22.1-302. Written contracts required; execution of contracts; rules and regulations.~~

~~Code of Va., § 22.1-296.1. Data on convictions for child abuse or molestation required.~~

~~Code of Va., § 19.2-389. Dissemination of criminal history record information.~~

~~Code of Va., § 22.1-296.2. Fingerprinting required.~~

~~Code of Va., § 22.1-296.4. Child abuse and neglect data required.~~

~~Code of Va., § 19.2-390.1. Sex offender and crimes against minors registry; maintenance; access.~~

~~Code of Va., § 19.2-390.2. Automatic notification of registration to certain entities.~~

~~State of Virginia Sex Offender Registry: <http://sex-offender.vsp.state.va.us>.~~

~~Code of Va., § 22.1-300. Tuberculosis certificate.~~

~~Adopted by School Board: October 21, 1969~~

~~Amended by School Board: August 21, 1990~~

~~Amended by School Board: July 16, 1991~~

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

~~Amended by School Board: November 3, 1998~~

~~Amended by School Board: March 21, 2000~~

~~Amended by School Board: June 8, 2004~~

~~Repealed by School Board:~~



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## PERSONNEL

### Summer School Teachers Assignment and Placement

In making teaching assignments for summer school, current teaching assignment, prior summer school experience, or other areas of extensive experience will be considered. Experience in teaching the subject/course for the immediate past regular school year is preferred. The principal/program coordinator retains the right to make the final assignment.

An announcement regarding the type of teaching positions that will be available for summer school will normally be provided by April 15. Employees who submit applications and who are not notified of having received a summer school position by June 1 shall be notified that they have been denied a position or have been placed on an approved list from which any additional positions will be staffed.

### Summer School Teachers

#### A. Qualifications

The minimum qualifications of summer school teachers shall be the same in all respects as those required for the regular session. All summer school teachers must be licensed for the area in which they are employed and meet all the requirements for state licensure, and the No Child Left Behind Act (NCLB).

#### B. Assignment/Placement

In making teaching assignments for summer school, current teaching assignment, prior summer school experience, or other areas of extensive experience will be considered. Experience in teaching the subject/course for the immediate past regular school year is preferred. The principal/program coordinator retains the right to make the final assignment.

Upon final validation of credentials by the Department Office of Human Resources, principals/program coordinators will make staffing selections based on the preferences expressed by applicants and summer program needs.

#### C. Compensation

1. Summer school teachers will be compensated at an hourly rate determined by the School Board and published in the Annual Compensation Plan.

#### Editor's Note

See School Division website: [www.vbschools.com](http://www.vbschools.com).

See VBCPS Annual Compensation Plan

#### Legal Reference:

No Child Left Behind Act of 2001.

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

Amended by School Board: April 2, 1996

Amended by School Board: June 8, 2004

Amended by School Board:

**Recommend Deleting - #1 is already in 4-1 and #2 is in 2-50**

## **PERSONNEL**

### **Employment of Temporary and Part-Time Employees**

#### **1. Definitions**

##### **1. Temporary Employee**

A temporary employee is one who is employed for a specified purpose over a limited period of time.

##### **2. Part-time Employee**

A part-time employee is defined as a School Board employee ~~one~~ who is scheduled to actually work less than thirty-five (35) hours per consecutive workweek, except for those employees working less than thirty-five hours specifically designated as full-time in School Board Policy 4-1.

#### **2. Authority to Hire**

The Superintendent is authorized to hire temporary and part-time employees in all job categories as supported by the budget, except for employees assigned to the administrative pay scale. The Superintendent may hire temporary and part-time administrators as supported by the budget positions for no more than ninety (90) days without approval of the School Board.

When hiring temporary and part-time administrators, the Superintendent shall require the employee to sign a written agreement clearly setting forth the terms and conditions of employment which agreement may do so by reference to Board policy or regulation and which clearly states school employment will cease absent formal School Board action to approve further employment within ninety (90) days. When hiring other temporary and part-time employees the Superintendent shall require the employee to sign an agreement clearly setting forth the terms and conditions of employment which agreement may do so by reference to Board policy or regulation.

