



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
District 6

David Culpepper
District 8

Jennifer S. Franklin
District 2 – Kempsville

Victoria C. Manning
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, May 23, 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/84344904807> Call-in (301) 715-8592 ID 843 4490 4807

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 May 22, 2023.

Closed Session 2:00 p.m.

- 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. Your Voice – Enhanced EIP Meetings
 - C. Equity Update
 - D. PPEA Interim Agreement Update
- 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**
 - A. Class of 2023 E.E. Brickell Scholar – Princess Anne High School
 - B. Virginia DECA State Leadership Conference, first place, Quick Serve Restaurant Individual Series Event – Kempsville High School
 - C. National Brain Brawl Championship – Princess Anne High School NJROTC
 - D. Virginia Music Educators Association - All Virginia Band, Chorus, and Orchestra and Honors Choir
 - E. Virginia Music Educators Association – Blue Ribbon Schools and VA Honor Band (staff awards)
 - F. Carnegie Hall performance distinction – Salem High School and Frank W. Cox High School
 - G. Virginia Beach Future Teacher Award winners
- 8. Adoption of the Agenda**
- 9. Superintendent's Report (second monthly meeting) and recognitions (first and second monthly meetings)**



10. Approval of Meeting Minutes

- A. May 9, 2023, Regular School Board Meeting **Added 05/19/2023**

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

The School Board will hear public comments at the May 23, 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 May 9, 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. May 23, 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. Policy Review Committee (PRC) Recommendations:
1. Bylaw 1-7/Student Representatives to the School Board
 2. Policy 3-46/Audits
 3. Policy 3-87/Free and Reduced/Priced Meals
 4. Policy 3-96/Office of Internal Audit and the Audit Committee
 5. Policy 6-65/Library Media/Professional Libraries
 6. Policy 7-36/Soliciting Funds or Sales
 7. Policy 7-45/Recognition of Students and Staff by the School Board
 8. Policy 7-68/Relations with Non-Governmental Organizations: Parochial and Private Schools
- B. Internal Audit Charter Amendments 2023 **Updated 05/23/2023**
- C. Textbook Adoption: Math and Science Academy Chemistry
- D. Resolution: Affirmation of Commitment to Nondiscrimination and Anti-Harassment of LGBTQ+ Youth and Adults in the VBCPS Educational Environment

13. Return to public comments if needed

14. Consent Agenda

- A. Resolution: Juneteenth
- B. Recommendation of General Contractor: Corporate Landing Middle School Central Heating & Cooling Plant Air Handling Units (AHU) & Heat Recovery Unit (HRU)

15. Action

- A. Personnel Report / Administrative Appointments **Updated 05/30/2023**
- B. Federal Grant Applications
- C. New Assignment of School Board Member to the PPEA Planning Advisory Team (Williams Elementary School and Bayside 6th Grade Campus Planning Advisory Team)

16. Committee, Organization or Board Reports

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

18. Adjournment



Subject: Closed Session **Item Number:** Pre-Meeting

Section: Closed Session **Date:** May 23, 2023

Senior Staff: N/A

Prepared by: Trenace Riggs, School Board Chair

Presenter(s): Trenace Riggs, School Board Chair

Recommendation:

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, 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.

Namely to discuss:

- A. School Board Attorney's evaluation.

Background Summary:

N/A

Source:

Code of Virginia §2.2-3711, as amended

Budget Impact:

N/A



Subject: Your Voice - Enhanced EIP Meetings Item Number: 1B

Section: Workshop **Date:** May 23, 2023

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

Prepared by: Mrs. Edie L. Rogan, Director, Office of Employee Relations

Presenter(s): Mrs. Edie L. Rogan, Director, Office of Employee Relations

Recommendation:

That the School Board reviews the outcome of the Division-provided enhanced employee input meetings.

Background Summary:

To ensure employees had an opportunity to be heard, the Department of Human Resources offered a series of enhanced employee input process meetings to offset the biennial employee input survey. In these Division-wide meetings, active employees were invited to participate in either face-to-face or virtual meetings. The findings were compiled and sorted for the School Board's review.

Source:

Goal 4 of the School Division's Strategic Plan

Budget Impact:

Staff Resources



Subject: Equity Update **Item Number:** 1C

Section: Administrative, Informal, and Workshop **Date:** May 23, 2023

Senior Staff: Ty M. Harris, Director, Office for Diversity, Equity and Inclusion

Prepared by: Ty M. Harris, Director, Office for Diversity, Equity and Inclusion

Presenter(s): Ty M. Harris, Director, Office for Diversity, Equity and Inclusion

Recommendation:

That the School Board receive an Equity update.

Background Summary:

The School Board adopted Policy 5-4 Educational Equity on September 9, 2020. Section C of the policy calls for the School Division to create an Equity Plan to identify priorities, correct and address the inequalities and review and monitor such efforts. This update will include the progress made for Board review.

The office remains committed to providing and supporting inclusive teaching and learning opportunities for students, staff and the community.

Source:

Office for Diversity, Equity and Inclusion

Budget Impact:

N/A



Subject: PPEA Interim Agreement Update **Item Number:** 1D

Section: Administrative, Informal, and Workshop **Date:** May 23, 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: School Board Recognitions **Item Number:** 7A-G

Section: Student, Employee and Public Awards and Recognitions **Date:** May 23, 2023

Senior Staff: Natalie Allen, Chief Communications and Community Engagement Officer

Prepared by: David Schleck, Public Relations Coordinator

Presenter(s): Carolyn Weems, Vice Chair

Recommendation:

That the School Board recognize the outstanding accomplishments of those receiving the May 23, 2023, School Board recognitions. These designated achievements should not be taken lightly as they fall within a listing of criteria that require achievements including a national or state-level win in a competition, event, or achievement. Examples would be those of National Merit Finalists, taking first place for a state-level sports competition, or other similar meritorious examples. This meeting we will recognize:

1. Class of 2023 E.E. Brickell Scholar – Princess Anne High School
2. Virginia DECA State Leadership Conference, first place, Quick Serve Restaurant Individual Series Event – Kempsville High School
3. National Brain Brawl Championship – Princess Anne High School NJROTC
4. Virginia Music Educators Association - All Virginia Band, Chorus, Orchestra, Honors Choir and All Virginia Elementary School Chorus
5. Virginia Music Educators Association – Blue Ribbon Schools and VA Honor Band (staff awards)
6. Carnegie Hall performance distinction – Salem High School and Frank W. Cox High School
7. Virginia Beach Future Teacher Award winners

Background Summary:

That the School Board allow time during School Board meetings to recognize students and/or staff who have accomplished notable recognitions that fit within the parameters of the School Board recognition criteria.

Recognition Criteria:

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

Source:

Utilizing data from submissions made to the Department of Communications and Community Engagement, which have been approved by school principals or department heads recognizing a notable achievement from a student or staff member fitting the Board recognition parameters.

Budget Impact:

None.



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

Section: Approval of Meeting Minutes **Date:** May 23, 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. May 9, 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, May 9, 2023**

Holland Road Annex
2323 Holland Road
Virginia Beach, VA 23453
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1. ***Administrative, Informal, and Workshop:*** Chair Riggs convened the Administrative, Informal, and Workshop session at 3:30 p.m. on the 9th day of May 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 VBTB 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 (arrived at 3:31 p.m.), Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens.
 - A. **School Board Administrative Matters and Reports:** Vice Chair Weems mentioned for School Board members to review the agenda on Wednesday when it is posted for awards/recognitions and resolutions and request in advance by Monday if you want to read a certain award and/or resolution; Chair Riggs mentioned there are three presentations during workshop and would like to have them all presented; will be doing a time check and watching the clock.
 - B. **Literacy Update:** Kipp Rogers, Ph.D., Chief Academic Officer and Lorena Kelly, Ph.D., Executive Director, Elementary Teaching and Learning, provided the School Board an update on winter academic performance of students based on mid-year Reading Inventory (RI) data, brief description of the literacy program, and an update on the Virginia Literacy Act; Dr. Rogers provided a brief introduction and Dr. Kelly continued the presentation; reviewed mid-year data results; mid-year division Reading Inventory data – grades 3-5: Fall 2022-2023: 49.3% compared to Mid-Year (January 2023): 59.9%; mid-year division Reading Inventory data – grade 5: Fall 2022-2023: 54.3% compared to Mid-Year (January 2023): 63.3%; noted the 2022-2023 mid-year results were slightly lower than 2021-2022 mid-year, which were: 64.1%; mid-year division Reading Inventory – grade 4: Fall 2022-2023: 47.4% compared to Mid-Year (January 2023): 58.3%; mid-year division Reading Inventory data – grade 3: Fall 2022-2023: 46.1% compared to Mid-Year (January 2023): 58.0%; reviewed elementary literacy instruction – what we teach: communication and multimodal literacy, reading, writing and research; how we teach – whole group, small group, individual conferences, deliver daily reading and writing instruction, implement instruction that is systematic, cumulative, and diagnostic; shared chart of components in a structured literacy program; reviewed simple view of reading – decoding (word recognition) x language comprehension = reading comprehension; Scarborough's Reading Rope Model – word recognition (phonological awareness, decoding, sight recognition), language comprehension (background and vocabulary knowledge, language structures, verbal reasoning, literacy knowledge), skilled reading (fluent execution and coordination of word recognition and text comprehension); mentioned Virginia Literacy Act (VLA) and shared highlights of key terms regarding evidence-based literacy instruction, aligns curricula, screening and intervention methods, requires professional development and training; professional development: 2021 – administrators were invited to apply to have teams of teachers participate in LETRS, 2022 – LETRS expanded to

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include an individual application process for teachers in grades K-5; professional development 2023-2025: LETRS Summer session, LETRS school year: implemented by VBCPS facilitators, teacher receive 2 professional learning days to utilize during school year to complete requirements; mentioned new website Virginia Literacy Partnerships; 2024-2025 full launch of Virginia Literacy Screener – new VDOE Screener for Virginia; new screener aligned with current evidence base, more comprehensive and useful screening information, better informed instruction and intervention, goal: improved reading and academic outcomes for Virginia students; mentioned Virginia Literacy Act 2024-2025 – students in K-3: receives core literacy instruction from an evidence-based literacy curriculum, teachers of students in K-3: uses evidence-based literacy curriculum; provided a literacy update summary: overall 59.9% of grade 3-5 students are meeting the end-of-year RI benchmark, VBCPS implements evidence-based literacy instruction and provides professional learning aligned to science-based reading research, 2023-2024 – implementation of new screener VALLSS (Virginia Language and Literacy Screening System), 2024-2025 – implementation of updated/new core curriculum; shared some pictures and highlighted samples from elementary schools.

The presentation continued with questions and comments regarding recertification points for LETRS training; phonics foundation; phonological awareness; evidence-based instruction; predictive technology; timeframe of screening; professional development for teachers; modules available; VALLSS used for PreK-3; SOLs for 3-5; evidenced based learning; and measure success.

- C. Bylaw Discussion on Student Representative to the School Board: Kamala H. Lannetti, School Board Attorney provided the School Board information regarding a student representative to the School Board and set forth the duties and responsibilities for the position; Bylaw 1-7 draft; number of student representatives – 2 students for each comprehensive high school (1 senior and 1 junior), 1 student from Green Run Collegiate Charter School, 1 student from Renaissance Academy, 1 student from Achievable Dream Academy – High School Program; reviewed eligibility to serve – enrolled in VBCPS, GPA of 2.5, no immediate family relationship with School Board or Superintendent, no felony charges or CPS findings, no pending long term disciplinary or expulsion matters while serving; selection process – Superintendent or designee develops selection and replacement process, striving for diversity of student opinions and concerns, encourage choice of students who are not currently in leadership positions; term of appointment – July 1 – June 30, first year may be different starting time, encourage appointment of junior representative to be the senior representative the following year; duties and responsibilities – serve in advisory capacity only; no voting rights; only have duties and responsibilities assigned by School Board, only one student representative serves at each meeting or retreat; representatives will attend one assigned meeting per year or find alternate; School Board mentor – Vice Chair serves as mentor and contact person, Superintendent will appoint administrator to provide training and supervision of student representatives and to develop a schedule for meetings.

Ms. Owens provided a brief background summary regarding the development of the student representative; explored with School Board member, Ms. Franklin; met with students at the Citywide SCA; provide an opportunity for student voice but no voting rights; Ms. Franklin shared this is a great leadership opportunity; develop communication skills; able to get student perspective; feedback from School Board members; Dr. Walter C. Brower, Jr., Senior Executive Director, High Schools shared information regarding the student representative from Norfolk Public Schools.

The presentation continued with questions and comments regarding City of Virginia Beach having student representatives on various boards; support for idea of student representative on School Board; selection process; lottery system; rotation of student representatives for each meeting; time for training; getting student input for meetings; collaboration between schools; representing the concerns of the school(s); input from student speakers; burden on administration; parliamentary procedure; selection by School Board; clarification on specific duties/responsibilities; getting student's viewpoint on certain matters; student forum; think through the process; room for improvements in the bylaw; and possibility of simple bylaw and then a policy with details.

