



## 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, August 22, 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](https://schoolboard.vbschools.com/meetings/live), broadcast on VBT Channel 47, and on Zoom through the link below.

Attendee link: [https://us02web.zoom.us/webinar/register/WN\\_KiZrYPutR0uCc-CtgP37eQ](https://us02web.zoom.us/webinar/register/WN_KiZrYPutR0uCc-CtgP37eQ) Call-in (301) 715-8592 ID 873 4073 2137

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](mailto: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 August 21, 2023.

1. **Administrative, Informal, and Workshop (Holland Road Annex – Einstein Lab (Band/Room 603) ..... 4:00 p.m.**
  - A. School Board Administrative Matters and Reports
  - B. Summer Learning Program
  - C. Recovery School
2. **Closed Session (as needed)**
3. **School Board Recess ..... 5:30 p.m.**
4. **Formal Meeting (Holland Road Annex – School Board Room/Auditorium) ..... 6:00 p.m.**
5. **Call to Order and Roll Call**
6. **Moment of Silence followed by the Pledge of Allegiance**
7. **Student, Employee and Public Awards and Recognition**
8. **Adoption of the Agenda**
9. **Superintendent's Report (second monthly meeting) and recognitions (first and second monthly meetings)**
10. **Approval of Meeting Minutes**
  - A. August 8, 2023, Regular School Board Meeting
11. **Public Comments (until 8:00 p.m.)**

The School Board will hear public comments at the August 22, 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 August 22, 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. August 22, 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. Program Evaluation Schedule for 2023-2024
- B. Policy Review Committee (PRC) Recommendations:
  - 1. Policy 2-48/Salaries and Compensation
  - 2. Policy 4-7/Nepotism: Employment/Supervision of Relatives
  - 3. Policy 4-9/Health Certifications/Medical Examinations/Communicable Disease Awareness/Fitness for Duty
  - 4. Policy 4-10/Conditions of Employment
  - 5. Policy 4-11/Appointment
  - 6. Policy 4-12/Assignment, Reassignment and Transfer
  - 7. Policy 4-13/Contract Period/Calendar Work Days
  - 8. Policy 4-14/Alternative Work Schedules: 12-Month, Non-Instructional Employees
  - 9. Policy 4-20/Reduction in Force (RIF)
  - 10. Policy 4-23/Conflict of Interests
  - 11. Policy 4-33/Investigative Procedures
  - 12. Policy 4-38/Travel Expenditures/Reimbursement
  - 13. Policy 4-42/Property Damage/Reimbursement
  - 14. Policy 4-45/Sick Leave Banks
  - 15. Policy 4-49/Military Service
  - 16. Policy 4-51/Lawsuits and Subpoenas
  - 17. Policy 4-57/Licensed Personnel Contracts
  - 18. Policy 4-65/Meetings and Conferences
  - 19. Policy 4-66/Tutoring for Pay
  - 20. Policy 4-67/Investigating/Reporting Alcohol or Drug Use
  - 21. Policy 4-68/Reporting Child Abuse or Neglect
  - 22. Policy 4-70/Licensed Personnel: Teacher Salary Scale
  - 23. Policy 4-73/Awards for Achievement and Service
  - 24. Policy 4-83/Evaluation
  - 25. Policy 4-85/Meetings, Conferences and Conventions
  - 26. Policy 4-86/Classified Personnel: Compensation
  - 27. Policy 4-87/Overtime
  - 28. Policy 4-91/Student Teachers
  - 29. Policy 4-92/Summer School Teachers Assignment and Placement
  - 30. Policy 4-97/Administrative Intern and Administrative Assistants
  - 31. Policy 5-9/Age of Entrance/Kindergarten
  - 32. Policy 5-7/Non-discrimination and Non-harassment of Students
  - 33. Policy 5-31/Student Records

**13. Return to public comments if needed**

**14. Consent Agenda**

- A. Resolutions:
  - 1. National Hispanic Heritage Month
  - 2. Suicide Prevention Week
- B. School Board Organizational Matters:
  - 1. Superintendent's Designee in the Absence of the Superintendent
  - 2. Superintendent's Signature Authority

**15. Action**

- A. Personnel Report / Administrative Appointments **Updated 08/24/2023**
- B. Resolution: Model Policies on Ensuring Privacy, Dignity, and Respect for All Students and Parents in Virginia's Public Schools

**16. Committee, Organization or Board Reports**

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

**18. Adjournment**



**Subject:** Summer Learning Program Update **Item Number:** 1B

**Section:** Workshop **Date:** August 22, 2023

**Senior Staff:** Danielle E. Colucci, Chief Academic Officer

**Prepared by:** Danielle E. Colucci, Chief Academic Officer

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

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

**Presenter(s):** Danielle E. Colucci, Chief Academic Officer

**Recommendation:**

The school board receives updates on the implementation of summer learning experiences in elementary and secondary and the instructional support for an effective school opening.

**Background Summary:**

Virginia Beach City Public Schools offered several learning opportunities this summer. This presentation will provide a summary of the learning opportunities provided this summer to address student needs.

**Source:**

N/A

**Budget Impact:**

N/A



**Subject:** Recovery School Update **Item Number:** 1C

**Section:** Workshop **Date:** August 22, 2023

**Senior Staff:** Matthew D. Delaney, Chief Schools Officer

**Prepared by:** Matthew D. Delaney, Chief Schools Officer

**Presenter(s):** Matthew D. Delaney, Chief Schools Officer;

Robert Jamison, Executive Director, Student Support Services

**Recommendation:**

N/A

**Background Summary:**

The Department of School Leadership will be providing an update on the progress of the Recovery School and will look to the School Board for guidance on next steps.

**Source:**

Department of School Leadership

**Budget Impact:**

Impact will be determined by the recommendations from the School Board.



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

**Section:** Approval of Meeting Minutes **Date:** August 22, 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. August 8, 2023 Regular School Board Meeting

**Background Summary:**

N/A

**Source:**

Bylaw 1-40

**Budget Impact:**

N/A



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### **School Board Regular Meeting MINUTES** **Tuesday, August 8, 2023**

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

1. **Administrative, Informal, and Workshop:** Chair Riggs convened the Administrative, Informal, and Workshop session at 3:31 p.m. on the 8<sup>th</sup> day of August 2023 and announced members of the public will be able to observe the School Board meeting through live streaming on [schoolboard.vbschools.com/live](https://schoolboard.vbschools.com/live), broadcast on VBT Channel 47, and on Zoom; welcomed members of the public both in person and online.  
  
In addition to Donald E. Robertson, Ph.D., Chief of Staff, standing in for Superintendent Spence, the following School Board members were present in the Holland Road Annex/Einstein Lab: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens.
  - A. **School Board Administrative Matters and Reports:** Chair Riggs shared some comments regarding the last School Board meeting; January 2023 selection of School Board Chair and Vice Chair; hope for School Board; helping students, staff, and parents of Virginia Beach; challenges faced; having diverse viewpoints; leadership; frustrations; apologized if actions negatively impacted members of the School Board; Vice Chair assisting in responding to emails; over next months, School Board commit to working together, as professionals and demonstrating respect to each other; signed Code of Ethics.
  - B. **Return to School Administration Building Update:** Melisa A. Ingram, Executive Director of Facilities Services, provided the School Board a timeline for staff to return to the School Administration Building from Holland Road Annex; completed improvements at School Administration Building: move School Administrative Building off City's Hot Water Loop, HVAC and Boiler replacements, electrical modifications, School Board Room – ceiling, lighting, and VBTV replacements, front lobby – ceiling and lighting replacements; reviewed timeline: September 26, 2023 – last School Board meeting at Holland Road Annex, staff offices will move from September 27 – October 16, and October 10, 2023 – first School Board meeting at School Administration Building; the presentation continued with brief comments and questions regarding reminders to the public about location change; larger turnout of people attending meeting; need to be prepared for overflow at School Administration Building.
  - C. **School Board Meeting Management Solution:** David Din, Chief Information Officer, Department of Technology provided the School Board information on the Open Meeting board management solution meets the remote voting requirement and is able to display the results for all board members and the public on a dashboard. The results dashboard can be easily shown in chambers, via Zoom and cable TV. It also provides additional functionality that may help to make school board meetings more efficient; brief overview of prior voting system used; meeting management system – allows for remote voting, roll call, motions and discussion participation, more enhanced participation, public dashboard will display voting results and additional information; reviewed financial impact - one-time installation and setup: \$6,250, annual license: \$3,500; customized for our processes, personal 1-on-1 onboarding, ongoing training and support, ongoing updates and enhancements; overview of meeting management system: discussion manager (Chair), clerk meeting manager (School Board Clerk), member app (School Board

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members) and public display; will required School Board members to have their device for meetings and log into the meeting system; shared examples of member screens – roll call, agenda item details, voting, public dashboard – voting, voting results, discussion, public comment, discussion manger – Chair view; shared a video of product; next steps – with Board approval: implement system this fall, provide training and information through SharePoint and 1-on-1 training.

The presentation continued with questions and comments regarding voting counts for specific items – can it be customized; learning curve for new program; system designed for functionality; learning curve is low; extra devices available for School Board members, if needed; programming for Bylaws verses policies; making substitute motions and amendments; will discuss with vendor; being able to hear remote participants; able to see votes and backup verbally; prior system does not allow for remote participation; getting into the queue with new system; availability of funds; training can be posted to School Board SharePoint site.

After the presentation, Chair Riggs mention an additional administrative matter regarding School Board members scheduling monthly meetings with Dr. Robertson; sign-up sheet to be passed to School Board members; Dr. Robertson providing the opportunity for School Board members to meet with him.

2. **Closed Session:** At 4:09 p.m., Vice Chair Weems made the following motion, seconded by Ms. Brown 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, 3, 7, 8 and 29 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.
  3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
  7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.
  8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.
  29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.
- Namely to discuss:
- A. Superintendent search consulting firm interviews/schedule, Acting Superintendent contract.
  - B. Status of pending litigation or administrative cases.
  - C. Consultation with legal counsel regarding probable litigation and pending litigation matters.
  - D. Discussion on property issues at Princess Anne High School.



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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: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens. The motion passed unanimously, 11-0-0.

The School Board recessed into Closed Session at 4:13 p.m. in the Holland Road Annex/Einstein Lab.

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

D. Discussion on property issues at Princess Anne High School: 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; Donald E. Robertson, Ph.D., Chief of Staff; Jack Freeman, Chief Operations Officer; Melisa Ingram, Executive Director, Office of Facilities Services; Carla Smith, Director of Procurement, Office of Procurement Services; Regina M. Toneatto, School Board Clerk.

David Din, Chief Information Officer, Department of Technology was present in the Closed session at 4:16 p.m. then left the Closed Session at 4:17 p.m.

At 4:34 p.m., the following staff members left the Closed Session: Donald E. Robertson, Ph.D., Chief of Staff; Jack Freeman, Chief Operations Officer; Melisa Ingram, Executive Director, Office of Facilities Services. David Din, Chief Information Officer, Department of Technology, returned to the Closed Session at 4:34 p.m.

A. Superintendent search consulting firm interviews/schedule: 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; Carla Smith, Director of Procurement, Office of Procurement Services; David Din, Chief Information Officer, Department of Technology; Regina M. Toneatto, School Board Clerk.

At 5:00 p.m., the following staff members left the Closed Session: Carla Smith, Director of Procurement, Office of Procurement Services; and David Din, Chief Information Officer, Department of Technology.

B. Status of pending litigation or administrative cases; and

C. Consultation with legal counsel regarding 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, School Board Clerk.

The School Board reconvened at 5:33 p.m.

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. Melnyk for Certification of Closed Session. Chair Riggs called for a vote. The School Board Clerk announced there were eleven (11) ayes in favor of the motion for Certification of Closed Session: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens. The motion passed unanimously, 11-0-0.

3. **School Board Recess:** Chair Riggs adjourned the Administrative, Informal, and Workshop session at 5:34 p.m.

4. **Formal Meeting (Holland Road Annex – School Board Room/Auditorium) ..... 6:00 p.m.**



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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 6:01 p.m. on the 8<sup>th</sup> day of August 2023 and welcomed members of the public both in person and online.  
  
In addition to Donald E. Robertson, Ph.D., Chief of Staff, standing in for Superintendent Spence, the following School Board members were present in the Holland Road Annex, School Board Room/Auditorium: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens.
6. **Moment of Silence followed by the Pledge of Allegiance**
7. **Student, Employee and Public Awards and Recognition**
  - A. Virginia's Best School Bus Technician – Transportation and Fleet Management Services: The School Board recognized Don Ertel, from the Office of Transportation and Fleet Management Services, who won Virginia's Best School Bus Technician competition from the Virginia Association for Pupil Transportation.
  - B. National Guard Cup for Academic Activity – Princess Anne High School: The School Board recognized representatives from Princess Anne High School who recently won the National Guard Cup for VHSL academic activities. There were five academic activities involving team champions – scholastic bowl, creative writing, debate, theater, forensics, and robotics.
8. **Adoption of the Agenda:** Chair Riggs called for a motion to approve the agenda. Vice Chair Weems made the motion, seconded by Ms. Franklin. Without discussion, Chair Riggs called for a vote to approve the agenda. The School Board Clerk announced there were eleven (11) ayes in favor of the motion to approve the agenda. The motion passed unanimously, 11-0-0.
9. **Superintendent's Report (second monthly meeting) and recognitions (first and second monthly meetings):** Chair Riggs noted there was no Superintendent's Report this evening, but there were recognitions. Dr. Robertson introduced the following appointments which were voted on and approved at the July 25, 2023 School Board meeting: Chelsea L. Bax, Administrative Assistant, Virginia Beach Middle School as Assistant Principal, Landstown Middle School; Taylor D. Lovejoy, Teacher, Great Neck Middle School as Assistant Principal, Brandon Middle School; Kelly J. Foster, Administrative Assistant, Green Run High School as Assistant Principal, Green Run High School; Carrie E. Gantt, Ed.D., Administrative Assistant, Ocean Lake High School as Assistant Principal, Frank W. Cox High School; Crystal Lewis-Wilkerson, Ed.D., Principal, Thalia Elementary School as Director, K-12 and Gifted Programs, Department of Teaching and Learning; and Melanie J. Hamblin, Ed.D., Principal, Windsor Woods Elementary School as Senior Executive Director of Elementary Schools, Department of School Leadership.
10. **Approval of Meeting Minutes**
  - A. July 25, 2023 Regular School Board Meeting: Chair Riggs called for any modifications to the July 25, 2023 regular School Board meeting minutes as presented. Hearing none, Chair Riggs called for a motion to approve the July 25, 2023 meeting minutes as presented. Ms. Brown made the motion, seconded by Mr. Callan. Without discussion, Chair Riggs called for a vote to approve the July 25, 2023 meeting minutes as presented. The School Board Clerk announced there were eleven (11) ayes in favor of the motion to approve the July 25, 2023 meeting minutes as presented. The motion passed unanimously, 11-0-0.
11. **Public Comments (until 8:00 p.m.)**  
Chair Riggs announced the School Board will hear public comments until 8:00 p.m. on matters relevant to PreK-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 forty-two (42) in person speakers (including seventeen (17) student speakers) and two (2) online speakers: topics discussed were 2023 model policies; protect every child; respect all students; student rights; basic human rights; preferred name/pronoun; student-teacher relationship and trust; Owens resolution; equality; gender identity; school as a safe place; individual needs of students; safety in school; gun violence; 1<sup>st</sup> Amendment; Christian beliefs; ODS admission process; amendments to gifted plan; July 25 School Board meeting; parental roles; protecting families; parental rights; committee assignments; Bylaw 1-47; transgender students; how to follow and how to implement model policies; Policy 5-7; Manning's resolution; ODS selection process; guidance counselors; student speakers; School Board Chair; Oath of Office; keeping parents informed; and School Board members.

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

## 12. Information

- A. Gifted Learning Plan Amendment: Lorena L. Kelly, Ph.D., Executive Director of Elementary Teaching and Learning provided the School Board information for the proposed amendment to the 2020-2025 Local Plan for the Education of the Gifted; brief recap of the June 27, 2023 School Board presentation: reviewed the gifted identification and Old Donation School (ODS) selection processes, highlighted that the number of students with top ratings exceeded the number of open seats available at ODS, identified the need to amend the Local Plan for the Education of the Gifted, outlined next steps to guide the work moving forward; actions taken based on June 27, 2023 School Board meeting: hired a Director of K-12 and Gifted Programs, developed an amendment of the Local Plan for the Education of the Gifted, conducted two summer Gifted Community Advisory Committee meetings to discuss recommended amendment; actions in progress based on June 27, 2023 School Board meeting: create a comprehensive communication plan to share 2024-25 ODS selection process and timeline with all stakeholders, create a task force to initiate process for the new Local Plan for the Education of the Gifted, a comprehensive formal evaluation of our gifted resource-cluster program will be shared during the 23-24 SY; noted School Board has been provided with the amendment to reflect current practices that the community and Board were made aware of in August 2022, the Gifted Community Advisory Committee offered input and recommendations; reviewed some of the amendment changes in the plan (pages 70 and 72, 80 – 81, 82, 84, 86, 116); page 82 - noted the term eligibility for enrollment; page 84 – removed the section “selection for ODS” paragraph and the three bulleted questions; page 86 – rating scale, Gifted CAC recommendation – to adopt a process to score candidates in a more objective way to achieve greater differentiation with the goal of top candidates not exceeding the number of open seats; page 116 – additional statements for the amendment: school administration is authorized to make reasonable adjustments and interpretations to this plan as necessary due to annual review that do not substantially impact the outcome with notice to the School Board, when plan is silent, school administration has authorization to make reasonable interpretation with notice to the School Board.
- The presentation continued with questions and comments regarding amendments; top candidates; rating scale; individual ratings – not consensus; VDOE regulation; transparency to the public; opt-out versus written consent from parents; parental rights; page 6 – top candidates; services in home school with Gifted Resource Teacher (GRT); rating scale: 5-point scale versus 4-point scale; number of raters on team; differentiation; distinguish the profoundly gifted; application process; opportunity for students to be included in the application process (auto-generated application based on scores – first grade students); need to differentiate more; gifted cluster program; percentile cut-off – could it be changed from 90% to 94%; page 82 – space available and top candidates; how to differentiate students; purpose of ODS; gifted program and gifted cluster; parental input; increase in number of gifted students; and thanks to School Board for input.
- B. Resolution: Model Policies on Ensuring Privacy, Dignity, and Respect for All Students and Parents in Virginia’s Public Schools: Ms. Manning mentioned Policy 5-7 and the section regarding the Superintendent or designee is directed to develop regulations, practices and trainings related to compliance with Code of Virginia § 22.1-23.3; implementation of model policies; noted the date in the resolution of August 21, 2023 would need to be adjusted since the resolution is under information and would not be voted on tonight; Ms. Manning read the following resolution:

### RESOLUTION

#### **Model Policies on Ensuring Privacy, Dignity, and Respect for All Students and Parents in Virginia’s Public Schools**

**WHEREAS**, Policy 5-7 of the School Board of the City of Virginia Beach (hereinafter “School Board”) directs the Superintendent or designee to develop regulations, practices and trainings related to compliance with Code of Virginia § 22.1-23.3, as amended.

