



VIRGINIA BEACH CITY PUBLIC SCHOOLS

CHARTING THE COURSE

School Board Services

Trenace B. Riggs, Chair
District 1 – Centerville

Carolyn D. Weems, Vice Chair
District 9

Beverly M. Anderson
At-Large

Kathleen J. Brown
District 10

Michael R. Callan
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At-Large

Staci R. Martin
District 4

Kimberly A. Melnyk
District 2

Jessica L. Owens
District 3 – Rose Hall

Aaron C. Spence, Ed.D., Superintendent

School Board Regular Meeting Proposed Agenda **Tuesday, April 4, 2023**

Holland Road Annex
2323 Holland Road
Virginia Beach, VA 23453
(757) 263-1000

Public seating is available, and members of the public will also be able to observe the School Board Meeting through livestreaming on schoolboard.vbschools.com/meetings/live, broadcast on VBT Channel 47, and on Zoom through the link below.

Attendee link: https://us02web.zoom.us/join/WM_tm8HPWXQTEe4aav6ifpaFg Call-in (301) 715-8592 ID 839 7752 2952

The School Board's expectations regarding decorum, order and public comments can be found in School Board Bylaws [1-47](#) and [1-48](#). Public comment is always welcome by the School Board through their group e-mail account at SchoolBoard@VBCPSboard.com or by request to the Clerk of the School Board at (757) 263-1016. Requests for accommodations should be discussed with the Clerk of the Board by 9:00 a.m. on April 3, 2023.

- 1. Administrative, Informal, and Workshop (Holland Road Annex – Einstein Lab (Band/Room 603)) 4:00 p.m.**
 - A. School Board Administrative Matters and Reports
 - B. Update on Policies and Regulations for Instructional and Library Materials
 - C. PPEA Interim Agreement Briefing
- 2. Closed Session (as needed)**
- 3. School Board Recess 5:30 p.m.**
- 4. Formal Meeting (Holland Road Annex – School Board Room/Auditorium) 6:00 p.m.**
- 5. Call to Order and Roll Call**
- 6. Moment of Silence followed by the Pledge of Allegiance**
- 7. Student, Employee and Public Awards and Recognition**
- 8. Adoption of the Agenda**
- 9. Superintendent's Report (second monthly meeting)**
- 10. Approval of Meeting Minutes**
 - A. March 28, 2023, Regular School Board Meeting Added 04/03/2023
- 11. Public Comments (until 8:00 p.m.)**

The School Board will hear public comments at the April 4, 2023, School Board Meeting. Citizens may sign up to speak by completing the [online form here](#) or contacting the School Board Clerk at 263-1016 and shall be allocated three (3) minutes each. Sign up for public speakers will close at noon on April 4, 2023. Speakers will be provided with further information concerning how they will be called to speak. In person speakers should be in the parking lot of the Holland Road Annex, 2323 Holland Road, Virginia Beach, Virginia 23453 by 5:45 p.m. April 4, 2023. Speakers signed up to address the School Board through Zoom or by telephone should be signed into the School Board Meeting by 5:45 p.m. All public comments shall meet School Board Bylaws, 1-47 and 1-48 requirements for Public Comment and Decorum and Order.
- 12. Information**
 - A. Technical and Career Education Carl Perkins SY24 Grant
- 13. Return to public comments if needed**



14. Consent Agenda

- A. Local Special Education Annual Plan – Application and Report for VDOE
- B. Policy Review Committee (PRC) Recommendations:

Amendments

- 1. Policy 4-10/ Conditions of Employment
- 2. Policy 4-22/ Drug and Alcohol Testing of Motor Vehicle Drivers
- 3. Policy 4-35/ Salaries and Compensation
- 4. Policy 4-55/ Leave With/Without Pay for Family and medical Purposes

Adoption

- 5. Policy 4-27/ Gifts to Staff Members
- 6. Policy 4-43/ Payment to Estate of Deceased Employees

Repeal

- 7. Policy 2-48/ Salaries and Compensation (to be removed and renumbered Policy 4-35)
- 8. Policy 4-21/ Payment to Estate of Deceased Employees (to be removed and renumbered Policy 4-43)
- 9. Policy 4-75/ Conditions of Employment (to be removed and renumbered Policy 4-10)
- 10. Policy 7-37/ Gifts to Staff Members (to be removed and renumbered Policy 4-27)

15. Action

- A. Personnel Report / Administrative Appointments **Updated 04/06/2023**
- B. Appointment of School Board member to the Access College Foundation
- C. Authorize Superintendent to enter into MOU for *Something in the Water* transportation
- D. Policy Review Committee (PRC) Recommendations:
 - 1. Bylaw 1-28/Committee, Organizations and Boards – School Board Assignments
 - 2. Bylaw 1-32/Adoption, Amendment, Repeal or Suspension – Policies
 - 3. Appendix B/School Board Standing Rules/Time and Place for Regular Meetings

16. Committee, Organization or Board Reports

17. Return to Administrative, Informal, Workshop or Closed Session matters

18. Adjournment



Subject: Update on Policies and Regulations for Instructional and Library Materials Item Number:1B

Section: Workshop **Date:** April 4, 2023

Senior Staff: Kipp D. Rogers, Ph.D., Chief Academic Officer, Department of Teaching and Learning

Prepared by: Sharon L Shewbridge, Ph.D., Director, Instructional Technology

Presenter(s): Kipp D. Rogers, Ph.D., Chief Academic Officer, Department of Teaching and Learning

Recommendations:

That the School Board receive an update related to the policies and regulations for instructional and library materials.

Background Summary:

We will provide an update to policies and regulations for instructional and library materials.

Source:

N/A

Budget Impact:

N/A



Subject: PPEA Interim Agreement Briefing **Item Number:** 1C

Section: Workshop **Date:** April 4, 2023

Senior Staff: Jack Freeman, Chief Operations Officer, Department of School Division Services

Prepared by: Melisa A. Ingram, Executive Director, Facilities Services

Presenter(s): Melisa A. Ingram, Executive Director, Facilities Services

Recommendation:

Staff has begun working with the design team from S.B. Ballard Construction Company (SBBCC) regarding the Public-Private Education Facilities and Infrastructure Act (PPEA) Interim Agreement. This update to the School Board is related to the upcoming public input process for the replacement of three schools, Princess Anne High School, Williams Elementary School/Bayside 6th Grade Campus, and Bayside High School.

Background Summary:

After receiving responses to Public-Private Education Facilities and Infrastructure Act (PPEA) Request for Proposals (RFP) #5083 and selecting an offeror, S.B. Ballard Construction Company (SBBCC), the School Board approved the PPEA Interim Agreement on February 28, 2023, and City Council approved the PPEA Interim Agreement on March 7, 2023.

Source:

Budget Impact:



Subject: Approval of Minutes **Item Number:** 10A

Section: Approval of Meeting Minutes **Date:** April 4, 2023

Senior Staff: N/A

Prepared by: Regina M. Toneatto, School Board Clerk

Presenter(s): Regina M. Toneatto, School Board Clerk

Recommendation:

That the School Board adopt the following set of minutes as presented:

- A. March 28, 2023 Regular School Board Meeting

Note: Supporting documentation will be provided to the School Board under separate copy and posted to the School Board website.

Background Summary:

N/A

Source:

Bylaw 1-40

Budget Impact:

N/A



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School Board Regular Meeting MINUTES
Tuesday, March 28, 2023

Holland Road Annex
2323 Holland Road
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1. **Administrative, Informal, and Workshop:** Chair Riggs convened the Administrative, Informal, and Workshop session at 4:00 p.m. on the 28th day of March 2023 and announced members of the public will be able to observe the School Board meeting through live streaming on schoolboard.vbschools.com/meetings/live, broadcast on VBT Channel 47, and on Zoom; welcomed members of the public both in person and online.

In addition to Superintendent Spence, the following School Board members were present in the Holland Road Annex/Einstein Lab: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens.
 - A. **School Board Administrative Matters and Reports:** Ms. Anderson made a brief comment regarding a correction to information she shared in an email, Latin Honor distinction is not printed on the diplomas but is on the student transcript; Vice Chair Weems shared an overview of the meeting from March 20 regarding the Ad Hoc Workforce Committee, members present, topics discussed, members on the committee; next meeting scheduled for April 17; Chair Riggs mentioned the need to vote on a School Board member to be on the Ad Hoc Workforce Committee, suggested to put under agenda item 15 – Action agenda, School Board members concurred, a request to have a written motion for School Board members for the vote; Chair Riggs also discussed the Access College Foundation and assigning a School Board member, Ms. Manning mentioned need to vote on the Bylaw first, the vote for the member to the Access College Foundation can be done at the next School Board meeting on April 4.
 - B. **Website Update:** Natalie Allen, Chief Communications and Community Engagement Officer and Jason Nichols, Public Relations Coordinator provided the School Board the opportunity to learn more about the decision making process for the new VBSchools.com websites. One of the primary functions of the Department of Communications and Community Engagement (DCCE) is to effectively communicate to internal and external stakeholders. The new division website will allow the department to achieve the mission of supporting and communicating the division's goals, strategic information, education initiatives and student and staff success to the entire VBPCS community. Ms. Allen provided a brief introduction and Mr. Nichols continued the presentation; older version of the website: difficult to navigate, only 10 language options, site mapping was inconsistent, lacked ease of use for guests, outdated by 5-plus years; reviewed recommendation from communication audit report – continue to refine the design and functionality of the VBCPS website to meet the needs of stakeholders; analytics – tracking individual page visits and user trends, tracking demographics, device types, languages; overview of voice groups responses (family voice group, student voice group, principal voice group); reviewed the approach to redesign the website: site mapping, streamlined the data, managed existing website while making updates on the old and new sites, built two additional websites (School Board and Environmental Studies), launched the new 89 websites on February 3; School Board website – clean and consistent look, easy to find, transparent, has own URL for the website, one click items on the home page, larger viewing screen and HD stream for meetings; new websites – visually appealing, 30 plus language options, information is easy to find, technology is current.

The presentation continued with questions and comments regarding ease of use; excited about improvements; division and school pages look similar; schools having a person to help with website; ability to make one change to update all sites (i.e., inclement weather); accessing different languages; and easy to navigate.

- C. High School Scheduling Update: Matthew Delaney, Chief Schools Officer provided the School Board with an update on the high school scheduling model; overview of *Compass to 2025* and high school redesign – to develop future-ready students; flexible scheduling – a scheduling model that maximizes opportunities provided to students as well as the efficient use of teachers and staff; increased opportunities for: advanced courses, elective courses, work-based learning, simultaneous participation in advanced courses and specialty center enrollment, advanced diploma opportunities, opportunities for credit recovery; 2023-23 high school schedule – core classes on the 4x4 model, special education, AP, IB, Academy, Band, Orchestra, Chorus, AVID, Dual Enrollment, VTFT, ESL, and other specialty programming on A/B schedule, aligned across the division to mitigate impact on student transfers; reviewed action steps 2022-2023: summer 2022 – finalized master schedules, October – master scheduler meeting, December-March – meetings with school leaders; reviewed challenges and positive impacts; challenges: pacing of 4x4, ability to pair content courses and AP A/B courses, teachers and students with 4x4 and A/B classes, attendance; positive impacts: 246 students graduated in January, first semester industry certifications: 7,142, retention of information in 4x4, ability to retake course during the year, teachers focused on smaller number of students; shared a video on flexible scheduling; adjustments for 2023-24: pairing of content courses with A/B AP classes, opportunities for students to complete graduation requirements earlier, emphasis on students with disabilities to provide additional opportunities, ability to include common planning time for specific content areas; things to watch: increased collaboration within schools and with central support, future ready as measured by the CCCRI, tracking on-time graduation rates, advanced world language requests, advanced coursework opportunities (math sequencing, dual enrollment).

The presentation continued with questions and comments regarding 4x4 schedule; math and world languages staffing concerns; counselors available to help students; teachers adjusting to the new schedule; teachers with both A/B and 4x4 classes; parents as advocates for students – parents engage with school counselors; homework each night for classes; teachers dealing with new schedule and Canvas; positive feedback but still challenges; concerns with scheduling; students retaining information better; SOL testing (winter and spring); pacing of courses; impact of 4x4 on math; staffing challenges; pairing of classes; ninth grade students and Algebra I; IEP students and class scheduling; academic support block; online options; dual enrollment; and work based learning.

- D. School Hours for 2023-2024 – Transportation Recommendations: Jack Freeman, Chief Operations Officer and James Lash, Executive Director of Transportation and Fleet Management Services provided the School Board recommendations from the Office of Transportation and Fleet Management Services regarding school hours and bell times and how changes would impact students, schools, bus drivers, and buses; provided an update about Virginia Beach City Public Schools assisting with transportation for Something in the Water; Mr. Freeman provided a brief overview and Mr. Lash continued the presentation; reviewed additional resources for returning to Pre-Covid/2018-2019 school year hours; middle school: add 10 minutes to seat time for students, start and dismiss earlier, reinstate transportation services to all zero bell programs that received transportation Pre-Covid; elementary school: adjust the bell times within new schedule with minimal impact; high school: keep morning arrival the same, reinstate transportation to all Pre-COVID transported programs; historical reasoning for bell changes (middle school dismissal change by 10 minutes from 3:50 p.m. to 4:00 p.m.): gain efficiency in routing, allowing ridership increases, reduce the number of school bus accidents and safety related incidents, accommodating the transportation needs of new off-bell programs and additional academies; result of 10-minute change: close to 95% on-time rate when mostly staffed, number of preventable bus accidents went down, decreased resource needs from 640 to 610 school bus drivers, ridership for regular education and academy buses increased for most buses, fewer academy and zero bell program buses needed to drop early at high school sites; bell schedule modification impacts: safety, ridership, on-time rate, resources, community satisfaction; reviewed student transportation numbers; estimate a return to 47,000 students in 2023-2024 SY; shared historical bell times for core school tiers; reviewed analysis results; recommendation: Tier 1 High School – 7:20 a.m. to 2:00 p.m., Tier 2 Elementary A – 8:05 p.m. to 2:35 p.m., Tier 3 Elementary B – 8:45 a.m. to 3:15 p.m., Tier 4 Middle School – 9:25 a.m. to 4:05 p.m.

The presentation continued with questions and comments regarding transportation numbers for SY2023-2024; middle school seat time; state requirements; contract time; Mr. Freeman continued the presentation regarding Something in the Water music festival shuttle transportation; partnership – City event staff are still working with transportation staff to finalize operational details, MOU expected to be presented to City Council shortly, similar process from 2019 festival, final scheduling details will be arranged by April 20; plan of action and security – those

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who have paid for parking passes will park at amphitheater to be transported directly to the festival on Atlantic Avenue, all passengers will be screened, and security checks performed before boarding any bus, no weapons, alcohol, drugs, or paraphernalia will be allow on the bus, transportation supervisors and staff onsite at both locations to assist with any school bus driver issues; service does not interfere with the transportation of VBCPS students; the presentation continued with questions and comments regarding dismissal on April 28 – no impact on instructional day; extra gas use; traffic volume at/around amphitheater; notifying parents of possible delay; bus driver absenteeism after the event; safety of bus drivers; security measures; liability coverage; MOU; and bus driver start time on Monday after event.

- E. Forecast of Regular School Board Meeting Agenda Topics FY 23 4th Quarter: Superintendent Spence provided the School Board information on the Administration's forecast of agenda topics to be presented at School Board meetings during the fourth quarter (April, May, June) of the 2022-2023 school year; noted the document is dynamic and subject to change; reviewed upcoming workshop topics, such as: April – instructional and library materials, PPEA interim agreement brief, new science standards update, mentoring process for new teachers, professional learning annual requirement; May – impact of AI, literacy update, Your Voice – enhanced EIP meetings, equity update, PPEA interim agreement update; June – legislative update, recovery school, dual language immersion update, mental health taskforce – data results, student discipline date year-end review; noted if have specific items wanted – contact Dr. Spence; and Governance Committee working on retreat agenda for summer.

2. **Closed Session:** There was no closed session during the Administrative, Informal, and Workshop session.
3. **School Board Recess:** Chair Riggs adjourned the Administrative, Informal, and Workshop session at 5:34 p.m.
4. **Formal Meeting (Holland Road Annex – School Board Room/Auditorium) 6:00 p.m.**
5. **Call to Order and Roll Call:** Chair Riggs convened the meeting of the School Board at the Holland Road Annex, School Board Room/Auditorium at 6:05 p.m. on the 28th day of March 2023 and welcome members of the public both in person and online.

In addition to Superintendent Spence, the following School Board members were present: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens.