- D. Procurement and SWAM: Carla Smith, Director of Procurement, and Melisa Ingram, Executive Director of Facilities Services provided the School Board information about procurement processes, reporting and data regarding Small, Women- and Minority- Owned (SWAM) businesses; Crystal Pate, Chief Financial Officer provided a brief comment on the presentation and introduced Ms. Smith; reviewed the presentation topics; mentioned School Board Policy 3-8; joint responsibility between Department of Budget and Finance and School Division Services to report on the following: small business, women-owned business, service-disabled veteran business, minority-owned business; SWAM business classifications are collected in two ways: formal procurements (bid's & RFPS) and when a supplier is added into Oracle (procurement system); Ms. Ingram shared information on how Capital Improvement Program

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(CIP) SWAM business classifications are collected; during bid process – SWAM Participation Plan; at completion of the project – SWAM participation form; Ms. Smith shared information on current SWAM reporting: reporting is fiscal year based, spend data is for goods and services, data is pulled from three sources (Oracle, School Funds Online, and Bank of America Works); SWAM spend is 24%; noted 50% of our spend is comprised of 11 categories; mentioned categories of where opportunity may exist to increase minority spend (non-residential main building contractors, general contractors, and plumbing, heating & AC (HVAC) contractors; top spend is with large corporations where state or national cooperative contracts are used; Ms. Ingram shared School Division Services/Office of Facilities Services current SWAM reporting is project based, spend data in large CIP projects, data is provided by the general contractor and the subcontractor's classifications; future SWAM reporting – Facilities Services SWAM Participation Forms will be integrated with all other end of fiscal year (FY) procurement reporting starting in FY25; Ms. Smith continued the presentation; current and potential SWAM support: VBCPS attends the annual minority business conference, VBCPS will begin to include SWAM businesses as supplemental suppliers on formal procurements and when quoting small procurements; mentioned City Disparity Study: conducted 2017-2018, 12 implemented recommendations; use of Oracle to improve reporting; VBCPS current annual SWAM participation is good (24%), comprised primarily of small business and woman-owned and not minority-business or service-disabled veteran business; VBCPS working towards improving SWAM identification and reporting; Ms. Smith shared the following recommendation: participation in the upcoming City disparity study, goals of VBCPS participation: uncovering SWAM participation blind spots, develop opportunities to increase SWAM identification and reporting. The presentation continued with questions and comments regarding large contracts; unbundle of large contracts; clarity on diversity chart types; data from disparity study; cost of participation in study; cannot make decision without knowing cost; what information looking to find out from disparity study; capacity for minority contracting verses actual participation; conversation with City about participation; a recommendation of areas need to study; and areas to increase minority spend.

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 5:31 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 6:02 p.m. on the 9th day of May 2023 and welcomed 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. National Nengajo Art Contest, first place - Brandon Middle School: The School Board recognized Maffe Tupaz, an eight-grade student at Brandon Middle School, first place winner in a national art contest. Her artwork was chosen from 119 entries from middle schoolers across the United States.
- B. 2023 VSBA Tidewater Regional Art Contest – Woodstock Elementary, Virginia Beach Middle, Kellam High: The School Board recognized the following students as winners of the 2023 Virginia School Board Association Tidewater Regional Art Contest: Mara Dillenburgh, a fourth-grade student at Woodstock Elementary; Kayla Spruill, a sixth-grade student at Virginia Beach Middle School; and Grace Miller, a junior at Kellam High School.
- C. Virginia ProStart Invitation 2023 Culinary Management Competition - Kempsville High School: The School Board recognized the student culinary teams from Kempsville High School who won first and second place in the management competition at the 2023 Virginia ProStart Invitational competition last month at Old Dominion University. The first-place winners were Hayden Brice, Christopher Hodge, and Morgan Sutton.
- D. Virginia DECA State Leadership Conference, first place, Quick Serve Restaurant Individual Series Event – Kempsville High School: Note: due to a scheduling conflict, this recognition will be presented at a later date.
- E. 2023 VHSL Class 5 Theatre Festival, Outstanding Performer – Salem High School: The School Board recognized Maggie Southall-Bartz, a junior at Salem High School, who earned the title "Outstanding Performer" at the 2023 VHSL Theatre Festival.

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- F. VBCPS 2022-2023 Virginia Association for the Gifted Outstanding Teacher of the Year Awards – Plaza Middle School and Thoroughgood Elementary School: The School Board recognized the 2022-23 VBCPS Outstanding Gifted Teachers of the Year: Laura Purvis, teacher at Plaza Middle School and Terri Darnell, teacher at Thoroughgood Elementary School.
- G. National AVID Demonstration Schools – Great Neck and Salem middle schools: The School Board recognized Great Neck Middle School and Salem Middle School as National AVID Demonstration Schools. This elite designation has been awarded to only 200 of 8,000 AVID schools in the United States and around the world.
- H. First Place in Public Forum Debate at VHSL State Debate Competition - Princess Anne High School: The School Board recognized the first-place winners in the VHSL State Debate Competition: Jessica Wu, a junior at Princess Anne High School and Nate Campion, a junior at Princess Anne High School.
- I. VHSL Division 5 State Debate Champions – First Colonial High School: The School Board recognized the First Colonial High School debate team as the VHSL Division 5 State Debate Champions. Students placed in the Lincoln Douglas category, the Congress division, the Public Forum category, and the Public Policy category.
- J. NJROTC Area 5 Drill, Athletic and Academic Championship, first place - Green Run High School: The School Board recognized the cadets from Green Run High School as the NJROTC Area 5 Drill, Athletic and Academic champions. The cadets took first place overall in Drill and Athletics, and they took first place overall for the 10th year in a row.

8. Adoption of the Agenda: Chair Riggs called for any modifications to the agenda as presented. Ms. Brown made a motion, seconded by Mr. Culpeper, to move item 12D (Resolution from a School Board Member) to the end of the meeting so that we have the opportunity to hear the 111 public comments that we have before we have the discussion. A discussion followed regarding School Board conversation on the resolution and meaning behind resolution; suggestion to leave the agenda as is; not change procedures; follow agenda – listen to speakers until 8:00 p.m. then return to the business of the School Board then resume speakers; not voting on topic tonight; social media posts; Ms. Manning called for a point of order regarding clarification on discussing moving an item or discussing the item/topic; Chair Riggs clarified the discussion is on moving the item; clarification on keeping Information agenda items A through C; moving item 12D after the return to Public Comments; item not for vote tonight, only on for information; maintain agenda as is. Without further discussion, Chair Riggs called for a vote to the amendment to the agenda and asked Ms. Brown to repeat the amendment. Ms. Brown restated her motion – that we move item 12D to after Public Comments is completed, to be moved before Action but after public comment is done. Chair Riggs clarified the order of the agenda – Information items A-B-C would be presented – then return to public comments – then before consent agenda, item 12D would be presented/discussed. Chair Riggs called for a vote on the amended agenda. The School Board Clerk announced there were four (4) ayes in favor of the amended agenda: Ms. Brown, Mr. Callan, Mr. Culpepper, and Ms. Manning. There were seven (7) nays opposed to the amended agenda: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Franklin, Ms. Martin, Ms. Melnyk, and Ms. Owens. The motion to amend the agenda failed, 4-7-0.

Chair Riggs called for a motion to adopt the agenda as presented. Ms. Melnyk made the motion, seconded by Ms. Anderson. Without discussion, Chair Riggs called for a vote to approve the agenda as presented. The School Board Clerk announced there were seven (7) ayes in favor of the motion to approve the agenda as presented: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Franklin, Ms. Martin, Ms. Melnyk, and Ms. Owens. There were four (4) nays opposed to the agenda as presented: Ms. Brown, Mr. Callan, Mr. Culpepper, and Ms. Manning. The motion passed, 7-4-0.

9. Superintendent's Report (second monthly meeting) and recognitions (first and second monthly meetings): Superintendent Spence introduced Michael T. Tunney, Jr., Teacher, Advanced Technology Center as Coordinator, Engineering and Technology Education, Office of Technical and Career Education. It was noted, Mr. Tunney, Jr. appointment was voted on and approved at the April 25, 2023 School Board meeting.

10. Approval of Meeting Minutes

- A. April 25, 2023, Regular School Board Meeting: Chair Riggs called for any modifications to the April 25, 2023 regular School Board meeting minutes as presented. Hearing none, Chair Riggs called for a motion to approve the April 25, 2023 minutes as presented. Ms. Brown made the motion, seconded by Mr. Callan. Without discussion, Chair Riggs called for a vote to approve the April 25, 2023 meeting minutes. The School Board Clerk announce there were ten (10) ayes in favor of the motion to approve the April 25, 2023 meeting minutes: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens. The School Board Clerk announced there was one (1) abstention: Ms. Martin (left the meeting early due to illness). The motion passed, 10-0-1.

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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 sixty-four (64) in person speakers (including twenty-three (23) student speakers) and ten (10) online speakers: topics discussed were School Board member resolution; non-discrimination of students; LGBTQ+ students; bullying; gender identity; VDOE Model Policy; transgender students; preferred name and pronoun; safety of students; mental health of transgender students; all students first; parental rights; parental involvement; importance of family; books in library; student representative to School Board; gun/firearm safety; Teacher Appreciation Week; student speakers; library materials; Policy 6-65; access to library books; parents rights and responsibility; clarification on resolution; First Amendment; women sports; athletics; personal safety; and VHSL.

The Public Comments were suspended at 8:00 p.m., to continue with the formal meeting and the items on the Information agenda.

12. **Information**

- A. **Summer Learning Update:** Lorena Kelly, Ph.D., Executive Director of Elementary Teaching and Learning presented the School Board an update related to summer learning opportunities; elementary summer learning opportunities: summer learning boost for all elementary – July 1, parent videos are posted each week to explain the learning intention and focus of each lesson, summer learning camp at select sites – July 5-26, tutoring funds provided for schools who do not have summer learning camp (site-based) – July 5-August 4; secondary summer learning opportunities: repeat face-to-face course (Independence MS & Salem MS, Green Run HS & Princess Anne HS), first time course (Virginia Beach Digital Campus); AVID Science Summer Bridge Program – opportunity for rising 7th and 8th graders at Bayside Middle School, Mission Possible - July 10-August 2; summer learning for students with disabilities: general education setting – many students with disabilities will have the opportunity to participate in the summer programs in the general education setting; Extended School Year (ESY) services – special education and/or related services provided beyond the typical school year, part of the IEP Process.
The presentation continued with questions and comments regarding students taking Chromebooks home over the summer; where to find registration dates and deadlines; transportation for summer activities; and costs for learning camps.
- B. **Federal Grant Applications:** Lorena Kelly, Ph.D., Executive Director of Elementary Teaching and Learning presented the School Board information on the administrations intend to apply for federal grant for the 2023-2024 school year; provided a chart overview of past, current, and projected funding for each grant; Title I, Part A grant is anticipated for approximately \$13 million, funds provide additional financial assistance to school with high percentages of child from low-income families to help ensure that all children meet challenging state academic content and achievement standards; Title I, Part D grant is approximately \$183,000 dollars, funds supports education services for students in delinquent facilities, supports transition of students from those facilities and Juvenile Detention Center back to VBCPS, supports dropout prevention programs; Title II, Part A grant is anticipated for approximately \$2 million, funds for literacy leaders, mathematics coaches, cohorts for Reading Specialist and Math Specialist endorsements; Title III, Part A grant is anticipated at approximately \$230,000 dollars, funds for English Learner Instructional Specialist, professional learning, family engagement, elevation; Title IV, Part A grant is anticipated for approximately \$897,000, fund for integrated systems of support (graduation lab teachers, instructional coaches, 24/7 virtual tutoring) and future-ready students (learning supports, instructional resources and professional learning opportunities to support literacy and numeracy, AP and IB Assessments for free and reduced lunch recipients.)
The presentation continued with questions and comments regarding the Title I, Part A grant; plans to support behavior; multi-tier system of support; discipline in classroom; support with training and additional staff; and what determines the amount of funding received.
- C. **Bylaw Discussion on Student Representative to the School Board:** Note: this topic was discussed during the Administrative, Informal, and Workshop session – see agenda item #1C; Ms. Franklin made a suggestion to send the Bylaw back to PRC (Policy Review Committee) for their review on Thursday; a discussion followed regarding the Bylaw; Kamala H. Lannetti, School Board Attorney reviewed draft of Bylaw 1-7; create a simple Bylaw and have a policy or regulation with specific details. Chair Riggs asked for motion; Ms. Franklin made a motion, seconded by Ms. Owens, that we withdraw (Bylaw) from information to take back to Policy Review (Committee) for their meeting on

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Thursday and that they can review this shortened Bylaw and bring to the Board later; Chair Riggs opened the floor for discussion; a discussion followed regarding the shortened Bylaw; agenda set for PRC meeting - can add to agenda; concerns about Bylaw from Workshop discussion; need to establish rules and qualifications; will take back to PRC for discussion; need more direction from Ms. Franklin and Ms. Owens; needs to be School Board driven. Without further discussion, Chair Riggs called for a vote on the motion. The School Board Clerk announced there were eleven (11) ayes in favor of the motion. The motion passed unanimously, 11-0-0.