**WHEREAS**, on September 18, 2021, the Superintendent of Virginia Beach City Public Schools (hereinafter “VBCPS”) adopted regulation 5-7.1 in compliance with § 22.1-23.3 and the 2021 Model Policies for the Treatment of Transgender Students in Virginia’s Public Schools.

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**WHEREAS**, on July 18, 2023, the Virginia Department of Education (hereinafter “VDOE”) released the Model Policies on Ensuring Privacy, Dignity, and Respect for All Students and Parents in Virginia’s Public Schools (hereinafter “2023 Model Policies”) that align with statutory provisions of Code of Virginia §22.1-23.3, as amended.

**WHEREAS**, with the adoption of the 2023 Model Policies, the VDOE has withdrawn the 2021 Model Policies, which have no further force and effect; and

**NOW, THEREFORE, BE IT**

**RESOLVED**, the School Board directs the Superintendent or designee to replace the entire current regulation 5-7.1 with the 2023 Model Policies for Virginia Beach City Public Schools document attached to this resolution, without modification, no later than August 21, 2023; and be it

**FURTHER RESOLVED**, the School Board directs the Superintendent or designee to modify regulation 5-44.2 to be in compliance with the 2023 Model Policies; and be it

**FURTHER RESOLVED**, that no future changes are to be made to regulation 5-7.1 without School Board approval by majority vote; and be it

**FURTHER RESOLVED**, that this resolution will supersede any other past resolutions adopted by the School Board pertaining to this matter; and be it

**FURTHER RESOLVED**, that a copy of this Resolution be spread across the official minutes of this Board.

A discussion followed regarding the model policies; Governor Northam’s policies – did not adopt all of the policies; formal opinion; take portions in question and have PRC review; conflicts with Virginia Human Rights Act; concerns about teachers; not ready to adopt resolution; can utilize some items; how to implement; unfunded mandates; single use restrooms; need legal and PRC to work through; privacy issue; model policies not law; what works with students/parents; need guidance from School Board; June 13 resolution; being in compliance; topic discussed over the past few months; keeping parents informed; estimated costs to implement; legal opinion from other attorneys; communicating information to staff; discussing model policies at PRC meeting; protecting teachers; utilizing counselors; resolution doesn’t change policies; date to be updated in resolution with consult with administration.

**13. Return to public comments if needed:** The Public Comments resumed at 10:26 p.m., and concluded at 10:47 p.m. See agenda item #11 for topics discussed.

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

A. New Courses:

1. Unmanned Systems (Drones): Recommendation that the School Board approve the proposed course, Unmanned Systems, and corresponding course objectives for implementation in the 2023-2024 school year.
2. Nail Technician: Recommendation that the School Board approve the proposed course, Nail Technician, and corresponding course objectives for implementation in the 2025-2026 school year.
3. TV Production I & II: Recommendation that the School Board approve the proposed course, TV Production I & II and corresponding course objectives for implementation in the 2023-2024 school year.
4. Introduction to Landscaping I & II: Recommendation that the School Board approve the proposed course, Introduction to Landscaping I & II, and corresponding course objectives for implementation in the 2024-2025 school year.
5. Building Maintenance I & II: Recommendation that the School Board approve the proposed course, Building Maintenance I & II, and corresponding course objectives for implementation at the Renaissance Academy in the 2024-2025 school year.
6. BUS 240 – Business Law: Recommendation that the School Board approve the changes to Tidewater Community College’s (TCC) associate’s degree program in Business Administration offered for dual enrollment at the Entrepreneurship and Business Academy (EBA) at Kempsville High School and approve all courses necessary to conform to this and future updates to previously approved degree and certificate programs from TCC. The course outlined in this request is, BUS 240 Business Law. This change is for implementation in the 2023-2024 school year.

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7. BUS 224 – Business Statistics: Recommendation that the School Board approve the changes to Tidewater Community College's (TCC) associate's degree program in Business Administration offered for dual enrollment at the Entrepreneurship and Business Academy (EBA) at Kempsville High School and approve all courses necessary to conform to this and future updates to previously approved degree and certificate programs from TCC. The course outlined in this request is, BUS 224 Business statistics. This change is for implementation in the 2023-2024 school year.
8. BUS 274 – Foundations of Entrepreneurship: Recommendation that the School Board approve changes to Tidewater Community College's (TCC) associate's degree program in Business Administration offered for dual enrollment at the Entrepreneurship and Business Academy (EBA) at Kempsville High School and approve all courses necessary to conform to this and future updates to previously approved degree and certificate programs from TCC. The course outlined in this request is, BUS 274 Foundations of Entrepreneurship. This change is for implementation in the 2023-2024 school year.
9. English as a Foreign Language IV: Recommendation that the School Board approve the proposed English as a Foreign Language (EFL) IV course for high schools in the 2023-2024 school year.

After reading the items on the Consent Agenda, Chair Riggs asked if there are any objections to voting on the Consent Agenda items. Hearing none, Chair Riggs called for a motion to approve the items on the Consent Agenda as presented. Ms. Brown made the motion, seconded by Ms. Manning. Chair Riggs called for a vote to approve the items on the Consent Agenda as presented. The School Board Clerk announced there were eleven (11) ayes in favor of the motion to approve the items on the Consent Agenda as presented. The motion passed unanimously, 11-0-0.

#### 15. **Action**

- A. Personnel Report / Administrative Appointments: Chair Riggs called for a motion to approve the August 8, 2023 personnel and administrative appointments. Ms. Melnyk made the motion, seconded by Ms. Anderson that the School Board approve the appointments and the acceptance of the resignations, retirements, and other employment actions as listed on the August 8, 2023 personnel report along with administrative appointments as recommended by the Superintendent. Without discussion, Chair Riggs called for a vote to approve the August 8, 2023 personnel and administrative appointments. The School Board Clerk announced there were eleven (11) ayes in favor of the motion to approve the August 8, 2023 personnel report and administrative appointments. The motion passed unanimously, 11-0-0.

Donald E. Robertson, Ph.D., Chief of Staff mentioned the following: Michala D. Cardwell, Ed.D., Assistant Principal, W.T. Cooke Elementary School as Principal, Windsor Woods Elementary School; Romona S. Harps, Administrative Assistant, W.T. Cooke Elementary as Assistant Principal, W.T. Cooke Elementary School; Nicole M. Keros, Assistant Principal, Point O'View Elementary School as Principal, Thalia Elementary School; Molly M. Lewis, Assistant Principal, Windsor Oaks Elementary School as Principal, Windsor Oaks Elementary School; Chelyse V. Miller, Administrative Assistant, Diamond Springs and Seatack Elementary Schools as Assistant Principal, Creeds Elementary School; Angela D. Norell, Administrative Assistant, College Park and Thalia Elementary Schools as Assistant Principal, Point O'View Elementary School; and Eugene F. Soltner, Ed.D., retired former Chief School Officer, Department of School Leadership as Chief of Staff, Office of the Superintendent.

16. **Committee, Organization or Board Reports**: Chair Riggs mention the Sister Cities trip to Germany, she did not attend due to airline problems, the trip was intended to see how students work with academics and work force development readiness; Mr. Callan attended a WHRO meeting and watched the movie, *The Right Read*, movie was insightful and informative, science of reading; Chair Riggs also mentioned attending the DTAL (Department of Teaching and Learning) Summer Conference, excellence conference and well attended, great sessions and speakers; Ms. Melnyk noted the Governance Committee meeting scheduled for Wednesday, August 9 at 1:00 p.m. and the Internal Audit Committee meeting scheduled for Thursday, August 10 at 1:00 p.m.; Ms. Brown shared a reminder about the Back to School Care Fair on August 12 from 12 p.m. to 2:00 p.m. at the Virginia Beach Convention Center; Chair Riggs mentioned New Teacher Orientation on Monday, August 14 at Salem High School, reminder regarding attending summer school graduations on August 23 – to let Ms. Odgen know if you will be attending; and Dr. Robertson mentioned the state scores for SOLs, more information will be forthcoming.

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- 
- 17. Return to Administrative, Informal, Workshop or Closed Session matters:** There was no Closed Session needed. See agenda item #2.
- 18. Adjournment:** Chair Riggs adjourned the meeting at 11:00 p.m.

Respectfully submitted:

\_\_\_\_\_  
Regina M. Toneatto, Clerk of the School Board

Approved:

\_\_\_\_\_  
Trenace B. Riggs, School Board Chair





**Subject:** Program Evaluation Schedule for 2023-2024 **Item Number:** 12A

**Section:** Information **Date:** August 22, 2023

**Senior Staff:** Lisa A. Banicky, Ph.D., Executive Director of Planning, Innovation, and Accountability

**Prepared by:** Heidi L. Janicki, Ph.D., Director of Research and Evaluation  
Office of Planning, Innovation, and Accountability

**Presenter(s):** Heidi L. Janicki, Ph.D., Director of Research and Evaluation  
Office of Planning, Innovation, and Accountability

**Recommendation:**

That the School Board receive the schedule of program evaluations that will be completed by the Office of Planning, Innovation, and Accountability (PIA) during the 2023-2024 school year.

**Background Summary:**

The attached 2023-2024 Program Evaluation Schedule includes programs or initiatives recommended for evaluation during the 2023-2024 school year based on School Board Policy 6-26. Programs included on the evaluation schedule for 2023-2024 include Canvas, the school division's learning management system, the Renaissance Academy Alternative Education Program, and Behavioral and Mental Health Supports for Students. The Behavioral and Mental Health Supports for Students evaluation will address the following initiatives: Behavior Intervention Support Team, Rapid Response, Bridge Program, Responsive Classroom, Base Program, and Community in Schools.

**Source:**

School Board Policy 6-26

**Budget Impact:**



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

**Planning, Innovation, and Accountability  
Office of Research and Evaluation**

**2023-2024 Program Evaluation Schedule**

**Review of 2022-2023 Program Evaluation Schedule\***

<b>Program</b>	<b>Reporting Schedule</b>
Canvas**	Fall 2023
Positive Behavioral Interventions and Supports (PBIS)	Fall 2023
Renaissance Academy Alternative Education Program	Fall 2023
Gifted Resource-Cluster Program	Winter 2023

**2023-2024 Program Evaluation Schedule**

**(Submitted for School Board approval in accordance with School Board Policy 6-26)**

<b>Program</b>	<b>Proposed Reporting Schedule</b>
Canvas**	Fall 2024
Renaissance Academy Alternative Education Program	Fall 2024
Behavioral and Mental Health Supports for Students (Multiple Initiatives)**	Fall 2024

\*Once evaluation results have been presented to the School Board, recommendations may include additional evaluations to be completed by the Office of Research and Evaluation (ORE) during the 2023-2024 school year.

\*\*Added to the Program Evaluation Schedule based on School Board Policy 6-26 which stipulates that new educational programs or initiatives that operate with local resources will be evaluated for a minimum of two years. Programs or initiatives that take more than two years to fully implement will also be evaluated during the year in which the program or initiative reaches full implementation. The Behavioral and Mental Health Supports for Students evaluation will address several new or expanded programs including the following: Behavior Intervention Support Team (BIST), Rapid Response, Bridge Program, Responsive Classroom, Base Program, and Community in Schools.



# Program Evaluation Schedule for 2023-2024

Planning, Innovation, and Accountability  
Office of Research and Evaluation

School Board Meeting

August 22, 2023

# Review of Evaluations Conducted in 2022-2023

- **Canvas:** Year 1 Implementation Evaluation
- **Positive Behavioral Interventions and Supports (PBIS):** Year 3 Evaluation (Advanced Tiers)
- **Renaissance Academy Alternative Education Program:** Year 1 Implementation Evaluation
- **Gifted Resource-Cluster Program:** Comprehensive Evaluation

# Policy 6-26: Evaluation of New and Existing Programs

- New educational programs/initiatives evaluated for two years and during year of full implementation
- Previously evaluated programs may remain on the program evaluation schedule based on School Board approved multi-year evaluation plans
- Proposed evaluation schedule presented to Superintendent, Senior Staff, and Planning and Performance Monitoring Committee
- Evaluation schedule requires School Board approval each year

# 2023-2024

## Program Evaluation Schedule

- **Canvas:** Year 2 Evaluation
- **Renaissance Academy Alternative Education Program:** Year 2 Implementation Evaluation
- **Behavioral and Mental Health Supports for Students:** Year 1 Implementation Evaluation
  - Behavior Intervention Support Team (BIST)
  - Rapid Response
  - Bridge Program
  - Responsive Classroom
  - Base Program
  - Community in Schools

Note: Additional evaluations or updates may be recommended based on 2022-2023 evaluation results presented this fall/winter.

# Program Evaluation Schedule for 2023-2024

Planning, Innovation, and Accountability  
Office of Research and Evaluation

School Board Meeting  
August 22, 2023



**Subject:** Policy Review Committee Recommendations **Item Number:** 12B 1-33

**Section:** Information **Date:** July 25, 2023

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

**Prepared by:** Jessica Owens, PRC Chair, Kamala Lannetti, School Board Attorney

**Presenter(s):** Kamala Lannetti, School Board Attorney

**Recommendation:**

That the School Board approve Policy Review Committee (PRC) recommendations regarding amendments or reviews of certain policies from its August 10, and August 14, 2023 meetings.

**Background Summary**

1. **Policy 2-48 – Salaries and Compensation** – the PRC recommends repealing Policy 2-48 because it was readopted at the 6/8/23 School Board Meeting when it had already been deleted in April 2023. The Policy was already adopted and renumbered as Policy 4-35.
2. **Policy 4-7 Nepotism: Employment/Supervision of Relatives** – the PRC recommends changes to clear up sentence structure and clarifies the supervision of family.
3. **Policy 4-9 Health Certifications/Medical Examinations/Communicable Disease Awareness/Fitness for Duty** – the PRC recommends changes reflecting recent requirements for Food Service Workers.
4. **Policy 4-10 Conditions of Employment** – the PRC recommends updating language throughout the policy to reflect recent changes in law.
4. **Policy 4-11 Appointment** – the PRC recommends clarifying eligible positions in question and removing the Editor's Note.
5. **Policy 4-12 Assignment, Reassignment and Transfer** – the PRC recommends changing the waiting period for a new employee to request a transfer to after their first emulation.
6. **Policy 4-13 Contract Period/Calendar Work Days** – the PRC recommends a change in the title of the policy to read "Contract Period/Calendar."
7. **Policy 4-14 Alternative Work Schedules: 12-Month, Non-Instructional Employees** - the PRC recommends spelling out VLDP "Virginia Long term Disability Program" and removing the Editor's Note.
8. **Policy 4-20 Reduction in Force (RIF)** - the PRC makes no recommended changes. The Policy is being reviewed in order to keep it within the 5 year review period.
9. **Policy 4-23 Conflict of Interests** – the PRC recommends adding language that clarifies the responsibility of current employees regarding contracting with family members and removing the Editor's Note.
10. **Policy 4-33 Investigative Procedures** - the PRC recommends changes to make the Policy consistent with other recently reviewed policies.
11. **Policy 4-38 Travel Expenditures/Reimbursement** - the PRC recommends changes to make the Policy consistent with other recently reviewed policies.
12. **Policy 4-42 Property Damage/Reimbursement** - the PRC recommends changes to make consistent with other recently reviewed policies.
13. **Policy 4-45 Sick Leave Banks** - the PRC recommends changes to make the Policy consistent with other recently reviewed policies.
14. **Policy 4-49 Military Service** - the PRC recommends changes to make the Policy consistent with other recently reviewed policies.
15. **Policy 4-51 Lawsuits and Subpoenas** – the PRC recommends making changes to update the title and position of City Attorney to School Board Attorney and other language to make consistent with other recently reviewed policies.
16. **Policy 4-57 Licensed Personnel Contracts** – the PRC recommends adding clarifying language from the Virginia Code and updating the Legal References.
17. **Policy 4-65 Meetings and Conferences** - the PRC makes no recommended changes. The policy is being reviewed in order to keep it within the 5 year review period.
18. **Policy 4-66 Tutoring for Pay** – the PRC recommends adding language that limits offering paid tutoring services by teachers.



**Subject:** Policy Review Committee Recommendations (continued) **Item Number:** 12B 1-33

**Section:** Information **Date:** July 25, 2023

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

**Prepared by:** Jessica Owens, PRC Chair, Kamala Lannetti, School Board Attorney

**Presenter(s):** Kamala Lannetti, School Board Attorney

**Recommendation:**

That the School Board approve Policy Review Committee (PRC) recommendations regarding amendments or reviews of certain policies from its August 10, and August 14, 2023 meetings.