6. **Moment of Silence followed by the Pledge of Allegiance**
7. **Student, Employee and Public Awards and Recognition**
 - A. Virginia Interscholastic Athletic Administrators Association Outstanding Service Award: The School Board recognized Lisa Corprew, Student Activities Coordinator, Bayside High School who was the recipient of the 2023 Outstanding Service Award from the Virginia Interscholastic Athletic Administrators Association.
 - B. Friend of NAFIS (National Association of Federally Impacted Schools) Award: The School Board recognized Frances Thomas, Budget Analyst, Office of Budget Development who was the recipient of the Friend of NAFIS Award.
 - C. VHSL Class 6 Boys Swimming 500 Yard Freestyle State Champion – Ocean Lakes High School: The School Board recognized Robert Dinunzio, a senior at Ocean Lakes High School, who is the Virginia High School League (VHSL) Class 6 Boys Swimming 500 Yard Freestyle State Champion.
 - D. VHSL Class 5 Girls Basketball State Champions – Princess Anne High School: The School Board recognized the Princess Anne High School Lady Cavaliers for winning the 2023 VHSL Class 5 Girls Basketball State Championship.
8. **Adoption of the Agenda:** Chair Riggs noted the following modification to the agenda as presented: addition of agenda item #15C – Appointment to the Ad Hoc Workforce Committee. Without any further modifications, Chair Riggs called for a motion to adopt the agenda as presented and modified. Ms. Anderson made the motion, seconded by Ms. Brown. Without discussion, Chair Riggs called for a vote to approve the agenda as presented with the modification. The School Board Clerk announced the motion passed unanimously, 11-0-0.
9. **Superintendent's Report:** Superintendent Spence shared the following information: 1) Virginia Beach Technical and Career Education Center celebrates 50 years. There will be an Open House tomorrow night from 6 p.m. to 8 p.m.; 2) Lynnhaven Elementary helped students be "future ready" before they even enter Kindergarten, Pre-K teacher Ms. Griffin organized career activities for three classes; 3) Kindergarten registration begins April 5, parents can go to vbschools.com to complete paperwork. Appointments will begin on April 25, also on April 25 parents may visit their school's website on vbschools.com and watch an orientation video. In-person orientation will be in August; 4) Kudos to all the schools who participated in the Operation Smile Shamrock Final Mile on March 18. Operation Smile recognized Alanton Elementary

third grader, Farryn Kaley as a VIP runner; and 5) Students and staff celebrated National Reading Month with engaging and fun activities. Woodstock Elementary second graders read the book, "Rosie Revere, Engineer" and then designed their own helicopter prototypes. All our fifth graders are reading "EllRay Jakes is Magic!" this month for All District Reads. New Castle Elementary was one of several schools that hosted magic shows to help motivate our young readers.

10. **Approval of Meeting Minutes**

- A. March 7, 2023, Special School Board Meeting: Chair Riggs called for any modifications to the March 7, 2023 special School Board meeting minutes as presented. Hearing none, Chair Riggs called for a motion to approve the March 7, 2023 minutes as presented. Mr. Callan made the motion, seconded by Ms. Martin. Without discussion, Chair Riggs called for a vote to approve the March 7, 2023 minutes as presented. The School Board Clerk announced the motion passed unanimously, 11-0-0.
- B. March 14, 2023, Regular School Board Meeting: Chair Riggs called for any modifications to the March 14, 2023 regular School Board meeting minutes as presented. Hearing none, Chair Riggs called for a motion to approve the March 14, 2023 minutes as presented. Ms. Manning made the motion, seconded by Ms. Franklin. Without discussion, Chair Riggs called for a vote to approve the March 14, 2023 minutes as presented. The School Board Clerk announced the motion passed unanimously, 11-0-0.

11. **Public Comments (until 8:00 p.m.)**

Chair Riggs announced the School Board will hear public comments until 8:00 p.m. on matters relevant to Pre-K – 12 public education in Virginia Beach and the business of the School Board and School Division. Chair Riggs mentioned information regarding speaker process and submitting comments via group email. There were thirty-one (31) in person speakers (including nineteen (19) student speakers) and four (4) online speakers: topics discussed were VDOE Model Policy; transgender students; equitable treatment of transgender students; bullying; gender identity; preferred name and pronoun; transgender rights; parental rights; use of nicknames on class roster; help transgender students feel safe and valued; return of valedictorian and salutatorian; rewarding students for hard work; recognize academic success; library policy; staff retention; recruitment; school safety; class rank; academic distinction; Latin Honor System; reward excellence; Bylaw 1-32; Policy 4-5; and Policy 5-29.

The Public Comments ended at 7:57 p.m.

12. **Information**

- A. Interim Financial Statements – February 2023: Daniel Hopkins, Director of Business Services, presented the following financial information to the School Board; overall revenue trend remains acceptable at this point in the fiscal year; General Assembly is scheduled to reconvene on April 12 to go over the budget; School Board will be updated after final legislative action is taken; federal revenues showing an acceptable trend; received Impact Aid payments of approximately \$10 million year to date; other sources of revenue are acceptable at this point in the fiscal year; sale tax receipts are at an acceptable level; approximately \$3.4 million higher than the same time last year; March sales tax is down from the previous year by \$200,000; expenditures and encumbrances trend continue to remain acceptable at this point in the fiscal year.
The presentation continued with questions and comments regarding over obligated line items; Grant fund expenditures; ViSSTA grant; and what items can be purchased with grant funds.
- B. Local Special Education Annual Plan – Application and Report for the Virginia Department of Education: Roni Myers-Daub, Ed.D., Executive Director of Programs for Exceptional Children presented the School Board information on the 2023-24 Special Education Annual Plan/Part B Flow-Through Application; annual review – required by IDEA 2004, VDOE Regulations Governing Special Education Programs for Children with Disabilities in Virginia (effective January 25, 2010); reviewed by local special education advisory committee (SEAC), local School Board; assurances – Free Appropriate Public Education (FAPE) will be available, an Individualized Education Program (IEP) will be maintained, policies and procedures are designed and maintained to prevent over-identification or disproportionate representation by race and ethnicity of children with disabilities; components of application – local Joint Education Program (JEP), Maintenance of Effort (MOE), Proportionate Set-Aside (PSA), Title VI-B Grant Funds; 2023-24 proposed Part B Section 611 & 619 budget; Section 611 budget: \$15,951,364 and Section 619 budget: \$537,375; Ms. Meghan Ashburn, member, Special Education Advisory Committee (SEAC) shared the committee's recommendation of moving forward with plan; at the end of the presentation, Vice Chair Weems thanked the Dr. Daub and SEAC for all their hard work.

- C. Policy Review Committee (PRC) Recommendations: That the School Board approve Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain bylaws and policies as reviewed by the PRC at its March 9, 2023 meeting. School Board Attorney, Kamala H. Lannetti presented the following:

Amendments

1. Bylaw 1-28/Committee, Organizations and Boards – School Board Assignments: The PRC recommends amending the Bylaw to add the Mental Health Task Force and the Access Tidewater Foundation.
2. Bylaw 1-32/Adoption, Amendment, Repeal or Suspension – Policies: The PRC recommends amending Bylaw 1-32 (C)(3) to add language that was adopted by the School Board in 2021 but failed to be incorporated into the posted Bylaw. There was a brief discussion regarding the language in the Bylaw; clarification on prior vote, procedurally the correct thing to do; vote on Bylaw 1-32 at the next meeting under Action then send back to the Policy Review Committee; put on the PRC agenda for April 5; fix the procedural issue.
3. Appendix B/School Board Standing Rules/Time and Place for Regular Meetings: The PRC recommends amending Section D (5) to add that recognitions will be done at the first and second monthly meetings. Superintendent Spence provided a brief explanation and clarification on recognitions.
4. Policy 4-5/Criminal Charge Filed Against an Employee: Notification of Superintendent: The PRC recommends amendments to the Policy regarding employee notification of CPS investigations and findings. There was a brief discussion regarding the policy and recommendation to send back to the Policy Review Committee.
5. Policy 4-10/ Conditions of Employment: The PRC recommends adopting Policy 4-10 which is the current Policy 4-75 and repealing Policy 4-75 for ease of reference. There was a brief discussion regarding coaching verse volunteers; extending contracts only by Human Resources; coaching contracts; distinction of “paid” employment; adding the word “paid” in front of coaching; policy to have wording “paid coaching” under Section E.
6. Policy 4-22/ Drug and Alcohol Testing of Motor Vehicle Drivers: The PRC recommends Amendments to the Policy regarding scrivener’s changes and removing the Editor’s Notes.
7. Policy 4-34/ Personnel Protection from Assault/Other Acts: The PRC recommends adopting Policy 4-34 which is currently Policy 4-41 and repealing Policy 4-41.
8. Policy 4-35/ Salaries and Compensation: The PRC recommends repealing Policy 2-48 and adopting it as Policy 4-35 under the Personnel section for ease of reference.
9. Policy 4-55/ Leave With/Without Pay for Family and medical Purposes: The PRC recommends amending the Policy to remove Section B Regulation References and removing the A title from the formatting as well as amending the language to designate the Superintendent or designee as the person responsible for ensuring compliance.
10. Policy 4-56/ Duties and Responsibilities of Professional Teaching Staff: The PRC recommends amendments to remove regulatory references and to update links to policies that have been renumbered. The policy was recommended to be returned to the Policy Review Committee.

Adoption

11. Policy 4-27/ Gifts to Staff Members: The PRC recommends repealing current Policy 7-37 and adopting it is new Policy 4-27 which moves the Policy under the Personnel section for ease of reference.
12. Policy 4-43/ Payment to Estate of Deceased Employees: The PRC recommends adopting Policy 4-43 which is currently Policy 4-21 and repealing Policy 4-21.

Repeal

13. Policy 2-48/ Salaries and Compensation (to be removed and renumbered Policy 4-35): The PRC recommends repealing this Policy and adopting it as Policy 4-35 under the Personnel section, for ease of reference.
14. Policy 4-21/ Payment to Estate of Deceased Employees (to be removed and renumbered Policy 4-43): The PRC recommends adopting Policy 4-43 which is currently Policy 4-21 and repealing Policy 4-21.
15. Policy 4-41/ Personnel Protection from Assault/Other Acts (to be removed and renumbered Policy 4-34): The PRC recommends repealing Policy 4-41 and renumbering it as Policy 4-34. The policy was recommended to be returned to the Policy Review Committee.
16. Policy 4-75/ Conditions of Employment (to be removed and renumbered Policy 4-10): The PRC recommends repealing Policy 4-75 and adopting it as Policy 4-10 for ease of reference.
17. Policy 7-37/ Gifts to Staff Members (to be removed and renumbered Policy 4-27): The PRC recommends repealing current Policy 7-37 and adopting it as new Policy 4-27 which moves the Policy under the Personnel section for ease of reference.

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13. Return to public comments if needed: As noted under agenda item #11, Public Comments ended at 7:57 p.m.

14. Consent Agenda: Chair Riggs read the following items on the Consent Agenda:

A. Resolutions:

1. Mathematics Awareness Month: Recommended that the School Board of the City of Virginia Beach adopt the attached resolution recognizing the month of April as Mathematics and Statistics Awareness Month
2. National Month of the Military Child: Recommended that the School Board adopt a resolution in observance of April as Month of the Military Child.
3. School Library Media Month and National Library Week: Recommended that the School Board of the City of Virginia Beach adopt the attached resolution recognizing the month of April as "School Library Media Month" and the week of April 23-29 as "National Library Week." This year's theme is "There's more to the story."
4. Student Leadership Week: Recommended that the School Board approve a resolution recognizing March 26 – April 1, 2023, as Student Leadership Week.
5. Virginia School Boards Association Business Honor Roll: Recommended that the School Board approve a resolution naming ShoreBreak Pizza, Jpixx and Rubin Communications Group to the 2023 Virginia School Boards Association Business Honor Roll, showing appreciation for their ongoing support of this community's public schools. Their work has aided this community in focusing on the goal of providing the best public schools possible for every child who attends them.

After reading the items on the Consent Agenda, Chair Riggs called for any objections to the Consent items. Hearing none, Chair Riggs called for a motion to approve all the items on the Consent Agenda as presented. Ms. Melnyk made the motion, seconded by Ms. Owens. Chair Riggs asked for the resolutions to be read. Ms. Brown read the following resolution:

Mathematics and Statistics Awareness Month April 2023

WHEREAS, the National Council of Teachers of Mathematics recognizes April as Mathematics and Statistics Awareness Month; and

WHEREAS, mathematical literacy is essential for all, and the inclusion of such in mathematics education ensures a culture of equity where students are empowered by the opportunities math affords; and

WHEREAS, mathematics is an essential skill, both in life and in the workplace; and

WHEREAS, mathematical reasoning, sense making, problem solving and communication are essential skills; and

WHEREAS, the language and processes of mathematics are basic to all other disciplines; and

WHEREAS, our expanding, technologically based society demands increased awareness and competence in mathematics; and

WHEREAS, school curricula in mathematics provide the foundation for meeting the above needs.

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach designate April 2023 as Mathematics and Statistics Awareness Month in Virginia Beach City Public Schools; and be it

FURTHER RESOLVED: That the School Board of the City of Virginia Beach encourage all citizens, and especially our children and young adults, to continue mathematics studies and to understand how its application will relate to the occupations of the 21st century; and be it

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

Ms. Anderson read the following resolution:

National Month of the Military Child April 2023

WHEREAS, approximately 13,000 students enrolled in Virginia Beach City Public Schools are military-connected with the majority having at least one parent serving on active duty or in the reserves of the Armed Forces; and

WHEREAS, military-connected youth and their family have unique needs and face distinct challenges due to high mobility, lengthy deployments of one or both parents and the stresses of loved ones serving in times of combat; and

WHEREAS, the school division reaffirms its commitment to providing support, resources and enriching programs to enhance the educational experiences of military-connected youth; and

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WHEREAS, the Virginia Beach City Public School Board's *Compass to 2025* strategic plan creates opportunities to actively engage military-connected parents and families in supporting student achievement and outcomes for success; and **WHEREAS**, April has been recognized by the Department of Defense since 1986 as the Month of the Military Child;

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach officially recognizes April as the Month of the Military Child, and be it

FURTHER RESOLVED: That the School Board of the City of Virginia Beach encourages all school staff to initiate, support and participate in special activities 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.

Mr. Callan read the following resolution:

School Library Month and National Library Week

WHEREAS, school libraries function as the information centers of the schools and provide for integrated, interdisciplinary, and school-wide learning activities; and

WHEREAS, school libraries provide students with innovative learning opportunities that support their growth toward future readiness as inquirers, critical thinkers, problem solvers, collaborators, and communicators.

WHEREAS, school libraries promote information literacy and the enjoyment of reading, viewing, and listening for young people of all ages and all levels of development; and

WHEREAS, school libraries provide resources and learning activities that represent a diversity of experiences, opinions, and social and cultural perspectives, supporting the concept that intellectual freedom and access to information are prerequisites to effective and responsible citizenship in a democracy; and

WHEREAS, the Virginia Beach City School Board recognizes the vital role that school libraries play in the educational process; and

WHEREAS, Virginia Beach Public Libraries and Virginia Beach school libraries have formed a unique partnership that provides for the sharing of resources and services to the mutual benefit of all patrons.

NOW, THEREFORE, BE IT RESOLVED: That the Virginia Beach City School Board reconfirm its belief in the value of the school library program and officially recognize the month of April 2023 as School Library Media Month and the week of April 23-29, 2023, as National Library Week, calling their significance to the attention of all Virginia Beach citizens; and be it

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

Mr. Culpepper read the following resolution:

Student Leadership Week March 26 – April 1, 2023

WHEREAS, Virginia Beach City Public Schools sponsors student leadership activities in order to provide students with vital experience in exercising a voice in matters of common concern, reconciling diverse interests, and selecting leaders;

WHEREAS, student leaders are a positive influence on their peers, modeling good character and scholarship in and out of the classroom, and serve as change agents to improve the overall climate and academic performance levels of their schools, their Division and their city;

WHEREAS, student leaders do not automatically develop sound leadership skills and require trained, dedicated mentors and advisers to help them develop the essential traits and characteristics of a leader and to provide the positive experiences necessary to expand their skills and foster their paths to becoming effective leaders;

WHEREAS, the support of school administrators and faculty, parents, and community members is necessary to help ensure the successful education of all emerging student leaders;

WHEREAS, School leadership Week serves as an ideal time to bring attention to the important and integral contributions that student leaders and all student activities make in our nation's schools;

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach, officially recognizes the last full week of March as "Virginia Beach City Public Schools Student Leadership Week" in support of National Student Leadership Week; and be it

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FURTHER RESOLVED: That the School Board of the City of Virginia Beach encourages all citizens to seek opportunities to recognize student leaders in our schools and support their training and activities as they prepare themselves for their future stations as leaders of our city, state, and nation; and be it

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

Ms. Owens read the following resolution:

VSBA Business Honor Roll March 2023

WHEREAS, public schools and local businesses are an integral part of this community; and

WHEREAS, many local businesses play a crucial role in supporting our schools; and

WHEREAS, the economic health of our community, state and nation depends on a strong public school system; and

WHEREAS, collaboration between local public schools and local businesses strengthens schools and the business community alike by providing a well-trained and highly educated workforce; and

WHEREAS, an excellent public school system is vital to the quality of life in this community and fundamental to preserving a strong democratic society now and in the future;

NOW, THEREFORE, BE IT RESOLVED: That the School Board of the City of Virginia Beach names ShoreBreak Pizza, Jpizz and Rubin Communications Group to the 2023 Virginia School Boards Association Business Honor Roll, showing appreciation for their ongoing support of this community's public schools. Their work has aided this community in focusing on the goal of providing the best public schools possible for every child who attends them.