- D. Resolution from a School Board Member: Chair Riggs read a statement regarding social media post, Virginia High School League (VHSL) participation rules and apologized for any confusion; Ms. Owens provided some information regarding the resolution - from September - public comments from students, parents, teachers, and community members, advocate for students, safe place for students to feel valued, educational outcomes, mental health of students, value diversity, misinformation from media post, not a policy, VHSL rules and regulations, does not change anything that that district is doing, examples of other resolutions. Ms. Owens read the following resolution:

RESOLUTION Nondiscrimination Against LGBTQ+ Youth in Education

WHEREAS, VBCPS believes that every student is entitled to an education that is responsive to one's unique needs to reach their full potential and that all individuals have the right to a safe physical, emotional, and social environment where responsibility and respect are demonstrated daily and where students are engaged in learning and are active participants in the school community because they feel accepted and valued; and

WHEREAS, VBCPS, in accordance with its strategic plan, will continue to foster and build positive relationships between staff, parents, and students; and

WHEREAS, VBCPS encourages staff, parents, and students to respect differences, value the diversity of our school community and express themselves in a manner that is reflective of our core values and beliefs and promotes equitable education for all students of varying needs; and

WHEREAS, VBCPS is committed to eliminating all forms of unlawful discrimination in the educational environment. Accordingly, no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any VBCPS education program or activity based on sex, sexual orientation, gender, gender identity, gender expression, or on any other characteristic protected by state or federal law; and

WHEREAS, existing state and federal statutory and case law affirms the rights of both parents/guardians and students on issues of privacy and the right to freedom from discrimination under Title IX, Title VII and the Equal Protection Clause of the Fourteenth Amendment; and

WHEREAS, according to the Trevor Project, suicide is the second leading cause of death among young people (Center for Disease Control and Prevention, 2020), with LGBTQ+ youth being four times more likely to seriously consider suicide, to make a plan for suicide, and to attempt suicide than their peers; and

WHEREAS, LGBTQ+ youth who found their school to be LGBTQ+ affirming reported lower rates of attempting suicide; and

WHEREAS, LGBTQ+ youth who live in a community that is accepting of LGBTQ+ people reported significantly lower rates of attempting suicide than those who do not; and

WHEREAS, existing policies in VBCPS create welcoming learning environments and align with division core values and beliefs and state and federal statutory and case law; and

WHEREAS, VBCPS is committed to engendering respect for the abilities and accomplishments of all people and to provide governance free from any practices or policies which, if enacted, would violate state and federal law and go against the school division's core values.

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RESOLVED: That the School Board of the City of Virginia Beach affirms, supports, and values each of our students and will continue to further our efforts to create a welcoming, safe, and inclusive learning environment providing protections for all students regardless of sex, sexual orientation, gender, gender identity, gender expression or on any other characteristic protected by state or federal law; and be it

FUTHER RESOLVED: That the School Board of the City of Virginia Beach will adopt no policies in violation of state or federal law that would impede our ability to provide these guaranteed protections to our students; and be it

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

A discussion followed regarding division policy and state law; division sports governed by VHSL; information on VHSL website; resolution does not address athletics; athletics not part of model policy; mentioned Virginia Code §22.1 -23.3 Treatment of transgender students; policies; activities and events do not include athletics; disagreement with opening statement from Chair; interpretation of resolution; already have non-discrimination policies in place; Model Policies; term “gender expression”; interpret “activity” to include sports; middle school sports; sports topic to discuss in the resolution; parental rights; fundamental rights of parents; revisit resolution; look at vague parts; redefine the use of word “activity”; Governor’s model policy; Regulation 5-7.1; Policies and Regulations 5-44; continue to follow VHSL guidelines; abide by state and federal law; acknowledgement of student speakers; suggestion to vote on resolution in June as part of pride month; resolution as an affirmation of what we do – not policy; resolution vague; don’t govern by resolutions; have non-discrimination in our policies, Bylaws and regulations already; use of student preferred name – not in resolution; resolution does not reference Model Policy; open to feedback from the School Board; resolution causes confusion; thank you to speakers; Virginia law and Federal law; no district policies listed in resolution; mention of case law in resolution – what is being referenced; stats from Trevor Project; policies in place to protect individuals. Ms. Brown made a motion, seconded by Mr. Culpepper, to defer this (resolution) until the 2022 model policies have been released by the State Superintendent. A discussion followed regarding the motion; don’t want to defer; resolution affirming what we are doing; don’t have a finalized model policy for the State Superintendent; bad idea to vote on resolution; if don’t agree with resolution can vote against it; model policies may never release; cannot support motion; make revisions to resolution then present to School Board again; have resolution be more celebratory; recraft verbiage of resolution; do not defer resolution; resolution needs clarity on sports and transgender participation in sports, parents’ rights, Governor’s policies if released. After the discussion, Chair Riggs asked Ms. Brown to restate her motion; Ms. Brown stated, motion is that we defer this resolution until after the model policies are released by the State Superintendent, the motion was seconded by Mr. Culpepper. Chair Riggs called for a vote on the motion. The School Board Clerk announced there were four (4) ayes in favor of the motion to defer the resolution: Vice Chair Weems, Ms. Brown, Mr. Culpepper, and Ms. Manning. There were six (6) nays opposed to the motion to defer the resolution: Chair Riggs, Ms. Anderson, Ms. Franklin, Ms. Martin, Ms. Melnyk, and Ms. Owens. There was one (1) abstention to the motion to defer the resolution: Mr. Callan. The motion to defer the resolution failed, 4-6-1. Ms. Franklin made a motion, seconded by Vice Chair Weems, to request that Ms. Owens take the feedback that she received tonight and revisit the verbiage and bring it back to the Board. There was a brief discussion on procedure with information items; Ms. Franklin withdrew her motion, and Vice Chair Weems agreed. Ms. Owens stated will take feedback and revisit the resolution and share with the School Board.

13. Return to public comments if needed: The Public Comments resumed at 9:53 p.m., and concluded at 12:09 a.m., on Wednesday, May 10, 2023. See agenda item #11 for topics discussed.

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

A. Resolutions:

1. School Nurse Appreciation Day: Recommended that the School Board approve resolution designating May 10, 2023 as School Nurse Appreciation Day in Virginia Beach in collaboration with the National Association of School Nurses’ day of recognition.

B. Policy Review Committee (PRC) Recommendations: Recommended that the School Board adopt, amend, or repeal School Board Bylaws and policies as recommended by the Policy Review Committee after the PRC’s April meeting.

1. Policy 2-3/Consultants: The PRC recommends amending the Policy to have the Superintendent provide a monthly report of consultants hired for services totaling over \$10,000.

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2. Policy 3-68/Employee Lactation Support: The PRC recommends repealing Policy 3-68 and adopting Policy 4-29 as the new Employee Lactation Support policy.
3. Policy 4-29/Employee Lactation Support: The PRC recommends adopting Policy 4-29 (formerly Policy 3-68) with certain amendments.
4. Policy 4-34/Personnel Protection from Assault/Other Acts: The PRC recommends significant amendments to clarify the procedures that employees should follow when accused of assaulting or actions against others.
5. Policy 5-19/Pregnant and Parenting Students, and Lactation Support: The PRC recommends amending Policy 5-19 to provide lactation support for students who are breast feeding their children.
- C. General Fees Schedule FY 2023-2024: Recommended that the School Board approve the proposed FY 2023/24 General Fees Schedule including the rates for student fees for optional/ancillary services or activities.

After reading the items on the Consent Agenda, Chair Riggs called for any objections to the Consent Agenda 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. Franklin. Chair Riggs asked for the resolution to be read.

Ms. Anderson read the following resolution:

RESOLUTION

School Nurse Appreciation Day
May 10, 2023

WHEREAS, school nurses are individuals in the forefront who work with families, teachers, and administrators to ensure students of Virginia Beach City Public Schools have the safest and healthiest possible environment in which to learn; and

WHEREAS, good health is essential to the learning process and student achievement; and

WHEREAS, the goal of every professional school nurse is to help each student reach or maintain an optimum level of wellness; and

WHEREAS, school nurses provide direct nursing care, provide health screenings and follow-ups, provide health-related programs within the school system, provide health counseling and act as resources to teachers on health education issues; and

WHEREAS, school nurses serve the children of Virginia Beach schools with dedication, working diligently to make health a priority for children during their regular school day.

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach designates May 10, 2023, as School Nurse Appreciation Day in Virginia Beach; and be it

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

Adopted by the School Board of the City of Virginia Beach this 9th Day of May, 2023

After the resolution was read, Chair Riggs called for a vote to approve the Consent Agenda as presented. The School Board Clerk announced there were ten (10) ayes in favor of the motion to approve the Consent Agenda as presented: Chair Riggs, Vice Chair Weems, Ms. Anderson, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens. The motion passed, 10-0-0. Note: Ms. Brown was not in the School Board Room/Auditorium when the vote was taken.

15. Action

- A. Personnel Report / Administrative Appointments: Chair Riggs called for a motion to approve the May 9, 2023 personnel report and administrative appointments. Ms. Martin made the motion, seconded by Ms. Owens that the School Board approve the appointments and the acceptance of the resignations, retirements, and other

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employment actions as listed on the May 9, 2023 personnel report along with administrative appointments as recommended by the Superintendent. Without discussion, Chair Riggs called for a vote to approve the May 9, 2023 personnel report and administrative appointments. The School Board Clerk announced there were ten (10) ayes in favor of the motion to approve the May 9, 2023 personnel report and administrative appointments: Chair Riggs, Vice Chair Weems, Ms. Anderson, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens. The motion passed, 10-0-0. Note: Ms. Brown was not in the School Board Room/Auditorium when the vote was taken.

Superintendent Spence mentioned the following: Laura E. Purvis, teacher, Plaza Middle School as Coordinator, Middle Years Program, Plaza Middle School.

- B. **Budget Transfers:** Chair Riggs called for a motion to approve the budget transfers within the FY2022/23 Operating Budget as presented in the agenda packet. Ms. Melnyk made the motion, seconded by Ms. Martin. There was a brief discussion regarding the budget transfers; funding in health insurance; mid-year review; estimate expenditures; and overall funds in health insurance. Without further discussion, Chair Riggs called for a vote to approve the budget transfers. The School Board Clerk announced there were eleven (11) ayes in favor of the motion to approve the budget transfers. The motion passed unanimously, 11-0-0.

- 16. Committee, Organization or Board Reports:** Ms. Franklin mentioned the Gifted CAC meeting last Monday, a presentation will be forthcoming, the meeting was the final meeting of the year; Superintendent Spence mentioned Teacher Appreciation Week, #lovevbteachers on district social media channels; and shared City Council did pass our budget tonight.
- 17. Return to Administrative, Informal, Workshop or Closed Session matters:** At 12:21 a.m., on Wednesday, May 10, 2023, 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.
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. Employee Grievance No: 531-12-7-22- deliberations
- B. Evaluation and contract matters regarding a specific administrator
- C. Status updates on employee complaints or investigations
- 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 there were eleven (11) ayes in favor of the motion to recess into Closed Session. The motion passed unanimously, 11-0-0.

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At 12:29 a.m., on Wednesday, May 10, 2023, the School Board recessed into Closed Session in the Holland Road Annex/Einstein Lab.

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

- B. Evaluation and contract matter regarding a specific administrator: 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; Regina M. Toneatto, Clerk of the Board.
- C. Status updates on employee complaints or investigations and
- D. Consultation with legal counsel regarding participation in a procurement matter, probable litigation and pending litigation matters: 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; Regina M. Toneatto, Clerk of the Board.
- A. Employee Grievance No: 531-12-7-22- deliberations: 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; Regina M. Toneatto, Clerk of the Board.

Kamala H. Lannetti, School Board Attorney left the Closed Session at 12:49 a.m. and returned to the Closed Session at 1:18 a.m. Mr. David Culpepper left the Closed Session at 1:20 a.m. and returned to the Closed Session at 1:22 a.m.

The School Board reconvened at 1:24 a.m., on Wednesday, May 10, 2023.

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

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.

Vice Chair Weems made the motion, seconded by Ms. Anderson. Chair Riggs called for a vote on the Certification of Closed Session. The School Board Clerk announced there were eleven (11) ayes in favor of the motion for Certification of Closed Session. The motion passed unanimously, 11-0-0.

Chair Riggs made a motion, seconded by Ms. Manning on the following:

WHEREAS, on March 24, 2023, the School Board's appointed hearing officer held a hearing regarding grievance 531-12-7-22; and

WHEREAS, on May 9, 2023, the School Board considered the findings of fact and recommendation, the exhibits and the transcripts from the March 24, 2023 hearing; and

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

1. The School Board does not accept the hearing officer's April 6, 2023 findings of fact and recommendation; and

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2. The School Board finds that the present Summary Letter for this employee should be removed from the principal's file because it is duplicative of the reprimand.
3. The School Board recommends: to replace the present Conference Summary Letter with the Conference Summary letter stating the following: accusations by students were made against this employee. Due process was provided including an appeal. Notification of this information is documented in the Principal File only. It is not to be transferred to anyone else and should not be used in a punitive way or in personnel action.

FURTHER RESOLVED, that the Clerk shall provide a copy of this Resolution to the Employee, the Employee's attorney, School Board Attorney, the Director of Employee Relations, and Chief Human Resources Officer who shall place a copy of this Resolution together with a copy of the supporting documentation in the Employee's personnel file.

Adopted by the School Board of the City of Virginia Beach this 10th day of May 2023.

Chair Riggs called for a vote on the motion. The School Board Clerk announced there were eleven (11) ayes in favor of the motion for Certification of Closed Session. The motion passed unanimously, 11-0-0.

Ms. Melnyk made a motion, seconded by Ms. Anderson on the following:

This amendment number one (1) to the School Board Internal Audit contract is made this ninth day of May 2023 by and between the School Board of the City of Virginia Beach, here and after referred to as School Board, and Karen Woodson, here and after referred to as School Board Internal Auditor, whereas the parties entered into a contract for employment as the School Board Internal Auditor on 1/10/23 and whereas after consultation with the Department of Human Resources and the Internal Audit Committee, the School Board and the Internal Auditor agree that certain amendments are needed to the contract. Now therefore, the School Board and the Internal Auditor for consideration herein specified agree as follows:

Section 3 – Compensation, shall be amended to read as follows: The School Board Internal Auditor will receive the same communication allowances as other Senior Staff members, \$1,200 dollars annually or will receive \$100 dollars monthly, whichever is higher. The School Board Internal Auditor will receive the same data allowance as other Senior Staff members receive or \$540 dollars annually, whichever is higher. If the School Board Internal Auditor meets the eligibility requirements for other allowances available to comparable employees, the School Board Internal Auditor shall receive such allowances.