**Background Summary:**

19. **Policy 4-67 Investigating/Reporting Alcohol or Drug Use** – the PRC recommends separating marijuana from illegal drug use to align with new laws and updating the Legal Reference section reflecting those changes.
20. **Policy 4-68 Reporting Child Abuse or Neglect** – the PRC recommends updating language to make consistent with other previously reviewed policies.
21. **Policy 4-70 Licensed Personnel: Teacher Salary Scale** – the PRC recommends changing language regarding job related experience.
22. **Policy 4-73 Awards for Achievement and Service** – the PRC recommends updating language to make consistent with other previously reviewed policies.
23. **Policy 4-83 Evaluation** – the PRC recommends updating language to make consistent with other previously reviewed policies.
24. **Policy 4-85 Meetings, Conferences and Conventions** – the PRC recommends updating language to make consistent with other previously reviewed policies.
25. **Policy 4-86 Classified Personnel: Compensation** - the PRC makes no recommended changes. The policy is being reviewed in order to keep it within the 5 year review period.
26. **Policy 4-87 Overtime** – the PRC makes no recommended changes. The policy is being reviewed in order to keep it within the 5 year review period.
27. **Policy 4-91 Student Teachers** – the PRC recommends updating the license renewal period from 5 to 10 years and making changes that are in line with changes made in recently reviewed policies.
28. **Policy 4-92 Summer School Teachers Assignment and Placement** – the PRC recommends rewriting the Policy to clarify its intent.
29. **Policy 4-97 Administrative Intern and Administrative Assistants** – the PRC recommends changing VBCPS reference to School Division and other typographical changes to make more consistent with other previously reviewed policies.
30. **Policy 5-9 Age of Entrance/Kindergarten** – the PRC recommends adding clarifying language and a new Legal Reference.
31. **Policy 5-7 Non-discrimination and non-harassment of students** – the PRC recommends editing the first paragraph by removing the title of the Virginia Department of Education Model Policies in the event that the title changes from time to time and leaving the remainder of the policy as written.
32. **Policy 5-31 – Scholastic Records** – the PRC recommends adding a definition for “parent” or “parents” and adding a Legal Reference for the Virginia Code Section regarding Treatment of transgender students; policies.

**Source:**

Code of Virginia, 1950, as amended, § 22.1-253.12:7 School Board Policies.  
Policy Review Committee Meeting of June 8, 2023



## **ADMINISTRATION**

### **Salaries and Compensation**

Salary and compensation will be determined by the School Board in the Compensation Plan or as otherwise determined by the School Board. Regulations governing salaries will be promulgated by the Superintendent. No base compensation/salary rate will be paid unless contained in the Compensation Plan (except as outlined below) developed annually by the Superintendent in accordance with the current operating budget, School Board directives, or written regulations promulgated by the Superintendent; or, such compensation is separately submitted to and approved by the School Board.

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

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

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

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

### **Related Links**

School Board **Regulation 2-48.1**

~~Adopted by School Board: October 20, 1992~~  
~~Amended by School Board: September 15, 1998~~  
~~Amended by School Board: March 21, 2000~~  
~~Amended by School Board: June 11, 2002~~  
~~Amended by School Board: May 9, 2006~~  
~~Amended by School Board: November 9, 2010~~  
~~Amended by School Board: December 3, 2013~~  
~~Amended by School Board: December 4, 2017~~

Repealed by School Board: April 2023

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Larrabee

## PERSONNEL

### **Nepotism: Employment/Supervision of Relatives**

#### **A. Prohibition against hiring immediate family member of Superintendent or School Board Member**

The School Board may not employ or pay any teacher or other School Board employee from the public funds, federal, state, or local, nor shall the Superintendent recommend to the School Board the employment of any teacher or other employee if such teacher or other employee is a member of the immediate family of the Superintendent or any Member of the School Board.

For the purpose of this Policy, "immediate family" means: father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, ~~or~~ or brother-in-law.

#### **B. Exceptions**

This Policy does not prohibit the employment, promotion, or transfer within the School Division of any person defined in subsection A when such person:

1. Has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School ~~Board~~ Division prior to the School Board Member or Superintendent taking office; or
2. Has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School ~~Board~~ Division prior to the

inception of ~~such a~~ relationship with a School Board Member or Superintendent; or

3. Was employed by the School Board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school board prior to ~~taking of office of any School Board m~~Member or Superintendent of the School Board or the Superintendent taking office.

A person employed as a substitute may not be employed to any greater extent than ~~he or she~~they were was employed in the last full school year prior to the ~~taking of office such~~ School Board Member or the Superintendent taking office or to the inception of ~~a such~~ relationship with the School Board Member or Superintendent.

The exceptions in subdivisions 1, 2, and 3 above shall apply only if the prior employment has been within this School Division.

### **C.B. Supervisory Responsibility**

In no instance shall an employee have direct supervisory responsibility over a member of ~~his or her~~their immediate family, nor shall any employee be involved in any personnel matter involving a member of ~~his or her~~their immediate family.

For purposes of this Policy, "direct supervisory responsibility" means the person exercises control over the employment or the employment activities of another person or is in the position to influence another person's employment activities.

The employment and assignment of family members in the same organizational unit is discouraged.

### **Legal Reference**

Code of Virginia § 2.2-3119, as amended. Additional provisions applicable to school boards, and employees of school boards; exceptions.

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

Amended by School Board: November 3, 1998

Amended by School Board: October 18, 2016

Amended by School Board: 2023

6/6/2023

*Cheryl W. Williams*

APPROVED AS TO  
LEGAL SUFFICIENCY

*Kamala H. Larrick*

## PERSONNEL

### **Health Certificates/Medical Examinations/Communicable Disease Awareness/Fitness for Duty**

#### **A. New Employees**

As a condition of employment, each employee shall submit a certificate signed by an authorized medical professional stating the employee appears free of communicable tuberculosis. The certificate must be based on recorded results from skin tests, x-rays, and other examinations, singly or in combination, as deemed necessary by the physician and which have been performed within the twelve-month period immediately preceding the submission of the certificate.

A person who leaves employment in the School Division (including a leave of absence) and returns after one or more years may be subject to recertification.

#### **B. Health Certificates and Medical Examinations**

1. Food Services employees and others handling or dispensing food ~~must submit a current permit from the Virginia Department of Health~~ will be required to undergo Food Handler's Training provided by the Office of Food Services. Per Virginia Department of Health, any persons in charge of the school food service cafeteria operation are required to have a Food Service Manager certification (i.e. ServeSafe Manager). The requirements of this certificate shall be specified at the time the offer of employment is made.
2. Bus drivers must have a physical examination of a scope prescribed by the Virginia Board of Education with the advice

of the Medical Society of Virginia and furnish a form prescribed by the state board showing the results of such examination.

### **C. Communicable Disease Awareness Training**

All new employees shall receive infection control ~~written~~ information outlining preventive measures regarding communicable diseases.

### **D. Fitness for Duty**

In appropriate circumstances, an employee may be required to undergo an examination to help determine ~~his/her~~their fitness for duty. The Department of Human Resources may also contact an employee's health care provider to obtain fitness for duty information. Either action will be done in accordance with applicable laws and regulations. Employees may be relieved of duty pending reasonable suspicion that the employee is unable to perform duties or poses a threat to self or others. Refusing to cooperate with reasonable efforts to determine fitness for duty may result in disciplinary action.

### **Legal Reference**

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

Code of Virginia § 22.1-301, as amended. Costs of medical examinations and of furnishing medical records.

Americans with Disabilities Act of 1990, 42 U.S.C. §12101, as amended.

Section 504 of the Rehabilitative Acts of 1973, 29 U.S.C. §794, 34 C.F.R. §104.7, as amended.

Virginia Human Rights Act, Virginia Code §2.2-3900, as amended.

Age Discrimination in Employment Act of 1976, PL 90-202, U.S.C. §621, as amended.



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

Amended by School Board: November 8, 2017

Amended by School Board: 2023

 6/15/23

APPROVED AS TO  
LEGAL SUFFICIENCY

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## PERSONNEL

### **Conditions of Employment**

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

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

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

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

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

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

1. Instructional personnel whose positions require licenses issued by the Virginia Department of Education will be issued annual probationary contracts until they have met the criteria for a continuing contract. Licensed instructional personnel who have met the criteria for a continuing contract with the School Board will receive a continuing

contract their first year of eligibility and will receive employment notification/assignment forms each following school year unless their continuing contracts are otherwise terminated.

2. Assistant principals, principals, and supervisors/coordinators who require licenses in accordance with Virginia Department of Education Regulations will receive annual probationary contracts until they meet the criteria for a continuing contract in their positions.
3. The School Board may enter into written employment agreements/contracts with other individuals when the School Board determines that such an arrangement is beneficial to the School Division.

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

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

### **D. Substitute Employees**

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

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

Substitute employees shall be employed and paid on an hourly basis and for a minimum of two (2) hours. They shall not be given a contract. Substitute employees shall receive no leave benefits (e.g., sick leave, annual leave, and personal reasons leave) or other employee benefits except for the Employee

Assistance Program, Tax-Sheltered Accounts 403(b), the Deferred Compensation 457 plan, and health coverage if deemed eligible as defined by the Employer Mandate of the Patient Protection and Affordable Care Act.

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

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

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

#### **F. Conditions of Work**

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

#### **G. Background Check Required**

The Superintendent or designee shall require that all employees, whether full-time or part-time, permanent, or temporary, submit to fingerprinting and provide personal descriptive information to obtain criminal history record information for the purpose of screening individuals who accept employment or re-employment with the School Division. For the purpose of this ~~Regulation~~Policy, re-employment refers to a break in service of six (6) or more months.

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

The Superintendent or designee shall require that any applicant who is offered or accepts employment or re-employment ~~requiring direct contact with students~~ provide written consent and the necessary personal information to obtain a

search of the registry of founded complaints of child abuse and neglect maintained by the Virginia Department of Social Services. The Superintendent or designee shall thereafter request a search of the records of the Virginia Department of Social Services to be conducted for each such applicant.

The Superintendent or designee shall ensure compliance with Code of Virginia § 19.2-392.02, as amended. The School Division will require that each employee, whether full-time or part-time, permanent, or temporary, certify that the employee has not been: 1) convicted of any violent felony set forth in the definition of a barrier crime, any crime of moral turpitude, or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; or the solicitation of any such offense; and 2) has not been the subject of a founded case of child abuse and neglect.

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

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

## **H. Health Requirements**

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

## **I. Probationary Periods**

1. Instructional: Although contracts for probationary instructional personnel are issued for one (1) year only, the first three (3) years of a person's employment shall be considered a probationary period for

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

- a. All probationary employees, except those with prior successful teaching experience, shall be provided with a mentor teacher during their first year. Further, probationary employees will be given extra supervision and assistance in adjusting to their new positions, and particular attention will be given to a continuing evaluation of their efficiency.
  - b. Probationary teachers shall annually be evaluated using the procedures developed by the School Board. The Superintendent shall consider each annual evaluation of a probationary employee in the nonrenewal process. If a teacher's annual performance evaluation during the probationary period is unsatisfactory, the School Board shall not reemploy such teacher.
  - c. Teachers who have attained continuing status in another public school division in Virginia shall serve a probationary period of no less than one (1) year and not to exceed two (2) years in the School Division before attaining continuing contract status. Such probationary period shall be a part of the initial contract.
2. Non-instructional: All employees, other than those subject to §§ 22.1-303 and 22.1-294 of the Code of Virginia, as amended, shall serve an eighteen-month probationary period.

### **Legal Reference**

Immigration Reform and Control Act of 1986, as amended.

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

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

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

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

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

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

Virginia State Police Sex Offender and Crimes Against Minors Registry.

### **Related Links**

School Board [Policy 4-1](#)

School Board [Policy 4-5](#)

School Board [Policy 4-12](#)

School Board [Policy 4-56](#)

School Board [Regulation 4-57.1](#)

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

Amended by School Board: March 21, 2000

Amended by School Board: December 4, 2017

Amended by School Board: February 25, 2020

Amended by School Board: December 7, 2021

Amended by School Board: April 4, 2023

[Amended by School Board: 2023](#)

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## PERSONNEL

### **Appointment**

The initial appointment of all employees shall be made by the School Board upon the recommendation of the Superintendent except in those instances of temporary or part-time personnel where the School Board has delegated such authority to the Superintendent or a designee.

The Superintendent shall have the authority to fill budgeted full-time positions necessary to the continued operations of the School Division, subject to School Board confirmation within ninety (90) days of such employment for all employees other than administrators. Administrative employees hired by the Superintendent must be confirmed by the School Board within thirty (30) days of employment. When exercising such authority, the Superintendent shall require that the employee sign a written agreement which clearly states ~~school~~ employment will cease absent School Board action to formally approve the employment within ninety (90) days or thirty (30) days depending upon the job classification.

### **Editor's Note**

*See School Board Policy 4-1 Definitions*

*See School Board Policy 2-50 Administrative Employees*

### **Legal Reference**

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

Code of Virginia § 22.1-297, as amended. Assignment of teachers, principals and assistant principals by superintendent

### **Related Links**

School Board [Policy 2-50](#)

School Board [Policy 4-1](#)

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

Amended by School Board: September 7, 1999

Amended by School Board: October 4, 2016

Amended by School Board: 2023

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Kamala H. Lenzetti

PERSONNEL

**Assignment, Reassignment and Transfer**

**A. Teachers**

1. Assignment

The teachers in the School Division shall be employed and placed in the schools by the School Board upon recommendation of the Superintendent. The School Board authorizes the Superintendent to assign teachers to individual schools for the school year commencing July 1 and ending June 30. The Superintendent delegates to the principals the authority to assign teachers to their respective positions in the schools. A principal may submit recommendations to the Superintendent for the promotion, transfer and dismissal of all personnel assigned to the principal's supervision.

2. Reassignments

Instructional staff members are key to an effective learning environment; consequently, appointment to a particular teaching assignment is dependent on job performance and the needs and best interests of the School Division.

By resolution, the School Board authorizes the Superintendent to reassign teachers to any school within the School Division provided no change or reassignment shall adversely affect the salary of such teachers for that school year and provided, further, that the Superintendent shall make appropriate reports and explanations concerning such reassignments upon the request of the School Board.

**B. Principals, Assistant Principals, and Instructional Supervisors**

1. Assignment/Reassignment

The administrative personnel shall be employed by the School Board upon recommendation of the Superintendent. By resolution, the School Board authorizes the Superintendent to assign/reassign principals, assistant principals, and instructional supervisors to any school within the School Division for a school year, provided no change or reassignment shall affect the salary of such principal or assistant principal for that school year. The Superintendent shall make appropriate reports and explanations concerning such assignments/reassignments upon the request of the School Board.

2. Reassignment to Lower Paying Position

The School Board authorizes the Superintendent to reassign a principal, assistant principal, or instructional supervisor to a lower paying position, provided the School Board adheres to the

procedural requirements set forth in Virginia Code § 22.1-294, as amended, and gives notice to the affected individual of such reassignment.

### C. Classified, Professional, and Non-instructional Administrators

#### 1. Assignment/Reassignment

Classified employees, professional employees, and non-instructional administrators shall be employed by the School Board upon recommendation of the Superintendent. The Superintendent may assign/reassign personnel based on need, job performance, and in the best interests of the School Division. The Superintendent shall make appropriate reports and explanations concerning assignments/reassignments upon the request of the School Board.

#### 2. Transfers

~~a-~~ a. An employee may not request a transfer until after they have received their first evaluation. during their first three months of the probationary period.

~~b-~~ b. An employee who is on a performance improvement plan may not be transferred.

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

*On November 26, 2019, the School Board adopted a Continuing Resolution Authorizing the Superintendent to Reassign Principals, Assistant Principals and Teachers. Such resolution will remain in effect until the School Board takes action to revoke it. A copy of the resolution can be found in the School Board Minutes for November 26, 2019 and attached to this Policy.*

### **Legal Reference**

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

Code of Virginia § 22.1-297, as amended. Assignment of teachers, principals and assistant principals by superintendent.

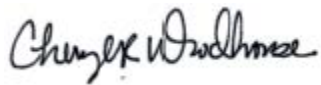
Code of Virginia § 22.1-293, as amended. School boards authorized to employ principals and assistant principals; license required; powers and duties

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

### **Related Links**


School Board [Continuing Resolution](#)

Adopted by School Board: July 21, 1970  
Amended by School Board: August 19, 1975  
Amended by School Board: July 1, 1978  
Amended by School Board: July 1, 1982  
Amended by School Board: July 1, 1984  
Amended by School Board: July 1, 1987  
Amended by School Board: July 1, 1989  
Amended by School Board: August 21, 1990  
Amended by School Board: July 16, 1991  
Amended by School Board: July 13, 1993 (Effective August 14, 1993)  
Amended by School Board: February 17, 1998  
Amended by School Board: June 15, 1999  
Amended by School Board: April 4, 2000  
Amended by School Board: October 4, 2016  
Amended by School Board: November 26, 2019  
Amended by School Board: 2023



6/13/2023

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## PERSONNEL

### Contract Period/Calendar ~~Work Days~~Workdays

The School Board shall approve the length of the work-day, contract periods of employment, and the number of work-days in the calendar for employees.

### Legal Reference

8VAC20-440 Regulations Governing the Employment of Professional Personnel, *et seq.*, as amended.

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

Amended by School Board: October 18, 2016

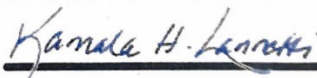
Amended by School Board: 2023



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June 6, 2023

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## PERSONNEL

### **Alternative Work Schedules: 12-Month, Non-Instructional Employees**

This Policy provides guidelines to schedule reasonable and flexible work hours for 12-month employees. Alternative work schedules may include, but are not limited to, compressed workweeks and flexible hours.