After the resolutions were read, Chair Riggs called for a vote to approve the Consent Agenda as presented. The School Board Clerk announced the motion passed unanimously, 11-0-0.

15. Action

- A. Personnel Report / Administrative Appointments: Chair Riggs called for a motion to approve the March 28, 2023 personnel report and administrative appointments. Ms. Owens made the motion, seconded by Ms. Melnyk that the School Board approve the appointments and the acceptance of the resignations, retirements, and other employment actions as listed on the March 14, 2023 personnel report along with administrative appointments as recommended by the Superintendent. Without discussion, Chair Riggs called for a vote to approve the March 28, 2023 personnel report and administrative appointments. The School Board Clerk announced the motion passed unanimously, 11-0-0. Superintendent Spence introduced the following: Kristen L. Johnson, Administrative Assistant, Landstown High School, as Coordinator, Health Sciences Academy, Bayside High School.
- B. Policy Review Committee (PRC) Recommendation: Recommended that the School Board approve Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain bylaws and policies as reviewed by the PRC at its March 9, 2023 meeting. School Board Attorney, Kamala H. Lannetti presented the following:
 1. Policy 5-29/Awards for Achievement/Class Rank/Honor Designations: The PRC recommends adding language regarding access to class rank information and the addition of valedictorian and salutatorian designations.

Before discussions, Ms. Anderson made a motion to approve Policy 5-29, Ms. Manning seconded the motion.

A discussion followed regarding the policy; Ms. Anderson made a brief comment regarding a correction to information she shared in an email, Latin Honor distinction is not printed on the diplomas but is on the student transcript; appreciate discussion from 2018; like Latin Honors system; possible announcement of valedictorian and salutatorian this year; start in 2023-2024 school year; reviewed changes to policy; item 4 – valedictorian/salutatorian for each advanced academic program (Princess Anne High School International Baccalaureate Program and Ocean Lakes High School Math and Science Academy) and one for the comprehensive school; consideration of other academy programs (example – Salem High School); weighted courses; scholarships; transferring between high schools; language for transferring schools; appreciate compromises in policy; student input; adjustments for other programs; students to have information to make informed decision before junior year; future discussion on weighed classes.

Without further discussion, Chair Riggs called for a vote to approve Policy 5-29/Awards for Achievement/Class Rank/Honor Designations. The School Board Clerk announced there were ten (10) ayes in favor of the motion to approve Policy 5-29: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms.

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Manning, Ms. Martin, and Ms. Melnyk. There was one (1) nay opposed to the motion to approve Policy 5-29: Ms. Owens. The motion passed, 10-1-0.

C. **Appointment to the Ad Hoc Workforce Committee:** Note, item was added to agenda – see agenda item #8 – Adoption of the Agenda. Chair Riggs called for a motion to appoint Ms. Staci Martin to the Ad Hoc Workforce Committee. Vice Chair Weems made the motion, seconded by Ms. Franklin. There was a brief discussion regarding an alternate to the committee; contacting the Chair and Vice Chair if cannot attend a meeting; Chair will appoint someone to take their place. Without further discussion, Chair Riggs called for a vote for the appointment to the Ad Hoc Workforce Committee of Ms. Staci Martin and Ms. Carolyn Weems. The School Board Clerk announced the vote passed unanimously, 11-0-0.

16. Committee, Organization or Board Reports: Ms. Manning mentioned the Mayor's committee for persons with disabilities and the award ceremony, Brian Malsch, a school employee, was nominated to receive an award and also TJ Maxx at Red Mill Commons; Ms. Franklin mentioned Gifted CAC on Monday, and Pitch Night at the Entrepreneurship & Business Academy at Kempsville High School on May 10 beginning at 5:00 p.m.; Ms. Melnyk mentioned the Governor's School for the Arts regional board meeting tomorrow, if School Board members are interested in attending any of the events – reach out to Ms. Melnyk; Vice Chair Weems mentioned she attended the Special Education Advisory Committee meeting, also attended the subcommittee of the Mental Health Task Force; Chair Riggs mentioned the Sister Cities had their Youth Ambassador Gala Friday night, first time having a male as the Youth Ambassador, would like to introduce him to the School Board in an upcoming meeting if possible, Chair Riggs attended the General Advisory Council for Technical and Career Education meeting on March 22 – engineering students from the ATC made a presentation; Ms. Brown shared the Green Run High School performing arts department is doing the show Annie – will have three performances on March 30, March 31 and April 1; Superintendent Spence mentioned Official for a Day program tomorrow; and Chair Riggs mentioned the Pearls of Wisdom event on Saturday, April 1.

17. Return to Administrative, Informal, Workshop or Closed Session matters: At 9:48 p.m., Vice Chair Weems made a motion, seconded by Ms. Melnyk, that the School Board recess into Closed Session in accordance with the exceptions to open meetings law set forth in Code of Virginia §2.2-3711, Part A, Paragraph 1, 2, 7, and 8, as amended, to deliberate on the following matters:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.
2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student of any public institution of higher education in the Commonwealth or any state school system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents, or guardians so request in writing and such request is submitted to the presiding officer of the appropriate board.
7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.
8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

Namely to discuss:

- A. Student Discrimination Complaint appeal decision
- B. Student Discrimination Complaint regarding Student Discipline hearing
- C. Status of alleged Title IX complaint investigation

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- D. Consultation with legal counsel regarding participation in a procurement matter, probable litigation and pending litigation matters

Chair Riggs called for a vote. The School Board Clerk announced the motion to recess into Closed Session passed unanimously, 11-0-0.

At 10:00 p.m., the School Board recessed into Closed Session in the Einstein Lab.

Individuals present for discussion in the order in which matters were discussed:

- B. Student Discrimination Complaint regarding Student Discipline hearing: School Board members: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens; Kamala H. Lannetti, School Board Attorney; Superintendent Spence; Regina M. Toneatto, Clerk of the Board.
- D. Consultation with legal counsel regarding participation in a procurement matter, probable litigation and pending litigation matter: School Board members: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens; Kamala H. Lannetti, School Board Attorney; Superintendent Spence; Regina M. Toneatto, Clerk of the Board.
- C. Status of alleged Title IX complaint investigation: School Board members: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens; Kamala H. Lannetti, School Board Attorney; Superintendent Spence; Regina M. Toneatto, Clerk of the Board.
- A. Student Discrimination Complaint appeal decision: School Board members: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Culpepper, Ms. Franklin, Ms. Martin, Ms. Melnyk, and Ms. Owens; Kamala H. Lannetti, School Board Attorney; Superintendent Spence; Regina M. Toneatto, Clerk of the Board. Note, School Board members, Mr. Callan and Ms. Manning recused themselves from the Closed Session and left the meeting at 10:32 p.m.

At 10:36 p.m., Kamala H. Lannetti, School Board Attorney and Superintendent Spence left the Closed Session. Ms. Lannetti returned to the Closed Session at 10:43 p.m. and left at 10:45 p.m. Ms. Lannetti returned to the Closed Session again, at 10:50 p.m. Superintendent Spence returned to the Closed Session at 10:52 p.m.

The School Board reconvened at 10:56 p.m.

Certification of Closed Session: Vice Chair Weems read the Certification of Closed Meeting:

WHEREAS, the School Board of the City of Virginia Beach has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 (D) of the Code of Virginia requires a certification by this School Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the School Board of the City of Virginia Beach hereby certifies that, to the best of each member's knowledge, (i) 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 (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.

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Ms. Anderson made the motion, seconded by Ms. Owens. Chair Riggs called for a vote. The School Board Clerk announced there were nine (9) ayes in favor of the motion for Certification of Closed Session: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Culpepper, Ms. Franklin, Ms. Martin, Ms. Melnyk, and Ms. Owens. The motion passed, 9-0-0. As noted above, Mr. Callan and Ms. Manning left the meeting at 10:32 p.m.

Chair Riggs read the following resolution:

**RESOLUTION
STUDENT DISCRIMINATION APPEAL
(A.H.)**

WHEREAS, Student A.H., a high school student, filed a disability discrimination complaint against staff members at the high school; and

WHEREAS, the high school administration investigated the discrimination complaints and determined that they were unfounded; and

WHEREAS, Student A.H. appealed that determination and the School Board appointed a hearing officer to conduct an appeal hearing and render findings of fact and recommendation to the School Board; and

WHEREAS, the Hearing Officer rendered findings of fact and recommendation on March 9, 2023; and

WHEREAS, on March 28, 2023, the School Board considered the Hearing Officer's findings of fact and recommendation as well as the evidence submitted by Student A.H. and the School Administration.

NOW THEREFORE, IT IS RESOLVED BY THE SCHOOL BOARD, that:

1. The School Board adopts the finding of fact and recommendation of the Hearing Officer.
2. The Department of School Leadership is directed to assess the Volleyball Coach at the school.

FURTHER RESOLVED, that the Clerk shall provide a copy of this Resolution to Student A.H., the student's attorney, School Board Attorney, the Chief Schools Officer, and Chief Human Resources Officer.

Adopted by the School Board of the City of Virginia Beach this 28th day of March 2023.

Chair Riggs made the motion, Ms. Franklin seconded. Chair Riggs called for a vote. The School Board Clerk announced there were nine (9) ayes in favor of the motion: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Culpepper, Ms. Franklin, Ms. Martin, Ms. Melnyk, and Ms. Owens. The motion passed, 9-0-0. As noted above, Mr. Callan and Ms. Manning left the meeting at 10:32 p.m.

18. Adjournment: Chair Riggs adjourned the meeting at 10:59 p.m.

Respectfully submitted:

Regina M. Toneatto, Clerk of the School Board

Approved:

Trenace B. Riggs, School Board Chair



Subject: Technical and Career Education Carl Perkins SY24 Grant **Item Number:** 12A

Section: Information **Date:** April 4, 2023

Senior Staff: Kipp Rogers, Ed.D., Chief Academic Officer

Prepared by: Angela L. Seiders, Executive Director of Secondary Teaching and Learning
Sara L. Lockett, Ed.D., Director of Technical and Career Education

Presenter(s): Sara L. Lockett, Ed.D., Director of Technical and Career Education

Recommendation:

That the School Board approve the Local Plan and Budget for Perkins Grant Funding for Career and Technical Education 2023-2024.

Background Summary:

In compliance with the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), the 2023-2024 Local Plan and Budget for Career and Technical Education must be submitted annually. Based on requirements authorized by the Standards of Quality and Perkins V, the school division must submit its application to the Virginia Department of Education (VDOE) in substantially approvable form via the *Online Management of Education Grant Awards* (OMEGA) no later than April 29, 2023. This local plan is informed by a local needs assessment performed by the Office of Technical and Career Education and outlines required performance measures and a budget for Perkins funding.

At this time 2023-24 allocation amounts have not been released by VDOE. Localities are directed to prepare budgets using level funding from 2022-2023. The proposed Local Plan and Budget for Career and Technical Education 2023-2024 includes personnel and program support to expand work based learning, while maintaining funding for equipment, professional development, STEM, and support of co-curricular student organizations for members of special populations.

Source:

Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

Budget Impact:

Approval of the Annual Career and Technical Education Plan by the State Board of Education is a prerequisite for the receipt of funds - 8VAC20-120-40.

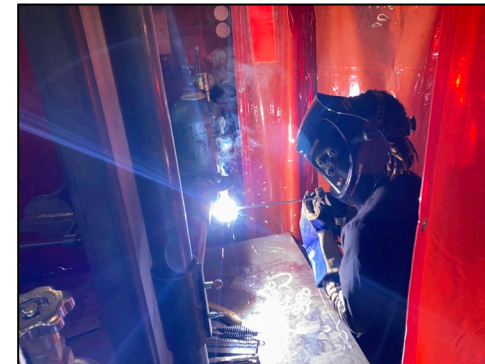
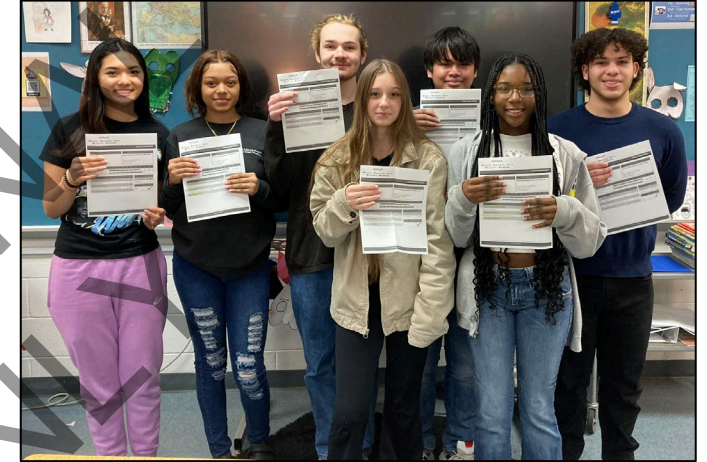


2023-24 Perkins V Local Plan and Budget Overview

Department of Teaching and Learning
Tuesday, April 4, 2023

Performance Measures for Career & Technical Programs

- ✓ Academic Achievement
- ✓ Technical Skill Attainment
- ✓ Attainment of Postsecondary Credentials
- ✓ Non-traditional Career Preparation
- ✓ Participation in Work-Base Learning
- ✓ Secondary School Completion
- ✓ Post Secondary Placement



Proposed Perkins V Local Budget Submission for 2023-24

<i>Category</i>	<i>Budget</i>
Indirect Costs (administrative costs)	\$22,720.00
Industry Credentialing Proctors (administrative costs)	\$34,080.00
Professional Development (teachers, counselors, administrators, and other staff)	\$107,000.00
Student Leadership Development (local, state, and national conferences)	\$105,000.00
Equipment, Instructional Materials, Software	\$553,777.97
Industry Certifications	\$100,000.00
STEM Initiatives	\$13,000.00
CTE New Hire Incentives	\$80,000.00
Work Based Learning (specialist and support for WBL activities) (Year 3)	\$121,687.80
Total	\$1,137,265.77



2023-24 Perkins V Local Plan and Budget Overview

Department of Teaching and Learning
Tuesday, April 4, 2023



Subject: Local Special Education Annual Plan - Application and Report for VDOE Item Number: 14A

Section: Consent

Date: April 4, 2023

Senior Staff: Kipp D. Rogers, Ph.D., Chief Academic Officer, Dept of Teaching and Learning

Prepared by: Roni Myers-Daub, Ed.D., Executive Director of Programs for Exceptional Children

Presenter(s): Roni Myers-Daub, Ed.D., Executive Director of Programs for Exceptional Children

Recommendation:

That the School Board approves the 2023-24 Special Education Annual Plan/Part B Flow-Through Application.

Background Summary:

All school divisions in Virginia are required to establish eligibility for funding under the *Individuals with Disabilities Education Improvement Act (IDEA)*. IDEA and the implemented federal and state regulations require that each local school division, in providing for the education of students with disabilities within its jurisdiction, have in effect policies and procedures that are consistent with the Virginia Department of Education's (VDOE) policies and procedures. These policies and procedures have been established in accordance with IDEA. For this and the last several application periods, all submissions have been made via electronic transmission. All assurances are aligned with the provisions in *The Regulations Governing Special Education Programs for Children with Disabilities in Virginia*. As required, the VBCPS Special Education Advisory Committee (SEAC) reviewed this document with the Policy Subcommittee in February 2023, and as a whole Committee, during March 2023.

This current Special Education Annual Plan contains no substantive changes to policies or procedures. Only those changes (e.g., implementation of prior approved funding proposals, proposed budgets for 611 and 619) required in an application for new funding have been made. The Special Education Annual Plan, when approved by the School Board, assures the school division's compliance with federal and state regulations pertaining to students with disabilities.