Section 3 – Compensation, will be amended to a new subsection (e) to read as follows: the School Internal Auditor will receive the same travel allowances as other Senior Staff members. In testimony, whereof the parties have approved this amendment number one (1) and caused this instrument to be executed by the Chair of the School Board or designee, and Karen Woodson, School Board Internal Auditor, as of the date listed above. (Date will be changed to the 10th of May.) And within that same vote, it is requested that the slide scale be removed from the Internal Auditor's evaluation and that we will proceed with a 1-2-3-4 rubric method.

Chair Riggs called for a vote on the motion. The School Board Clerk announced there were eleven (11) ayes in favor of the motion read by Ms. Melnyk. The motion passed unanimously, 11-0-0.

- 18. Adjournment:** Chair Riggs adjourned the meeting at 1:30 a.m., on Wednesday, May 10, 2023.

Respectfully submitted:

Regina M. Toneatto, Clerk of the School Board

Approved:

Trenace B. Riggs, School Board Chair



Subject: Policy Review Committee Recommendations **Item Number:** 12A1-8

Section: Information **Date:** May 23, 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 review Policy Review Committee (PRC) recommendations regarding review, amendment, and repeal of certain bylaws and policies as reviewed by the PRC at its May 11, 2023 meeting.

Background Summary

1. **Bylaw 1-7 – Student Representatives to the School Board** - the PRC recommends adopting a new Bylaw outlining the process for appointing Student Representatives to the School Board.
2. **Policy 3-46 – Audits** - the PRC recommends changing the old title of the Comprehensive Annual Financial Report to the current title of Annual Comprehensive Financial Report (ACFR).
3. **Policy 3-87 – Free and Reduced/Priced Meals** – the PRC recommends adding the language proposed by the Director of Food Services to align with recent Code of Virginia changes.
4. **Policy 3-96 – Office of Internal Audit and the Audit Committee** – the PRC recommends making changes to correct the title from the Office of Internal Audit to the Department of Internal Audit and the update title of department head from the Director of Internal Audit to the Internal Auditor.
5. **Policy 6-65 – Library Media/Professional Libraries** – the PRC recommends adding language to clarify the definition of certain terms and to outline the process for selecting and removing books from School Division libraries.
6. **Policy 7-36 – Soliciting Funds or Sales** – there are no recommended changes to this policy.
7. **Policy 7-45 – Recognition of Students by Staff by the School Board** - the PRC recommends adding language to require three or more School Board Members request the acknowledgment of athletic achievements outside of the School Division.
8. **Policy 7-68 – Relations with Non-Governmental Organizations: Parochial and Private Schools** – there are no recommended changes to this policy.

Source:

Code of Virginia, 1950, as amended, § 22.1-253.12:7 School Board Policies.
Policy Review Committee Meeting of May 11, 2023

Budget Impact: None

BYLAWS

Student Representatives to the School Board

A. Purpose

The School Board believes that the opinions and concerns of its students are important and should be incorporated into the School Board's consideration of matters affecting the School Division. Accordingly, the School Board will have student representatives who will serve on a rotating basis as the student representative at School Board Meetings.

B. Eligibility, term of appointment, removal from appointment

1. Number of student representatives. Each high school will have a junior and a senior appointed as the student representatives. The Renaissance Academy, Green Run Collegiate Charter School, and the Achievable Dreams Academy- high school program will have one representative. A student who has served as the junior student representative may apply for the senior representative and, unless good and just cause exists not to appoint that student, should be appointed to the senior student representative position.
2. Term of appointment. The term of appointment will be July 1st- June 30th of each year. Student representatives will begin their terms of appointment on July 1st and may begin orientation and training for their roles as student representative before that time. The term of appointment may be adjusted the initial year after adoption of this Bylaw.
3. Eligibility to serve as student representative. To be eligible to apply and serve as a student representative, a student must:
 - a. Be and remain enrolled in Virginia Beach City Public Schools.
 - b. Have and maintain a minimum grade point average of 2.5.
 - c. Have no immediate family relationship with a current School Board Member or the Superintendent.
 - d. Not have felony charges or child protective services findings.
 - e. A student representative who has pending long term disciplinary or expulsion matters will be suspended from service as a student representative until conclusion of the student disciplinary matter. A student representative who receives long term suspension or expulsion will not be eligible to serve as a student representative until conclusion of the discipline imposed. While assigned to The Renaissance Academy, students who are serving long-term disciplinary assignments may not serve as a student representative.

C. Selection process

1. The Superintendent or designee is authorized to develop an application and time period for selection of student representatives and replacement of student representatives when necessary.
2. To obtain diversity of student opinions and concerns, the School Board strongly encourages the selection of students who may not otherwise be serving in student leadership positions at the school.
3. Therefore, applicants who are determined eligible to serve as student representatives for either a junior representative position or to replace a senior representative, or as the sole representative at The Renaissance Academy, Green Run Collegiate Charter School, or the Achievable Dreams Academy- high school program will be chosen by a lottery system for each school or program during a School Board workshop by the School Board.

D. Duties and responsibilities

1. Student representatives will provide input to the School Board regarding student opinions on agenda matters.
2. Student representatives will only have those duties and responsibilities specifically assigned by the School Board.
3. Student representatives to the School Board do not have voting rights on any matter before the School Board or the School Division.
4. At each regularly scheduled School Board Meeting and School Board retreats, one student representative will attend and provide input to the School Board.
5. At its discretion, the School Board may invite more than one student representative to attend meetings or School Board events.
6. Attending a School Board meeting, retreat or special event as the student representative or finding an alternate student representative if the student representative is unable to attend an assigned meeting.
7. Read and review all agenda materials for that meeting and be prepared to participate in discussions regarding agenda materials.
8. Seek advice or guidance from School Board Members or the Superintendent's designee regarding agenda materials or presentation of student opinions and concerns to the School Board.

9. Attend student representative council meetings and convey concerns and opinions regarding the student's school to the other members of the student representative council.

10. When student representative duties take place during school hours or required extracurricular activities, with the approval of the school principal, a student representative may be released from school or required extracurricular activities.

E. School Board Member mentoring

The School Board Vice Chair or designee will serve as the mentor and contact person for student representatives. The Superintendent or designee will provide training and supervision of student representatives and develop an annual schedule for student representatives to serve as the student representative at each School Board Meetings.

Legal References:

Code of Virginia § 22.1-86.1, as amended. Appointment of student representatives to local school boards

Related links:

Adopted by School Board: 2023

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Audits

A. Public Funds

The fiscal records of the School Division shall be audited by a certified public accounting firm whose services shall be procured by competitive negotiation. The firm shall timely provide the External Auditors Opinion on the Annual Comprehensive Financial Report (ACFR) ~~Comprehensive Annual Financial Report (CAFR)~~ and management letter to the Internal Auditor who shall timely provide them to each Audit Committee Member. The Director of Business Services or designee will provide the External Auditor's Opinion and the management letter to each School Board Member.

B. School Activity Funds (Internal Accounts)

Internal accounts of the individual schools shall be audited each year by a certified public accountant (CPA) or certified internal auditor (CIA).

C. Textbook Funds

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

D. Cafeteria Accounts

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

E. Federal Funds

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

F. Special Audits

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

Editor's Note

*See also School Board Policy 3-51, School Activity Funds/Internal Accounts.
See also School Board Regulation 2-15.1, Superintendent's Communication Plan E.*

Legal Reference

Virginia Board of Education Regulations Governing School Activity Funds, 8 VAC 20-240-10 *et seq.*, as amended.

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

Code of Virginia § 22.1-89, as amended. Management of funds.

Code of Virginia § 22.1-91, as amended. Limitation on expenditures; penalty.

Code of Virginia § 22.1-115, as amended. System of accounting, statements of funds available; classification of expenditures.

Related Links

School Board [Regulation 2-15.1](#)

School Board [Policy 3-28](#)

Adopted by School Board: February 16, 1993

Amended by School Board: October 19, 1993

Amended by School Board: April 16, 1996

Amended by School Board: June 20, 2000

Amended by School Board: September 5, 2000

Approved by the Board per communication of March 12, 2003

Amended by School Board: December 4, 2017

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Free and Reduced-Price Meals

A. Generally

The School Board approves of the School Breakfast Program and National School Lunch Program free and reduced-price meals. The School Board shall annually consider the agreement and direct the administration to be in compliance with all aspects of the U.S. Department of Agriculture federal programs.

B. Application Process

The School Board further approves of prominently posting on its website a web-based application with the purpose of collecting information to determine student free and reduced-price meal eligibility. The School Board shall also continue to provide paper-based applications. Additionally, the School Board will ensure that at any back-to-school night event in the local School Division to which adult students or the parents/legal guardians of enrolled minor students are invited, any such adult student or parent/legal guardian in attendance receives prominent notification of and access, in paper or electronic form, or both, to information about application and eligibility for free or reduced-price meals for students and a fillable free or reduced-price meals application that may be completed and submitted on site. All web-based and paper-based applications shall be processed within six working days after the date of receipt of the completed applications.

C. Participation in Payment

The adult student or parents/legal guardians of minor students who qualify for reduced-price meals and whose school meal accounts have uncollected balances will be notified of the requirement to timely pay such costs. Uncollected balances that are not paid after notification will be referred for collection procedures.

D. Protection of Anonymity of Students

The School Board directs the administration to protect the anonymity of the student receiving free and/or reduced price-meals.

E. Depriving Student of Lunch

The Superintendent shall ensure that no student is denied a meal because of inability to pay all or part of the price of the meal.

Legal Reference

Code of Virginia § 22.1-207.2:2, as amended. School Breakfast Program and National School Lunch Program; web-based application.

Virginia Board of Education Regulations Governing School Lunch Sale of Food Items, 8 VAC 20-290-10, as amended.

U.S. Department of Agriculture Rules and Regulations, National School Lunch Program and School Breakfast Program: Nutrition Standards for All Foods Sold in School as Required by the Healthy, Hunger-Free Kids Act of 2010, 7 C.F.R. Parts 210 and 220.

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. § 1751, as amended.

Adopted by School Board: October 21, 1969
Amended by School Board: August 21, 1990
Amended by School Board: July 16, 1991
Amended by School Board: February 16, 1993
Amended by School Board: August 19, 2014
Amended by School Board: July 12, 2022
Amended by School Board: _____, 2023

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Department Office of Internal Audit and the Audit Committee

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

A. ~~Department Office~~ of Internal Audit

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

B. Audit Committee/Internal Audit Charter

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

Editor's Note

See the Internal Audit Charter

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

Related Links

School Board [Internal Audit Charter](#)
School Board [Bylaw 1-28](#)

Adopted by School Board: December 4, 2017
[Amended by School Board:](#)

INSTRUCTION

Library Media Centers/Professional Libraries

A. Generally

Each school shall maintain an organized library media center as the resource center of the school and provide a unified program of media services and activities for students and teachers. This facility shall contain ~~as~~ print and digital resources, which are sufficient to meet research, inquiry and reading requirements of the instructional program and general student interest.

Subject to approval by the School Board, selected media centers or libraries may be opened and staffed during a limited number of early morning, afternoon and/or evening hours.

B. Definitions

— "Sexually explicit content" has the same meaning as set forth in Code of Virginia Section 2.2-2827, as amended, which is: a) any description of or b) any picture, photograph, drawing, motion picture film, digital image or similar visual representation depicting sexual bestiality, a lewd exhibition of nudity (lewd is defined as predominantly crude and offensive in a sexual way), as nudity is defined in Section 18.2-390, as amended, sexual excitement, sexual conduct or sadomasochistic abuse, as also defined in Section 18.2-390, as amended, coprophilia, urophilia, or fetishism.

1. "Parent" or "parents" has the same meaning as set forth in Code of Virginia Section 22.1-1, as amended, which is "parent" or "parents" as "any parent, guardian, legal custodian, or other person having control or charge of a child." Additionally, such parent must have a student currently enrolled in the School Division.
2. "Library materials" means all resources available through a School Division library/media center or other School Division provided resources for students to access that is not designated as instructional materials. Standardized national or state assessments, such as ACT, SAT, NAEP, and AP, SOL, and/or IB exams are not library materials.

C. Selection of library materials

1. Selection of new library materials

A clear procedure for selecting new library materials must adhere to the following standards:

a. Elementary Schools

Library materials selected for elementary schools, whether free materials or purchased materials, will not contain sexually explicit content. Library Media Specialists shall

conduct a thorough review based on the School Division's prescribed process of reviewing new materials to determine content.

b. Middle and High Schools

Library materials selected for middle and high schools, whether free materials or purchased materials, that contain sexually explicit content must be added to a list called Sexually Explicit Materials and the list must be posted on the school website under the library section. Parents will be notified annually about the existence and location of the list and will be notified about the ability to opt their child out of any sexually explicit library materials utilizing an opt-out form that will also be included in the notification and made available on the school website.

2. Existing Library Materials standard

a. Elementary Schools.

Any existing library materials that contain sexually explicit content discovered through the School Division's prescribed process for reviewing existing materials as referenced in Regulation 6-65.1, as amended, in elementary schools must be removed, by the beginning of the 2023-2024 school year.

b. Middle and High Schools

Any existing library materials that contain sexually explicit content in middle or high schools will be reviewed upon a challenge brought forth by a parent or adult student. If the library material is deemed to contain sexually explicit content through the challenge process, it shall be put on the list called Sexually Explicit Library Materials.