#### **A. Guidelines**

The Superintendent/designee is authorized to establish alternative work schedules under the following guidelines:

1. The employee agrees to participate, and
2. The efficiency and productivity of instructional and support services will not be impaired.

#### **B. Definitions**

##### 1. Standard Workweek

The regular workweek for a full-time, 12-month employee (2080 hours) consists of a five-day, 40-hour per week schedule for every seven calendar-day period.

##### 2. Compressed Workweeks

- a. A compressed schedule enables the full-time employee to complete a week's basic work requirement in a 4-day workweek. The employee's time of arrival and departure from the work site are set, as are the days on which they are to complete the basic work requirements. For non-exempt employees working under compressed schedules, overtime pay will continue to be applicable for time exceeding 40 hours in a workweek.
- b. Employees on a compressed workweek taking leave will remain on their alternative schedule during that week and take appropriate leave at a rate comparable to the scheduled work hours. For example, for someone on a four-day workweek schedule, each day of leave would equal ten (10) hours.

##### 3. Exceptions:

- a. Employees attending workshops, conferences, training sessions, etc. lasting one full day or longer, will generally revert to the regular workweek for that week. However, the supervisor may determine that the hours worked during the special activity and/or hours worked on return to the worksite satisfied the employee's obligation to work a minimum of 40 hours.
- b. During weeks with holidays, all employees on a compressed workweek will observe the regular workweek for that week. For example, for someone on

a four-day workweek schedule, and the Monday was a holiday, the employee would work four eight-hour days.

- c. Employees who have received notification of selection for a term of jury duty will revert to the regular workweek for that term.
- d. Hybrid Plan eEmployees receiving Virginia Long Term Disability Program (VLDP) benefits will revert to the regular workweek while out on leave under VLDP.
- e. Employees on bereavement leave will revert to standard workdays for the purpose of calculating the hourly equivalence.

#### 4. Flexible Work Hours

Flexible time is defined as a schedule of working hours within which the employee's time of arrival and departure from the work site may vary within limits consistent with the duties and requirements of their position. Employees must account for basic work requirements. Basic work requirements include the number of hours which an employee is required to work or to otherwise account for by submitting appropriate leave.

### C. **Reservation of right to adjust work hours**

The School ~~Administration Division~~ reserves the right to establish and adjust the work hours of employees to meet School Division needs. An employee's work hours may also be adjusted temporarily within a workweek to avoid overtime liability or to meet operational needs. At the School Administration's discretion, employees' work hours can be adjusted to meet the employees' personal needs.

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

*See School Board Policy 4-87 for Overtime.*

*See School Board Policy 4-88 for Holidays.*

*See School Board Regulation 4-46.1 for Bereavement Leave*

### **Related Links**

School Board [Policy 4-87](#)

School Board [Policy 4-88](#)

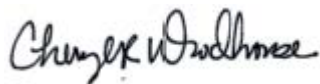
School Board [Regulation 4-46.1](#)

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

Amended by School Board: September 15, 1998

Amended by School Board: October 23, 2018

Amended by School Board: 2023



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Kamala H. Larrabee

## PERSONNEL

### **Reduction in Force (RIF)**

The School Board intends to provide a stable work environment; however, when it becomes necessary to eliminate employee positions due to budgetary needs, decrease in enrollment, abolition of a particular subject, reduction in the number of classes offered, consolidation or closing of schools and/or programs, or other good and just cause, the School Board may utilize a Reduction in Force (RIF).

It is the intent of the School Board to use, when possible, attrition, reassignment, voluntary leaves of absence, early retirement, non-renewal of probationary contracts or temporary contracts, and other possible means deemed appropriate by the School Board to avoid a Reduction in Force.

The School Board authorizes the Superintendent to develop appropriate regulations and procedures for accomplishing a Reduction in Force. The Superintendent's contract is not subject to this Policy.

### **Legal Reference**

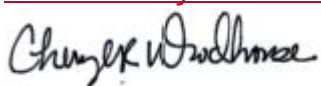
Code of Virginia § 22.1-304, as amended. Reemployment of teacher who has not achieved continuing contract status; effect of continuing contract; resignation of teacher; reduction in number of teachers.

Code of Virginia § 22.1-305, as amended. Nonrenewal of contract of probationary teacher.

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

Amended by School Board: October 4, 2016

Amended by School Board: 2023



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Kamala H. Lenoir

## PERSONNEL

### **Conflict of Interests**

The Superintendent or designee shall see that all employees of the School Board are aware of the "Virginia State and Local Government Conflict of Interests Act" and the "Ethics in Public Contracting Act" as set forth in the Virginia Public Procurement Act and informed that the School Board demands compliance with both the word and intent of the law. Employees are responsible for ensuring that they are in compliance with both acts as well as any policies, regulations or procedures that involve either act. Employees who have or suspect that they will have a personal interest in a contract with or a transaction of the School Board should consult with their supervisors or the Department of Finance regarding compliance with law, policy, regulation or procedure.

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

*Department of Human Resources Employee Handbook, Chapter 10: Employee Conduct/Section 10-2*

*See also School Board Policy 3-2, Ethics in Public Contracting, and any implementing regulations.*

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

### **Legal Reference**

Code of Virginia § 2.2-3100, as amended. Policy; application; construction.

Code of Virginia § 2.2-4367, as amended. Purpose.

### **Related Links**

School Board [Policy 3-2](#)

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

Amended by School Board: June 8, 2004

Amended by School Board: October 4, 2016

Amended by School Board: 2023

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June 6, 2023

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Kamala H. Larrick

## PERSONNEL

### Investigative Procedures

The Superintendent or designee shall establish guidelines for conducting investigations involving employees.

#### *Editor's Note*

*See Regulation 4-33.1: Investigative Procedures.*

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

### Related Links

School Board [Regulation 4-33.1](#)

Adopted by School Board: October 21, 1969

Amended by School Board: August 21, 1990

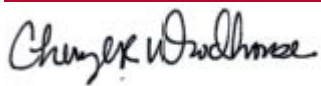
Amended by School Board: July 16, 1991

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

Amended by School Board: June 8, 2004

Amended by School Board: October 4, 2016

Amended by School Board: 2023



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## PERSONNEL

### **Travel Expenditures/Reimbursement**

The Superintendent or designee shall establish regulations and procedures by which School Board Members and employees conducting School Board business shall be reimbursed for their reasonable and necessary travel expenditures including, but not limited to, meals, lodging, transportation, parking, and gratuities.

### **Legal Reference**

Code of Virginia § 2.2-2823, as amended. Traveling expenses on state business; public or private transportation.

Adopted by School Board: August 20, 1985

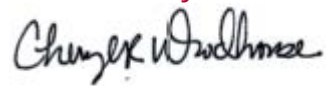
Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

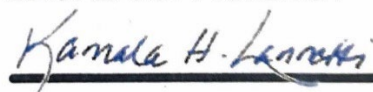
Amended by School Board: October 4, 2016

Amended by School Board: 2023



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## PERSONNEL

### **Property Damage/Reimbursement**

The School Board may reimburse employees for any clothing or personal effects damaged or destroyed by a student in the scope and course of employment, provided such damage or destruction is not the result of the employee's negligence.

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

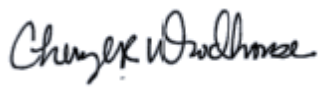
*See Virginia Beach City Public Schools Employee Guidebook at [www.vbschools.com](http://www.vbschools.com).*

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

Amended by School Board: June 8, 2004

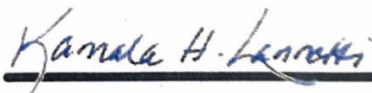
Amended by School Board: October 4, 2016

Amended by School Board: 2023



June 6, 2023

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## PERSONNEL

### **Sick Leave Banks**

The School Board authorizes the establishment of a sick leave banks for eligible employees.

The School Board reserves the right to abolish the sick leave banks at any time it considers ~~them-it~~ inappropriate. The School Board does not assume responsibility for claims by any employee against the sick leave banks from ~~their-its~~ inception or at any time in the future.

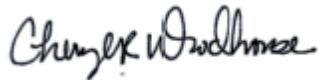
The Superintendent or designee shall promulgate regulations for the operation of the sick leave banks.

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

Amended by School Board: December 3, 2002

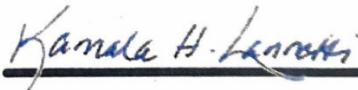
Amended by School Board: October 18, 2016

Amended by School Board: 2023



June 6, 2023

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## PERSONNEL

### **Military Service**

The School Board recognizes the sacrifices made by those employees who are called to active military duty and training. The School Board authorizes the Superintendent or designee to prepare and implement regulations in accordance with applicable law and regulation to address compensation, benefits, and procedures related to such duty.

### **Legal Reference**

Code of Virginia §22.1-289.2, as amended. Compensation of public school employees called to active duty military service.

Adopted by the School Board: February 22, 2005

Amended by School Board: October 4, 2016

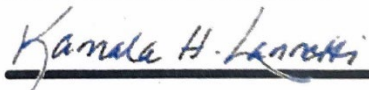
Amended by School Board: 2023



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June 6, 2023

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## PERSONNEL

### Lawsuits and Subpoenas

#### A. Lawsuits

1. The only persons authorized to be served suit papers on behalf of the School Board or Virginia Beach City Public Schools are the following:
  - a. The ~~Deputy City Attorney, Associate City Attorney or designee or Assistant ("School Board Legal Counsel") located at the School Administration Building;~~
  - b. The Superintendent or duly authorized designee;
  - c. The School Board Clerk;
  - ~~d. The City Attorney or designee;~~
  - ~~e.~~ Outside Legal Counsel ~~hired~~ retained to represent the School Board and
  - ~~f.~~ The School Board ~~Chairman~~ Chairperson or a ~~Member~~ Member of the School Board.
2. Any other school employee ~~or member of the City Attorney's Office~~ whom a process server seeks to serve suit papers upon shall direct the process server to deliver the suit papers to those individuals named above, in the order listed.
3. Those who are authorized as set forth above to be served with suit papers involving a School Board matter shall do the following:
  - a. Write the date and time the document(s) were served on the copy of the suit papers retained and sign their name below the date and time.
  - b. Notify ~~the~~ School Board ~~Attorney~~ Legal Counsel as soon as possible (no later than the next regular business day), ~~and~~ and provide ~~that the School Board~~ Attorney or designee with signed and dated copies of the documents served.
4. It is essential that the School Board ~~Attorney~~ Legal Counsel receive prompt notice and delivery of all suit papers so that the insurance carriers can be notified and/or counsel appointed in a timely fashion to protect the interests of the School Board and School Division.

#### B. Witness subpoenas

1. Lawsuits to which the School Board is not a party. ~~Any e~~Employees who receives a subpoena to appear in ~~his-their~~ official capacityies as a School Board employee should immediately inform ~~his-their~~ principal or supervisor. If the subpoena is for a lawsuit to which neither the School Board, Virginia Beach City Public Schools (VBCPS), nor the employee in ~~his-their~~ official capacity are parties, the principal or supervisor will consult with the appropriate department head as to the proper response to the subpoena.

a. The department head will determine whether the School Board ~~Legal Counsel~~Attorney or designee should be consulted to file a ~~M~~motion to ~~Q~~quash the subpoena. Valid reasons for seeking a motion to quash may include: less than five business days to comply with the subpoena; unavailability of the witness; out of city location to testify; hardship to the School Division caused by the employee's absence; lack of knowledge of the basis for the employee's testimony; and other relevant circumstances. If the department head feels there is a valid reason to Quash the subpoena, School Board ~~Legal Counsel~~Attorney or designee will be consulted promptly.

b. Employees subpoenaed to testify in these cases should first consult with the principal or supervisor about the employee's testimony prior to testifying.

2. Lawsuits to which the School Board is a party. ~~Any s~~School employeess who ~~is~~are served a subpoena to appear in ~~his-their~~ official capacityies concerning a lawsuit that names the School Board, Virginia Beach City Public Schools (VBCPS) or a School Board employee as a party to the lawsuit should immediately notify the ~~legal counsel~~School Board Attorney or designee assigned to the case to represent the School Board and the School Administration or, if in doubt, notify School Board Legal Counsel. The employee served should note the time, date of service, and sign the subpoena prior to presenting it to ~~legal counsel~~the School Board Attorney or designee.
3. Subpoenas for the Superintendent. Only the Superintendent or designee or the School Board Attorney or designee may accept service of a subpoena for the Superintendent to appear as a witness. The School Board ~~Legal Counsel~~Attorney should be immediately notified of any subpoena served on the Superintendent.
4. Subpoenas for School Board Members. Only the School Board Members named or ~~their~~his designees may accept service of a subpoena for the ~~named s~~ School Board Member to appear as a witness. The School Board Attorney or designee or outside legal counsel retained to represent the School Board Member in their official capacity may accept a subpoena for a School Board Member. The School Board ~~Legal Counsel~~Attorney should be immediately notified of any subpoena served on a School Board Member. See School Board Bylaw 1-27. Subpoenas for former School Board Members for matters related to their official duties may be accepted by such former School Board Member or School Board Legal counsel or designee.

### C. Subpoena of School Division records: "subpoena duces tecum"

1. Subpoena of student records. Upon receipt of a subpoena for student records (a subpoena *duces tecum*), the served employee shall present the subpoena to the principal or supervisor.

- a. The principal or supervisor will determine whether the student whose records are the subject of the subpoena *duces tecum* is a current or former student.
- b. The principal or supervisor will consult with the Director of Student Support Services or designee concerning the appropriate response to the subpoena.
- c. If the student is a current student, the minor student's parent/legal guardian or the adult student shall be notified in accordance with the Family Educational Rights and Privacy Act (FERPA), that a subpoena *duces tecum* has been issued for the student's educational records and that the principal or supervisor will comply with such subpoena no later than the date of return on the subpoena unless the student or parent/legal guardian files a Motion to Quash the subpoena with the court. The School Division shall provide reasonable notice to the student's parent/legal guardian or the adult student in advance of compliance so that the parent/legal guardian or adult student may seek protective action from a court. Notice is not required if the subpoena is a federal grand jury subpoena, and the court has ordered that the existence or contents of the subpoena not be disclosed.
- d. If, prior to the return date, no court order is presented which prohibits release of the educational records, then the principal or supervisor should provide a copy of the records to the party requesting the records no later than the return date and time on the subpoena. Charges for the cost of producing the records shall be in accordance with subsection below.
- e. Records related to a former student may be released without notice to that former student. Charges for the cost of producing the records shall be in accordance with subsection below.
- f. Student educational records that are produced in compliance with a subpoena *duces tecum* should be accompanied by an authentication letter in the format determined by the Director of Student Support Services. Charges for the cost of producing the documents shall be in accordance with subsection below.
- g. Whenever possible, Virginia Code Section 8.01-390.1, as amended, which permits student records in a custody matter to be delivered to a court with a certificate of authentication by the custodian should be used to avoid diversion of school personnel.

#### **D. Subpoena of employee/applicant records**

Upon receipt of a subpoena for employee/applicant records (employment records), the subpoena *duces tecum* shall immediately be presented to the Chief Human Resources Officer or designee.

1. Subpoenas for employment records will generally be complied with if the employee/applicant whose records are released is a party to the lawsuit.
2. The Chief Human Resources Officer or designee will determine, in timely consultation with the School Board AttorneyLegal Counsel or designee, the appropriate response to a

subpoena *duces tecum* for employment records. Charges for the cost of producing the records shall be in accordance with subsection below.

**E. Subpoena *duces tecum* for other School Division records**

Subpoenas *duces tecum* that request production of documents other than employment or student educational records should be immediately directed to the Superintendent's Office. The Superintendent or designee will timely consult with the School Board ~~Legal Counsel~~Attorney or designee regarding the response to the subpoena. Charges for the cost of producing the records shall be in accordance with subsection ~~D4-F4~~ below.

**F. General matters related to subpoena for records:**

1. Service of process/Custodian of Records.

- a. The custodian of student records is the principal of the school that the student attends, the principal's designee, or, in the case of former students, the Director of ~~Guidance/Student Support Services~~Records. The principal or the Director of ~~Guidance/Student Record~~Student Support Services may designate another individual to accept service ~~on his behalf~~ and respond to the subpoena.

~~2.~~ \_\_\_\_\_

- ~~a.b.~~ The custodian of employee/applicant records is the Chief Human Resources Officer or designee.

- \_\_\_\_\_  
~~b.c.~~ Only the named person or designee should accept service of a subpoena.

- ~~c.d.~~ Subpoenas served at the wrong place of business (i.e. a building other than the building where the custodian of records is physically present) should not be accepted. The process server should be directed to the proper building and custodian of records.

- ~~e.~~ The person accepting service should sign, date the subpoena, and list the time of service on the copy of the subpoena that ~~he/she/they~~ retains.

- ~~3.2.~~ Return dates under five business days. Any School Board employee who is served with a subpoena duces tecum that has a return date that is less than five business days after the date of service should contact the appropriate department head to discuss the need to file a Motion to Quash the subpoena for insufficient time to respond.

- ~~4.3.~~ Charging for cost of producing documents. The School Division shall require payment for the cost of producing the requested document. Such costs should include the cost of mailing/delivering the documents; a cost determined by the School Administration ~~of no more than \$.03 for black and white and \$.07 for color~~1503 per page copied; and any

additional, actual cost for production of pictures, tapes, or other unusual documents. A copy of the letter requesting payment should be sent with the documents to the attorney issuing the subpoena for the documents with a copy to the court and a copy should be retained by the School Division. The letter and copies should list the name of the case and docket number of the case as shown on the subpoena. If payment is not received within ten business days, the matter should be referred to the appropriate department head.

**5.4. Delivery of documents.** The School Division should carefully check the subpoena *duces tecum* to ascertain the location where the documents must be delivered. When possible, the party who issued the subpoena should be contacted and requested to pick up the documents from the School Division. If the party requesting the documents will not pick up the documents, the School Division should mail or otherwise deliver the documents and charge for the costs of doing so.