#### *Editor's Note*

*See School Board Policy 4-90 Substitutes*

*See School Board Policy 4-1 Definitions*

*See School Board Policy 4-93 Temporary Employees*

*See School Board Policy 2-50 Administrative Employees*

Approved by School Board: September 7, 1999

Repealed by School Board:

## **PERSONNEL**

### **Exchange Teachers**

~~When teachers come to the school division on an exchange basis, the superintendent may waive the requirements of the policies and regulations relative to appointment, procedures and qualifications within the limitations of state law and subject to the approval of the school board.~~

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

~~Repealed by School Board:~~

## **PERSONNEL**

### **Census Agents**

#### **A. Appointment**

~~Agents and the director for the triennial census of school population shall be appointed by the school board upon the recommendation of the division superintendent.~~

#### **B. Compensation and Expenses**

~~The board shall establish compensation rates and allowances for travel during the preparation of the budget for the fiscal year in which the census shall be taken.~~

#### **C. Duties**

~~Census agents shall gather such statistics and prepare such lists as determined by the superintendent of public instruction.~~

### **Legal Reference:**

~~Code of Va., § 22.1-281. Triennial census of school population.~~

~~Code of Va., § 22.1-282. Appointment and compensation of persons taking census.~~

~~Code of Va., § 22.1-283. Agents to gather other statistics.~~

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

**Repealed by School Board:**

## INSTRUCTION

### Non-School Division (VBCPS) PrivateSponsored Educational Courses

With prior approval from the principal or designee, students may receive a standard or verified credit for approved non-School Division ~~private~~sponsored educational courses in subjects not available to them through the school's schedule. If the course is determined to be equivalent to that offered in a regular school program and supervised by a person authorized to do so in accordance with Virginia Department of Education policy or regulation, credit may be awarded for successful completion of such course.

The Superintendent or designee is authorized to determine if a private educational course qualifies for and if the conditions for course completion meet the requirement for awarding credit. ~~Approval will not be granted for courses not offered at the school.~~ Unless approved by the principal or designee, students should not be excused from the regular school day to participate in private educational courses.

Adult students or parents/legal guardians of minor students will be responsible for tuition fees, supplies, technology, materials and other costs associated with such courses– in which they elect but are not required by the School Division to enroll or participate.

Adopted by School Board:

School Board of the City of Virginia Beach  
Policy 7-21

## COMMUNITY RELATIONS

### Citizens' Advisory Committees

#### A. Generally

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

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

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

1. The Special Education Advisory Committee;
2. The Technical and Career Education Advisory Committee;
3. The Gifted Education Advisory Committee;
4. The Interagency Adult Basic Education Advisory Committee;
5. The School Health Advisory Committee;
6. The Ad Hoc Strategic Plan Committee (activated no less than one year before the end of the current strategic pan ends); and
7. Such other committees as the School Board determines are needed.

#### **B. C. Application for and Appointment to Citizens' Advisory ~~Nomination to the Committees~~**

Beginning in 2018, the School Board ~~Members~~, in cooperation with the Superintendent, will receive all applications ~~seek recommendations~~ for prospective citizen candidates to serve as members on Citizens' Advisory ~~for the C~~ommittees. Citizens' Advisory Committees will bring their bylaws or other applicable procedures into compliance with this Policy and applicable regulations by May 1, 2018. The following conditions will apply to the application and appointment process for citizen members:

1. Citizen candidates should represent a broad cross-section of the community. When consistent with the purpose of a committee, citizen members should be appointed from different sections of the city such as high school zones or feeder schools to high schools. Citizen's Advisory Committees may require that certain citizen members be residents of specific school zones;