D. Identification of Library Materials with Sexually Explicit Content

1. The Superintendent or designee will develop a regulation and/or processes shall establish a process for identifying library materials with sexually explicit content referenced in section A, B and C of this Policy. The School Board Attorney will approve such regulation and/or process for legal sufficiency.
2. The Superintendent or designee, in consultation with the School Board Attorney, will develop a process for parents or adult students to challenge library materials.
3. Nothing in this Policy is intended to be used to bring criminal charges against School Division employees.

B. E. Materials and Equipment

Each school shall provide a variety of materials and equipment to support the instructional program.

F. Professional Libraries

Professional materials for use by school employees shall be maintained in each media center or in the central administration office.

Legal Reference

Code of Virginia § 22.1-16.8, as amended. Instructional material; sexually explicit content, parental notification.

Code of Virginia § 2.2-2827, as amended. Restrictions on state employee access to information infrastructure.

Code of Virginia § 18.2-390, as amended. Definitions.

Virginia Board of Education Regulations 8 VAC 20-131-10 *et seq.*, as amended. Establishing Standards for Accrediting Public Schools in Virginia

Code of Virginia § 18.2-383, as amended. Exceptions to application of article.

Virginia Board of Education Regulations, 8VAC20-720-160, as amended. Instructional material.

Virginia Department of Educational Model Policies Concerning Instructional Materials with Sexually Explicit Content (8/4/2022), as amended.

Protection of Pupil Rights Amendments, 20 U.S.C. § 1232 (H), 34 C.F.R. Part 98, as amended.

VBCPS Library Media Handbook, revised 2023, as amended.

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

Amended by School Board: February 15, 1994

Amended by School Board: October 20, 1998

Amended by School Board: March 21, 2017

Amended by School Board: May 2023

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lencioni

COMMUNITY RELATIONS

Soliciting Funds or Sales

A. Soliciting and Sales to/from School Division Employees

No person may solicit funds or donations or purchase goods or services from school personnel without the consent of the principal or supervisor of the work site.

B. Soliciting and Sales by School Division Employees

School employee organizations shall engage in fund-raising projects or solicitation in the community under regulations approved by the Superintendent. School Division employees may not solicit funds from or undertake sales to School Division employees or students without the prior approval of their supervisors. Solicitation of funds will include requests for donations of money, gifts or other items.

C. Soliciting and Sales to/from Students

In general, the schools shall not be used as fundraising agencies for outside organizations. Principals may permit the solicitation of voluntary contributions and/or memberships from students providing such actions are deemed to be of educational value and meet the criteria set forth in this Policy. Any individual or group desiring to solicit funds or make sales to students other than regular School Division sales, must first receive approval from the building principal or supervisor or their designees. Principals or supervisors will evaluate such requests according to the following criteria: 1) relevancy and benefit to the overall school program; 2) potential for interference with instructional or school related activity time; and 3) duplicate appeals will not be made at students' homes. Solicitation of funds will include requests for donations of money, gifts or other items.

D. Emergencies and Disasters

The Superintendent or designee is authorized to approve the solicitation of voluntary contributions to local fund drives that are of an emergency nature or that are in response to disasters having a strong emotional effect on the community. Contributions should be directed to established financial institutions or approved organizations and should not be commingled with School Division funds.

Amended by School Board: July 16, 1991
Amended by School Board: October 20, 1992
Amended by School Board: August 19, 2014
Reviewed by School Board: 2023

COMMUNITY RELATIONS

Recognition of Students and Staff by the School Board

It is the policy of the School Board to recognize publicly at School Board meetings the outstanding accomplishments of those students and staff members whose designated achievements may be considered exemplary. These recognitions may include a national or state-level win in a competition, event, or achievement. Examples would be those of National Merit Finalists, taking first place for a state-level sports competition, or other similar meritorious recognitions.

Honors for consideration should be School Division or educational-based, or directly related to their role as a student or staff member within the School Division.

A. Recognition criteria include:

1. Achievement of first or second place in national competitions/events.
2. Achievement of national recognition for outstanding achievements, i.e., National Merit Finalists.
3. Achievement of first place in multi-state (i.e. east coast region, etc.) competitions/events.
4. Achievement of first place in state competitions/events.
5. Achievements beyond the scope of regular academics/activities and/or job performance.

~~5-6.~~ Upon the request of three or more School Board Members, the School Board may recognize extraordinary, VBCPS student achievements in athletics not sponsored by the School Division.

B. Submission of names for recognition

Citizens, School Board Members and School Division employees are encouraged to contact the Department of Communications and Community Engagement for instructions on how to submit the names of students and employees whose accomplishments warrant such recognition.

Amended by School Board: August 19, 2014
Amended by School Board: April 6, 2022

COMMUNITY RELATIONS

Relations with Non-Governmental Organizations: Parochial and Private Schools

The School Board will seek to cooperate with parochial and private schools in matters of mutual benefit when not expressly prohibited by law.

The Superintendent is encouraged to explore areas of mutual benefit with the administrative officers of such schools and to recommend desirable courses of action.

Adopted by School Board: October 20, 1992

Scrivener's Amendments: May 23, 2014

Reviewed by School Boards: 2023



Subject: Internal Audit Charter Amendments 2023 **Item Number:** 12B

Section: Information **Date:** May 23, 2023

Senior Staff: Karen Woodson, Internal School Board Auditor

Prepared by: Kamala H. Lannetti, School Board Attorney

Presenter(s): Kimberly Melnyk, School Board Member, Audit Committee Chair

Recommendation:

That the School Board review amendments to the Internal Audit Charter.

Background Summary:

The School Board adopted an Internal Audit Charter in 1996 that governs how the School Board's Internal Auditor and the School Board Audit Committee will conduct the Internal Audit Program for the School Board and the School Division. Amendments are needed to address the FY23 change from the Office of Internal Audit to the Department of Internal Audit, the change in the name to the School Board Internal Auditor, as well as some grammatical changes and updates to other departments and names. The School Board Audit Committee approved these amendments at its April 2023 meeting and the Policy Review Committee reviewed and has proposed amendments to the corresponding policies at its April 5, 2023 Meeting.

Source:

Budget Impact:



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

INTERNAL AUDIT CHARTER

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

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



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

Internal Audit Charter

Foreword

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

Audit Committee

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

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

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



Internal Audit Charter

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

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

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

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



Internal Audit Charter

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

OFFICE DEPARTMENT OF INTERNAL AUDIT

Introduction

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

This Internal Audit Charter (Charter) serves as a guide in the performance of the Office Department of Internal Audit's duties. The School Board has incorporated this Charter into School Board Policy 3-96 by reference. This Charter does not include, nor is it intended to include, all of the Office Department of Internal Audit's duties or responsibilities, as they may exist from time to time.

This Charter:

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

Objectives/Responsibilities

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



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

Internal Audit Charter

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

1. Reviewing and appraising the soundness, adequacy, and applications of accounting, financial, and other operating controls, and promoting an effective system of internal controls at a reasonable cost;
2. Ascertaining the extent of compliance by the Virginia Beach City Public Schools and its employees with state and federal law and regulations, Virginia Board of Education regulations, School Board policies and regulations, and established procedures;
3. Detecting fraud within the scope of each audit;
4. Ascertaining the reliability of financial data developed within the organization;
5. Recommending operating improvements;
6. Determining whether an office or function is achieving its mission, goals, and objectives in an effective manner;
7. Completing financial audits, performance audits, and non-audit services as approved by the Audit Committee;
8. Presenting annually to the Audit Committee a report on the results of operations by the OfficeDepartment, including a summary of work performed;
9. Establishing an annual program of audits reflecting appropriate priority;
10. Presenting accurate, comprehensive reports to the Audit Committee covering the scope and objectives of assigned audits;
11. Providing timely follow-up on audit reports sufficient to determine the degree of the School Administration's compliance with major audit recommendations;
12. Establishing and maintaining constructive working relations with the School Administration process;
13. Establishing adequate quality controls to ensure that audit standards are followed;
14. Having an independent review of the OfficeDepartment performed a minimum of once every three years in accordance with *Government Auditing Standards*. This review should address the quality of work performed and the OfficeDepartment's compliance with its objectives and audit standards; and
15. Providing a comprehensive continuing professional education program for audit personnel with the training necessary to satisfactorily perform assigned audits.

Generally Accepted Auditing Standards

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

United States General Accounting Office (GAO) Government Auditing Standards



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

Internal Audit Charter

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

Reporting Responsibilities

The OfficeDepartment of Internal Audit shall report directly to the Audit Committee. For the purpose of administration, the OfficeDepartment of Internal Audit shall report to the Chairperson of the Audit Committee. The School Board Internal Auditor (Internal Auditor)Director of the Office of Internal Audit (the Director) shall have direct access to the Audit Committee and to the Superintendent in any instance where the DirectorInternal Auditor believes that such access is needed to fulfill the stated objectives of the OfficeDepartment of Internal Audit.

The DirectorInternal Auditor shall meet with the Audit Committee and the Superintendent (or designee) on a regularly scheduled basis to discuss:

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

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

Authority

The OfficeDepartment of Internal Audit shall have unrestricted access to all activities, properties, personnel and records which are relevant to the area under review. Any limitations or restrictions by the School Administration will be brought to the attention of the Superintendent by the Audit Committee Chairperson.

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

The OfficeDepartment of Internal Audit shall be entitled to consult, to consult as needed: the School Board Attorney or outside legal counsel retained to represent the School Board or the School DivisionLegal Counsel as needed.

Independence



Internal Audit Charter

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

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

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

Involvement in System Planning and Development

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

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

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

Responsibilities for the Detection of Errors or Irregularities

The OfficeDepartment of Internal Audit has a professional responsibility to conduct engagements with an attitude of professional skepticism, recognizing that the application of internal auditing procedures may produce evidential matter indicating the possibility of errors or irregularities.

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

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



Internal Audit Charter

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

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

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

Cooperation with External Auditors

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

Audit Work Plan

The ~~Director~~Internal Auditor shall submit annually to the Audit Committee and to the full School Board a work plan for the coming year. The work plan serves as a guide. The ~~Director~~Internal Auditor can expand or revise the plan, or substitute unplanned activities for planned activities. All proposed changes in the work plan should be submitted for approval by the Audit Committee.

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

Audit Reports

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



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

Internal Audit Charter

After presentation to the Audit Committee, all audit reports issued by the ~~Office~~Department of Internal Audit will be made available to all School Board Members. The Audit Committee Chair~~person~~ shall timely notify School Board Members of the availability of each audit report.

Follow-Up of Audit Recommendations

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

Investigations

Upon notification of a case of material assets have or are thought to have been lost through defalcation or other security breaches in the financial and operating systems, the ~~Director~~Internal Auditor will contact the Audit Committee Chairperson with a proposed plan of action from the ~~Office~~Department of Internal Audit.

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

Personnel

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

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

Minimum qualifications for each position within the audit function should be established; however, additional experience, training, specialized skills as well as intelligence, adaptability, an inquiring mind, analytical ability, good business judgment, and an ability to communicate with individuals should be considered in the employment process. Minimum requirements for the ~~Director~~School Board Internal Auditor ~~of Internal Audit~~ shall include certified internal auditor (CIA) or certified public accountant (CPA) certification, a master's and a bachelor's degree in a business-related field, with a major in accounting/auditing or a business-related field, and a master's degree in a business-related field. Minimum requirement for each staff auditor will be a bachelor's degree and a demonstrated willingness to successfully complete the CIA or CPA certification within



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

Internal Audit Charter

three years. Failure to obtain CIA or CPA certification within three years may result in termination.

Continuing Professional Education

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

Evaluation

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

Quality Assurance Review

The ~~Office~~Department of Internal Audit recognizes the benefits to be derived from a quality assurance review of the internal audit function. The ~~Director~~Internal Auditor will contract for an external peer review of the ~~Office~~Department of Internal Audit in accordance with *Government Auditing Standards*. This peer review should result in a written report to the Audit Committee. The Audit Committee will subsequently monitor the progress of any corrective actions necessitated by the report.

Approved by School Board: August 20, 1996
Amended by School Board: September 5, 2000
Amended by School Board: July 15, 2008
Amended by School Board: August 2, 2011
Amended by School Board: December 5, 2017
Amended by School Board: insert new date



Subject: Textbook Adoption: Math and Science Academy Chemistry **Item Number:** 12C

Section: Information **Date:** May 23, 2023

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

Prepared by: Angela L. Seiders, Executive Director of Secondary Teaching and Learning

J. Michael King, Math and Science Academy Coordinator

Presenter(s): Angela L. Seiders, Executive Director of Secondary Teaching and Learning

Recommendation:

That the School Board review the following high school textbook as recommended by the MSA Chemistry Textbook Adoption Committee for implementation in the fall of 2023.

Course Title	Textbook	Publisher	Copyright
MSA Chemistry	<i>General Chemistry: Ebbing and Gammon</i>	Cengage	2017

Background Summary:

The committee reviewed two textbooks for the new adoption of the Math and Science Academy (MSA) Chemistry book. The committee decided to review texts that were more hands-on, and inquiry-based, yet rigorous enough for the academy chemistry class. The textbook was available electronically through our website and was also placed in the Princess Anne and Kempsville Area Libraries for public review. Additionally, the book has been reviewed by teachers, parents, students and community members. After reviewing the textbook, the Textbook Adoption Committee recommends the above textbook for implementation in the fall of 2023.