**6.5. Documents which contain protected information.** Documents which contain information regarding persons other than the parties to the lawsuit or their minor children should not be released without first consulting with the appropriate department head.

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

~~See School Board Policy 5-31 Student Records and School Board Bylaw 1-27 Service of Process.~~

#### **Legal Reference**

Family Educational Rights and Privacy Act 20 U.S.C. § 1232 *et seq.* and 34 C.F.R. Part 99, as amended.

Code of Virginia § 22.1-287 through § 22.1-289, as amended. Limitations on access to records.

Code of Virginia § 8.01-390.1, as amended. School records as evidence.

Code of Virginia § 8.01-413.1, as amended. Certain copies of employment records or papers admissible; right of employee or his attorney to copies of such records or papers; subpoena; damages, costs and attorney's fees.

#### **Related Links**

School Board [Bylaw 1-27](#)

School Board [Policy 5-31](#)

Adopted by School Board: December 17, 2002

Scrivener's Amendments: February 9, 2014

Amended by School Board: October 18, 2016

Amended by School Board: 2023

Cheryl W. Doherty

6/13/2023

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Kamala H. Lennetti



## PERSONNEL

### Licensed Personnel: Contracts

#### A. Contracts

A written contract, in a form prescribed by the Virginia Board of Education, shall be made by the School Board with each teacher employed by it, except those temporarily employed. A temporarily employed teacher means i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence or ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than ninety (90) teaching days in such vacancy<sup>1</sup>, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

Temporarily employed teachers will sign a Substitute ~~Teacher Agreement~~ Assignment Sheet, or a Temporary Employment Agreement, ~~or Short Term Employment Agreement~~, depending upon the nature of the employment. Such agreement will set forth the terms and conditions of employment and shall provide that there is no promise of continued or future employment by the School Board.

#### B. Special Covenants

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

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

*See School Board Policy 2-50 – Appointment/Reappointment and Reclassification*

*See School Board Policy 4-1 Definitions*

### Legal Reference

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

Code of Virginia § 22.1-298.8, as amended. Public elementary and secondary school teachers; certain training activities; frequency.

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<sup>1</sup> During the 2023-2024 and 2024-2025 school years, the School Board may employ a temporarily employed teacher to fill such a vacancy for a period of time not to exceed 180 days during one school year.

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

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

~~Code of Virginia § 22.1-305, as amended. Nonrenewal of contract of probationary teacher.~~

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

Virginia Department of Education Regulations 8VAC20-441, as amended. Regulations Governing the Employment of Professional Personnel.

### **Related Links**

School Board [Policy 2-50](#)

School Board [Policy 4-1](#)

Adopted by School Board: October 21, 1969

Amended by School Board: August 19, 1975

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

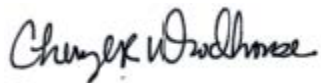
Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: January 18, 2000

Amended by School Board: June 8, 2004

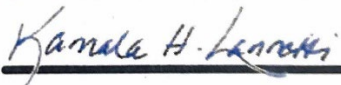
Amended by School Board: March 27, 2018

[Amended by School Board: 2023](#)



6/13/2023

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## PERSONNEL

### Meetings and Conferences

#### A. Meetings

Attendance at faculty, department, supervisory, or other meetings is required of employees as determined by their supervising administrator. Employees may be excused from attendance at the discretion of their supervising administrator. Reasonable notice should be provided to employees about a meeting date and time; however, employees may be required to attend meetings without notice when the needs of the School Division require attendance. Consideration should be given to the reasonableness of the notice prior to imposing discipline for failure to attend a meeting. Meetings shall be reasonable in number and duration.

#### B. Parent-Teacher Conferences

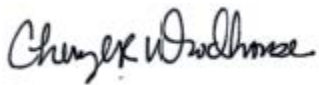
Teachers shall be available to meet with parents/legal guardians at a reasonable time to include before or after school and/or at special evening events held by the School for this purpose.

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

Amended by School Board: November 8, 2017

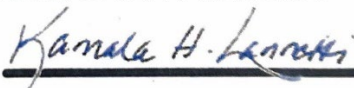
Amended by School Board: August 27, 2018

Reviewed by School Board: 2023



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## PERSONNEL

### Tutoring for Pay

The Superintendent or designee shall ensure that teachers not tutor for pay any student whom they are currently teaching. Unless approval is given by the principal, a teacher shall not tutor for pay any students whom they taught the previous school term. Teachers are not to advise that students be tutored by paid tutors without prior consultation with the principal.

Exceptions to this Policy are noted in Regulation 4-66.1, Tutoring for Pay: Licensed Personnel.

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

*See Regulation 4-66.1 — Tutoring for Pay: Licensed Personnel*

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

### Related Links

School Board [Regulation 4-66.1](#)

Adopted by School Board: October 21, 1969

Amended by School Board: August 21, 1990

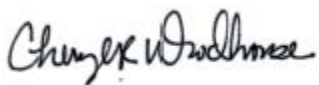
Amended by School Board: July 16, 1991

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

Amended by School Board: June 8, 2004

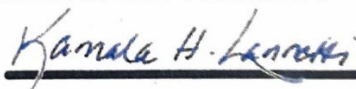
Amended by School Board: October 4, 2016

Amended by School Board: 2023



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## PERSONNEL

### Investigating/Reporting Alcohol, Marijuana, or Illegal Drug Use

The laws regarding the sale, distribution, possession and/or use of alcohol, marijuana, and illegal drugs are clear, and penalties are provided for violators of these laws. All members of the school community are subject to these laws while on School Board property, vehicles, or attending school sponsored events and have the responsibility as citizens to uphold these laws.

If an employee or agent of the School Board's conduct with regard to alcohol, marijuana, or illegal drugs outside of School Board property, vehicles or school sponsored events becomes the matter of public scrutiny or could undermine the public's or the School Division's confidence in such person's ability to perform duties for the School Division, the Superintendent or designee is authorized to investigate and take appropriate action.

The School Board will not condone any violation of the law and will fully support any employee, agent, or volunteer who, in good faith, acts to report, investigate, or cause any investigation to be made into the activities of students, employees, volunteers, agents or other persons as they relate to the use of alcohol, marijuana, or other drugs in the public schools, on School Board property, or at school sponsored events.

### Legal Reference

Code of Virginia §§ 4-1.600 - 4.1629, as amended. Cannabis Control Act.

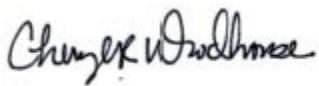
Code of Virginia § 22.1-279.3:1, as amended. Reports of certain acts to school authorities; reports of certain acts be school authorities to parents; reports of certain acts be school authorities to law enforcement.

Code of Virginia, § 8.01-47, as amended. Immunity of school personnel investigating or reporting alcohol or drug use certain incidents at schools.

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

Amended by School Board: November 27, 2018

Amended by School Board: 2023



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## PERSONNEL

### **Reporting Child Abuse or Neglect**

The Superintendent or designee shall develop regulations or procedures which ensure that School Board employees report any cases of suspected child abuse or neglect.

### **Legal Reference**

Code of Virginia, § 63.2-1507, as amended. Cooperation by state entities.

Code of Virginia, § 63.2-1509, as amended. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report.

Code of Virginia, § 63.2-1518, as amended. Authority to talk to child or sibling.

~~Code of Virginia, § 63.2-1507, as amended. Cooperation by state entities.~~


Adopted by School Board: July 16, 1991

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

Amended by School Board: October 18, 2016

Amended by School Board: 2023

Reviewed by Human Resources on 4/12/23 and no revisions recommended



June 6, 2023

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## PERSONNEL

### Licensed Personnel: Teacher Salary Scale

The School Board desires to adopt annually a salary scale for teachers that will attract outstanding candidates ~~and will retain those teachers~~ who have met the standards of excellence required by the School Board. The salary scale should be competitive in order to attract and retain highly qualified teachers~~based upon a reasonable base salary~~, should take into consideration years of school based and/or relevant central office job-related~~job-related~~ work experience, degree of educational attainment, and such other criteria as the School Board may deem appropriate.

### Legal Reference

Code of Virginia § 22.1-289.1, as amended, as amended. Teacher ~~compensation~~compensation; biennial review required.

Adopted by School Board: June 16, 1970

Amended by School Board: July 1, 1978

Amended by School Board: August 21, 1990

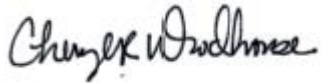
Amended by School Board: July 16, 1991

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

Amended by School Board: October 21, 2003

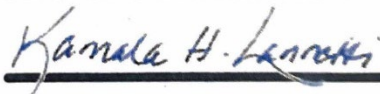
Amended by School Board: October 10, 2017

Amended by School Board: 2023



6/15/23

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**PERSONNEL**

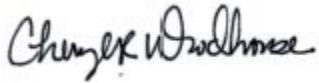
**Awards for Achievement and Service**

The School Board believes that employees deserve special recognition for performance excellence, service, and creativity. The Superintendent or designee is authorized to develop recognition programs for employees.

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

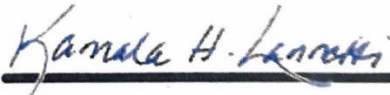
Amended by School Board: November 8, 2017

Amended by School Board: 2023



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## PERSONNEL

### Classified Personnel: Evaluation

An evaluation plan for classified personnel shall be developed under the direction of the Superintendent or designee. The primary purpose shall be to assist the employee in improving his/her/their job performance. Employees shall be advised of these procedures upon their employment.

### Legal Reference

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

Adopted by School Board: March 18, 1975

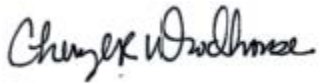
Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

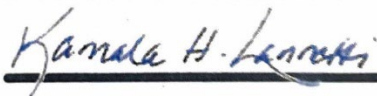
Amended by School Board: October 18, 2016

Amended by School Board: 2023



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## PERSONNEL

### Classified Personnel: Meetings, Conferences and Conventions

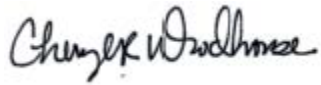
Classified personnel are encouraged to expand their knowledge and skills in areas that will provide more effective services for students. Classified personnel who wish to attend meetings, conferences, ~~and or~~ conventions ~~in order to gain additional knowledge and/or skills~~ may do so under regulations approved by the School ~~Administration~~Division.

The School Board may pay the fees for registration and travel expenses for approved meetings. The Superintendent or designee shall include these expenditures in the proposed budget.

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

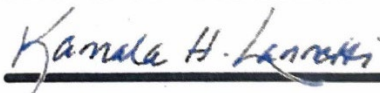
Amended by School Board: October 18, 2016

Amended by School Board:2023



6/13/2023

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## PERSONNEL

### Classified Personnel: Compensation

The School Board, upon the recommendation of the Superintendent, shall adopt a written compensation plan for classified personnel. The salary or hourly rate of pay, for a classified employee shall depend upon:

1. Funds available to the School Board.
2. The job or classification in which the employee is placed.
3. The number of hours worked.
4. The minimum wage law and prevailing local wage rates for comparable position in the market.
5. The level of responsibility.
6. The level of skills and training required.

### Legal Reference

Code of Virginia § 40.1-28.10, as amended. Minimum wages.

Adopted by School Board: June 16, 1970

Amended by School Board: July 1, 1978

Amended by School Board: August 21, 1990

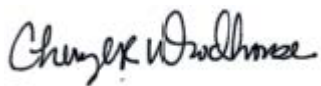
Amended by School Board: July 16, 1991

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

Amended by School Board: December 17, 2002

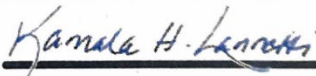
Amended by School Board: October 18, 2016

Reviewed by School Board: 2023



6/15/23

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## PERSONNEL

### Overtime

#### **A. Generally**

Compensating of employees for overtime hours worked will be as defined by the Fair Labor Standards Act of 1938, as amended, and Title 29, Code of Federal Regulations

#### **B. Overtime Pay and Compensatory Time Off**

Eligible non-exempt employees shall be compensated with pay at one and one-half times the regular hourly pay for all hours actually worked which are beyond forty (40) hours in a workweek. In lieu of monetary payment for overtime, compensatory time may be awarded. Compensatory time is calculated at one and one-half times the hours actually worked which are beyond forty (40) hours.

#### **C. Administration**

The authorization and control of all overtime work is the direct responsibility of the administrative staff.

##### **1. Approval of Overtime**

All overtime shall be approved in advance by either the department head or a designee.

##### **2. Reporting Overtime**

Appropriate overtime records will be maintained and reports submitted to the School Board upon request.

### Legal Reference

The Fair Labor Standards Act of 1938, as amended, 29 U.S.C. § 201, *et seq.*

Adopted by School Board: March 18, 1986

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

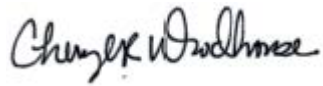
Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: June 16, 1998

Amended by School Board: June 20, 2006

Amended by School Board: September 5, 2007  
Amended by School Board: January 23, 2018

Reviewed by School Board: 2023



6/15/23

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## PERSONNEL

### Observation Students, Practicum Students, Student Teachers, and Interns

#### A. Purpose

To outline procedures for the placement of field-experience (observation) students, practicum students, student teachers, and interns.

#### B. Application and Placement

##### 1. Observation Students

Field-experience students who are observing in classrooms or who are assigned to other work sites to observe for short periods of time, shall be placed in accordance with procedures established with the institution of higher education and the Department of Human Resources.

##### 2. Practicum Students and Interns – Non-instructional

Practicum students and interns seeking placement in technical positions that are not directly related to the instructional program, shall be placed in accordance with procedures established with the educational institution and the Department of Human Resources.

##### 3. Practicum Students, Student Teachers, and Interns – Instructional

- a. Universities submit requests for student teachers and internship placements in ~~Virginia Beach City Public Schools~~the School Division directly to the Department of Human Resources. Intern placements include administrative, psychologist, school counselors, social workers, and speech language pathologist. Direct requests from students are not accepted.
- b. Application for placement(s) shall be denied when the Chief Human Resources Officer, Department of Human Resources, or ~~his/her~~their designee judges them to be in conflict with the best interests of the School Division.
- c. School Division employees who are fully endorsed in the areas of their current assignments and are seeking advanced degrees in those endorsement areas, may be observed by their colleges or university supervisors with the permission of their principals or program managers.

### C. Supervision of Practicum Students, Student Teachers, and Interns

1. School Division employees who serve as supervisors or cooperating teachers of practicum students, student teachers, or instructional interns shall meet the following minimum requirements:
  - a. Recommendation of the principal or director.
  - b. Willingness to serve as a role model and mentor.
  - c. Have a licensure/endorsement in the teaching assignment for practicum students, student teachers, and instructional interns (school counselors, psychologist, speech and language pathologist, etc.) or an administrative endorsement for administrative interns (must have a Collegiate Professional or Post Graduate Professional ~~five-ten~~ (510) year renewable teaching license.
  - d. Minimum of three (3) years of teaching/administrative experience as appropriate to student supervision assignment.
  - e. Minimum of one (1) year in the current teaching/administrative assignment.
2. School Division employees who serve as supervisors for non-instructional interns shall meet the following minimum requirements:
  - a. Recommendation of the director.
  - b. Willingness to serve as a role model and mentor.
  - c. Minimum of three (3) years of experience as appropriate to student supervision assignment.
3. Honorariums from universities may be accepted in accordance with the following provisions:
  - a. Non-administrative supervisors and cooperating teachers may accept honorariums for personal use.
  - b. If the supervision of a practicum student, student teacher, or intern is divided among staff members, the honorarium shall be divided accordingly.
  - c. Administrative employees may not accept honorariums for their personal use but shall have them made payable to Virginia Beach City Public Schools and credited to appropriate school or department codes to use in improving educational programs (e.g. in-service activities, consultants, materials, supplies, field trips, student activities, etc.).



**D. Evaluation of Practicum Students, Student Teachers, and Interns Instructional**

Practicum Students, student teachers, and interns shall be evaluated jointly by their university site supervisor and the School Division cooperating teacher/administrator.

**E. Non-Instructional**

Practicum students, and interns shall be evaluated jointly by their university/technical school site supervisor and the cooperating School Division employee.

**F. Tuberculin Test**

Each assigned practicum student, student teacher, and intern shall meet state requirements regarding tuberculin tests.

**G. Background Check Required**

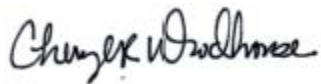
All practicum students, student teachers, and interns must have completed a background check through their university program prior to being assigned to a classroom or office in the School Division.

If the school or university does not provide a background check process the student must provide personal descriptive information to the school division to obtain criminal history record information for the purpose of screening for placement in a classroom or work area in the School Division. The cost of the screening will be the responsibility of the student/intern.

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

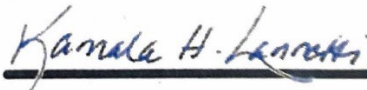
Amended by School Board: October 23, 2018

Amended by School Board: 2023



6/13/2023

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## PERSONNEL

### Summer School Teachers Assignment and Placement

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

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

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

Amended by School Board: April 2, 1996

Amended by School Board: June 8, 2004

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

Amended by School Board: 2023

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Kamala H. Lennetti

## ADMINISTRATION

### Administrative Interns and Administrative Assistants

~~A.~~ The School Division will endeavor to promote succession planning by supporting future administrators.

#### A. Administrative Interns.

~~A.~~ -Current ~~VBCPS-School Division~~ teachers who are pursuing advanced degrees in School Leadership and Administration may complete administrative internship hours with the School Division~~VBCPS~~. Such hours must normally be completed outside of the scope of the teachers' contract times. Teachers must seek prior approval from their principals to accrue any internship hours during their contracted times, and they must keep a log of such hours so that they can work the hours owed beyond the contract day. The approval for administrative internships must come from the Department of Human Resources, which will work with principals to determine the placement locations.