Source:

Individuals with Disabilities Education Improvement Act – 2004

Regulations Governing Special Education Programs for Children with Disabilities in Virginia – January 25, 2010

Budget Impact:

Approval of the Special Education Annual Plan/Part B Flow-Through Application by the School Board and the Virginia Department of Education is a prerequisite for the receipt of federal funds requested in the Part VI-B Flow-Through Application.



VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES

Local Special Education Annual Plan/Part B Flow-Through Application and Report
2023-2024

Division and Contact Information - to be Completed by School Division

Division Applicant Name (Legal Name of Agency)	LEA	Questions regarding this plan should be directed to:
VA BEACH CITY PUBLIC SCHOOLS	Number	128 Roni Myers-Daub, Ed.D.
Mailing Address (Street, City or Town, Zip Code)	UEI	TSSMKRRRZTZ
2512 George Mason Drive, Virginia Beach, VA 23456		

Phone (ext): (757) 263-2400
Numbers Only

Fax: (757) 263-2067
Numbers Only

Region: 2

E-mail: roni.myers-daub@vbschools.com

SUPERINTENDENT'S CERTIFICATION

For the purpose of implementing the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), I certify that throughout the period of the 2023-2024 grant award, this School Division will comply with the requirements outlined in each of the following:

- (1) Part B of IDEA, including the eligibility requirements of Section 613;
- (2) The IDEA federal implementing regulations, dated October 13, 2006, and revised April 9, 2007, and December 31, 2008, at 34 C.F.R. Part 300 et seq.; and
- (3) Virginia's "Regulations Governing Special Education Programs for Children with Disabilities in Virginia," at 8 VAC 20-81 et seq., effective January 25, 2010, and any revisions.

I certify that this school division has developed local policies and procedures for the provision of special education and related services, which are kept current, and which ensure compliance with the requirements of, and any revisions to the IDEA, its federal implementing regulations, and the Virginia Board of Education's regulations.

I certify that all students, including those who may be placed in regional programs by this agency, are afforded all assurances as delineated in this document.

Finally, I certify that this Annual Plan/Flow-Through Application for Part B Funds under the provisions of IDEA, was approved by the School Board on

Date

Date

Division Superintendent (Signature)

Aaron C. Spence, Ed.D.

Typed Name

ANNUAL PLAN/PART B FLOW-THROUGH APPLICATION POLICY STATEMENTS
(continued on next page)

This LEA assures that it has in effect policies, procedures, and programs which have been established and administered to comply with the IDEA, and its federal implementing regulations, including 34 CFR §§ 300.201-300.213, and which are consistent with the policies and procedures that VDOE has established in accordance with IDEA, and its federal implementing regulations, including 34 CFR §§ 300.101-300.163, and 300.165-300.174, to ensure each of the following:

- A free appropriate public education will be available for each child with disabilities, ages two to 21, inclusive.
- All children, ages two to 21, inclusive, residing in the LEA who have disabilities and need special education and related services, who have not been parentally-placed in a private or home school, are identified, located, evaluated, and placed in an appropriate educational program.
- An individualized education program (IEP) will be maintained for each child with a disability, as required.
- To the maximum extent appropriate, children with disabilities will be educated with children who are nondisabled in the Least Restrictive Environment.
- Children with disabilities and their parents or guardians are guaranteed procedural safeguards in the process of identification, evaluation, educational placement, or the provision of a free appropriate public education, including the right to access dispute resolution options.
- Surrogate parents will be appointed, when appropriate, to act as advocates to serve the education interest of children, ages two to 21, inclusive, who are suspected of being or are determined to be disabled.
- Testing and evaluative materials used for the purpose of classifying and placing children with disabilities are selected and administered so as not to be racially or culturally discriminatory.
- The confidentiality of personally identifiable information, that is collected, maintained, or used under IDEA, shall be protected.
- Children with disabilities, who are participating in Part C early intervention programs, and who will be participating in Part B preschool programs, will experience a smooth and effective transition between the programs.
- All children, ages two to 21, inclusive, who have disabilities and need special education and related services, and who are parentally-placed in a private school or home school, that is located within the geographic boundaries of the LEA, are identified, located, evaluated and provided services, in accordance with the results of a timely and meaningful consultation process.
- Homeless children with disabilities will be served in accordance with the requirements of the *McKinney-Vento Homeless Assistance Act*.
- Special education and related service personnel, including paraprofessionals, are appropriately and adequately prepared and trained, and measurable steps will be taken to recruit, hire, train, and retain highly qualified personnel to provide special education and related services to children with disabilities.
- Valid and reliable data is submitted to the VDOE, as requested, including data regarding the performance goals and indicators established by the VDOE to determine the progress of children with disabilities, and the performance of the LEA toward targets outlined in Virginia's State Performance Plan.
- Policies and procedures will be in effect that are designed to prevent the inappropriate overidentification, underidentification, or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment.

ANNUAL PLAN/FLOW-THROUGH APPLICATION POLICY STATEMENTS
(continued on next page)

- Children with disabilities are not required to obtain prescription medication as a condition of attending school, receiving an evaluation, or receiving special education and related services.
- Children with disabilities are given the right to participate in the state assessment system.
- There will be ongoing parent consultation.
- Funding will be used to develop and implement coordinated early intervening educational services, as required.
- Children with disabilities who attend charter schools are provided services in the same manner as other children with disabilities who attend public schools.
- Instructional materials will be provided to children with a visual impairment or other print disabilities in a timely manner.
- Efforts will be made to cooperate with the United States Department of Education (USED) to ensure the linkage of records pertaining to migratory children with disabilities.
- All documents relating to the LEA's eligibility under IDEA will be made available to the public.

SUBMISSION STATEMENT (continued on next page)

Under the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), and its federal implementing regulations, at 34 C.F.R. Part 300 et seq., a local educational agency, that desires to receive funds under the Act, must provide the following assurances:

1. The local educational agency shall be responsible for (1) the control of funds provided under Part B of the Act; (2) title to property acquired with those funds; and (3) the local educational agency will administer such funds and property.
2. The local educational agency shall maintain records that show that where Part B funds are used to supplement existing services or to provide additional services to meet special needs, those services shall be at least comparable to services provided to other children with disabilities in the local educational agency with state and local funds.
3. The local educational agency application and all pertinent documents related to such application, including all evaluations and reports relative to the application, shall be made available for public inspection.
4. The local educational agency shall maintain records showing that Part B funds are used to supplement and, to the extent practicable, increase the level of state and local funds expended for the education of children with disabilities. Part B funds shall, in no case, be used to supplant local and state funds.
5. The funds provided under Part B of the Act shall be used to employ only those professional personnel who meet appropriate State standards. In addition, all other professional personnel employed, such as therapists, etc., shall be properly licensed.
6. The Virginia Department of Education assumes rights to all materials and/or products developed in this project, including equipment purchased with Part B funds.
7. No person shall, on the grounds of race, color, national origin, sex, disabling condition or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received financial assistance under the provisions of the Act.
8. The local educational agency shall provide students enrolled in private schools an opportunity to participate in programs funded through Part B of IDEA.
9. The local educational agency will ensure that projects involving construction, are consistent with overall State plans for the construction of school facilities. In developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed under Section 504 of the Rehabilitation Act of 1973 and subsequent amendments in order to ensure that facilities constructed with the use of Federal funds are accessible to, and usable by, individuals with disabilities.
10. The local educational agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in Part B programs significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects.
11. The local educational agency will ensure that none of the funds expended under Part B programs will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.
12. Except when used to provide Comprehensive Coordinated Early Intervening Services or Coordinated Early Intervening Services, the local educational agency will ensure that funds expended under Part B of IDEA will only be used for the costs which are directly attributable to the education of children with disabilities, and which exceed the average annual per student expenditure during the preceding year as computed in accordance with 34 C.F.R. § 300.202, Appendix A of the IDEA federal implementing regulations, and as documented using the Web-based application.

SUBMISSION STATEMENT (continued from previous page)

13. The local educational agency will ensure that funds expended under Part B of IDEA will not be used to reduce the level of expenditures made from local funds below the amount expended for the education of children with disabilities from state or local funds during the preceding fiscal year, in accordance with 34 C.F.R. §§ 300.203 to 300.205 of the IDEA federal implementing regulations, and as documented using the web-based application.
14. The school division will ensure that, in accordance with 34 C.F.R. § 300.133, and Appendix B of the IDEA federal implementing regulations, during the grant award period, a proportionate share of the school division's Section 611 subgrant will be set aside to be expended for children with disabilities, ages 3 through 21, who are parentally-placed in a private school within the school division, and a proportionate share of its Section 619 subgrant will be set aside to be expended for children with disabilities, ages 3 through 5, who are parentally-placed in a private school within the school division. This school division further assures that if it has not expended for equitable services all of its set-aside funds by the end of the fiscal year for which it was appropriated, the school division will obligate any remaining funds for one additional year to provide special education and related services to children with disabilities who are parentally placed in a private school within the school division. Actual proportionate set-aside amounts will be submitted using the web-based application.
15. The local educational agency shall maintain records demonstrating compliance with the provisions of IDEA and its federal implementing regulations, including each of the assurances outlined above, and afford the Virginia Department of Education access to those records that it may find necessary to ensure the correctness and verification of the information required under this Act.
16. The local educational agency certifies this application as a material representation of its compliance with the following provisions of Education Department General Administrative Regulations (EDGAR), as applicable: 34 CFR Part 82 § 82.110—New Restrictions on Lobbying; 34 CFR Part 85 § 85.105 and § 85.110—Governmentwide Debarment and Suspension (Nonprocurement); and 34 CFR Part 84 §§ 84.200 through 84.230, and 84.300 – “Governmentwide Requirements for Drug-Free Workplace” (Grants). In addition the LEA certifies this application complies with 2 CFR, Part 200 Uniform Guidance, as

School Division:

VA BEACH CITY PUBLIC SCHOOLS

Division Number:

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**IDENTIFICATION OF BARRIERS AND DESCRIPTIONS OF
STEPS TO OVERCOME THEM IN ACCORDANCE
WITH PROVISIONS IN SECTION 427 OF
THE GENERAL EDUCATION PROVISIONS ACT**

Applicants for federal assistance are required under Section 427 of the General Education Provisions Act (GEPA), enacted as a part of the Improving America's Schools Act of 1994 (P.L. 103-382) to include in its application a description of the steps in addressing equity concerns and full participation of students, teachers and other program beneficiaries with special needs in designing their federally-assisted projects or activities. The legislation highlights six characteristics that describe broad categories of persons or groups that may more frequently encounter barriers to participation. The characteristics are: Gender, Race, National Origin, Color, Disability, and Age.

Choose One:

☒

Division has no barriers

☐

Division has barriers (Please provide explanation in the space provided)

**OTHER
FACTORS
THAT MIGHT
LIMIT
PARTICIPA-
TION**

2023-2024 SPECIAL EDUCATION IN LOCAL AND REGIONAL JAILS

Each local school division with a regional or local jail in its jurisdiction shall establish an interagency agreement with the sheriff or jail administrator responsible for the operation of the jail. The interagency agreement shall address staffing and security issues associated with the provision of special education and related services in the jail. It is suggested that you review your agreement annually.

Interagency Agreement

Name of Local or Regional Jail:
Virginia Beach Correctional Center (VBCC)

1. Is there a local or regional jail located within the geographic boundaries of your school division?

Yes

Please complete question 2

2. Has the interagency agreement between your school division and the jail been revised since the submission of your most recent annual plan?

No

Your existing Interagency Agreement will remain in effect until revisions are made, you do not need to submit it

Instructions for Using drop box

**REPORT ON IMPLEMENTATION
OF THE 2021-2022 ANNUAL PLAN**

Submit a report indicating the extent to which the annual plan for the 2021-2022 school year has been implemented (*Code of Virginia*, Section 22.1-215). (Maximum capacity of each text box is 975 characters.)

VBCPS utilized Title VI-B funds to implement the activities as described in the prior application for grant funds as approved by VDOE. Monies were used to employ teachers, teacher assistants, social workers, an interpreter specialist, behavior intervention specialists, and instructional specialists. These individuals provided direct services and support to students with disabilities (SWDs) eligible for special education services and to SWDs eligible for related services under the Individual Service Plan (ISP) instruction to students parentally-placed in private schools when a Free and Appropriate Education (FAPE) was not at issue.

The Annual Plan for 2021-2022 in VBCPS was fully implemented as intended, submitted, and approved.

VBCPS utilized Part B, Section 619 funds to implement the activities as described in the prior application for grant funds as approved by VDOE. Monies were used to employ teachers and an instructional specialist. These individuals provided direct services and support to students in the Preschool Assessment Center to determine if the students are eligible for special education services. Monies were used to purchase 2 printers for preschool classrooms to print instructional materials, toner for existing printers for approximately 75 preschool classes, and additional instructional materials as needed. Monies were used to fund the attendance of 10 preschool teachers at the VAAEYC annual conference for professional development.

The Annual Plan for 2021-2022 in VBCPS was fully implemented as intended, submitted, and approved.

Maintenance of Effort

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with §300.203 of the Individuals with Disabilities Education Act (IDEA), which mandates that school divisions meet a maintenance of effort (MOE) obligation. This regulation requires school divisions to spend at least the same amount from at least one of the following sources: (i) local funds; (ii) state plus local funds; (iii) local per capita; or (iv) state plus local per capita for a current school year on the delivery of special education and related services, as were spent for the most recent fiscal year (i.e. 2021 - 2022) for which the information is available, subject to the Subsequent Years rule.

34 CFR §300.203(a) requires that in order for an LEA to be eligible for an IDEA Part B subgrant for the upcoming fiscal year, the LEA must budget, in each subsequent year, at least the same amount that it actually spent for the education of children with disabilities in the most recent fiscal year for which information is available, subject to the Subsequent Years rule. When establishing eligibility, an LEA is **not** required to use the same method it used to meet compliance standard in the most recent fiscal year for which the information is available. An LEA can change methods to establish eligibility from one year to the next, as long as the division uses the same method for calculating the amount it spent in the comparison year for which it is establishing eligibility.

Provide the total local and the total state plus local expenditure budget and per capita amount for the school division's total special education program for the years designated below. The projected/estimated expenditure budget amounts provided must come from the district's 2023-2024 preliminary budget, and must be reviewed and confirmed by the division's fiscal's office.

Local		Local plus State	
School Year 2023-2024 (estimated/projected)		School Year 2023-2024 (estimated/projected)	
Dollar \$	105,381,224.00	Dollar \$	135,844,634.00
School Year 2023-2024 (estimated/projected)		School Year 2023-2024 (estimated/projected)	
Per Capita	12,416.78	Per Capita	16,006.20

If an LEA determines that the budget above did not meet the eligibility standard in any of the four methods for which the information is available, an LEA is allowed to consider Exceptions under §300.204 and Adjustments to MOE under §300.205 to the extent the information is available. These exceptions and adjustments must also be taken in the intervening year (i.e., SY2022-2023) and that the LEA reasonably expect to take these exceptions and adjustments in the year it is budgeting (i.e., SY2023-2024). Please describe which allowable exceptions will be used and provide the corresponding dollar amount.

http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml

NOTE: The Dec. 1, 2022 Child Count totals should be used to compute the per capita amounts. The Child Count should be adjusted to exclude students funded through CSA. Insert Refer to X report to confirm the MOE child count. Also, the budgeted amount must be based on the division's preliminary budget and must be within the same level of effort or higher amount to meet the MOE eligibility requirements by using either dollar or per capita amounts. Division's budgeting the same exact amount it spent in the comparable year (i.e., the year it met its MOE requirement) may be requested to provide additional documentation.

2023-2024 SPECIAL EDUCATION CCEIS/CEIS AND PROPORTIONATE SET ASIDE

Each local school division shall ensure Comprehensive Coordinated Early Intervening Services (CCEIS) and Coordinated Early Intervening Services (CEIS) and Proportionate Set-aside (PSA) requirements have been addressed.

If your answer is "yes" to question 1A or 1B, the annual CCEIS/CEIS Plan will be required. Please provide a preliminary budget by object code below; budget must not exceed 15 percent of the Part B allocation used under the 611 and 619 sections of the application. The annual CEIS application will be requested to be completed in OMEGA at a later time.

1A Is your school division required to set aside 15 percent of Part B funds for Comprehensive Coordinated Early Intervening Services?

Select Yes or No

No

1B Is your school division voluntarily setting aside up to 15 percent of Part B funds for Coordinated Early Intervening Services?