The proposed textbook will replace the current textbook as follows:

Course Title	Textbook	Copyright	Years in use (including this year)
MSA Chemistry	Introductory Chemistry: Foundation 8 th	2015	6

Source:

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

Budget Impact:

Total initial implementation costs:

Course(s)	Recommendations	Student Enrollment	Initial Implementation Cost	Additional Costs-5 Year*	Total Implementation
MSA Chemistry	First Choice: <i>General Chemistry: Ebbing and Gammon</i>	140	\$27,406.78/yr.	\$0.00	\$27,406.78 (6 yr. access)
MSA Chemistry	Second Choice: <i>Chemistry: The Molecular Nature of Matter and Chang</i>	140	\$27372.74/yr.	\$77,278.66	\$104,651.40 (6 yr. access)

May 23, 2023

*Department of Teaching and Learning
Office of K-12 and Gifted Programs*

MSA CHEMISTRY TEXTBOOK ADOPTION TIMELINE

August 2022	<p>MSA Coordinator began the process with Teaching and Learning and planning the timeline for implementation.</p> <p>Quotes and sample materials requested from vendors.</p> <p>MSA Chemistry teachers were invited to serve on the Textbook Adoption Committee.</p>
September 2022	<p>Teachers were given textbooks and associated materials including online access to review and evaluate.</p>
October 2022	<p>The Textbook Adoption Committee met to discuss the textbooks. Prior to the meeting, each committee member completed an evaluation form for each textbook. The team discussed their individual evaluations, built consensus and determined which textbooks were their first and second recommendation.</p>
November 2022	<p>The recommended textbooks and evaluation forms were made available electronically through the Call-to-Action Page on the Virginia Beach City Public Schools website to allow for public comments. No public comments were received.</p> <p>The first- and second-choice textbooks were reviewed by teachers, parents, community members, and students. Selected textbooks were placed in the Princess Anne Area Library and in the Kempsville Area Library for public review.</p> <p>The Math and Science Academy Coordinator used the recommendations from the committee to prepare the report for the School Board.</p>
February 2023	<p>Selected textbooks were removed from the Princess Anne Area Library and the Kempsville Area Library for public review. No public comments were received.</p>
March 2023	<p>Search conducted for any OER textbooks that may be a viable option.</p>
May 2023	<p>Textbook adoption is presented to the VBCPS School Board for approval.</p>

MSA CHEMISTRY TEXTBOOK ADOPTION COMMITTEE

Teacher Representatives

Kathy Turner, Chemistry Teacher Ocean Lakes High School
Jordan Turner, Chemistry Teachers Ocean Lakes High School

Student Representative from the following schools

Ocean Lakes High School

Parent/Community Representatives

Babette Shoemaker (Community/Professional Representative)
Jennifer Leary (Parent Representative)

MSA CHEMISTRY TEXTBOOK ADOPTION

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

General Chemistry, Cengage Publishing,

- Makes chemistry interesting, accessible, and understandable to the beginning chemistry student.
- Provides support for active learning with collaborative work in every unit.
- Supports collaborative learning.
- Connects chemistry to real-world experience.
- Includes interactive examples and reaction chemistry.
- Book is student-friendly, yet rigorous.
- Offers a multitude of problems to solve and gives many opportunities for practice in every unit.
- Provides rigor for the upper-level MSA students. It is the preliminary book for AP chemistry book that VBCPS is already using.
- Provides online resources for students with eBooks and OWL (online web learning) and no additional cost.

FIRST-CHOICE RECOMMENDATION IMPLEMENTATION COSTS FOR

Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
<i>General Chemistry: Ebbing and Gammon</i> Student Edition, 6-year Digital Access, and Instructor Website	One per student	\$27406.78	140	\$27,406.78	\$0	\$27,406.78 (6yr access)
Total Implementation Cost				\$27,406.78		\$27,406.78

**MSA CHEMISTRY TEXTBOOK ADOPTION
SECOND RECOMMENDATION**

MSA Chemistry

SECOND-CHOICE RECOMMENDATION

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

Chemistry: The Molecular Nature of Matter and Change

The recommended textbook displays the following strengths:

- Organization and format
- Very intense and rigorous

The recommended textbook displays the following limitations:

- Text is difficult to follow
- Fewer activities and inquired based questions
- Different fonts and sizes become confusing to students
- Not written for high school students, written at a college chemistry level

**SECOND-CHOICE RECOMMENDATION
IMPLEMENTATION COSTS FOR**

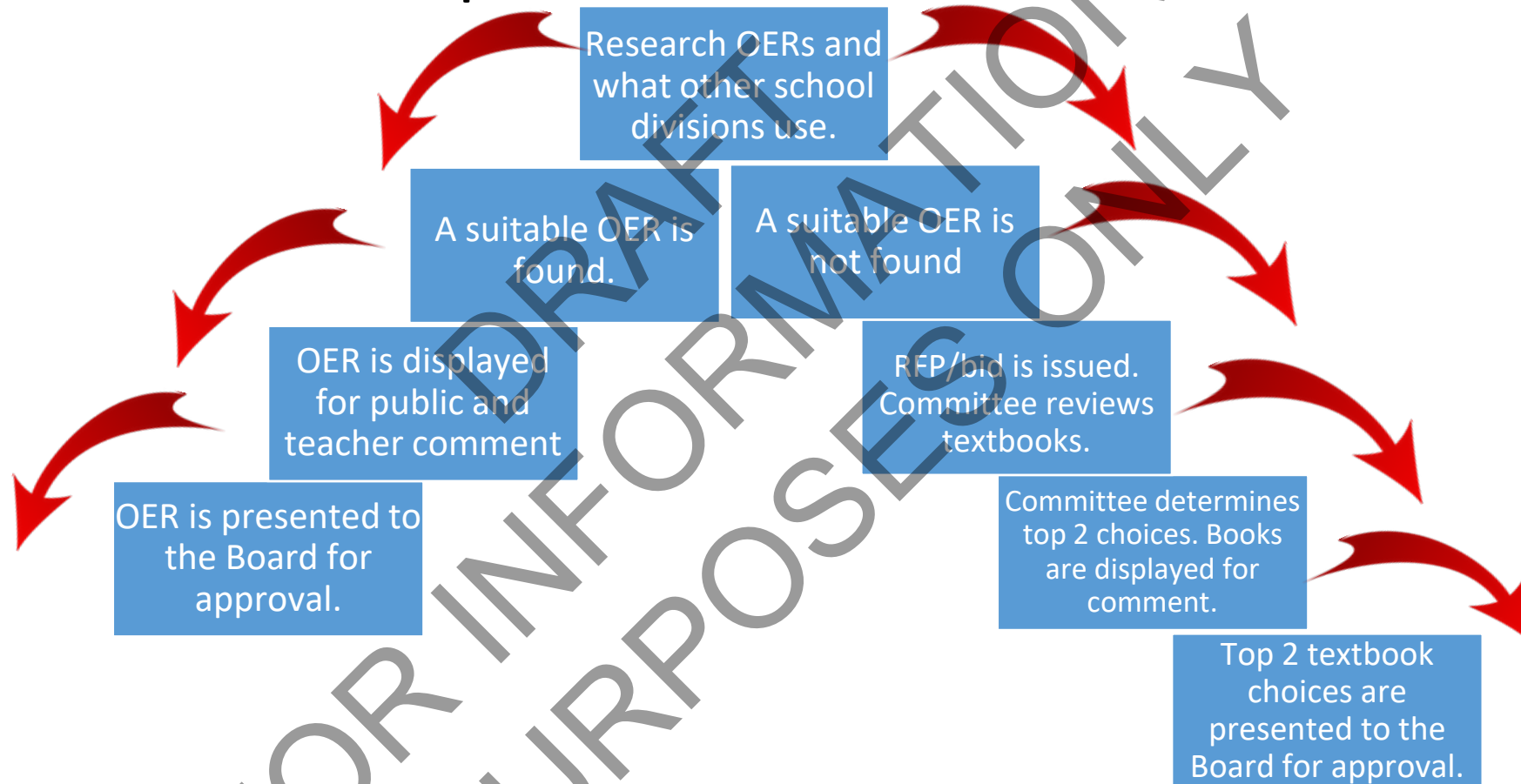
Level I Textbook	Allocation	Cost	Number Needed	Initial Implementation	Five-Year Projected Costs (3%/yr.)	Total Implementation
<i>Chemistry: The Molecular Nature of Matter and Change</i>	One per student	\$86.25	140	\$27,372.74	\$14,259/yr. for 5yrs	\$104,651.40
Total Implementation Cost				\$27,372.74		\$104,651.40



Textbook Adoption: Math and Science Academy Chemistry

The Department of Teaching and Learning
Tuesday, May 23, 2023

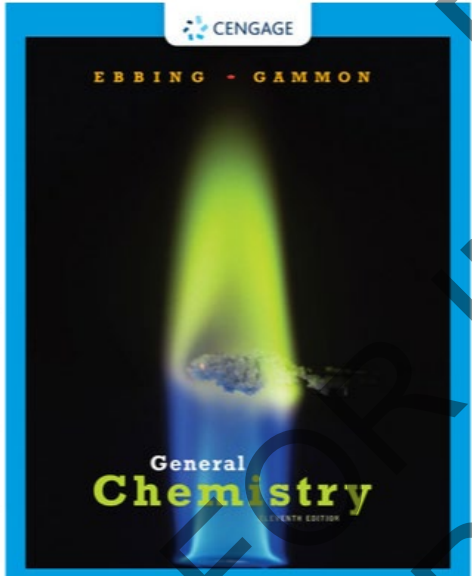
Textbook Adoption Process



Why not OERs?

- Due to a lack of Open Educational Resources (OERs) which provided extensive high-quality Math and Science Academy Chemistry content that aligns with VBCPS curriculum, traditional textbooks were reviewed and considered instead.
- Additionally, the textbook publishers' online digital resources provided added benefits such as enrichment/extension activities, and other interactive components that enhanced learning for students.

Textbook Recommendations: Math and Science Academy Chemistry

Courses/ <i>Text</i>	Rationale
<p data-bbox="481 382 988 475">Math and Science Academy Chemistry</p> <p data-bbox="529 529 940 676">Cengage <i>General Chemistry:</i> <i>Ebbing and Gammon</i></p> 	<ul data-bbox="1141 425 2140 1232" style="list-style-type: none">■ Provides support for active learning with collaborative work in every unit■ Supports collaborative learning■ Connects chemistry to real-world experience■ Book is student-friendly, yet rigorous■ Multitude of problems to solve to give multiple opportunities for practice in every unit■ Provides rigor for the upper-level magnet students. Provides online resources for students with ebooks and OWL (online web learning) and no additional cost

Implementation Costs

6

Course(s)	Recommendations	Student Enrollment	Initial Implementation Cost	Five Year Additional Costs (3%/yr.)	Total Implementation Cost
Math and Science Academy Chemistry	<i>Cengage General Chemistry: Ebbing and Gammon</i>	130	\$27,406.78	0	\$27,406.78 (6yr access)

Total Cost Summary

7

Initial Implementation Cost	Five Year Additional Costs (3%/yr.)	Total Implementation Cost
\$27,406.78	0	\$27,406.78 (6yr access)



Textbook Adoption: Math and Science Academy Chemistry

The Department of Teaching and Learning
Tuesday, May 23, 2023



Subject: Resolution Affirmation of Commitment to Nondiscrimination and **Item Number:** 12D
Anti-harassment of LGBTQ+ Youth and Adults in the VBCPS
Educational Environment

Section: Information **Date:** May 23, 2023

Senior Staff: Kamala Lannetti, School Board Attorney

Prepared by: Jessica Owens, School Board Member

Presenter(s): Jessica Owens, School Board Member

Recommendation:

That the School Board adopt the Resolution Affirmation of Commitment to Nondiscrimination and Antiharassment of LGBTQ+ Youth and Adults in the VBCPS Educational Environment as a declaration of the School Board's commitment to eliminating all forms of unlawful discrimination in the educational environment.

Background Summary:

The School Board has received many public comments and communications concerning its intent to protect the rights of students and families in light of proposed model policy changes by the Virginia Department of Education. During the 2022-23 school year, the School Board has not had a policy presented for consideration regarding changing its policies or regulations related to transgender students. Therefore members of the public are uncertain as to the School Board's position regarding protecting the rights of students and families. The proposed Resolution is submitted for consideration by the School Board and to create the opportunity for the School Board to have a public dialogue regarding its commitment to protecting the rights of students and families.

Source:

Budget Impact:

RESOLUTION
AFFIRMATION OF COMMITMENT TO NONDISCRIMINATION AND
ANTI-HARASSMENT OF LGBTQ+ YOUTH AND ADULTS IN THE VBCPS EDUCATIONAL
ENVIRONMENT

WHEREAS, the School Board and Virginia Beach City Public Schools (hereinafter “VBCPS”) believe that every student is entitled to an education that is responsive to the student's unique needs to work toward reaching their full potential and that all individuals have the right to a safe physical, emotional, and social environment where responsibility and respect are demonstrated daily and where students are engaged in learning and are active participants in the educational environment because they feel accepted and valued; and

WHEREAS, LGBTQ+ youth and adults are valued members of the VBCPS community; and

WHEREAS, VBCPS acknowledges that LGBTQ+ youth and adults encounter many challenges both in and out of the educational environment and that those challenges can often interfere with their access to educational services and programs; and

WHEREAS, VBCPS further acknowledges that federal and state law, regulation and guidance regarding nondiscrimination and antiharassment based on sex, sexual orientation and gender identity are rapidly changing and at times inconsistent; and

WHEREAS, in 2016 the School Board amended School Board Policies 4-4 and 5-7 to prohibit discrimination based on sexual orientation and gender identity; and

WHEREAS, in 2020 the Virginia General Assembly amended the Virginia Human Rights Act §2.2-3900 to prohibit discrimination based on sex, sexual orientation and gender identity; and

WHEREAS, the School Board amended its policies and regulations regarding sexual harassment and discrimination in violation of Title IX of the Education Acts of and adopted enhanced Title IX procedures as required by federal law and regulation; and

WHEREAS, existing state and federal statutory and case law affirms the rights of both parents/guardians and students on issues of privacy and the right to freedom from discrimination under Title IX, Title VII and the Equal Protection Clause of the Fourteenth Amendment; and

NOW, THEREFORE, BE IT

RESOLVED: That the School Board affirms, supports, and values each of our students and staff and will continue to further our efforts to create a welcoming, safe, and inclusive learning environment providing protections for all students and staff regardless of sex, sexual orientation, gender, gender identity, or on any other characteristic protected by state or federal law; and be it

FURTHER RESOLVED: VBCPS is committed to eliminating all forms of unlawful discrimination and harassment in the educational environment. Accordingly, no student shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any VBCPS education program or non-athletic activity based on sex, sexual orientation, gender, gender identity, or on any other characteristic protected by state or federal law regarding non-discrimination and anti-harassment; and be it

FUTHER RESOLVED: That School Board will not adopt, amend, suspend or repeal its bylaws or policies and the School Administration will not adopt, amend, suspend or repeal its regulations to violate the Virginia Human Rights Act § 2.2-3900, as amended, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 with regard to discrimination and harassment based on sex, sexual orientation or gender identity; and be it

FUTHER RESOLVED: That a copy of this Resolution be spread across the official minutes of this Board.