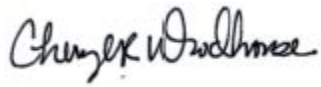
#### B. Administrative Assistants.

~~B.~~ Once ~~VBCPS-School Division~~ teachers have obtained Virginia Department of Education (VDOE) licenses with endorsements in School Administration, they may apply for vacant Administrative Assistant positions. Administrative Assistants, who are paid according to the Instructional Pay Scale, serve as Assistant Principals-in-training. During their employment as Administrative Assistants, they will gain valuable experience and training to help them become better-prepared candidates for Assistant Principal positions.

#### C. The program shall be designed ~~so as to~~:

- ~~a.~~ 1. Require minimal expenditure of funds~~;~~
- ~~b.~~ 2. Recognize the value of the program as one part of the total plan ~~of growth opportunities for the licensed staff;~~
- ~~c.~~ 3. Select the best qualified applicants~~;~~
- ~~d.~~ 4. Operate without harm to other functions of the School Division~~;~~ and.
- ~~e.~~ 5. Build educational partnerships between the School Division and universities/colleges.

Adopted by School Board: October 20, 1992  
Amended by School Board: December 3, 2013  
Amended by School Board: January 23, 2018  
Amended by School Board: 2023



6/13/2023

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School Board of the City of Virginia Beach  
Policy 5-9

## **STUDENTS**

### **Age of Entrance/Kindergarten**

No child who has not reached their fifth birthday on or before September 30 of the school year shall be eligible for enrollment in kindergarten. All students transferring into the School Division who have already been attending Kindergarten in an out of state school division will be allowed to enroll in Kindergarten under the same standards for Kindergarten enrollment set forth in the Interstate Compact on Educational Opportunity for Military Children and applicable state law regarding children of certain federal employees.

### **Legal Reference**

Code of Virginia § 22.1-199, as amended. Kindergarten programs suitable for certain children.

Code of Virginia § 22.1-360 Article IV (D), as amended. Interstate Compact on Educational Opportunity for Military Children.

Code of Virginia §22.1-369, et seq., as amended.  
Educational opportunities for Children of Certain Federal  
Employees.

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

Amended by School Board: October 6, 1998

Amended by School Board: November 9, 2022

Amended by School Board: 2023

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Kamala H. Lencioni

## STUDENTS

### Non-discrimination and non-harassment of students

#### A. Purpose

The School Board is committed to maintaining an environment where all students and staff members conduct themselves in a manner built on mutual respect, where differences are understood and appreciated, and where all persons are treated fairly and with respect. It is the Policy of the School Board to prohibit any and all discrimination, harassment and bullying based on an individual's race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, genetic information or military/veteran status. The School Board will have jurisdiction over such complaints when the alleged conduct happens on school property, vehicles, or grounds while school activities are going on, at school related or sponsored events, or through School Division communication systems. At its discretion, the School Board or Superintendent may take jurisdiction of complaints that happen outside of these specified situations if the alleged conduct causes significant disruption to the educational environment. The Superintendent or designee is directed to develop regulations, practices and trainings related to compliance with Code of Virginia § 22.1-23.3, as amended, ~~and the Virginia Department of Education Model policies for Treatment of Transgender Students in Public Elementary and Secondary Schools.~~ <sup>1</sup>The School Board directs the Superintendent to take prompt and appropriate action to investigate and resolve all complaints and to publish and provide training regarding this Policy.

#### B. Report of Complaint

Any student who is the victim of discrimination, harassment or bullying based on race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, genetic information or veteran status by a student, employee, official, or non-School Division employee agent, volunteer or invitee is required to immediately report the alleged acts to the principal, assistant principal or an appropriate School Division official. Any person who has reason to believe that a student has been subject to such discrimination, harassment or bullying must report the alleged acts to the principal or an appropriate School Division official immediately, but in no case less than a reasonable amount of time after the person learned of the alleged acts.

Any employee or official who receives information that a student has or may have been the victim of such discrimination, harassment or bullying is required to promptly report the alleged acts to the principal or an appropriate School Division official. Failure to report such information may result in disciplinary action up to and including dismissal.

Use of formal reporting forms is not necessary. Nothing in this Policy will prevent any person from reporting such discrimination, harassment, or bullying directly to the Superintendent/or designee.

### **C. Who acts as Investigator of Complaints**

1. Who acts as Investigator if a Student is the Harasser/Discriminator.

The building principal or designee will act as the investigator for the purpose of investigating allegations of discrimination, harassment or bullying against a student by another student.

2. Who investigates if Employee, Official or School Division agent, volunteer or invitee is the Harasser/Discriminator.

If the principal or designee receives a complaint of discrimination, harassment or bullying against a student by a School Division employee, official or School Division agent, volunteer or invitee, the principal or designee will act as the investigator for the purpose of investigating allegations of discrimination, harassment or bullying against a student by individuals within the school. The principal should consult with the Department of Human Resources, Office of Employee Relations regarding investigations, findings and proposed actions.

3. Who investigates if a Principal, School Administrator, the Superintendent or a School Board Member is the Harasser/Discriminator.

If the complaint involves a principal, the matter will be directed to the Department of School Leadership (DOSL) for investigation. DOSL should consult with the Department of Human Resources, Office of Employee Relations regarding investigations, findings and proposed actions. If the complaint involves the Superintendent, the matter will be directed to School Board to determine whether a third party or other individual should be assigned to investigate the matter. Complaints involving School Board Members should be directed to the Chair of the School Board or the Vice Chair if the Chair is involved. The remaining School Board Members will determine the appropriate course of investigation under these circumstances.

### **D. Investigation process**

Upon receipt of a report or complaint of such discrimination, harassment or bullying of a student the designated investigator will as soon thereafter as practical, undertake or authorize an investigation. The investigation may be conducted by a third party if designated by the Superintendent or School Board. Within three (3) business days, the complainant will receive notice of who has been assigned to investigate the complaint and how to contact the investigator. Confidentiality will be maintained in accordance with applicable law and regulation. The investigator will provide the complainant, victim, and alleged violators the opportunity to provide testimony, evidence and/or witnesses regarding the alleged acts. The investigator will make a reasonable effort to obtain information concerning the alleged acts and related circumstances. The investigator will prepare an investigation report which will include:

1. the allegations as made by the complainant;
2. any additional allegations as ascertained during the investigation;
3. a summary of the evidence obtained during the investigation;



4. the alleged violator's response and supporting evidence regarding the allegations;
5. a summary of statements or other evidence provided by the victim, witnesses or other related parties;
6. the efforts made by the School Division to remedy or otherwise address the circumstances leading to or resulting from the alleged acts;
7. whether the complainant or victim is satisfied with those remedies or seeks further action;
8. the investigator's recommendations regarding whether the allegation has been substantiated as a violation of this Policy and any further actions needed to remedy the complaint or address unresolved issues; and
9. any other relevant information not otherwise addressed

Within fifteen (15) business days, the investigation report will be completed and provided to the complainant (if the complainant is also the alleged victim), to the alleged violator, and to the appropriate School Division staff member. Upon agreement by the victim or if extenuating circumstances arise, the time period to complete the investigation report may be extended for a reasonable period of time. If the complainant is not the victim, then the complainant will be informed that the complaint has been investigated and handled in accordance with this Policy or applicable law and regulation. Portions of the investigation report may be kept confidential to protect the rights of students or staff members. The investigator's obligation to conduct this investigation will not be extinguished by the fact that a civil, administrative or criminal investigation involving the same or similar allegations is also pending or has been concluded.

#### **E. Action by the School Administration or School Board**

Upon receipt of the investigation report, the principal or designee, the Superintendent or designee, or the School Board, will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Such action may include disciplining any students using student discipline procedures; disciplining any employees or officials involved using employee discipline procedures; taking appropriate action against School Division agents, volunteers or invitees. Action taken for violation of this Policy shall be consistent with the requirements of applicable local, state and federal law and regulation and School Board policies and regulations of a related nature or degree of severity.

In the event that the evidence suggests that the discrimination, harassment or bullying at issue is also a crime or other violation of local, state or federal law or regulation, the Superintendent or designee, or other official shall report the results of the investigation to the appropriate enforcement agency.

#### **F. Appeal of determination or action taken**

If the victim of the complaint is not satisfied with the determination of the investigation report or the action taken by the School Division to prevent further harassment, discrimination or bullying of the victim, the victim may file an appeal within fifteen (15) calendar days of receipt of the investigation

report. The victim will not be entitled to appeal the disciplinary action imposed on a student, employee or official. The appeal should be filed with the Superintendent if the acts were alleged to have been caused by a student, employee, official, or School Division agent, volunteer or invitee. If the acts were alleged to have been caused by the Superintendent or a School Board Member, the appeal should be filed with Clerk of the School Board. The School Board will make a decision within thirty (30) business days of receiving the appeal or within a reasonable time after the complaint is filed. The School Board may ask for oral or written argument from the victim and the School Administration and any other individual that the School Board deems relevant. At its sole discretion, the School Board may hold a hearing or designate a hearing officer to hold a hearing on the appeal. The School Board will set the terms and conditions for any such hearing.

#### **G. Retaliation or false complaints**

Persons who use this procedure for good faith complaints will not be retaliated against by the School Board or School Division staff. The School Board directs that appropriate action be taken against any person who retaliates against another person for reporting alleged violations of this Policy or for participating in related proceedings. Persons who knowingly file false complaints and any person who knowingly gives false statements or evidence in a related proceeding may be subject to discipline or other appropriate action. Students may be subject to discipline up to and including suspension or expulsion. School Board employees or officials may be subject to discipline up to and including dismissal. School Division agents, volunteers, and invitees may be subject to measures up to and including exclusion from School Board property, buses, communication systems and school sponsored events.

#### **H. Posting of Policy and Training**

The Superintendent or designee will conspicuously post this Policy or a summary thereof in each school in a place accessible to students, School Division staff and the public. The notice will include the name, mailing address and telephone number of that School's compliance official or the contact information for any state or federal agency responsible for investigating the allegations.

This Policy will be referenced in the student handbook and will be made available upon request of parents, students, and other interested parties.

The Superintendent/or designee will develop a method of reviewing this Policy with students and employees. Training on the requirements for Compliance with this Policy will be provided to all School Division students, employees, officials and other agents on an annual basis, and at such times as the Superintendent determines are appropriate or necessary.

#### **Notes:**

<sup>1</sup>This Policy should not be read to abrogate other School Board policies or regulations prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within the School Division. It is the intent of the School Board that all such policies be read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities

<sup>2</sup>"Tolerate" is defined to mean allow to happen, fail to intervene, encourage, fail to report or otherwise, provided that the person knew or could have reasonably been expected to know about the actions

### **Legal Reference**

Code of Virginia § 2.2-3900, *et seq.*, as amended. Virginia Human Rights Act.

Code of Virginia § 22.1-23.3, as amended. Treatment of transgender student; policies.

Adopted by School Board: June 3, 2003

Amended by School Board: November 19, 2013

Amended by School Board: August 18, 2015

Amended by School Board: August 2, 2016

Amended by School Board: May 12, 2020

Amended by School Board: September 14, 2021

Amended by School Board: 2023

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## COMMUNITY RELATIONS

### **Scholastic Records**

#### **A. Definitions**

Words and terms when used in this Policy and its implementing regulations are established in Regulation 5-31.2.

“Eligible student” means a student who is eighteen (18) years of age or older, a student attending a postsecondary institution, or an emancipated student. Students who are 18 years old and subject to a court order that places the student under the legal guardianship of another person will be treated as minor students.

“Parent” or “parents” mean any parent, guardian, legal custodian, or other person having control or charge of a child. A child is determined to be a person under the age of eighteen (18) years of age. Students who are “eligible students” or adult students as used by the School Division, have the right to make decisions regarding their records and education.

#### **B. Generally**

All information regarding students and their families shall be collected and maintained under safeguards of privacy established by federal and state laws or regulations and School Board policies and regulations.

An accurate and complete individual, permanent and cumulative record shall be maintained for each student in grades pre-K-12 enrolled in the School Division. When appropriate, a separate confidential record shall be maintained for those students requiring differentiated. When a separate confidential record is established a notation on the cumulative record shall indicate the location of the confidential records. All data (cumulative and confidential) shall be considered the student's official scholastic records. In accordance with Code of Virginia § 22.1-288.2, as amended, every notice of adjudication of delinquency or conviction received by a superintendent in accordance with applicable law, including any information contained in such notice, which is not a disciplinary record as defined in Virginia Department of Education regulations, shall be maintained separately from all other records concerning the student. However, if disciplinary action is taken against a student based upon the information provided in such notice, then the notice shall become a part of the student's disciplinary record.

No statement in this Policy or any implementing regulations shall be construed by employees as negating their responsibility for reporting child abuse or neglect cases as required by Code of Va., Virginia § 63.2-1509, as amended, and School Board Policy 4-68.

All personnel authorized access to scholastic records shall be informed of this Policy and its implementing regulations. Strict adherence shall be considered a condition of employment or authorization to access such files by volunteers and agents of the School Board.

#### **C. Custodian(s) of Student Records**

The employee responsible for the in-service education of records maintenance personnel and the collection, security, use, disclosure, periodic evaluation, transfer and destruction of scholastic records data shall be designated as custodian of student records.

At the individual school level the custodian of student records shall be the principal or a designee. When scholastic records are on file in a central facility the Superintendent or a designee shall be the custodian.

The Executive Director of the Office of Programs for Exceptional Children shall designate a custodian to maintain the confidential files for students with disabilities (preschool, unserved) who are not enrolled as students in the School Division.

#### **D. Notification of Records Policies and Regulations**

##### **1. Generally**

School Board policies and regulations pertinent to scholastic records shall be available to interested parties on the School Division website which is available and accessible at each school administrative office, media center (library), and the central office.

##### **2. Parents/Legal Guardians/Eligible Students**

Each year the School Board shall notify eligible students, the parents and/or legal guardians of minor students in attendance and eligible students in attendance of their rights as established in School Board policies and regulations. Such notification may be by letter, mailing, electronic communication, patron organization bulletins or by public notice in the newspaper press. However transmitted, the notification shall include the following:

- a. The types and location of scholastic records and information maintained therein;
- b. The title and address of the employee responsible for the maintenance of scholastic records, the parties to whom data may be disclosed, and the purpose for disclosure;
- c. The policy for reviewing and expunging scholastic records;
- d. The policies and regulations for disclosure of data from scholastic records;
- e. The right to challenge the content of scholastic records and to file with the Office of Family Compliance, U.S. Department of Education, a complaint concerning an alleged failure by the School Division to comply with the Family Education Rights and Privacy Act (FERPA);
- f. The fee for reproducing copies of scholastic records;
- g. The data designated as directory information; and
- h. The right to obtain, upon payment of the appropriate fee, a copy of School Board policies and regulations on the management of the scholastic records and the location of same.

### 3. Local Agencies

Each year the custodian of scholastic records shall inform local agencies cooperating with the School Division in the student's educational development of the location of School Board policies and regulations in the management of scholastic records.

#### **E. Access to Student Records**

##### 1. School Division Employees

###### a. Licensed Personnel

Licensed personnel (including itinerant teachers) within the student's school shall have access to his/her student's records.

Other licensed personnel shall have access to these records if the custodians of scholastic records determine they have a legitimate educational interest in requesting such access. The criterion for determining "legitimate educational interest" shall be the student's welfare. Licensed personnel who copy data from student records shall protect the confidentiality of such data.

###### b. Classified Personnel

Classified personnel assigned to duties within the facility where student records are maintained shall have access to such records only with the prior approval of the custodian of scholastic records. Students and paraprofessional employees shall not be assigned clerical duties where they may have access to scholastic records.

###### c. In-service Education

The custodian of student records shall supervise an in-service education program for employees having access to these records. The core documents for the program shall be this Policy and its implementing regulations.

###### d. Employee Access Roster

Custodians of scholastic records shall maintain an up-to-date roster of division employees within their facility having access to scholastic records. These rosters shall be made available for public inspection.

##### 2. Parents/Legal Guardians/Eligible Students

- a. a. The custodian of student records shall permit parents and/or legal guardians of minor students or eligible students to inspect and review such records. Compliance with requests shall be made without unnecessary delay and in no case more than forty-five (45) calendar days after the request has been made in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g), as amended and related regulations. In the case of requests made by parents, legal guardians, or eligible students for records of students with disabilities, compliance with such request shall be made prior to any meeting for a student identified under the Individuals with Disabilities Education Act.

- b. b. The custodian of student records may presume that parents/legal guardians of minor students have the authority to inspect and review records relating to the minor student unless the School Division has been advised that a parent/legal guardian does not have the authority under applicable state law governing such matters as guardianship, separation, divorce or Child Protective Services.

### 3. Student (under eighteen) who is Subject of Record

Transfer of rights to review scholastic records from the parent/legal guardian to an eligible student happens when the student reaches eighteen (18) years of age. Parents or legal guardians who continue to claim the student as a tax dependent may continue to access the eligible student's scholastic record.

### 4. Third Parties

The custodian of records may permit the following third parties to access student records in accordance with applicable state and federal laws:

For purposes of this section, "group home" means a "juvenile residential facility that is a community based, home-like single dwelling, or its acceptable equivalent, other than the private home of the operator, and does not exceed the capacity approved by the regulatory authority" and "juvenile detention center" means "a local, regional, or state, publicly or privately operated secure custody facility that houses individuals who are ordered to be detained pursuant to the Code of Virginia. This term does not include juvenile correctional centers."

Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the custodian of records that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the student or by such student if the student is eighteen years of age or older. Private agencies or private individuals must provide a written release or authorization from the student's parents specifying the records to be released, the reasons for such release, and to whom the records are to be released.