Click here if you need additional information about allowable expenditures

Select Yes or No

No

2. Is your school division required to set aside funds for parentally-placed students in private schools or students identified during child find?

Select Yes or No

Yes

If no, explain why the division is not required and if yes, explain how funds will be used. The actual budget will be determined when the division submits its data in the Proportionate Set-Aside (speced-PSA) application. Amounts entered here are estimates.

The set-aside funds for parentally-placed students will be used to support direct speech/language (SLI) services to students identified as needing such. Direct services are those that have been agreed upon through the collaborative consultation meeting as required. This consultation meeting occurred on 2/28/2023; SLI services as noted in the Individual Service Plans (ISPs) for eligible students will continue in 2023-24. Should set-aside funds exceed required costs, they will be used as in prior years to purchase materials and equipment for eligible home-schooled or parentally-placed students with disabilities.

Please explain how funds will be used and enter proposed budget amounts in PSA Columns below.

EXPENDITURE ACCOUNTS	OBJECT CODE	Section 611		Section 619	
		(D) CCEIS/CEIS	(E) Proportionate Set-Aside	(D) CCEIS/CEIS	(E) Proportionate Set-Aside
Personal Services	1000		305,166.80		
Employee Benefits	2000		99,736.00		
Purchased Services	3000				
Internal Services	4000				
Other Services	5000		2,083.00		
Materials / Supplies	6000				
Capital Outlay	8000				
TOTAL PROPOSED BUDGET		0.00	406,985.80	0.00	0.00

For additional instructions for completing this section of the Annual Plan/Part B Flow-Through Application, please review Section F of the "LEA Instructions" tab.

VIRGINIA DEPARTMENT OF EDUCATION
PART B, SECTION 611 (Flow-Through Funds)
GRANT PERIOD: JULY 1, 2023 – SEPTEMBER 30, 2025
Joint Applications Only!

For joint applications, please select the Fiscal Agent below, and provide the requested contact information.

If this is not a joint application move directly to the next section below.

Fiscal Agent:

Joint Application Project

Director:

Mailing Address of Project

Director:

Phone:

E-mail:

LEA Code:

If this is a joint application and allocations are to be combined into a single award issued to the fiscal agent designated above, list participating LEAs and the amounts to be combined into a single award. Note: All participating agencies must still complete the remainder of this tab.

Participating Agency Name	Code Number	Amount Released
Total Amount to be issued to Fiscal Agent:		\$0.00

PROPOSED USE OF PART B, SECTION 611 FUNDS
GRANT PERIOD: JULY 1, 2023 – SEPTEMBER 30, 2025

In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others) to be supported in whole or in part with IDEA, Part B, Section 611 grant funds (with proposed amounts and FTEs).

For the period of this 2023-24 annual plan funds received will be used to continue the employment of the following personnel: special education teachers (approximately 120.8), special education teacher assistants (approximately 131.5), social workers (approximately 5.5), behavior intervention specialists (approximately 3.0), one (1) interpreter specialist, and one (1) instructional specialist. The approximate cost of salaries, wages for substitutes, and benefits for staff to be employed 100% through the Title VI-B funds is included in the 1000 and 2000 lines of the budget as noted. The set-aside funds are also noted in the 1000 and 2000 lines to account for the speech/language therapy services to be provided through ISPs. Federal verifications of the federally-funded staff are completed twice per year as required.

In a narrative format, please provide a detailed description and budget outline of all additional activities, goods and services to be supported with IDEA, Part B, Section 611 grant funds.

Remaining funds from 611 will be used to meet the indirect costs of grant operation activities. Professional development activities and Parent Support and Information Center (PSIC) activities will be supported through the Title VI-B as warranted.

**Virginia Department of Education
SPECIAL EDUCATION FEDERAL PROGRAM
PROPOSED GRANT BUDGET**

Part B, Section 611, Flow-Through Funds (July 1, 2023-September 30, 2025)

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object code categories is available on the VDOE's website. Refer to the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate	(F) Total Budget
Personal Services	1000	10,583,546.01	0.00	305,166.80	10,888,712.81
Employee Benefits	2000	4,646,040.46	0.00	99,736.00	4,745,776.46
Purchased Services	3000	10,000.00	0.00	0.00	10,000.00
Internal Services	4000		0.00	0.00	0.00
Other Services	5000	304,791.73	0.00	2,083.00	306,874.73
Materials / Supplies	6000		0.00	0.00	0.00
Capital Outlay	8000		0.00	0.00	0.00
TOTAL PROPOSED BUDGET		15,544,378.20	0.00	406,985.80	15,951,364.00

Proposed Equipment: List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.

None at this time.

Proposed Out-of State/Country Travel (destination, purpose, estimated cost, number of people):

Funds in 3000 and 5000 categories to support professional development (registration, travel, lodging, and meals) for approximately 4 specialists to attend one out-of-state assistive technology conference in either Florida (ATIA Conference) or Minnesota (Closing the Gap Conference). These conferences provide hands-on opportunities for the specialists to test and evaluate advanced technology equipment to assist special needs students as well as provide CEUs. The estimated cost would be \$10,000 for 4 specialists.

School Division:

VA BEACH CITY PUBLIC SCHOOLS

Division Number:

128

For additional instructions for completing this section of the Annual Plan/Part B Flow-Through Application, please review Section F of the "LEA Instructions" tab.

**VIRGINIA DEPARTMENT OF EDUCATION
PROPOSAL SUMMARY
PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)
GRANT PERIOD: JULY 1, 2023 – SEPTEMBER 30, 2025**

ECSE Contact Person:

Wendee Long

Title:

Early Childhood Special Education Teacher

Mailing Address:

641 Carriage Hill Road, Suite 200, Virginia Beach, VA 23452

Phone:

(757) 263-2800

E-mail:

wendee.long@vbschools.com

Joint Applications Only!

For joint applications, please select the Fiscal Agent below, and provide the requested contact information.

If this is not a joint application move directly to the next section below.

Fiscal Agent:

LEA Code:

Joint Application Project

Director:

Mailing Address of Project

Director:

Phone:

E-mail:

If this is a joint application and allocations are to be combined into a single award issued to the fiscal agent designated above, list participating LEAs and the amounts to be combined into a single award. Note: All participating agencies must still complete the remainder of this tab.

Participating Agency Name	Code Number	Amount Released

Total Amount to be issued to Fiscal Agent:

\$0.00

PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)
GRANT PERIOD: JULY 1, 2023 – SEPTEMBER 30, 2025

In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others) to be supported in whole or in part with IDEA, Part B, Section 619 grant funds (with proposed budget amounts and FTEs).

Early Childhood Section 619 funds for the 2023-24 period of the annual plan will be used to continue the employment of three (3) Early Childhood Special Education (ECSE) teachers and one (1) instructional specialist in the division's Preschool Assessment Center (PAC). Program support is offered in the division's diagnostic classroom as well.

In narrative format, please provide a detailed description and budget outline of all additional activities, goods and services to be supported with IDEA, Part B, Section 619 grant funds.

Remaining Part B, Section 619, Early Childhood Special Education funds will be used to meet the indirect costs of grant operation activities, professional development activities, as well as for the purchase of some materials and equipment required for students.

School Division:

VA BEACH CITY PUBLIC SCHOOLS

Division Number:

128

Virginia Department of Education
PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT) APPLICATION
PROPOSED GRANT BUDGET

Part B, Section 619, Preschool Funds (July 1, 2023-September 30, 2025)

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object code categories is available on the VDOE's website. Refer to the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who has responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more, and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	369,902.78	0.00	0.00	369,902.78
Employee Benefits	2000	134,535.46	0.00	0.00	134,535.46
Purchased Services	3000	7,400.00	0.00	0.00	7,400.00
Internal Services	4000		0.00	0.00	0.00
Other Services	5000	10,536.76	0.00	0.00	10,536.76
Materials / Supplies	6000	15,000.00	0.00	0.00	15,000.00
Capital Outlay	8000		0.00	0.00	0.00
TOTAL PROPOSED BUDGET		537,375.00	0.00	0.00	537,375.00

Proposed Equipment: List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.

Two printers to be placed in two separate preschool classrooms (one printer per classroom).

Proposed Out-of State/Country Travel (destination, purpose, estimated cost, number of people):

Funds in 3000 and 5000 categories to support professional development (registration, lodging, and meals) within Virginia for approximately 10 ECSE teachers.



Subject: Policy Review Committee Recommendations **Item Number:** 14B1-10

Section: Consent **Date:** April 4, 2023

Senior Staff: Donald E Robertson, Ph.D., Chief of Staff

Prepared by: Victoria Manning, PRC Chair; Kamala Lannetti, School Board Attorney

Presenter(s): Kamala Lannetti, School Board Attorney

Recommendation:

That the School Board approve Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain bylaws and policies as reviewed by the PRC at its March 9, 2023 meeting.

Background Summary

Amendments

- 1) *Policy 4-10/Conditions of Employment* - the PRC recommends changing the number of current Policy 4-75 to Policy 4-10 and deleting Policy 4-75.
- 2) *Policy 4-22/Drug and Alcohol Testing of Motor Vehicle Drivers* - the PRC recommends updating the linked regulations and scrivener's changes.
- 3) *Policy 4-35/Salaries and Compensation* - the PRC recommends changing the number of current Policy 2-48 to Policy 4-35 and deleting Policy 2-48.
- 4) *Policy 4-55/Leave With/Without Pay for Family and Medical Purposes* – PRC recommends removing paragraph B. Regulation References and updating the regulation under Related Links.

Adoption

- 5) *Policy 4-27/Gifts to Staff Members* - the PRC recommends changing the number of current Policy 4-37 to Policy 4-27 and deleting Policy 4-37.
- 6) *Policy 4-43/Payment to Estate of Deceased Employees* - the PRC recommends changing the number of current Policy 4-43 to Policy 4-21 and deleting Policy 4-43.

Repeal

- 7) *Policy 2-48/Salaries and Compensation* - the PRC recommends changing the number of current Policy 4-41 to Policy 4-34 and deleting Policy 4-41.
- 8) *Policy 4-21/Payment to Estate of Deceased Employees* - the PRC recommends changing the number of current Policy 4-43 to Policy 4-21 and deleting Policy 4-43.
- 9) *Policy 4-75/Conditions of Employment* - the PRC recommends changing the number of current Policy 4-75 to Policy 4-10 and deleting Policy 4-75.
- 10) *Policy 7-37/Gifts to Staff Members* - the PRC recommends changing the number of current Policy 4-37 to Policy 4-27 and deleting Policy 4-37.

Source:

Code of Virginia, 1950, as amended, § 22.1-253.12:7 School Board Policies.
Policy Review Committee Meeting of March 9, 2023

PERSONNEL

Conditions of Employment

A. General qualifications

All applicants and employees must meet or exceed the necessary knowledge, skills, essential functions, and abilities to perform the functions of the job sought or hired for 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, notification, 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 the withdrawal of an employment ~~offer~~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 ~~p~~Pincipals, ~~p~~Pincipals, and ~~s~~Supervisors/~~c~~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

All non-licensed employees will be given an employment notification upon hire and will receive annual employment notifications thereafter. Non-licensed employees with employment agreements or annual assignments do not have a guarantee of employment and remain at-will employees.

D. Substitute Employees

The Superintendent or designee is authorized to employ substitutes for certain certified and classified ~~personnel~~ positions 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 or designee and will be in accordance with applicable law, regulation, 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. 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.

Individuals shall not perform any paid coaching duties or extracurricular activities without a valid, signed contract on file with the Department of Human Resources.

F. Conditions of Work

The Superintendent or a designee shall establish work schedules, provisions for absences and other conditions of work in keeping with School Board policy, ~~regulation~~regulation, and guidance.

G. Background Check Required

The Superintendent or designee 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 or re-employment with the School Division. For the purpose of this Regulation, re-employment refers to a break in service of six (6) or more months.

The Superintendent or 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 employee.

The Superintendent or designee shall require that any applicant who is offered or accepts employment or re-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 or designee shall thereafter request a search of the records of the Virginia Department of Social Services to be conducted for each such applicant.

The Superintendent or designee shall ensure compliance with Code of Virginia § 19.2-392.02, as amended. The School Division will require that each employee, whether full-time or part-time, ~~permanent~~permanent, or temporary, certify that the employee has not been: 1) convicted of any violent felony set forth in the definition of a barrier crime, any 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 may be permitted to work pending the results of the Federal Bureau of Investigation background investigation and Virginia 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.

H. Health Requirements

All persons selected for employment shall submit a certificate signed by a licensed physician stating they ~~are~~isare free of communicable tuberculosis.

I. 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. In calculating a probationary year of service, the first year is defined as 160 or more actual days worked. The remaining probationary years of service shall be defined as 180 or more actual days worked during one school year.
 - 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, as amended, shall serve an eighteen-month probationary period.

Legal Reference

Immigration Reform and Control Act of 1986, as amended.

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 § 22.1-296.2, as amended. Fingerprinting required; reciprocity permitted.

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

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 § 19.2-392.02, as amended. National criminal background checks by businesses and organizations regarding employees or volunteers providing care to children and the elderly.

Virginia State Police Sex Offender and Crimes Against Minors Registry.

Related Links

School Board [Policy 4-1](#)

School Board [Policy 4-5](#)

School Board [Policy 4-12](#)

School Board [Policy 4-56](#)

School Board Regulation [Policy 4-57.1](#)

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

Amended by School Board: March 21, 2000

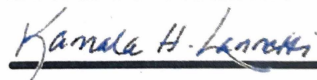
Amended by School Board: December 4, 2017

Amended by School Board: February 25, 2020

Amended by School Board: December 7, 2021

[Amended by School Board: April 2023](#)

APPROVED AS TO
LEGAL SUFFICIENCY



PERSONNEL

Drug and Alcohol Testing of Employees Holding a Commercial Driver's License

The Superintendent or designee shall promulgate regulations setting forth the procedures of complying with this Policy and applicable federal or state law and regulations and shall ensure that copies of this Policy and applicable regulations are provided to each employee subject to this Policy.

A. Applicability

In compliance with the Omnibus Transportation Employee Testing Act of 1991, and Regulations of the Federal Highway Administration, contained in 49 CFR Parts 40 and 382, *et. al.*, as amended, all employees and applicants who hold or are required to hold a commercial driver's license (CDL) as a condition of employment, shall comply with this Policy.

B. Prohibitions

The manufacture, distribution, dispensation, possession, consumption, use, or sale of alcohol or illegal drugs or the unauthorized use of prescription drugs is strictly prohibited on School Board property.

No employee shall report to work, perform assigned duties, engage in School Division business in the school community, or participate in an activity involving students while the employee has detectable amounts of alcohol, illegal drugs, unauthorized prescription drugs, or illegal drug metabolites in ~~his or her~~their system.

Whether the employee has alcohol, illegal drugs, unauthorized prescription drugs, or illegal drug metabolites in ~~his or her~~their system shall be determined in accordance with medically established standards for measuring detectable amounts of these substances.

1. Alcohol concentration: No driver shall report for duty or remain on while having a detectable amount of alcohol of 0.02 breath alcohol concentration (BAC) or higher in ~~his or her~~their system or while under the influence of or impaired by alcohol.
2. Alcohol possession: No driver shall be on duty or operate a commercial motor vehicle while the driver possesses ~~alcohol,~~ unless alcohol unless the alcohol is manifested and transported as part of a shipment.
3. On-duty and pre-duty use: No driver shall use alcohol while performing safety-sensitive ~~functions, or~~functions or perform safety-sensitive functions within four (4) hours after using alcohol.
4. Refusal to submit to tests: No driver shall refuse to submit to an alcohol or controlled substance test. An employee's refusal to submit to a drug or alcohol test immediately when requested will be considered the same as a positive test result. An employee's refusal includes, but is not limited to, failure to appear for testing for any reason, leaving the testing site without prior permission from VBCPS, or failure to complete and sign an authorization and consent form.
5. Controlled substances use: No driver shall report for duty or remain on duty when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. No driver shall report for duty, remain on ~~duty~~duty, or perform a safety-sensitive function, if the driver tests positive for controlled substances.

C. Testing for safety-sensitive position

Testing for safety-sensitive positions shall include:

1. Pre-Employment
2. Post-Accident

3. Random
4. Reasonable Suspicion - Note: reasonable suspicion testing applies to all VBCPS employees (see Regulation 4-~~10.227.1~~ ~~and Regulation 4-27.2~~)
5. Return-to-Duty

D. Consent

Each employee subject to this Policy will sign a certificate of acceptance and consent to disclosure form acknowledging receipt of the policy and regulations and consenting to the disclosure by ~~their~~his/her former employer of information on the employee's alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two years.