Adopted by the School Board of the City of Virginia Beach this ____ Day of ____ 2023



Subject: Resolution: Juneteenth **Item Number:** 14A

Section: Consent **Date:** May 23, 2023

Senior Staff: Ty Harris, Director of Diversity, Equity and Inclusion

Prepared by: Ty Harris, Director of Diversity, Equity and Inclusion

Presenter(s): Ty Harris, Director of Diversity, Equity and Inclusion

Recommendation:

That the School Board approve a resolution recognizing the nineteenth day of June of each year, also known as Juneteenth.

Background Summary:

Juneteenth is the oldest known commemoration of the end of slavery in the United States. It marks the day in 1865 that enslaved people in Galveston, Texas, the last of the former Confederate states to abolish slavery, finally heard that the Civil War had ended, and learned that the Emancipation Proclamation had made them free nearly two years earlier.

In 2020, Governor Ralph Northam, and other community members, announced that Juneteenth would be a permanent state holiday, making 2023 the fourth year for Juneteenth being an official state holiday.

Juneteenth National Independence Day is a US federal holiday. It was signed into law by President Joe Biden on Thursday June 17, 2021.

Source:

[Juneteenth in Virginia in 2023 | Office Holidays](#)

Budget Impact:

N/A

RESOLUTION
Juneteenth
June 2023

WHEREAS, Juneteenth commemorates the day freedom was proclaimed to all enslaved people in the South by the Union General Gordon Granger who arrived in Galveston, Texas, proclaiming the authority of the United States over Texas in the name of then President Andrew Johnson on June 19, 1865, more than two and half years after the signing of the Emancipation Proclamation by President Abraham Lincoln; and

WHEREAS, not caring so much to which day of freedom had come as to the fact it had come, the freed men and women referred to this day as “Juneteenth,” which provides the historical reference for Juneteenth National Freedom Day, also known as “Emancipation Day,” “Emancipation Celebration,” and “Freedom Day” to commemorate the June 19, 1865, announcement of the abolition of slavery in the State of Texas, and in general the emancipation of enslaved African Americans throughout the Confederacy; and

WHEREAS, Americans of all ethnic backgrounds, creeds, cultures, and religions, share in a common love of and respect for freedom, as well as a determination to protect their right to freedom – the freedom to choose a life direction, manner of earning a livelihood, and creating a community in which a free people live with dignity; and

WHEREAS, although remembering and celebrating Juneteenth promotes the unique lived experience, plight, and persistence of African American, African, and Black peoples, it also provides an opportunity for those not of this demographic to seek knowledge and awareness, obtain skills necessary to interact and communicate in a global society, and to learn from the past to better serve all current and future generations;

NOW, THEREFORE, BE IT

RESOLVED that Virginia Beach City Public School Board observes Juneteenth, and other months of cultural remembrance, as the first step to acknowledging our core values and commitments to advance educational equity, cultural competency, and accountability; and be it

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

Adopted by the School Board of the City of Virginia Beach this 23rd day of May 2023

Trenace B. Riggs, School Board Chair

SEAL

Aaron C. Spence, Superintendent

Attest:

Regina M. Toneatto, Clerk of the Board



Recommendation of General Contractor: Corporate Landing Middle School Central Heating

Subject: & Cooling Plant Air Handling Units (AHU) & Heat Recovery Unit (HRU) Item Number: 14B

Section: Consent

Date: May 23, 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:

That the School Board approve a motion authorizing the Superintendent to execute a contract with D. E. Kirby, Inc. for the Corporate Landing Middle School Central Heating and Cooling Plant Air Handling Units (AHU) and Heat Recovery Unity (HRU) in the amount of \$4,786,000.

Background Summary:

Project Architect:	Woolpert
Contractor: Contract	D. E. Kirby,
Amount:	Inc.\$4,786,000
Construction Budget:	\$5,000,000
Number of Responsive	4
Bidders: Average Bid Amount:	\$5,815,275
High Bid:	\$7,444,700

Source:

School Board Policy 3-90

Budget Impact:

CIP 1-018 Renovations and Replacements – HVAC – Phase III



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

Section: Action **Date:** May 23, 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 May 23, 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
May 23, 2023
2022-2023

<u>Scale</u>	<u>Class</u>	<u>Location</u>	<u>Effective Date</u>	<u>Employee Name</u>	<u>Position/Reason</u>	<u>College</u>	<u>Previous Employer</u>
Assigned to Unified Salary Scale	Appointments - Elementary School	Bettie F. Williams	5/11/23	Hannah D Zimmerman	School Nurse	University of Alabama Birmingham, AL	N/A
Assigned to Unified Salary Scale	Appointments - Elementary School	Christopher Farms	5/4/23	Sandra Hodges	School Administrative Associate I	N/A	N/A
Assigned to Unified Salary Scale	Appointments - Elementary School	Fairfield	5/9/23	Barbara G Harper	Custodian I	N/A	N/A
Assigned to Unified Salary Scale	Appointments - Elementary School	Strawbridge	5/11/23	Dorothy D Warren	Special Education Assistant	Old Dominion University, VA	VBCPS
Assigned to Unified Salary Scale	Appointments - Middle School	Bayside	5/15/23	Janeth I Panta	School Office Associate II, .600	N/A	N/A
Assigned to Unified Salary Scale	Appointments - Middle School	Great Neck	5/11/23	Alexander C Spain	Custodian I	N/A	N/A
Assigned to Unified Salary Scale	Appointments - High School	Landtown	5/8/23	Samantha A Lee	Custodian I	N/A	N/A
Assigned to Unified Salary Scale	Appointments - High School	Renaissance Academy	5/15/23	Dyche T Case	Security Assistant	N/A	N/A
Assigned to Unified Salary Scale	Appointments - High School	Tallwood	5/10/23	Ciera D Smalley	School Office Associate II	N/A	Americorp, VA
Assigned to Unified Salary Scale	Appointments - High School	Tallwood	5/22/23	Elizabeth R GunHammer	School Nurse	Old Dominion University, VA	Sentara Princess Anne Hospital
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Department of Budget & Finance	5/24/23	Kay H Carpineti	Accounts Payable Technician	N/A	N/A
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Department of Teaching and Learning	5/11/23	Myah Clark	Administrative Office Associate I	N/A	N/A
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Custodial and Distribution Services	5/4/23	Christian E Jamieson-Zoller	Distribution Driver	N/A	N/A
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Maintenance Services	5/15/23	Nelson L Cote	General Maintenance Craftsman II	N/A	VBCPS, VA
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Maintenance Services	5/18/23	Kenneth P Stealing	Assistant Director Maintenance Services	N/A	U.S. Fleet Forces Command, VA
Assigned to Unified Salary Scale	Resignations - Elementary School	Birdneck	6/30/23	Norma J Ryker	Special Education Assistant (personal reasons)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Elementary School	College Park	6/30/23	Jasmine J Taylor	Special Education Assistant (career enhancement opportunity)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Elementary School	Holland	5/12/23	Michael X Elliott	Cafeteria Assistant, 5.0 Hours (personal reasons)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Elementary School	Indian Lakes	4/27/23	April Gough	School Nurse (personal reasons)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Elementary School	John B. Dey	6/30/23	Gretchen J Lerner	General Assistant (relocation)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Elementary School	Linkhorn Park	6/30/23	Deborah L Marks	General Assistant (family)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Elementary School	Newtown	4/26/23	Johnnie K Robinson	Clinic Assistant, .500 (relocation)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Elementary School	North Landing	6/30/23	Michelle D Davis	Physical Education Assistant (relocation)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Elementary School	Pembroke	6/30/23	Rita Theresa L McGrath	Library/Media Assistant (relocation)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Elementary School	Princess Anne	5/5/23	Catherine Stielper-Gilbert	Special Education Assistant (relocation)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Elementary School	Princess Anne	6/16/23	Tonya F Marshall	Cafeteria Assistant, 4.5 Hours (career enhancement opportunity)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Elementary School	White Oaks	6/2/23	Ashlyn M Echerd	Cafeteria Assistant, 6.0 Hours (active duty military)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Middle School	Independence	6/16/23	Rita A Lee	Cafeteria Assistant, 6.5 Hours (personal reasons)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Middle School	Landtown	5/9/23	Ryan Johnson	Baker/Cook, 7.0 Hours (job abandonment)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Middle School	Old Donation School	5/3/23	Sandra Moton	Custodian I (death)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Middle School	Old Donation School	6/16/23	Hanna Almashharawi	Cafeteria Assistant, 5.0 Hours (career enhancement opportunity)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Middle School	Salem	6/16/23	Samantha K Morelli	Cafeteria Assistant, 5.0 Hours (personal reasons)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - High School	Ocean Lakes	5/12/23	Tabatha L Washington	Baker/Cook, 7.0 Hours (personal reasons)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - High School	Renaissance Academy	5/12/23	Wesley D Smith	Security Assistant (career enhancement opportunity)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - High School	Renaissance Academy	5/15/23	Marquetta Williams	Custodian I (personal reasons)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - High School	Tallwood	3/10/23	Ha T Nguyen	School Nurse (death)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Food Services	5/15/23	Ronnieta L Albritton	Baker/Cook, 7.0 Hours (personal reasons)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Maintenance Services	4/27/23	Robert C Combes	Electrical Craftsman III (death)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Programs for Exceptional Children	6/30/23	Ann E Alexander	Interpreter (relocation)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Student Support Services	6/30/23	Christina M Kinerk-Crue	Behavior Intervention Specialist (personal reasons)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	5/8/23	Donald W White	Bus Assistant (personal reasons)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	5/11/23	Ajay Sellers	Fleet Technician I (personal reasons)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	5/15/23	Kerri Wallace	Bus Driver - Special Ed, 7.5 Hours (personal reasons)	N/A	N/A
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	5/16/23	Deirdra M Powell	Bus Driver, 7.0 Hours (personal reasons)	N/A	N/A
Assigned to Unified Salary Scale	Retirements - Elementary School	Arrowhead	6/30/23	Vickie L Wiggs	Kindergarten Assistant	N/A	N/A
Assigned to Unified Salary Scale	Retirements - Elementary School	Cooke	6/30/23	Joan M Baird	Kindergarten Assistant	N/A	N/A
Assigned to Unified Salary Scale	Retirements - Elementary School	Glenwood	6/30/23	Yoon Chun	Cafeteria Assistant, 4.0 Hours	N/A	N/A
Assigned to Unified Salary Scale	Retirements - Elementary School	Indian Lakes	6/30/23	Madeline L Murphy	School Office Associate II	N/A	N/A
Assigned to Unified Salary Scale	Retirements - Elementary School	North Landing	6/30/23	Karen I Van De Riet	Cafeteria Manager I	N/A	N/A
Assigned to Unified Salary Scale	Retirements - Elementary School	Seatack	6/30/23	Barbara K Reger	Cafeteria Manager I	N/A	N/A
Assigned to Unified Salary Scale	Retirements - Middle School	Old Donation School	6/30/23	Fusae Schortgen	Cafeteria Assistant, 6.0 Hours	N/A	N/A
Assigned to Unified Salary Scale	Retirements - Middle School	Plaza	5/19/23	Virgilio A Huertas	Custodian I	N/A	N/A
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Maintenance Services	7/31/23	Katherine Talento	Administrative Office Associate II	N/A	N/A
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Maintenance Services	8/31/23	John T Cole	Sustainability Officer	N/A	N/A
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of the Superintendent	6/30/23	John F Sutton III	Coord Policy and Intergovernmental Affairs	N/A	N/A
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/23	Edna L Matuszak	Bus Driver, 6.5 Hours	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Elementary School	Bayside	6/30/23	Jennifer S Hendrix	Fifth Grade Teacher (relocation)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Elementary School	College Park	6/30/23	Katelyn E Blough	Second Grade Teacher (family)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Elementary School	Cooke	6/30/23	Sarah J Donnelly	Fifth Grade Teacher (family)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Elementary School	Corporate Landing	6/30/23	Celia N Cappello	Kindergarten Teacher (personal reasons)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Elementary School	Kinston	6/30/23	Emily M Culbertson	Special Education Teacher (personal reasons)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Elementary School	Newtown	6/30/23	Robyn R Hoffman	Second Grade Teacher (personal reasons)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Elementary School	Newtown	6/30/23	Andrea E Kennedy	Second Grade Teacher (relocation)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Elementary School	Ocean Lakes	6/30/23	Mackenzie L Boudia	Third Grade Teacher (family)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Elementary School	Shelton Park	6/30/23	Margo Litzenberg	School Counselor (personal reasons)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Middle School	Brandon	6/30/23	Katherine L Hernandez	Seventh Grade Teacher (relocation)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Middle School	Independence	6/30/23	Anna M Nicholls	Eighth Grade Teacher (career enhancement opportunity)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Middle School	Landtown	5/31/23	Brandy A Shaw	Business Education Teacher (personal reasons)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Middle School	Lynnhaven	6/30/23	Yvonne de los Santos	Eighth Grade Teacher (career enhancement opportunity)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Middle School	Lynnhaven	6/30/23	Kaicee Y Mills	Literacy Teacher (family)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Middle School	Old Donation School	6/30/23	Caroline J Joseph	Eighth Grade Teacher (family)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Middle School	Old Donation School	6/30/23	Caroline G Morin	Third Grade Teacher (personal reasons)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Middle School	Plaza	6/30/23	Rebecca M Gattano	Eighth Grade Teacher (career enhancement opportunity)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Middle School	Salem	6/30/23	Heather D Moore	Instructional Technology Specialist (career enhancement opportunity)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Middle School	Virginia Beach	6/30/23	Kimberly M Collins	AVID Instructor (moved to public school system)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - High School	Bayside	6/30/23	John C Bain	Science Teacher (career enhancement opportunity)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - High School	Bayside	6/30/23	Mary C Reynolds	Science Teacher (personal reasons)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - High School	Cox	6/30/23	Kevin A Johnson	English Teacher (career enhancement opportunity)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - High School	Landtown	6/30/23	Kelly A Culbertson	School Counselor (relocation)	N/A	N/A