The custodian of records shall release student records in accordance with a Federal grand jury subpoena, any other subpoena issued for a law enforcement purpose, a judicial order, or any lawfully issued subpoena, that lawfully requires disclosure of such records and shall notify the parents, legal guardian or eligible student of such disclosure as required by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g), as amended, and related regulations.

The custodian of records shall permit a guardian ad litem or counsel for the child appointed pursuant to Code of Virginia § 16.1-266 , as amended to inspect and copy, without the consent of the child or the child's parents/legal guardians, any records relating to the child whom the guardian or counsel represents, upon presentation by the guardian ad litem of a copy of the court order appointment or a court order specifically allowing such access.

Pursuant to Standard 1 of the Standards of Quality (Chapter 13.2 (§ 22.1-253.13:1 *et seq.*) of Title 22.1), all school boards are required to implement career and technical education programs promoting knowledge of careers and various employment opportunities, including, but not limited to, military careers. Therefore, any school board that provides access to one or more of its high schools and contact

with such high school's student body or other contact with its high school students during a school or School Division-sponsored activity whether conducted on School Board property or other property to persons or groups for occupational, professional or educational recruitment shall provide equal access on the same basis to official recruiting representatives of the military forces of the Commonwealth and the United States.

- a. A person designated in writing by either parent or legal guardian of the student if the student is less than eighteen years of age or as designated by an eligible student (eighteen years of age or older);
- b. State or local law-enforcement or correctional personnel, including a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of official duties;
- c. An agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 4 of the Indian Self-Determination and Education Assistance Act [25 U.S.C. 450(b)], who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student. Any agency caseworker or other representative of a State or local child welfare agency or tribal organization (as referenced above) who does not meet the requirements outlined above, must obtain a written release from the parent, guardian, or eligible student (eighteen years of age or older) authorizing access to such student records. The release must specify the records to be released, the reasons for such release, and to whom the records are to be released.
- d. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication:
  - 1) Attorneys for the Commonwealth;
  - 2) Court services units;
  - 3) Juvenile detention centers or group homes;
  - 4) Mental and medical health agencies;
  - 5) State and local children and family service agencies;
  - 6) The Department of Juvenile Justice; and
  - 7) The staff of such agencies.

#### **F. Disclosure of Scholastic Records Content**

For disclosure of student records see School Board Policy 5-66.

#### **G. Amendment of Scholastic Records Content**



The parent/legal guardian of a minor student or the eligible student who believes that information in the student's record is inaccurate, misleading or violates the privacy or other rights of the student may request that the custodian who maintains the record amend such record. Upon receipt of such request the custodian shall be responsible for administering the subsequent procedures as established in Virginia Department of Education. Consistent with federal law and regulation, each school shall annually notify parents, legal guardians, or eligible students currently enrolled in attendance of their rights under the Family Education Rights and Privacy Act (20 U.S.C. § 1232(g)) and related regulations.

#### **H. Content and Disclosure of Student Directory Information**

See School Board Policy 5-66 and School Board Regulation 5-66.1.

#### **I. Periodic Evaluation of Scholastic Records**

In cooperation with school counseling personnel, the custodian of student records shall annually review the contents of these records for the purpose of removing data no longer educationally useful as directed in School Board Regulation 5-31.1 and as directed in the Commonwealth of Virginia Records Retention and Disposition Schedule (Form RM-2).

#### **J. Transfer of Scholastic Records**

Scholastic records shall be transferred as directed in School Board regulation and in accordance with applicable law and regulation.

#### **K. Implementation**

The Superintendent is authorized to implement this Policy with appropriate School Board regulations.

#### **Legal Reference**

The Family Educational Rights and Privacy Act. 20 USC § 1230, 1232 g, 34 CFR Part 99, as amended.

Code of Virginia § 16.1-266, as amended. Appointment of counsel and guardian ad litem.

Code of Virginia § 22.1-130.1, as amended. Access to high schools and high school students for military recruiters.

Code of Virginia § 22.1-20, as amended. Retention of pupil personnel records.

Code of Virginia § 22.1-23.3, as amended. Treatment of transgender students; policies.

Code of Virginia § 22.1-287, as amended. Limitations on access to records.

Code of Virginia § 22.1-287.1, as amended. Directory information.

Code of Virginia § 22.1-288.2, as amended. Receipt, dissemination and maintenance of records of certain law-enforcement information.

Code of Virginia § 22.1-289, as amended. Transfer and management of scholastic records; disclosure of information in court notices; penalty

Virginia Board of Education Regulation, 8 VAC 20-150-20, as amended. Management of Scholastic Record.

Virginia Department of Corrections Regulation, 6VAC35-41-10, as amended. Definitions.

Virginia Department of Corrections Regulation, 6VAC35-101-10. Suspected child abuse or neglect.

**Related Links**

School Board [Policy 4-68](#)

School Division [Regulation 5-31.1](#)

School Division [Regulation 5-31.2](#)

School Board [Policy 5-66](#)

School Board [Regulation 5-66.1](#)

Adopted by School Board: October 21, 1969

Amended by School Board: June 17, 1975

Amended by School Board: January 20, 1981

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

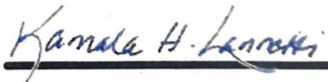
Amended by School Board: June 15, 1993 (Effective August 14, 1993)

Amended by School Board: April 4, 2006

Amended by School Board: August 19, 2014

Amended by School Board: September 14, 2021

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**Subject:** Resolution: National Hispanic Heritage Month **Item Number:** 14A1

**Section:** Consent **Date:** August 22, 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 approve a resolution recognizing National Hispanic Heritage Month.

**Background Summary:**

Hispanic Heritage Month began as Hispanic Heritage Week under President Lyndon Johnson in 1968. Two decades later, the celebration was expanded by President Ronald Reagan to span a 30-day period beginning Sept. 15 each year. This date is significant because it marks the anniversary of the independence of five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. Additionally, Mexico, Chile, and Belize also celebrate their independence days during the 30-day period.

During National Hispanic Heritage Month, we recognize the contributions made by and the important presence of Latino and Hispanic Americans in the United States while also honoring the heritages and cultures present in our city and schools.

The theme of the 2023 Hispanic Heritage Month, “Latinos: Driving Prosperity, Power, and Progress in America” encourages individuals to ensure that all voices are represented and welcomed to help build stronger communities and a stronger nation. It aligns with the school division’s core values and the implementation of culturally responsive practices. This is accomplished by supporting a culture where we value differences and foster an environment where diversity of thought, and contributions are acknowledged and affirmed.

In our efforts to culturally respond to the diverse populations that comprise Virginia Beach City Public Schools, we hereby recognize this important event which will take place Sept. 15 – Oct. 15, 2023, and encourage appropriate programs and activities that celebrate the contributions of Latino and Hispanic Americans.

**Source:**

Public Law 100-402

[HISPANIC HERITAGE MONTH](#)

**Budget Impact:**

N/A

**RESOLUTION**  
**National Hispanic Heritage Month**  
**Sept. 15-Oct. 15, 2023**

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

**WHEREAS**, National Hispanic Heritage Month honors the cultures and contributions of both Latino and Hispanic Americans; and

**WHEREAS**, Latino and Hispanic Americans embrace a deep commitment to family, community, and education, and perseverance to succeed and contribute to the shaping of the country and our City of Virginia Beach; and

**WHEREAS**, the 2023 Hispanic Heritage Month observance theme, “Latinos: Driving Prosperity, Power, and Progress in America,” invites us to reflect on the contributions Latino and Hispanic Americans have made in the past, and will continue to make in the future; and

**WHEREAS** the School Board of the City of Virginia Beach recognizes the importance of culturally responsive education that embraces multicultural diversity within our school division;

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach officially recognizes Sept. 15 through Oct. 15 as National Hispanic Heritage Month; and be it

**FURTHER RESOLVED:** That the School Board of the City of Virginia Beach encourages all citizens to support and participate in the various school activities available during National Hispanic Heritage Month; 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 22<sup>nd</sup> day of August 2023.

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Trenace B. Riggs, School Board Chair

SEAL

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Aaron C. Spence, Superintendent

Attest:

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Regina M. Toneatto, Clerk of the Board



**Subject:** Resolution: Suicide Prevention Week, September 11-15, 2023 **Item Number:** 14A2

**Section:** Consent Agenda **Date:** August 22, 2023

**Senior Staff:** Danielle E. Colucci, Chief Academic Officer, Department of Teaching and Learning

**Prepared by:** Robert B. Jamison, Executive Director, Office of Student Support Services

**Presenter(s):** Robert B. Jamison, Executive Director, Office of Student Support Services

**Recommendation:**

That the School Board approve a resolution recognizing Sept. 11-15, 2023 as Suicide Prevention Week.

**Background Summary:**

Virginia Beach City Public Schools values the importance of positive mental health to being a key component for optimal learning. In an effort to promote awareness that suicide is a major preventable cause of premature death, the American Association of Suicidology (AAS) in collaboration with the World Health Organization (WHO) and the International Association for Suicide Prevention (IASP), has set aside the week of Sept. 10-16, 2023, as Suicide Prevention Week. Many national organizations go beyond this one week of recognition and share awareness and prevention resources throughout the entire month of September. Virginia Beach City Public Schools will recognize Suicide Prevention Week Sept. 11-15, 2023. This approach is supported by the AAS as they believe we need to focus on suicide prevention every day, of every year. Our school division remains committed to assisting students, families, and our community. We will assist our stakeholders by continuously spreading awareness, advocating for research funding, developing innovative and effective treatment tools, being kind, and helping to educate others on things like resources and warning signs.

Suicide is the 11<sup>th</sup> leading cause of death in the United States with one suicide occurring on average every 11 minutes. Suicide is the third leading cause of death among 15- to 19 years-olds nationally. When suicidal behaviors are detected early, lives can be saved. Virginia Beach City Public Schools collaborates with many partners in the community such as state and local health departments, nonprofit organizations, academic institutions, and law enforcement agencies for strategies and activities to address suicide prevention and suicidal behaviors. School board members, superintendents, teachers, and parents working together can change the legacy of suicide and reduce the number of lives shaken by a needless and tragic death in our community.

**Source:**

American Association of Suicidology  
Virginia Department of Health

**Budget Impact:**

N/A

**RESOLUTION**  
**Suicide Prevention Week**  
**Sept. 11-15, 2023**

**WHEREAS**, suicide is the 11<sup>th</sup> leading cause of deaths in the United States and the third leading cause of death among individuals between the ages of 15 to 19; and

**WHEREAS**, suicide is now the 10<sup>th</sup> leading cause of death in the state of Virginia; and

**WHEREAS**, suicide strikes without regard to locality, socio-economic status, ethnicity, religious preference, or age; and

**WHEREAS**, in the United States, one person dies by suicide every 11 minutes; and

**WHEREAS**, education, and community involvement are known to be the most crucial factors in preventing suicide; and

**WHEREAS**, the School Board of the City of Virginia Beach is focused on ways to educate students, parents, and school staff about suicide and prevention of suicide; and

**WHEREAS**, Virginia Beach City Public Schools, through sustained and dedicated efforts, has implemented programs for all employees and students that recognize a deep commitment at all levels to raise awareness of suicide and its prevention;

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach designates the week of Sept. 11-15, 2023, as Suicide Prevention and Awareness Week in the Virginia Beach City Public Schools, and be it

**FURTHER RESOLVED:** That strategies and activities to address suicide prevention and suicidal behaviors be ongoing in Virginia Beach City Public Schools, and be it

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

Adopted by the School Board of the City of Virginia Beach this 22<sup>nd</sup> day of August, 2023

S E A L

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Trenace B. Riggs, School Board Chair

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Aaron C. Spence, Superintendent

Attest:

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Regina M. Toneatto, Clerk of the Board



Subject: School Board Organizational Matters

Item Number: 14B1-2

Section: Consent

Date: August 22, 2023

Senior Staff: N/A

Prepared by: Regina M. Toneatto, School Board Clerk

Presenter(s): Trenace B. Riggs, School Board Chair

**Recommendation:**

That the School Board:

1. **Superintendent's Designee in the Absence of the Superintendent:** Effective 9/1/2023 - Approve the Acting Superintendent's recommendation to appoint Eugene F. Soltner, Ed.D., Chief of Staff, and Crystal M. Pate, Chief Financial Officer, as designees of the division superintendent to attend meetings of the School Board in the absence or inability to attend of the superintendent for the 2023-24 fiscal year pursuant to *Code of Virginia* § 22.1-76, ... approval of division superintendent's designee.
2. **Signature Authority in the Absence of the Superintendent:** Effective 9/1/2023 - Authorize the Acting Superintendent's recommendation of signature authority for Eugene F. Soltner, Ed.D., Chief of Staff; and/or Crystal M. Pate, Chief Financial Officer, through June 30, 2024 to sign all Virginia Department of Education correspondence (VDOE), reports, documents, requisitions and other official correspondence in the absence of the division superintendent.

**Background Summary:**

**Source:**

*Code of Virginia* § 22.1-72, as amended. Annual organizational meetings of school boards.  
*Code of Virginia* § 22.1-76, as amended, ...approval of division superintendent's designee.

**Budget Impact:**



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

**Section:** Action **Date:** August 22, 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 August 22, 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  
August 22, 2023  
2023-2024