2. Citizen candidates must be residents of the City of Virginia Beach. Appointed citizen committee members who no longer meet residence requirements will forfeit their appointments and the School Board will appoint qualified candidates to fill the remainder of their terms;
3. Committee members appointed to fill positions that represent related governmental bodies, agencies, service organizations or businesses, will not be required to meet residency requirements;
4. Candidates must demonstrate an interest in public school education and the willingness to work with committee members, School Division staff and the School Board to address the needs of Virginia Beach City Public School students, staff and the School Division.
5. Candidates must demonstrate specific experience or qualification if membership on a committee requires such.
6. Persons who have been convicted of felonies, crimes of moral turpitude, misdemeanor crimes as set forth in Virginia Code §22.1-296.1 as amended, or who have founded complaints of child abuse or neglect are not eligible to serve as citizen members. Persons under investigation or with unresolved criminal charges or child protective services complaints will not be eligible for consideration until such matters are resolved. The Superintendent will be responsible for developing procedures to verify information under this section;
7. The School Board reserves the right to appoint candidates who the School Board determines best meet the needs of a Citizens' Advisory Committee and the School Division at the time of appointment.
8. To the extent consistent with committee membership requirements or conditions, the School Board will not discriminate against candidates based upon race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, child birth or related medical conditions, age, marital status, disability, genetic information or veteran status.
9. School Board Members shall not serve on Citizens' Advisory Committees except for those committees that have strategic planning purposes;
10. The Superintendent or designee will appoint School Division staff or student representatives to committees with such membership positions. The Superintendent or designee may remove such appointees at any time and there shall be no right to contest such action.
11. The Superintendent will be responsible for developing procedures for notice and recruitment of citizen candidates and obtaining and

presenting citizen committee candidates for School Board review. The following conditions will apply:

- a. Notice and qualifications for citizen committee member positions that become open due to expiration of a term, vacancy of a position or addition of a new position will be made known to the public no less than thirty (30) calendar days before the final date to submit an application;
- b. The Superintendent, as well as current committee members, will develop procedures for recruitment of qualified candidates who represent a broad cross section of the community;
- c. Committees to which a candidate seeks appointment will be allowed to present information for School Board consideration concerning the qualifications of the candidate for service on the committee including information concerning candidates for reappointment.
- d. All candidates for citizen committee members will be presented to the School Board for consideration no later than fourteen (14) calendar days before a School Board meeting at which the candidate(s) will be considered for appointment. The School Board may deliberate in closed session regarding the qualifications of candidates for committee membership. Candidates that the School Board choose for appointment will first be presented on the Information Agenda for consideration and acceptance of public comment before being placed on the Consent or Action or other Action agenda for action by the School Board.
- e. Terms of service for citizen committee members should begin on July 1<sup>st</sup> and terminate on June 30<sup>th</sup> on the final year of the committee member's term of appointment. Citizens' Advisory Committees will adjust terms of service in effect prior to 2018 by extending terms of current members to be consistent with this requirement;
- f. Applications for citizen committee members should be presented to the School Board for consideration no later than May 15<sup>th</sup> prior to the expiration of a term. Applications for citizen committee members to fill a vacancy with more than ninety (90) calendar days remaining on a term will be made as soon as possible but consistent with notice provisions set forth in this Policy;

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.

**G. D. Service of the Committees**

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 advisory committee. Committees will annually report to the School Board regarding the work of the Committee. 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.

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. E. Support Staff**

Designated members of the administrative staff shall serve as resource persons to Citizens' Advisory Committees.

**E. F. Committee Tenure**

Citizen committee members will serve for the term of appointment. However, The tenure of advisory committee members shall expire at the School Board's discretion-all Citizens' Advisory Committee members serve at the discretion of the School Board and may be removed from appointment at any time for reasons such as, but not limited to: failure to perform duties; failure to maintain qualifications to serve as a committee member; failure to attend meetings; disruptive or inappropriate behavior; or other good and just reason. Committee members removed from appointment shall not have the right to contest removal 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.

**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 §22.1-275, 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 8VAC20-81-230, as amended. Local educational agency administration and governance.

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: December 2017