Legal Reference

U.S. Department of Transportation, Title 49, Part 40-Procedures for Transportation Workplace Drug and Alcohol Testing Programs: 49 CFR Part 40 in its entirety; Federal Motor Carrier Safety Administration DOT, regulation, 49 CFR, Subpart A: Controlled Substances and Alcohol Use and Testing; section 382.101-382.605, as amended.

Code of Virginia §§ 54.1-3400, *et seq.*, as amended.

Editor's Note

~~See School Board Regulation 4-22.1 for Drug and Alcohol Testing of Employees Holding a Commercial Driver's License.~~

~~See School Board Regulation 4-27.1 for Use of Alcohol and Drugs/Tobacco Products.~~

~~See School Board Regulation 4-27.2 for Drug-free Workplace.~~

Related Links

School Board [Regulation 4-22.1](#)

School Board ~~Regulation 4-27.1~~[Regulation 4-27.110.2](#)

School Board ~~Regulation 4-27.2~~

Adopted by School Board: December 6, 1994

Amended by School Board: October 23, 2018

Amended by School Board:- -April-,2023

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lennetti

Cheryl Woodhouse

ADMINISTRATION PERSONNEL

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

The Superintendent or ~~his/her~~ designee is authorized to provide a salary and/or benefit options which addresses compression, ~~equity~~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~~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.

Editor's Note

~~See School Board Regulation 2-48.1, Salary Adjustments for Promotions/Demotions.~~

Related Links

School Board ~~Regulation 2-48.1~~Policy 2-54

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: December 4, 2017

Amended by School Board: April 2023

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Larrick

PERSONNEL

Leave With/Without Pay for Family and Medical Purposes

~~A. Family Medical Leave~~

The School Board designates the Superintendent or designee to ensure all medical desires that the School Division's family medical leave plans comply with the Family Medical Leave Act of 1993, as amended.

~~B. Regulation References~~

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

Legal Reference

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

Related Links

School Board [Regulation 4-45.1](#)

School Board [Regulation 4-45.2](#)

School Board [Regulation 4-53.445.6](#)

School Board [Regulation 4-54.145.7](#)

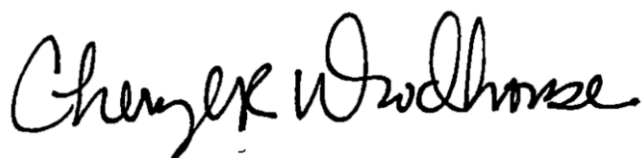
School Board [Regulation 4-55.1](#)

Adopted by School Board: March 15, 1994

Amended by School Board: October 18, 2016

Amended by School Board: February 27, 2018

Amended by School Board: April –2023



APPROVED AS TO
LEGAL SUFFICIENCY



COMMUNITY RELATIONS PERSONNEL

Gifts to Staff Members

A. Generally

1. No employee or officer shall solicit or accept money or other things of value for services performed within the scope of ~~his or her~~their official duties, except the compensation, expenses or other remuneration paid by the School Board. This prohibition shall not apply to the acceptance of special benefits that may be authorized by law.
2. Employees and officers also shall ~~also~~-not:
 - a. Offer or accept any money or other thing of value for or in consideration of obtaining employment, appointment, or promotion of any person with the School Board;
 - b. Offer or accept any money or other thing of value for, or in consideration of, the use of ~~his or her~~their public position to obtain a contract for any person or business with the School Board;
 - c. Use for ~~his or her~~their own economic benefit, or that of another party, confidential information that ~~he or she~~they haveyes acquired by reason of ~~his~~their public position and which is not available to the public;
 - d. Accept any money, loan, gift, favor, service, or business or professional opportunity that reasonably tends to influence ~~him or her~~them in the performance of ~~his or~~their official duties. This subdivision shall not apply to any political contribution actually used for political campaign or constituent service purposes and reported as required by law;

- e. Accept any business or professional opportunity when ~~he or she~~they knows ~~that~~ there is a reasonable likelihood that the opportunity is being afforded to him or her~~them~~ to influence ~~him~~them in the performance of ~~their~~his official duties;
- f. Accept a gift from a person who has interests that may be substantially affected by the performance of the officer's or employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the officer's or employee's impartiality in the matter affecting the donor.
- g. Accept gifts from sources on a basis so frequent as to raise an appearance of the use of ~~his~~their public office for private gain; and
- h. These prohibitions shall not be construed to prohibit or apply to the acceptance of an award or payment in honor of meritorious or exceptional services performed by the employee or officer and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

B. Gifts by Students

The School Board discourages students from giving gifts to members of the staff. The School Board recommends that students and parents who wish to express high regard for a staff member's efforts use notes and letters of appreciation.

C. Gifts from Public Monies

Public monies may not be used to purchase gifts of any kind. Awards of recognition are not considered gifts.

D. State and Local Government Conflict of Interests Act- application

Employees and officers remain subject to the provisions of the Virginia State and Local Government Conflict of Interests act and should not accept or solicit any gifts or opportunities that would be prohibited under the Act.

Legal Reference

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

Related Links

School Board [Policy 3-2](#)

School Board [Policy 4-23](#)

Adopted by School Board: October 20, 1992

Amended by School Board: August 19, 2014

Amended by School Board: May 12, 2020

Amended by School Board: April —,2023

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lannetti

Cheryl Woodhouse

PERSONNEL

Payment to the Estate of Deceased Employees: Earned/Accrued Leave

The School Board shall pay to the estate of a deceased employee all earned and accrued sick/annual leave. All front-loaded leave would be evaluated and pro-rated based on length of employment.

Adopted by School Board: October 21, 1969

Amended by School Board: October 15, 1974

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

Amended by School Board: January 23, 2018

Amended by School Board: June 13, 2022

Amended by School Board: April-, 2023

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lencioni

Cheryl Woodhouse

ADMINISTRATION

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) 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.

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.

Editor's Note

See School Board Regulation 2-48.1, Salary Adjustments for Promotions/Demotions.

Related Links

School Board **Regulation 2-48.1**

~~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~~
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~~Amended by School Board: December 3, 2013~~
~~Amended by School Board: December 4, 2017~~

Repealed by School Board: April 2023

APPROVED AS TO
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Kamala H. Lencioni

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~~Amended by School Board: January 23, 2018~~

~~Amended by School Board: June 13, 2022~~

Repealed by School Board: April 2023

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lennetti

Cheryl Woodhouse

PERSONNEL

Conditions of Employment

A. General qualifications

All applicants and employees must meet or exceed the necessary knowledge, skills, essential functions, and abilities to perform the functions of the job sought or hired for 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, notification 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~~

~~All non-licensed employees will be given an employment notification upon hire and will receive annual employment notifications thereafter. Non-licensed employees with employment agreements or annual assignments do not have a guarantee of employment and remain at will employees.~~

~~D.—Substitute Employees~~

~~The Superintendent or designee 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 or designee and will be in accordance with applicable law, regulation 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.—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.~~

~~F.—Conditions of Work~~

~~The Superintendent or a designee shall establish work schedules, provisions for absences and other conditions of work in keeping with School Board policy, regulation and guidance.~~

~~G.—Background Check Required~~

~~The Superintendent or designee 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 with the School Division.~~

~~The Superintendent or 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 employee.~~

~~The Superintendent or 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 or designee shall thereafter request a search of the records of the Virginia Department of Social Services to be conducted for each such applicant.~~

~~The Superintendent or designee shall ensure compliance with Code of Virginia § 19.2-392.02, as amended. The School Division will require that each employee, whether full-time or part-time, permanent or temporary, certify that the employee has not been: 1) convicted of any violent felony set forth in the definition of a barrier crime, any 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 may be permitted to work pending the results of the Federal Bureau of Investigation background investigation and Virginia 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.~~

~~H. Health Requirements~~

~~All persons selected for employment shall submit a certificate signed by a licensed physician stating they are is free of communicable tuberculosis.~~

~~I. 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. In calculating a probationary year of service, the first year is defined as 160 or more actual days worked. The remaining probationary years of service shall be defined as 180 or more actual days worked during one school year.~~

~~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, as amended shall serve an eighteen-month probationary period.~~

Legal Reference

~~Immigration Reform and Control Act of 1986.~~

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

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

~~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 § 19.2-392.02, as amended. National criminal background checks by businesses and organizations regarding employees or volunteers providing care to children and the elderly.~~

~~Virginia State Police Sex Offender and Crimes Against Minors Registry.~~

Related Links

~~School Board **Policy 4-1**~~

~~School Board **Policy 4-5**~~

~~School Board **Policy 4-12**~~

~~School Board **Policy 4-56**~~

~~School Board Regulation **Policy 4-57.1**~~

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

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

~~Amended by School Board: December 4, 2017~~

~~Amended by School Board: February 25, 2020~~

~~Amended by School Board: December 7, 2021~~

Repealed by School Board: April 2023

APPROVED AS TO
LEGAL SUFFICIENCY

Kamela H. Lencioni

Cheryl Woodhouse

COMMUNITY RELATIONS

Gifts to Staff Members

A. Generally

1. ~~No employee or officer shall solicit or accept money or other things of value for services performed within the scope of his or her official duties, except the compensation, expenses or other remuneration paid by the School Board. This prohibition shall not apply to the acceptance of special benefits that may be authorized by law.~~
2. ~~Employees and officers shall also not:~~
 - a. ~~Offer or accept any money or other thing of value for or in consideration of obtaining employment, appointment, or promotion of any person with the School Board;~~
 - b. ~~Offer or accept any money or other thing of value for or in consideration of the use of his or her public position to obtain a contract for any person or business with the School Board;~~
 - c. ~~Use for his or her own economic benefit or that of another party confidential information that he or she has acquired by reason of his public position and which is not available to the public;~~
 - d. ~~Accept any money, loan, gift, favor, service, or business or professional opportunity that reasonably tends to influence him or her in the performance of his or official duties. This subdivision shall not apply to any political contribution actually used for political campaign~~

~~or constituent service purposes and reported as required by law;~~

- ~~e.—Accept any business or professional opportunity when he or she knows that there is a reasonable likelihood that the opportunity is being afforded him or her to influence him in the performance of his official duties;~~
- ~~f.—Accept a gift from a person who has interests that may be substantially affected by the performance of the officer's or employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the officer's or employee's impartiality in the matter affecting the donor.~~
- ~~g.—Accept gifts from sources on a basis so frequent as to raise an appearance of the use of his public office for private gain; and~~
- ~~h.—These prohibitions shall not be construed to prohibit or apply to the acceptance of an award or payment in honor of meritorious or exceptional services performed by the employee or officer and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.~~

~~B.—Gifts by Students~~

~~The School Board discourages students from giving gifts to members of the staff. The School Board recommends that students and parents who wish to express high regard for a staff member's efforts use notes and letters of appreciation.~~

~~C.—Gifts from Public Monies~~

~~Public monies may not be used to purchase gifts of any kind. Awards of recognition are not considered gifts.~~

~~D. State and Local Government Conflict of Interests Act application~~

~~Employees and officers remain subject to the provisions of the Virginia State and Local Government Conflict of Interests act and should not accept or solicit any gifts or opportunities that would be prohibited under the Act.~~

Legal Reference

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

Related Links

~~School Board Policy 3-2~~

~~School Board Policy 4-23~~

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

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

~~Amended by School Board: May 12, 2020~~

Repealed by School Board: April 2023

APPROVED AS TO
LEGAL SUFFICIENCY

Kamela H. Lencioni

Cheryl Woodhouse



Subject: Personnel Report **Item Number:** 15A

Section: Action **Date:** April 4, 2023

Senior Staff: Mrs. Cheryl R. Woodhouse, Chief Human Resources Officer

Prepared by: Cheryl R. Woodhouse

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 April 4, 2023, 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

Personnel Report
Virginia Beach City Public Schools
April 4, 2023
2022-2023

<u>Scale</u>	<u>Class</u>	<u>Locatoin</u>	<u>Effective</u>	<u>Employee Name</u>	<u>Position/Reason</u>	<u>College</u>	<u>Previous Employer</u>
Assigned to Unified Salary Scale	Appointments - Elementary School	Kingston	4/1/2023	Karen F Fischer	Kindergarten Assistant	Evangel College, MO	Norfolk Public Schools, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Lynnhaven	4/1/2023	Trenton B Foreman	Custodian II Head Night	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke	3/2/2023	Thomas Crouse	Custodian I Head Night	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Corporate Landing	3/20/2023	Richard Siemieniak	School Improvement Specialist	George Mason University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Renaissance Academy	3/23/2023	Taquan Butler	Student Support Specialist	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Renaissance Academy	3/29/2023	Valerie E Dickens	Student Support Specialist	Virginia Wesleyan University, VA	SECEP, VA
Assigned to Unified Salary Scale	Appointments - High School	Salem	3/23/2023	Meghan A Amon	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Food Services	3/23/2023	Wilmaris Robles	Baker/Cook, 7.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Food Services	3/21/2023	Shaunte D Spellman	Baker/Cook, 7.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	3/23/2023	Alicia L Madsen	Bus Driver - Special Ed, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Bayside	3/1/2023	Christopher L Washington	Custodian I (job abandonment)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Kempsville	3/31/2023	Christina M Abbott	School Nurse (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Landstown	3/20/2023	Leoncio Estrella Jr	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Luxford	4/7/2023	Siew Yuen C Giocondo	Cafeteria Assistant, 5.0 Hours (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Newtown	3/27/2023	Jacqueline D Johnson	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Ocean Lakes	3/22/2023	Kandace Long	Special Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Strawbridge	5/15/2023	Kelly L Fletter	Library/Media Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Thoroughgood	3/31/2023	Havonne Brown	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Thoroughgood	3/31/2023	Kevin M Smith	Custodian III Head Day (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Thoroughgood	6/30/2023	Janet E Splitter	Kindergarten Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Windsor Woods	3/22/2023	Matthew D Lakey	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Plaza	3/27/2023	Oumaima Gaair	Cafeteria Assistant, 6.0 Hours (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Princess Anne	3/1/2023	Karen Hill	Cafeteria Assistant, 5.5 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Green Run	3/29/2023	Lawanda L Allen	Cafeteria Assistant, 5.0 Hours (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Food Services	3/31/2023	Shawntia D Wright	Baker/Cook, 7.0 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	3/2/2023	Amanda J Rodriguez	Bus Driver, 5.0 Hours (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	4/3/2023	George T Bolis III	Bus Driver - Special Ed, 7.5 Hours (health)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Creeds	3/31/2023	Mark L McFarland	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Kempsville	4/28/2023	Anthony D Hills	Custodian II Head Night	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Middle School	Independence	6/30/2023	Yvonne H Fife	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - High School	Green Run	6/30/2023	Brenda M Burford	Cafeteria Manager III	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Department of Budget & Finance	5/31/2023	Betty H Clelland	Accounts Payable Technician	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Maintenance Services	6/30/2023	Gary M Evans	Painter Craftsman III	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Student Leadership	6/30/2023	Michael B McGee	Director Student Leadership	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Other Employment Actions - Miscellaneous	Office of Transportation and Fleet Management Services	3/24/2023	Regina M Owen	Bus Driver - Special Ed (employee changed resignation date from 4/17/2023 to 3/2/2023)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Arrowhead	3/23/2023	Erin M Heidarisafo	Art Teacher	Western Michigan University, MI	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Kempsville	3/30/2023	Marta I Vargas	School Counselor	Merrimack College, MA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Renaissance Academy	3/23/2023	Jennifer L Russell	English Teacher	Indiana Univ of Pennsylvania, PA	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Alanton	6/30/2023	Gabriela G Iglesias	English Second Language (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Centerville	6/30/2023	Shannon S Cole	Special Education Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Holland	6/30/2023	Amanda E Riley	Special Education Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Indian Lakes	3/31/2023	Kathryn B Hedin	Second Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Luxford	6/30/2023	Caitlin H Gross	First Grade Teacher (transfer of spouse)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Luxford	6/30/2023	Stacie E Hendrix	Fifth Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Ocean Lakes	6/30/2023	Lisa A Blankenship	Kindergarten Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Strawbridge	6/30/2023	Hailee E Hilben	Fourth Grade Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Thalia	6/30/2023	Jessica T Halliburton	First Grade Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Three Oaks	6/30/2023	Sarah B Wales	Second Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Windsor Oaks	6/30/2023	Bonnie L Gallagher	Kindergarten Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Bayside	6/30/2023	Mary L Donnell	Special Education Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Great Neck	6/30/2023	Benjamin Stahl	Eighth Grade Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Princess Anne	5/26/2023	Shannon Pratt	Special Education Teacher (active duty military)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Elementary School	Parkway	6/30/2023	Jeffrey W Adkins	Third Grade Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	Bayside	6/30/2023	Raymond L Archer	Science Teacher	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - High School	First Colonial	6/30/2023	Thalia P Hocker	Latin Teacher	Not Applicable	Not Applicable



Subject: Appointment of School Board member to the Access College Foundation **Item Number:** 15B

Section: Action **Date:** April 4, 2023

Senior Staff: N/A

Prepared by: Kamala Lannetti, School Board Attorney

Presenter(s): Trenace Riggs, School Board Chair

Recommendation:

That the School Board approve the appointment of Kimberly A. Melnyk to the Access College Foundation.