Personnel Report
Virginia Beach City Public Schools
May 23, 2023
2022-2023

<u>Scale</u>	<u>Class</u>	<u>Location</u>	<u>Effective Date</u>	<u>Employee Name</u>	<u>Position/Reason</u>	<u>College</u>	<u>Previous Employer</u>
Assigned to Instructional Salary Scale	Resignations - High School	Renaissance Academy	6/30/23	Ernestine Backus	Science Teacher (relocation)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - High School	Salem	6/30/23	Peter C Hyatt	Health & Physical Education Teacher (career enhancement opportunity)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - High School	Salem	6/30/23	Allison B Schroyer	English Teacher (transfer of spouse)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - High School	Salem	6/30/23	Kristi R Sundstrom	Special Education Teacher (relocation)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Miscellaneous	Office of Programs for Exceptional Children	6/30/23	Melissa L Gies	Speech/Language Pathologist (career enhancement opportunity)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Miscellaneous	Office of Programs for Exceptional Children	6/30/23	Danielle S Toney	Hearing Impairment Teacher (career enhancement opportunity)	N/A	N/A
Assigned to Instructional Salary Scale	Resignations - Miscellaneous	Office of Student Support Services	5/19/23	Rebecca L Davila	School Counselor (career enhancement opportunity)	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	Bayside	6/30/23	Wanda E Warthen-Akiyama	First Grade Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	Centerville	6/30/23	Pamela L Thornburg	Kindergarten Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	Christopher Farms	6/30/23	Donna D Bagnall	Fifth Grade Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	Landstown	6/30/23	Terri S Troia	Library Media Specialist	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	Linkhorn Park	6/30/23	Susan P Herring	Music/Vocal Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	Malibu	6/30/23	Stephanie H Malsch	Pre-Kindergarten Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	North Landing	6/30/23	Karen L Glevinger	Fourth Grade Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	North Landing	6/30/23	Claudia A Hooks	Fifth Grade Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	Pembroke	6/30/23	Jeanne I Shepard	Fourth Grade Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	Seatack	6/30/23	Cassandra P Keys	Kindergarten Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	Tailwood	6/30/23	Donna R Hart	Fourth Grade Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	Tailwood	6/30/23	Donna A Lowry	Fourth Grade Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	Thalia	6/30/23	Jennifer F Hoelk	First Grade Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	Thoroughgood	6/30/23	Annette M Conley	Reading Specialist	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	Woodstock	6/30/23	Shelia R Haas	Second Grade Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Elementary School	Woodstock	6/30/23	Mary E Sawyer	Third Grade Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - Middle School	Lynnhaven	6/30/23	Rebecca J Roberts	Special Education Teacher	N/A	N/A
Assigned to Instructional Salary Scale	Retirements - High School	First Colonial	8/30/23	Catherine T Cummings	Special Education Teacher	N/A	N/A

Virginia Beach City Public Schools
Personnel Report - May 23, 2023
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Virginia Teachers for Tomorrow

Recommended for the 2022-2023 Virginia Beach Future Teacher Awards and Contracts

The following promising teacher candidates have completed the Virginia Teachers for Tomorrow program and/or the Early Childhood Education Program, have been recommended by their HS principal, and expressed their intent to obtain a teaching degree and return to Virginnia Beach City Public Schools (VBCPS) to teach. The School Board of the City of Virginia Beach hereby conditionally approves a probationary contract of employment for these candidates upon meeting the terms of the VBCPS Future Teacher Contract Agreement.

<u>Description</u>	<u>Scale</u>	<u>Class</u>	<u>School</u>	<u>Student Name</u>
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Bayside HS	Kaleigh Dean
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Bayside HS	Analayah Edwards
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Bayside HS	Shelbie Jankowski
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Cox HS	Ava Black
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Cox HS	Brooke Mailand
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Cox HS	Samuel Wall
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Cox HS	Mikayla Westra
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Cox HS	Kirklyn Wilson
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Cox HS	Peyton Wilson
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	First Colonial HS	Lorelai Edwards
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	First Colonial HS	Jada Corprew-Holt
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Green Run Collegiate	Shayna Grimes
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Green Run HS	James Higgins
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Green Run HS	Julia Raveneau
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Kellam HS	Madelyn Haught
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Kellam HS	Marisa Gekosky
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Kellam HS	Dara Enzmann
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Kellam HS	Carmen Everett
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Kellam HS	Allie Irving
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Kempsville HS	Madeline Diaz
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Kempsville HS	Kathryn Lowe
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Landstown HS	Jazmine Link
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Landstown HS	Rejeanna Mendoza
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Landstown HS	Kelsey Wallgren
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Ocean Lakes HS	Aniya Patel
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Ocean Lakes HS	Isabella Martinez
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Ocean Lakes HS	Kendall Bailey

Virginia Beach City Public Schools
Personnel Report - May 23, 2023
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Virginia Teachers for Tomorrow

<u>Description</u>	<u>Scale</u>	<u>Class</u>	<u>School</u>	<u>Student Name</u>
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Ocean Lakes HS	Leah Salinsky
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Ocean Lakes HS	Madison Mellon
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Ocean Lakes HS	Sierra Keegan
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Ocean Lakes HS	Zoe Hall
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Princess Anne HS	Emma McCluskey
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Princess Anne HS	Isabel Grandela
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Salem HS	Abigail Riegle
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Salem HS	Elizabeth Woge
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Tallwood HS	Issa Garcia
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Tallwood HS	Kendall Hayes
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Tallwood HS	Eliza Hendrick
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	Tallwood HS	Abigail Thomas
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	VB Tech Center	Alexandra Alicea
Teacher Candidate	Assigned to the Instructional Salary Scale	Other Employment Actions - Virginia Teachers for Tomorrow	VB Tech Center	Elias Paulino



Subject: Federal Grant Applications **Item Number:** 15B

Section: Action **Date:** May 23, 2023

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

Prepared by: Lorena L. Kelly, Ph.D., Executive Director of Elementary Teaching and Learning

Presenter(s): Lorena Kelly, Ph.D., Executive Director of Elementary Teaching and Learning

Recommendation:

That the School Board approve this notification that the administration intends to apply for the following federal grants for the 2023-2024 school year.

- Title I, Part A Improving the Academic Achievement of the Disadvantaged: Improving Basic Programs Operated by Local Educational Agencies (LEA)
- Title I, Part D Improving the Academic Achievement of the Disadvantaged: Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At Risk
- Title II, Part A Preparing, Training, and Recruiting High Quality Teachers and Principals: Teacher and Principal Training and Recruiting Fund
- Title III, Part A Language Instruction for English Learners and Immigrant Students
- Title IV, Part A Student Support and Academic Enrichment Grants

Background Summary:

Notification to the public is accomplished through this announcement, through postings on the school division's Internet site, and through a media release from the Department of Communication and Community Engagement. Attached for additional information are the anticipated application amounts along with a summary of each federal grant program.

Source:

Elementary and Secondary Education Act of 1965 (ESEA), as Amended by Every Student Succeeds Act of 2015 (ESSA), Public Law 114-95

Budget Impact:

Each grant that is funded will provide revenues for additional resources for schools and the division.

Intent to Apply for Federal Grants for SY 2023-2024

Name	Description	Anticipated Funding Level
Title I, Part A	Improving Basic Programs Operated by Local Educational Agencies (LEA)	\$12,999,331
Title I, Part D	Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent or At-Risk	\$183,438
Title II, Part A	Supporting Effective Instruction	\$2,051,958
Title III, Part A	Language Instruction for English Learners and Immigrant Students	\$231,286
Title IV, Part A	Student Support and Academic Enrichment Grants	\$897,247
	Total	\$16,363,260

Title I, Part A – Improving the Academic Achievement of the Disadvantaged: Improving Basic Programs Operated by Local Educational Agencies (LEA)

Title I, Part A, provides supplemental educational services for eligible public and private school students to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and State academic assessments. Title I of ESEA provides financial assistance to support instructional programs in school divisions and schools with high percentages of low-income students to ensure that all children meet challenging content and achievement standards. Title I also authorizes federal grant programs that provide funds for services to neglected and delinquent and homeless students.

Title I, Part D – Improving the Academic Achievement of the Disadvantaged: Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-Risk

Title I, Part D, Subpart 2, provides financial assistance to locally operated correctional facilities for educational services to neglected and delinquent children and youth in locally operated correctional facilities and to other at-risk populations to prepare them for secondary school completion, training, employment, and further education.

Title II, Part A – Preparing, Training, and Recruiting High Quality Teachers and Principals: Supporting Effective Instruction for Both Public and Private Schools

The purpose of Title II, Part A, is to: (1) increase student academic achievement through strategies such as improving teacher and principal quality, increasing the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools; and (2) hold local educational agencies and schools accountable for improvements in student academic achievement.

Title III, Part A – Language Instruction for Limited English Proficient and Immigrant Students

The purpose of Title III, Part A, is to ensure that students who are English learners (ELs), including immigrant children and youth, develop English language proficiency and meet the same challenging State academic content and academic achievement standards that other children are expected to meet.

Title IV, Part A- 21st Century Schools: Student Support and Academic Enrichment Grants

The purpose of the Title IV, Part A, is to improve students' academic achievement by increasing the capacity of divisions to:

- (1) Provide all students access to a well-rounded education
- (2) Improve school conditions for learning; and
- (3) Improve the use of technology to improve the academic achievement and digital access for all students.



Subject: New Assignment of School Board Member to PPEA Planning Advisory Team **Item Number:** 15C

Section: Action **Date:** May 23, 2023

Senior Staff: Jack Freeman, Chief Operations Officer; Melisa Ingram, Executive Director of Facilities Services

Prepared by: Kamala H. Lannetti, School Board Attorney

Presenter(s): Kamala H. Lannetti, School Board Attorney; Melisa Ingram, Executive Director of Facilities Services

Recommendation:

That the School Board approve the new assignment of School Board Member, Kimberly A. Melnyk to the below listed PPEA Planning Advisory Team as set forth below, replacing School Board Member, Jessica Owens:

Williams Elementary School and Bayside 6th Grade Campus Planning Advisory Team: Staci Martin and Kimberly A. Melnyk

Background Summary:

The School Board entered into an Interim Agreement with S.B. Ballard Construction for the development of a proposed Comprehensive Agreement for the construction of Princess Anne High School, Bayside High School, and the Bettie F. Williams Elementary and Bayside 6th Grade Campus under the Policy 3-71 Public-Private Educational Facilities and Infrastructure Act Projects (PPEA) has requested to have no more than two School Board Members and two City Council Members assigned to Planning Advisory Teams for each school. The Planning Advisory Teams include many stakeholders chosen by the Contractor and School Division staff who will serve in a temporary status from April through Fall 2023. The Planning Advisory Teams will provide guidance and suggestions to the Contractor and design team which will be used to develop a proposed Comprehensive Agreement proposal that will be brought to the School Board in 2024. School Board Members and other stakeholders not assigned to the Planning Advisory Teams will have the opportunity to provide input and suggestions for each school during public meetings. The Planning Advisory Teams will begin their meetings on April 26, 2023; therefore the Contractor is requesting to have School Board Members assigned to the Planning Advisory Teams in time to participate in the meetings.

Source:

Policy 3-71 Public-Private Education Facilities and Infrastructure Act Projects 3-71

Budget Impact:

N/A



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

Section: Return to Administrative, Informal, Workshop or Closed Session Matters **Date:** May 23, 2023

Senior Staff: N/A

Prepared by: Kamala H. Lannetti, School Board Attorney, John Sutton, Coordinator of Policy and Intergovernmental Affairs

Presenter(s): Kamala H. Lannetti, School Board Attorney, John Sutton, Coordinator of Policy and Intergovernmental Affairs

Recommendation:

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.
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. Appointment of citizen members to School Board Citizen Advisory Committees effective July 1, 2023
- B. Status on pending student and employee cases
- C. 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.