Background Summary:

Source:

Bylaw 1-28

Budget Impact:

N/A



Subject: Authorize Superintendent to enter into MOU for *Something in the Water* transportation **Item Number:** 15C

Section: Action **Date:** April 4, 2023

Senior Staff: N/A

Prepared by: Kamala Lannetti, School Board Attorney

Presenter(s): Kamala Lannetti, School Board Attorney

Recommendation:

That the School Board authorize the Superintendent or designee to enter into an MOU and supporting agreements/arrangements to provide transportation services for the *Something in the Water* Festival for 2023 and future dates.

Background Summary:

The School Board and the City signed an MOU with the *Something in the Water* Festival organizers in 2019 to provide transportation services for festival attendees. The parties agree that the 2019 transportation services were successful and seek to once again provide transportation for *Something in the Water* Festival for 2023. The parties have discussed updated procedures and costs and are prepared to enter into an MOU upon authorization from the City Council and the School Board. It is recommended that the School Board authorize the Superintendent or designee to enter into future MOUs and related agreements/arrangements for *Something in the Water* Festivals and to provide the School Board with updates concerning the School Board's participation in these festivals. The Superintendent or designee will ensure that the School Board's interests are protected and that School Division services are not adversely impacted by participation in these festivals. The School Board will retain the right to terminate the Superintendent's authorization to enter into such MOUs and arrangements.

Source:

Budget Impact:

N/A



Subject: Policy Review Committee Recommendations Item Number: 15D1-3

Section: Action Date: April 4, 2023

Senior Staff: Donald E Robertson, Ph.D., Chief of Staff

Prepared by: Victoria Manning, PRC Chair, Kamala Lannetti, School Board Attorney

Presenter(s): Kamala Lannetti, School Board Attorney

Recommendation:

That the School Board approve Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain bylaws and policies as reviewed by the PRC at its March 9, 2023 meeting.

Background Summary

- 1) *Bylaw 1-28/Committees, Organizations and Boards – School Board Member assignments* – PRC recommends adding Access Foundation to the list of Outside Committees, Organizations or Boards, and scrivener's changes.
- 2) *Bylaw 1-32/Adoption, Amendment, Repeal or Suspension – Policies* – PRC recommends adding missing language to correct what was previously agreed upon in the November 22, 2022 PRC meeting.
- 3) *Appendix B/School Board Standing Rules/Time and Place for Regular Meetings* – PRC recommends adding language regarding recognitions at meetings.

Source:

Code of Virginia, 1950, as amended, § 22.1-253.12:7 School Board Policies.
Policy Review Committee Meeting of March 9, 2023

SCHOOL BOARD BYLAWS

Committees, Organizations and Boards – School Board Member Assignments

The School Board utilizes committees, boards, and other organizations (hereinafter "Committee") to accomplish both internal and external goals. School Board Members may be assigned to represent the School Board's interest on any such Committee. School Board Members have no individual authority when serving in these assignments and may only exercise the authority specifically authorized by the School Board. The School Board recognizes the following types of Committees: a) Standing School Board Committees; b) Joint School Board/City Council Committees; c) Ad Hoc School Board Committees; d) School Division Standing Committees with School Board Liaisons; and e) Outside Committees.

A. General matters

1. Creation

The School Board may determine that certain School Division objectives require longer term study and analysis, and/or ongoing oversight. In such cases where concerns lend themselves to a committee approach, committees comprised of School Board Members either alone or in conjunction with members of the School Administration, other public bodies, or public organizations, and/or the public-at-large may be created by the School Board. The School Board shall describe the objectives of any such Committee in its minutes or other writing and provide it to the Committee.

2. Authority

Any such Committee shall have only such authority to bind the School Board as is expressly granted and shall have only such powers as the School Board has expressly granted or which, by implication, are reasonably necessary to accomplish the stated purpose(s).

3. Assignments

Unless otherwise specified, the School Board Chair in consultation with the Vice Chair will recommend to the School Board School Board Members and others to be assigned to Committees. The School Board by majority vote will appoint School Board Committee Members by July 1st of each year. Assignments may be reviewed in January of each year or when otherwise necessary. Each School Board Member should be assigned to at least one (1) Committee. Appointment to a Committee should take into consideration, but not be limited to, the following (the order of considerations does not indicate priority of considerations) equitable distribution of Committee assignments among School Board Members; expressed interests of School Board Members; experience of School Board Member; a School Board Member's training, education and/or experience with the purpose of the committee; continuity of service and historical knowledge; availability for meetings; the need for diversity; the needs of the School Board; and other good and just cause.

Should one or more representatives of the School Board be needed to attend a Committee meeting

prior to the School Board's adoption of Committee assignments, the Chair is authorized to temporarily appoint School Board Members to that Committee. Assignments to a Committee are effective until June 30th of each year or until such time as the School Board appoints new Committee Members, whichever is later.

The School Board is authorized to appoint alternates to Committees, should the School Board Member assigned require another School Board Member to substitute. In the absence of an alternate or when an alternate is unavailable, the Chair may assign another School Board Member to represent the School Board at a Committee meeting.

4. Individual Authority

Individual School Board Members appointed to any Committee shall have no authority to bind the School Board on any matter unless such authority is expressly granted by the School Board.

5. Reports

Assigned School Board Members shall report to the School Board on Committee activities when and in the format designated by the School Board.

6. Committee Chair

The Committee Chair will be chosen by the Members of the Committee unless otherwise specified. For the purposes of electing a Committee Chair, the most senior School Board Member attending the first meeting of the fiscal year (starting July 1st) (or the most senior assigned staff member attending the

meeting if a School Board Member is not present at the first meeting) shall conduct the election of the Committee Chair. Until such time as a new Committee Chair is elected, the current Committee Chair may continue to serve as the Committee Chair so long as the Committee Chair remains appointed to that Committee. If the Committee Chair is no longer on the School Board, the most senior School Board Member on the Committee will serve as the Chair until a new chair is elected. All School Board created Committees shall be chaired by an assigned School Board Member unless the Committee structure specifically requires that another person be the Committee Chair. When choosing a Committee Chair, the following shall be considered: a) continuity of membership; b) expressed interest of assigned School Board Members; c) diversity of membership; and d) needs of the School Board Committee.

7. Roles and Responsibilities of the Committee Chair

The Committee Chair shall have the responsibility for: a) presiding over the meetings or designating another Committee Member to preside in the Chair's absence; b) setting the direction for and establishing norms and protocols that allow for appropriate function and in an efficient manner; c) provide guidance and communicate expectations to other Committee Members; d) ensure that relevant, timely and effective decisions are executed and that all Committee Members are provided the opportunity to participate in the decision making process; e) ensure compliance with applicable law, bylaw, policy and regulation; f) ensure that appropriate notices are made, agendas and supporting materials are

provided and that minutes of the meetings are kept if so required by law; g) contact new committee members; h) should try to maintain the agreed upon scheduled for Committee meetings and give consideration to the availability of Committee Members before changing the meeting date, time or location.

8. School Board Standing Committees will follow the School Board Standing Committee Procedures set forth in School Board Bylaw Appendix C.

B. Committee Meetings

1. Notices of Meetings by Committee Chair

The Committee Chair or the assigned staff member shall provide the School Board Clerk notice of the date, time, and location of Committee meetings so that the School Board Clerk or assigned staff member can give the public notice of meetings consistent with applicable law. The Committee Chair or the assigned staff member shall make available to the public, upon request, nonexempt agenda materials furnished to Members for the meeting as required by the Virginia Freedom of Information Act and other applicable law. Committee Meetings will be held in locations accessible to the public.

2. Public Access

Committee Meetings shall be open to the public but may be closed for all or a portion of the Meeting as permitted by the Virginia Freedom of Information Act and other applicable law or regulation. The Committee Chair or assigned staff member will make arrangements for any persons needing

accommodations or other services to access the Committee Meetings.

3. Rules of Order

School Board Committees may, but are not required to, follow the Standing Rules and the Special Rules of Order.

C. School Board Standing Committees

The Committees listed below shall be considered Standing Committees of the School Board:

1. Internal Audit Committee

The Internal Audit Committee consists of three to four Members, including two or three Members of the School Board and one or more citizens of the City of Virginia Beach to serve as the third and/or fourth Member.

The Internal Audit Committee assists the full School Board in considering internal and external audit matters, including the timely reporting to the School Board of material actions or inactions of school employees that could lead to charges of malfeasance in office by School Board Members or School Division employees or agents. The School Board has established the Department of Internal Audit, which reports directly to the Internal Audit Committee, and through the Internal Audit Committee, to the full School Board, as more particularly set forth in Policy 3-96 and the Internal Audit Charter.

2. Policy Review Committee

The School Board Policy Review Committee (PRC) will consist of three School Board Members. The School Board, at its discretion, may appoint a citizen to serve as a voting member. The School Board Attorney, the Chief of Staff and other staff members appointed by the Superintendent will serve as liaisons to the PRC but will not be voting members.

The responsibilities of the PRC will be to consider input from the public, students, staff, the school administration, or other stakeholders and advise the School Board and the Superintendent concerning the need to amend, adopt, repeal, and/or merge by-laws, policies and applicable regulations.

3. Planning and Performance Monitoring Committee

The Planning and Performance Monitoring Committee will consist of three School Board Members. The Superintendent and other staff members assigned by the Superintendent will serve as liaisons to the Committee but will not be voting members. The purpose of the Committee will be to provide transparent oversight of School Division resources and processes to ensure effective and efficient operations in support of the School Division's vision, mission and strategic goals as well as coordinating School Board Member engagement in strategic and operational planning, including budget development by:

- a. Planning responsibilities will include, but not be limited to:

- 1) ~~1)~~ updating the strategic and operational planning/budgeting process and calendars;
- 2) ~~2)~~ establishing annual operating priorities and targets/goals to guide budget development;
- 3) ~~3)~~ identifying operational issues deserving special attention in the next year's budget (e.g., unmet needs, transportation, compensation, building safety);
- 4) ~~4)~~ identifying and prioritizing opportunities for significant innovation in particular areas;

b. Performance Monitoring responsibilities will include, but not be limited to:

- 1) ~~1)~~ recommending key planning "products" to the full School Board for review and approval (e.g., updates to the vision/mission statement, new strategic plan, the annual budget);
- 2) ~~2)~~ working with the School Administration in updating the content and format of performance reports being sent to the School Board (e.g., student testing, program evaluation calendar and reporting, strategic plan/navigational marker reporting);

- 3) ~~3)~~ reviewing performance reports, identifying issues and opportunities; and
- 4) ~~4)~~ assisting with presentation of performance reports at regular School Board Meetings.

4. Governance Committee

The Governance Committee will consist of the School Board Chair and the Chairs of the Internal Audit Committee, the Policy Review Committee, and the Planning and Performance Monitoring Committee. Additionally, one other School Board Member will be appointed by the School Board Chair and approved by the School Board to also serve on the Committee. The Chair of the Governance Committee will be the Chair of the School Board. The Superintendent and the School Board Attorney will serve as the liaisons to the Committee but will not be voting members. The Governance Committee will be responsible for the following:

- a. building and monitoring the School Board-Superintendent working relationship and addressing relationship issues as they occur, including approval of routine matters related to the Superintendent's contract and employment, initially addressing issues and concerns regarding the Superintendent's conditions of employment, and communication with the School Board concerning such matters;

- b. developing procedures and an evaluation instrument for the Superintendent's evaluation;
- c. developing and presenting to the School Board annual goals for the Superintendent;
- d. establishing School Board- Superintendent communication and interaction guidelines and monitoring compliance with such guidelines;
- e. planning strategic and/or operational retreats at which values and vision statements will be updated (as needed), environmental trends will be assessed, and strategic issues will be identified and analyzed;
- f. identifying training and educational opportunities for School Board Members to become better informed about School Board governance issues and public education matters and monitoring an annual budget to fund such opportunities;
- g. coordinating School Board self-evaluation procedures, instruments and training;
- h. developing guidelines for effective communication of School Board Committee work to the School Board, the School Administration, and the public;
- i. developing long range agenda forecasts for School Board consideration;

- j. reviewing and responding to complaints or concerns regarding School Board Members and developing procedures for handling such complaints;
- k. Establish protocol and procedures, subject to review by the School Board, regarding School Board Meetings and other matters relating to the School Board;
- l. Developing the School Board Attorney contract, job description and evaluation. Handling the annual evaluation process of the School Board Attorney, monitoring the needs and work of the Department of Legal Services; and
- m. such other duties assigned to the Governance Committee by the School Board.

5. Legislative Committee

The Legislative Committee will consist of three School Board Members, School Board Attorney, the School Board's Legislative Consultant and those staff members appointed by the Superintendent who will serve as liaisons to the Committee but will not be voting members. The Legislative Committee is responsible for the development of the School Board's proposed annual legislative package. The legislative package, priorities and positions shall be based upon input from the School Board and the Superintendent. The Legislative Committee is also responsible for developing the School Board's regional legislative position and for acting as the

School Board's liaison to the Virginia General Assembly as well as other publicly elected bodies.

6. Building Utilization Committee

The Building Utilization Committee (BUC) will consist of three School Board Members. The Superintendent may assign appropriate staff members to assist the BUC in its review but such staff members will not be voting members. The BUC will annually review enrollment projections and impact on optimal building utilization. At its discretion, the BUC may invite input from PTAs or other community groups directly impacted by any recommendation from the BUC.

7. Student Discipline Committees

Three Committees of the School Board shall be appointed to hear student discipline cases as needed. Each Committee shall consist of three (3) voting School Board Members and one (1) nonvoting School counselor. Each Member of a Committee, excluding the School counselor, has authority to make motions and vote on that Committee. Each Committee shall meet to determine cases dealing with expulsions and long-term suspensions as set forth in School Board policy or regulation. A unanimous decision of a Committee consisting of three School Board Members regarding long-term suspensions and expulsions is final. If a Committee's decision is not unanimous, or if the decision is made by a Committee of less than three (3) School Board Members, the decision of the Committee may be appealed to the full School Board. If only two School Board Members are present for a Committee

hearing, the School Counselor may vote in place of the School Board Member, however any decision in which a School Counselor has cast a vote may be appealed to the School Board for a hearing.

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

The Committees listed below shall be considered Joint Standing Committees of the School Board and the City Council. The Chair shall seek approval from the School Board for all Member appointments to such Committees. The Chair shall take into consideration the experience of the School Board Members, their interest in membership, diversity of membership and continuity of membership on a Committee. The Chair of each Joint Standing School Board/City Council Committee shall be selected by the Committee Members unless otherwise specified.

1. CIP/Modernization Review Committee

The School Board Chair will appoint, and the School Board will approve two School Board Members and one alternate to serve on the Committee. The School Board Chair will appoint the Committee Chair.

E. School Board Ad Hoc Committees

A School Board Ad Hoc Committee and Ad Hoc Committee Chair shall be proposed by the School Board Chair and appointed by the School Board, as the need arises, to carry out a specified task, at the completion of which - that is, on presentation of its final report to the School Board, such Ad Hoc Committee will automatically cease to exist. An Ad Hoc Committee shall have those powers designated by the School

Board. The following Committee(s) are designated School Board Ad Hoc Committee(s):

1. Ad Hoc School Site Selection Committee

The School Site Selection Committee is an Ad Hoc School Board Committee that is appointed as needed to assist the School Board in considering proposals for new school sites.

2. Other Ad Hoc Committees as needed.

F. School Division Standing Committees with School Board Member Liaisons

If requested by the Superintendent or as set forth by Policy, the School Board may assign School Board Members to serve as Members of School Division Standing Committees. Voting rights of School Board Members serving as liaisons are determined by the Committee. The Superintendent shall provide a list of all such Liaison positions to the School Board by June 1st of each year.

1. The following Committees are designated as School Division Standing Committees with School Board Members assigned as Liaisons:

- a. Equity Council

The Equity Council addresses issues related to diverse populations and how the organizational climate contributes to fostering: greater student achievement; effective communication across all levels and with the greater community; honoring and listening to all voices; providing focused opportunities discussion,

feedback, input and support to the implementation of Compass to 2025 and future School Board goals; reporting on all aspects of diversity and equity with a special focus on students of color; resources and support to further the work educational equity within the School Division. The Superintendent will designate a staff member to serve as the Chair of the Equity Council. No more than two (2) School Board Members will be assigned as liaisons to the Equity Council.

b. 403 b Plan Oversight Committee

~~b.c.~~ Mental Health Taskforce – no more than two School Board Members will be assigned as liaisons to the Mental Health Taskforce.

G. Outside Committees, Organizations or Boards

The School Board Chair will recommend, and the School Board will approve School Board Members to represent the School Board on Outside Committees. In those instances, School Board Members have authority to bind the School Board for the limited purpose for which the Outside Committee exists. The Superintendent shall provide a list of all Outside Committees to the School Board by June 1st of each year. The School Board Chair will recommend, and the School Board shall appoint School Board Members to such Committees by majority vote. Outside Committees include, but are not limited to:

1. Green Run Collegiate Charter Board
2. Governor's School for the Arts;

3. Mayor's Committee for Persons with Disabilities;
4. SECEP - Southeastern Cooperative Educational Program;
5. VSBA - Virginia School Board Association Delegate Assembly;
6. Hampton Roads Educational Telecommunications Association (HRETA) WHRO Educational Advisory Committee;
7. Sister Cities Association of Virginia Beach;
8. Deferred Compensation Board;
- 8.9. Access Tidewater College Foundation; and
10. Virginia Beach Human Rights Commission

Related Links

School Board Bylaws [Appendix A](#)

School Board Bylaws [Appendix C](#)

School Board [Policy 3-96](#)

School Board [Internal Audit Charter](#), as amended.

Adopted by School Board: July 21, 1992

Amended by School Board: April 19, 1994

Amended by School Board: January 3, 1995

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2001

Amended by School Board: August 7, 2001

Amended by School Board: August 21, 2001

Amended by School Board: May 28, 2002

Amended by School Board: August 6, 2002

Amended by School Board: July 15, 2008

Amended by School Board: December 2, 2008
Amended by School Board: December 15, 2015
Amended by School Board: August 2, 2016
Amended by School Board: June 11, 2018
Amended by School Board: February 12, 2019
Amended by School Board: November 12, 2019
Amended by School Board: January 28, 2020
Amended by School Board: June 23, 2020
Amended by School Board: February 23, 2021
Amended by School Board: September 28, 2021
Amended by School Board: December 13, 2022

Amended by School Board: April 2023

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lennetti

SCHOOL BOARD BYLAWS

Adoption, Amendment, Repeal or Suspension - Policies

A. Approval for Content/Sufficiency

When policies are submitted to the School Board for consideration, they shall first have been reviewed by a member of the School Administration designated by the Superintendent and familiar with or responsible for the aspect of school operations affected by the policy. The proposed adoption, amendment, repeal or suspension will have the signature of the person submitting the amendment. In the event the policy is recommended by School Administration, the administrator reviewing the policy shall sign the policy "approved for content" and date the signature. The Superintendent or designee may also represent to the School Board or a committee thereof that the policy is approved for content. Approving for content indicates that the School Administration agrees that the policy is workable for the School Division.

Before a policy is presented to the School Board for adoption, it shall be submitted to School Board Attorney for legal review and, if the School Board Attorney finds it is legally sufficient, the School Board Attorney shall sign the policy as "legally sufficient" and date the signature. When the School Board Attorney signs a policy as "legal sufficient", the School Board Attorney is certifying that the policy complies with applicable law, policy and regulation but is not indicating approval for content of the policy from an educational or business standpoint.

All policies will be submitted to the Policy Review Committee for review and recommendation before being submitted to the School Board for approval.

B. Format for Presentation

When policy revisions are submitted to the School Board for consideration, the draft presented shall show previous policy language proposed to be eliminated by strike-outs and proposed new language by underlining in order that language to be eliminated and added is clear. The Superintendent or designee is authorized to make scrivener's changes to any Bylaw or policy or regulation when a mistake or grammatical error or formatting style is evident and such changes do not materially affect the content of the Bylaw or policy or regulation and will inform the Policy Review Committee of such Bylaw or policy changes.

C. Adoption, Amendment, and Repeal

Requests to adopt, amend or repeal a policy that are not sent to the Policy Review Committee for review should be submitted to School Board Members and to the Superintendent or designee in writing prior to the School Board meeting at which such proposed action will be reviewed or discussed. A vote for adoption shall take place at a subsequent meeting of the School Board unless the School Board by a majority vote moves to approve the policy at that meeting. A majority vote of the School Board Members present at the meeting will be needed for the adoption, amendment, or repeal of a policy.

1. Requests to adopt, amend or repeal a policy should be submitted to the Policy Review Committee for review or to the School Board Members and to the Superintendent or designee in writing prior to the

School Board meeting at which such proposed action will be reviewed or discussed.

2. A vote for adoption, amendment or repeal, shall take place at a subsequent meeting of the School Board. A majority vote of the School Board Members present at the meeting will be needed for the adoption, amendment, or repeal of a policy.
3. The School Board may adopt, amend, or repeal a policy at the same meeting when first presented if there is ~~by~~ an affirmative vote of seven of the School Board Members if there are eleven School Board Members present at the meeting or an affirmative vote of a majority plus one.

D. Suspension

Policies may be suspended in whole or in part by the School Board upon a majority vote of the School Board Members present at the meeting when, prior to the start of the Informal/Workshop session of the Meeting or the Formal Meeting if there is no scheduled Informal/Workshop session, eight hours' notice of the proposed suspension has been provided in writing or upon a unanimous vote of the School Board Members present at the meeting when no such written notice has been given.

Legal Reference

Code of Virginia § 22.1-253.13:7, as amended. Standard 7. Policy manual.

Code of Virginia § 22.1-78, as amended. Bylaws and regulations.

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

Adopted by School Board: July 21, 1992
Amended by School Board: August 17, 1999
Amended by School Board: February 20, 2001
Amended by School Board: December 2, 2008
Amended by School Board: August 2, 2016
Amended by School Board: September 28, 2021
Amended by School Board: October 26, 2021
Amended by School Board: December 13, 2022

Amended by School Board: April 2023

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Larrabee

SCHOOL BOARD STANDING RULES

A. Time and Place for Regular Meetings

Regular meetings of the School Board will generally be held on the second and fourth Tuesdays of each month, or on the dates and times designated by the School Board and as thereafter modified. The School Board reserves the right to change the date, time, or location of a previously noticed meeting upon compliance with applicable notice requirements set forth in the Virginia Freedom of Information Act. In person meetings of the School Board will take place in the School Administration Building unless otherwise specified by the School Board. When applicable, School Board meetings may be held electronically or telephonically. The School Board reserves the right to meet at other times, dates, and places upon proper notification to the public.

B. Administrative, Informal, Workshop and Closed Session Sections of Regular Meetings

On Regular Meeting days, the School Board will generally convene prior to the Formal Agenda to address Administrative, Informal, Workshop, and/or Closed Session matters. The School Board reserves the right to adjust the time for such matters but will generally begin at 4:00 p.m. prior to the Formal Agenda start time. The School Board Chair or designee, with the consensus of the School Board Members present, may move, or continue matters until after the Formal Agenda, or to another date.

C. School Board Recess

It is the School Board's practice to recess at 5:30 p.m. or sooner to prepare for the start of Formal Agenda. The School Board Chair, with

the consensus of the School Board Members present, may alter the time for recess or not recess prior to the Formal Agenda start time and may recess the Regular meeting at other times.

D. Formal Meeting

Agendas for Regular Meetings of the School Board will generally follow the format set forth below. The School Board reserves the right to alter the Agenda when the Agenda is adopted or at any time during the Meeting by majority vote of the School Board Members present at the Meeting at the time of the vote. The Order of the Formal Meeting will be:

1. Call to Order and Roll Call 6:00 p.m.
2. Moment of Silence followed by the Pledge of Allegiance
3. Student, Employee and Public Awards and Recognition (see Bylaw 1-39)
4. Adoption of the Agenda
5. Superintendent's Monthly Report (second monthly meeting) and recognitions (first and second monthly meetings)
6. Approval of Meeting Minutes
7. Public Comments until 8:00 p.m.

At this time, the School Board will hear public comment on items in accordance with School Board Bylaw 1-47 Public Comments or as otherwise set forth by the School Board for this Meeting. The School Board may suspend Public Comments to handle other matters on the Agenda and resume Public Comments later in the meeting.

8. Information

- a. Interim Financial Statements – [month year]
(second monthly meeting)
- b. Policy Review Committee Recommendations
- c. Presentations regarding matters relevant to the
School Board and the School Division

9. Return to public comments if needed

10. Consent Agenda

- a. Commemorative Resolutions
- b. Policy Review Committee Recommendations
- c. Religious exemptions
- d. Other matters as determined appropriate for
Consent approval.

11. Action

- a. Personnel Report / Administrative
Appointments
- b. Matters requiring action by the School Board

12. Committee, Organization or Board Reports

- a. School Board Members appointed to represent
the School Board on committees, organizations
or boards may briefly present updates on the
work of their committee, organization, or
board.

13. Return to Administrative, Informal, Workshop or Closed
Session matters if necessary.

14. Adjournment

Related Links

School Board [**Bylaw 1-18**](#)

School Board [**Bylaw 1-37**](#)

School Board [**Bylaw 1-39**](#)

School Board [**Bylaw 1-40**](#)

Adopted by the School Board: February 20, 2001

Amended by the School Board: July 3, 2001

Amended by the School Board: July 2, 2002

Amended by the School Board: July 1, 2003

Amended by the School Board: July 6, 2004

Amended by the School Board: July 5, 2005

Amended by the School Board: July 8, 2006

Amended by the School Board: July 12, 2007

Amended by the School Board: December 2, 2008

Amended by the School Board: August 18, 2015

Amended by School Board: August 2, 2016

Amended by School Board: October 10, 2017

Amended by School Board: March 27, 2018

Amended by School Board: September 9, 2020

Amended by School Board: May 11, 2021

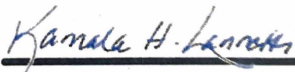
Amended by School Board: June 22, 2021

Amended by School Board: September 28, 2021

Reviewed by School Board: December 13, 2022

[**Amended by School Board: April 2023**](#)

APPROVED AS TO
LEGAL SUFFICIENCY





Subject: Closed Session **Item Number:** 17

Section: Return to Administrative, Informal, Workshop or Closed Session Matters **Date:** April 4, 2023

Senior Staff: N/A

Prepared by: Kamala H. Lannetti, School Board Attorney

Presenter(s): Kamala H. Lannetti, School Board Attorney

That the School Board recess into Closed Session in accordance with the exceptions to open meetings law set forth in Code of Virginia §2.2-3711, Part A, Paragraph 1, 3, 7, and 8, as amended, to deliberate on the following matters:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals
3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.
8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

Namely to discuss:

- A. Legal advice concerning an administrator's contract terms.
- B. Request to join a class action lawsuit.
- C. Status and contract issues related to the Laskin Road Annex sale.
- D. Consultation with legal counsel regarding probable litigation and pending litigation matters.

Background Summary:

N/A

Source:

Code of Virginia §2.2-3711, as amended

Budget Impact:

N/A

Decorum and Order-School Board Meetings 1-48

School Board of the City of Virginia Beach
Bylaw 1-48

SCHOOL BOARD BYLAWS

Decorum and Order-School Board Meetings

A. Purpose of decorum and order during meetings

The School Board determines that decorum and order are necessary during School Board Meetings. The purposes for maintaining decorum and order are:

1. to ensure that the affairs of the School Board and School Board Committees may be conducted in an open, safe and orderly manner during meetings;
2. that all persons signed up to address the School Board during public comment sections of meetings have the opportunity to do so in an orderly and respectful manner and without being interrupted;
3. that persons in attendance may observe and hear the proceedings of the School Board without distraction and interruption;
4. that students and other young audience members who attend or watch such meetings are not subject to inappropriate language or conduct;
5. that School Board Members and School Division employees or other agents can transact the business of the School Board and the School Division with minimal disruption.

B. Limitations on addressing the School Board

Persons addressing the School Board during public comment sections of the meeting shall:

1. Limit their comments to matters relevant to PreK-12 public education in Virginia Beach and the business of the School Board and the School Division.
2. Refrain from obscenity, vulgarity, profanity, and comments or actions with the intent to incite violence or other breach of peace.
3. Comply with the time limits and other rules for public comment set forth in the agenda or Bylaws.
4. During special meetings or public hearings, the School Board may set different rules or time limits for public comments.

C. Other expressive activities during meetings

1. Public comments during meetings limited to matters relevant to public education and the business of the School Board

At regular School Board Meetings, the School Board accepts public comment during designated sections of the Meeting Agenda. The public comment sections of School Board Meetings are limited public forums for the sole purpose of accepting comments from members of the public relevant to PreK-12 public education in Virginia Beach and the business of the School Board and the School Division. The

School Board does not accept other forms of public comment during Meetings or at those times immediately preceding or following a Meeting.

2. Expressive activities during meetings

To maintain decorum and order and conduct the business of the School Board and the School Division during meetings, expressive activities by members of the public in meetings will be limited or prohibited. On any day that a meeting is scheduled to take place, the School Board prohibits certain expressive activity, including but not limited to the following, expressive activities:

- Petitioning, demonstrating, picketing, pamphlet distribution, conducting polls, or solicitation in the Building where the Meeting is taking place
- Displaying or using signs, posters or other items brought into the meeting room that block the view of persons in or observing the meeting or create a safety concern. Possession of such items while in the meeting location will not be prohibited.
- Use of noise making devices
- Use of excessive cheering, booing, clapping, or similar activity that disrupts the meeting, as determined by the Chair or designee.
- Calling out or making comments when not called to address the School Board
- Intimidation, harassment or threats to persons in the meeting or who are entering or departing the meeting or the location of the meeting
- Instigating or attempting to instigate confrontations or other conduct for the purpose of disrupting the meeting
- Other conduct that violates decorum and order as determined by the Chair or designee

3. School Administration Building or other locations for meetings are not open public forums for public expression

The School Administration Building (or another building or location where a meeting is scheduled to take place) its grounds and reserved parking spaces are not open for expressive activities unless a facility use request or application has been approved by the Superintendent or designees. The Superintendent or designees are authorized to designate areas of the School Administration Building (or other building or location for a meeting), the grounds and parking lots that may be considered for facility use request or application. The Superintendent or designee are authorized to develop and implement regulations and/or procedures related to such facility use requests or applications.

D. Other methods of communicating with the School Board

The School Board encourages citizens and other interested parties to communicate with the School Board regarding matters related to public education. Due to the limited time scheduled to conduct business and the need to follow approved agenda items, School Board meetings may not be conducive for all forms of communication to the School Board. Persons seeking to communicate with the School Board may contact School Board Members through other methods of communication, including SchoolBoard@VBCPSBoard.com or email individual School Board Members in addition to those provided at School Board meetings.

This Bylaw does not preclude persons addressing the School Board from delivering the School Board or its Clerk written materials including reports, statements, exhibits, letters, or signed petitions prior to or after a Meeting. While public speakers are addressing the School Board, they may not approach the School Board to hand out

items but will instead be directed to leave items with the Clerk or designee for the School Board to consider after the Meeting.

This Bylaw does not preclude persons called to address the School Board during public comment sections from using a chart, graph or other item during their public comments so long as that item does not interfere with the School Board and other persons observing the Meeting from hearing or seeing the speaker and the item does not create a safety issue or otherwise violate the decorum and order rules. Furthermore, nothing herein shall be interpreted to prohibit members of the public from communicating with the School Board or the School Administration on matters relevant to PreK-12 public education in Virginia Beach and the business of the School Board and the School Division at times other than meetings.

- E.** The Chair with the assistance of the Superintendent or their designees shall preserve decorum and order in the room where the Meeting is taking place and shall decide all questions of decorum and order during the Meeting. School Board Members may vote to overrule the Chair's or designee's decision at the time that the Chair or designee makes the decision. The Chair or designee is authorized to work with the Superintendent, designees, law enforcement and authorized agents to maintain order and decorum prior to the start of, during and immediately after any Meeting.
- F.** The School Administration, law enforcement and authorized agents will have responsibility for maintaining decorum and order outside of the Meeting room and outside of a building where a meeting will be or is taking place.
- 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 or a Committee thereof is meeting. Notice of this restriction shall be posted outside of School Board Meeting Room and on the agenda for any School Board meeting.
- H.** At the request of the Chair or Superintendent or their designees, a city police officer or other law enforcement officer shall act as sergeant-at-arms at all School Board meetings.