Scale	Class	Location	Effective	Employee Name	Position/Reason	College	Previous Employer
Assigned to Unified Salary Scale	Appointments - Elementary School	Bayside	8/22/2023	Cherrelle A Davis	Pre-Kindergarten Teacher Assistant	ECPI College of Tech, VA	Parish Day School, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Bayside	8/22/2023	Jennifer Diaz	General Assistant	University of Phoenix, AZ	VBPS
Assigned to Unified Salary Scale	Appointments - Elementary School	Bayside	8/22/2023	Katherine N Mejia Batista	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Bettie F. Williams	8/22/2023	Tahirah F Mangram	Pre-Kindergarten Teacher Assistant	Virginia State University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Birdneck	8/21/2023	Jack D Diaz	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Birdneck	8/22/2023	Amy R Allen	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Birdneck	8/22/2023	Dwayne L Ross	Physical Education Assistant	Norfolk State University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Christopher Farms	8/14/2023	Joseph Wafford	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Christopher Farms	8/22/2023	Alicia H Doody	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Christopher Farms	8/22/2023	Chelsey C Johnson	Physical Education Assistant	Old Dominion University, VA	VBPS
Assigned to Unified Salary Scale	Appointments - Elementary School	College Park	8/21/2023	Charisse M Cason	Library/Media Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Diamondond Springs	8/22/2023	Kenia C Bottoms	General Assistant	Norfolk State University, VA	Kindercare Learning Center, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Holland	8/15/2023	Janice Rivera	School Office Associate II	Tidewater Community College, VA	VBPS
Assigned to Unified Salary Scale	Appointments - Elementary School	John B. Day	8/22/2023	Ethan J Frayne	Physical Education Assistant, 500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Kempville	8/22/2023	Teresa A Davis	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Kempville Meadows	8/22/2023	Miracle J Lewis	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Landstown	8/22/2023	Trista Nunley	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Luxford	8/22/2023	Naomie D Reid	Pre-Kindergarten Teacher Assistant	Not Applicable	Kiddie Academy, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Lynnhaven	8/21/2023	Cierra Jackson	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Ocean Lakes	8/22/2023	Gella N McConomy	Pre-Kindergarten Teacher Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Parkway	8/22/2023	Beverly A Brown	Special Education Assistant	Elizabeth City State Univ, NC	VBPS
Assigned to Unified Salary Scale	Appointments - Elementary School	Parkway	8/22/2023	Christine M Kunz	Pre-Kindergarten Teacher Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke	8/22/2023	Elizabeth Caron	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke	8/22/2023	Nathannine K Jones	Special Education Assistant	Not Applicable	Lawton Public Schools, OK
Assigned to Unified Salary Scale	Appointments - Elementary School	Princess Anne	8/21/2023	Jennifer A Shultz	School Nurse	Tidewater Community College, VA	Sentara, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Strawbridge	8/15/2023	Khayla W Green	School Office Associate II	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Tailwood	8/22/2023	Cionne M Bishop	Special Education Assistant	Chowan College, NC	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Thalia	8/21/2023	Diane L Beetham	School Nurse	University of Phoenix, AZ	San Francisco Department of Public Health, CA
Assigned to Unified Salary Scale	Appointments - Elementary School	Thalia	8/21/2023	Pamela Clements	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Thoroughgood	8/22/2023	Angela M Zambas	Physical Education Assistant, 500	University of Calif San Diego, CA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Thoroughgood	8/22/2023	Cassidy L Jarvis	Clinic Assistant, 500	Not Applicable	EVMS, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Thoroughgood	8/22/2023	Leslie B McAloose	Special Education Assistant	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	White Oaks	8/21/2023	Stephanie E Fine	School Nurse, 400	Old Dominion University, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	White Oaks	8/22/2023	Kayla Wynn	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Bayside	8/22/2023	Maria Johnson	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Larkspur	8/22/2023	Mark A Amour	Clinic Assistant, 500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Lynnhaven	8/22/2023	Jessica S Hussein	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Piazza	8/22/2023	Hannah Mayfield	School Nurse	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Piazza	8/22/2023	Oumaima Gaïr	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Salem	8/22/2023	Wanda D Price	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Virginia Beach	8/22/2023	Tonya R Brown	Distance Learning Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Virginia Beach	8/22/2023	Kelli M Dejaeger	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Cox	8/22/2023	Grace C Fields	School Office Associate II	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	First Colonial	8/2/2023	Kirsten R Bursfield	School Improvement Specialist	Piedmont College, GA	VBPS
Assigned to Unified Salary Scale	Appointments - High School	Kellam	8/7/2023	Michelle D Bruno	School Office Associate II	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Kempville	8/21/2023	Charlene N Fitzgerald	Security Assistant	Not Applicable	DTCC, VA
Assigned to Unified Salary Scale	Appointments - High School	Kempville	8/22/2023	Wendy O Lyles	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Landstown	8/21/2023	LaTony S Davis	Security Assistant	Not Applicable	VBPS
Assigned to Unified Salary Scale	Appointments - High School	Salem	7/31/2023	Tiffany M Moore	School Office Associate II	Not Applicable	VBPS, VA
Assigned to Unified Salary Scale	Appointments - High School	Tailwood	8/22/2023	Kevin J McCoy	Special Education Assistant	Not Applicable	Salina Public Schools, KS
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Custodial and Distribution Services	7/31/2023	Rochelle N Nelson	Office Associate II	Not Applicable	Mini Price Storage, VA
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Maintenance Services	7/26/2023	Brandon L Dunbar	HVAC Craftsman I	Not Applicable	VBPS
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Maintenance Services	8/3/2023	Lucas R Voytilla	Painter Craftsman III	Not Applicable	VBPS
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Programs for Exceptional Children	8/22/2023	Elyne Dube	Special Education Assistant	Not Applicable	VBPS
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Programs for Exceptional Children	8/22/2023	Jalynn N Figueroa	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	8/15/2023	Elicia Q Carter	School Social Worker	University of Connecticut, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	8/15/2023	Tralyn DeBres	Behavior Intervention Specialist	Arizona State University, AZ	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	8/15/2023	Katharine P McCartan	Behavior Intervention Specialist	Mary Baldwin College, VA	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	8/15/2023	Christopher R Thomas	Behavior Intervention Specialist	Capella University, MN	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Jennifer M Crump	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Kelly Dennis	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Kristen N Diaz	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Maurice Purkey	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Yeny Vargas	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Latina S Williams	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Bayside	8/8/2023	Masceo M Boykins	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Christopher Farms	6/30/2023	Maurice Jones	Physical Education Assistant (continuing education)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	College Park	6/30/2023	Jahquise D Ramos	Custodian I (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Cooke	6/30/2023	Julia Smithson	Special Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Linkhorn Park	8/7/2023	Shanel D Washington	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Lynnhaven	6/30/2023	Tanisha Pruitt	Special Education Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Parkway	6/30/2023	Katrina L McDonald	Kindergarten Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Pembroke	6/30/2023	Myma Asante	Baker/Cook (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Red Mill	6/30/2023	Ashley Ortega	Special Education Assistant (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Rosemont	6/30/2023	Megan Shields	Cafeteria Assistant, 5.0 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Rosemont	6/30/2023	Kenae S White	Cafeteria Assistant, 6.0 Hours (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Rosemont Forest	6/30/2023	Melinda S Bailey	School Nurse (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Thalia	6/30/2023	Michelle M Klepk	Kindergarten Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Woodstock	8/8/2023	Dominique Callender	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Larkspur	6/30/2023	Elizabeth N Weidner	Library/Media Assistant (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Princess Anne	6/30/2023	Andrew R Cherry	Special Education Assistant (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	First Colonial	6/30/2023	Ladeja James	Special Education Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Green Run	8/7/2023	Maurice Rountree	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Kellam	6/30/2023	Kelly A Rice	Special Education Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Kellam	8/3/2023	Maria S Harris	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Kellam	8/15/2023	Chandler C Osborne	Custodian I (continuing education)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Ocean Lakes	6/30/2023	Shella Y Everett	Special Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - High School	Princess Anne	6/30/2023	Kimberly W Hylenksi	Special Education Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Department of Budget & Finance	8/31/2023	Christa M Whiteside	Workers Compensation Claims Analyst (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Department of Teaching and Learning	8/15/2023	Myah Clark	Administrative Office Associate I (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Student Support Services	8/2/2023	Angela Neseeth G Malpaya	Administrative Office Associate I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/2023	Ricardo Feliciano Jr	Bus Driver, 6.5 Hours (family)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/2023	Wanda P Starnes	Bus Driver, 6.5 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	8/9/2023	Michael C Elbreth	Bus Driver - Special Ed, 6.5 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/30/2023	Hannah R Giovettsi	Auxiliary Driver Plan Bee, 7.0 Hours (relocation)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	8/17/2023	Kamisha C Outlaw	Bus Driver, 7.5 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Other Employment Actions - Elementary School	Windsor Oaks	6/30/2023	Lakisha P Simmons	Cafeteria Manager I (employee has resindced retirement request)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Other Employment Actions - Miscellaneous	Department of Communications & Community Engagement	9/15/2023	Julie B Braley	Coordinator Public Relations I (employee changed resignation date from 9/08/2023 to 9/15/2023)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Alantown	8/21/2023	Patricia M Kloepping	Kindergarten Teacher	Texas State Univ San Marcos, TX	VBPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Arrowhead	8/21/2023	Sarah S Heck	Fourth Grade Teacher	Texas A&M Univ Baylor Col, TX	Midland Independent School, TX
Assigned to Instructional Salary Scale	Appointments - Elementary School	Arrowhead	8/21/2023	Avrie L Stewart	Kindergarten Teacher	Eastern Michigan University, MI	Marquette School District, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Bettie F. Williams	8/21/2023	Michael Moyer	Special Education Teacher	University of Central Missouri, MO	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Birdneck	8/21/2023	Stephanie R Johnson	Second Grade Teacher	Old Dominion University, VA	VBPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Birdneck	8/21/2023	Dawn R Pettapiece	Second Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Centerville	8/21/2023	Jaclyn E Adams	Reading Specialist, 200	University of Pennsylvania, PA	VBPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	College Park	8/21/2023	Jamalia Fisher	Special Education Teacher	Touro College, NY	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	College Park	8/21/2023	Christopher E Moss	Second Grade Teacher	Radford University, VA	VBPS

Personnel Report  
Virginia Beach City Public Schools  
August 22, 2023  
2023-2024

Scale	Class	Location	Effective	Employee Name	Position/Reason	College	Previous Employer
Assigned to Instructional Salary Scale	Appointments - Elementary School	Corporate Landing	8/21/2023	Emma G Wachter	Fifth Grade Teacher	Longwood University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Fairfield	8/21/2023	Jaclyn N Guevara	Special Education Teacher	Virginia Tech, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Glenwood	8/21/2023	Madison M Petko	Pre-Kindergarten Teacher	James Madison University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Green Run	8/21/2023	Mileah R Chappell	Third Grade Teacher	Lamar University, TX	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Hermitage	8/21/2023	Tamara D Leonard	Second Grade Teacher	Grand Canyon University, AZ	Stafford County, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Hollars	8/21/2023	Cristina Boumgal	Fifth Grade Teacher	Christopher Newport University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Indian Lakes	8/21/2023	Alana Ayres	Third Grade Teacher	Kutztown University, PA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	John B. Dey	8/21/2023	Sarah M Dunphey	First Grade Teacher	Old Dominion University, VA	Fairfax County Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	King's Grant	8/21/2023	Sarrah D Veraque	Fifth Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Kingston	8/21/2023	Nicole M Hanson	Fifth Grade Teacher	Old Dominion University, VA	Wicomico County Public Schools, MD
Assigned to Instructional Salary Scale	Appointments - Elementary School	Kingston	8/21/2023	Stephanie McGrath	Second Grade Teacher	SUNY College Cortland, NY	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Kingston	8/21/2023	Brooke Shaw	Kindergarten Teacher	Christopher Newport University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Landstown	8/21/2023	Muriel Daniel	Special Education Teacher	Mercy College, NY	10th Middle School, NY
Assigned to Instructional Salary Scale	Appointments - Elementary School	Linkhorn Park	8/21/2023	Karen Knight	Kindergarten Teacher	National University, CA	Norfolk Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Linkhorn Park	8/21/2023	Meredith L Valentine	Third Grade Teacher	East Carolina University, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Luxford	8/21/2023	Aimee M Challenger	First Grade Teacher	Cambridge College, MA	Portsmouth Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Lynnhaven	8/21/2023	Stacy S Broudy	Special Education Teacher	Rowan University, NJ	VBPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Lynnhaven	8/21/2023	Courtney M Clarke	Special Education Teacher	James Madison University, VA	Williamsburg-James City County Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Mailbu	8/21/2023	Kelleggh S Doyle	First Grade Teacher	Univ of Wisconsin Fond du Lac, WI	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	New Castle	8/21/2023	Olivia K Hankle	Fourth Grade Teacher	Regent University, VA	Chesapeake Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Newtown	8/21/2023	Erica Dombi	Special Education Teacher	Southern Connecticut State Uni, CT	Southern Supervisory Union, VT
Assigned to Instructional Salary Scale	Appointments - Elementary School	Ocean Lakes	8/21/2023	Janith M Matts-Rains	Fifth Grade Teacher	University of Phoenix, AZ	Wu Cuan Elementary, Taiwan
Assigned to Instructional Salary Scale	Appointments - Elementary School	Ocean Lakes	8/21/2023	Jennifer L McKinley	Second Grade Teacher	SUNY Buffalo, NY	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Parkway	8/21/2023	Helen L Cooper	Second Grade Teacher	Virginia Commonwealth Univ, VA	Richmond Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Parkway	8/21/2023	Jennifer Lucas	First Grade Teacher	Indiana Univ of Pennsylvania, PA	Northampton County PS, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Pembroke	8/21/2023	Sara H Coggin	Special Education Teacher	Old Dominion University, VA	VBPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Pembroke Meadows	8/21/2023	Angela L Duncan	First Grade Teacher	Western Governors University, UT	DoDEA - Japan
Assigned to Instructional Salary Scale	Appointments - Elementary School	Pembroke Meadows	8/21/2023	Leah G Parr Teles Dos Santos	Music/Vocal Teacher	Liberty University, VA	York County School Division, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Point O'View	8/21/2023	Olivia N Taylor	Music/Instrumental Teacher	Virginia Commonwealth Univ, VA	VBPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Providence	8/21/2023	Amberleigh B Klaus	Third Grade Teacher	Norfolk State University, VA	Norfolk Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Red Mill	8/21/2023	Claire E Lundberg	Special Education Teacher	University of Virginia, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Rosemont Forest	8/21/2023	Kally N Moulder	Fifth Grade Teacher	University of West Florida, FL	Chesapeake Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Rosemont Forest	8/21/2023	Amanda J Helwig	Fifth Grade Teacher	Western Governors University, UT	Central Union School District, CA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Rosemont Forest	8/21/2023	Rebecca L Quail	Special Education Teacher	Concordia University, CA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Rosemont Forest	8/21/2023	Nicole Winslow	Fourth Grade Teacher	Cal State Univ San Marcos, CA	Norfolk Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Salem	8/21/2023	Brittany P Delbridge	Art Teacher	Longwood University, VA	Leafrspring School, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Scotlark	8/21/2023	Lisa R Anderson Riley	Fourth Grade Teacher	DeSales University, PA	VBPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Shelton Park	8/21/2023	Jessica L Patton	Music/Vocal Teacher	Bridgewater College, VA	VBPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Strawbridge	8/21/2023	Elizabeth S Flannagan	Kindergarten Teacher	Regent University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Strawbridge	8/21/2023	Aryelle I McClary	Second Grade Teacher	James Madison University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Tailwood	8/21/2023	Emily M Ingledue	Art Teacher	Christopher Newport University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Tailwood	8/21/2023	Lisa N Scalabrino	Music/Instrumental Teacher, ,800	Michigan State University, MI	VBPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Thalia	8/21/2023	Lindsay Armitstead	School Counselor	Liberty University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Thalia	8/21/2023	Laura M Martinne Hicks	Kindergarten Teacher	George Washington University, DC	Chesapeake Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Trantwood	8/21/2023	Lindsay N Evans	Second Grade Teacher	Radford University, VA	Botetourt County Public School, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Trantwood	8/21/2023	Stephanie D Franco	First Grade Teacher	Walden University, MN	VBPS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Windsor Oaks	8/21/2023	Rachael C Dalley	Second Grade Teacher	Christopher Newport University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Windsor Oaks	8/21/2023	Brittney E Hornuth	Kindergarten Teacher	Virginia Commonwealth Univ, VA	Henrico County Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Windsor Oaks	8/21/2023	Hannah Karlis	Fourth Grade Teacher	University of North Dakota, ND	York County School Division, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Windsor Oaks	8/21/2023	Kara A Pison	Music/Vocal Teacher	Gray State University, NY	Geary County Schools, KS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Windsor Woods	8/21/2023	April E Alibach	Special Education Teacher	Old Dominion University, VA	Escondido Union School District, CA
Assigned to Instructional Salary Scale	Appointments - Middle School	Bayside	8/21/2023	Steve A Gideon	Eighth Grade Teacher	Thomas Edison State College, NJ	US Navy, VA
Assigned to Instructional Salary Scale	Appointments - Middle School	Bayside	8/21/2023	Angelica D Levins	Eighth Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Bayside Sixth Grade Campus	8/21/2023	Robert G Neal	AVID Instructor	Virginia Tech, VA	Clearwater High School, FL
Assigned to Instructional Salary Scale	Appointments - Middle School	Brandon	8/21/2023	Blair E Bulza	Seventh Grade Teacher	Penn State University, PA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Great Neck	8/21/2023	Leigh M Chandler	Eighth Grade Teacher	Virginia Tech, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Great Neck	8/21/2023	Erin Childress	Music/Instrumental Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Great Neck	8/21/2023	Alexandria T Neal	Special Education Teacher	Old Dominion University, VA	Pinellas County Schools, FL
Assigned to Instructional Salary Scale	Appointments - Middle School	Great Neck	8/21/2023	Rebecca S Smith	Library Media Specialist	Old Dominion University, VA	Portsmouth Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Middle School	Independence	8/21/2023	Jan M Arnold-Staggs	Sixth Grade Teacher	University of Phoenix, AZ	Eduprise Schools, AZ
Assigned to Instructional Salary Scale	Appointments - Middle School	Independence	8/21/2023	Michelle L Guzman	Special Education Teacher	Old Dominion University, VA	Norfolk PS, VA
Assigned to Instructional Salary Scale	Appointments - Middle School	Independence	8/21/2023	Shannon R O'Neill	Seventh Grade Teacher	Old Dominion University, VA	Portsmouth PS, VA
Assigned to Instructional Salary Scale	Appointments - Middle School	Independence	8/21/2023	Anita D Smith	Eighth Grade Teacher	Virginia Commonwealth University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Independence	8/21/2023	Michelle C Tyree	Eighth Grade Teacher	Regent University, VA	Chesapeake PS, VA
Assigned to Instructional Salary Scale	Appointments - Middle School	Landstown	8/9/2023	Melinda I Nearnass	School Counselor, ,500	College of William and Mary, VA	Star of the Sea Catholic School, VA
Assigned to Instructional Salary Scale	Appointments - Middle School	Landstown	8/21/2023	David A Scott	Business Education Teacher	Canisius College, NY	WJCC Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Middle School	Landstown	8/21/2023	Carmen P Staicer	Teen Living Teacher	Arizona State University, AZ	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Larkspur	8/21/2023	Rebekah Berg	Eighth Grade Teacher	Kent State University, OH	Vista Unified SD, CA
Assigned to Instructional Salary Scale	Appointments - Middle School	Larkspur	8/21/2023	Joshua Denker	Seventh Grade Teacher	Southern New Hampshire Univ, NH	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Larkspur	8/21/2023	Samantha R Gelle	Special Education Teacher	Regent University, VA	VBPS
Assigned to Instructional Salary Scale	Appointments - Middle School	Lynnhaven	8/21/2023	Victoria O Sibelu	Sixth Grade Teacher	Regent University, VA	Chesapeake PS, VA
Assigned to Instructional Salary Scale	Appointments - Middle School	Plaza	8/21/2023	Madelyn T Ward	Eighth Grade Teacher	James Madison University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Princess Anne	8/21/2023	Anita W Lynn	Music/Vocal Teacher	William Carey University, MS	Long Beach SD, MS
Assigned to Instructional Salary Scale	Appointments - Middle School	Salem	8/21/2023	Jazmin D Brown	Sixth Grade Teacher	Norfolk State University, VA	Norfolk Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Middle School	Salem	8/21/2023	Sebastian A Fuentes	Sixth Grade Teacher	Old Dominion University, VA	US Navy, VA
Assigned to Instructional Salary Scale	Appointments - Middle School	Salem	8/21/2023	Ethan W Hatcher	Business Education Teacher	Randolph-Macon College, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Salem	8/21/2023	Angela L Parsons	Eighth Grade Teacher	Old Dominion University, VA	VBPS
Assigned to Instructional Salary Scale	Appointments - Middle School	Salem	8/21/2023	Rose Anne L Siyang	Seventh Grade Teacher	Phillipine Normal University, PH	Central Luzon Schools, PH
Assigned to Instructional Salary Scale	Appointments - Middle School	Salem	8/21/2023	Elizabeth B Watson	Sixth Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Virginia Beach	8/21/2023	Eric C Tisdale	Special Education Teacher	St Petersburg College, FL	Manatee Co. PS, FL
Assigned to Instructional Salary Scale	Appointments - Middle School	Virginia Beach	8/21/2023	Emily M Virgi	Seventh Grade Teacher	Lewis University, IL	Norfolk PS, VA
Assigned to Instructional Salary Scale	Appointments - High School	Bayside	8/2/2023	Alexandra M Wagenschutz	School Counselor	Linndenwood College, MO	Chesapeake Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Bayside	8/21/2023	Jennifer E Berryhill	Special Education Teacher	Florida International University, FL	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Bayside	8/21/2023	Loren A Dragon	Graduation Coach	Old Dominion University, VA	Charlotte County Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Bayside	8/21/2023	Emily M Heller	Art Teacher	Ringling School of Art and Design, FL	CSUSA-Winthrop College Prep Academy, FL
Assigned to Instructional Salary Scale	Appointments - High School	Bayside	8/21/2023	Adelyne Payne	English Teacher	University of Central Florida, FL	Birdville ISD, TX
Assigned to Instructional Salary Scale	Appointments - High School	First Colonial	8/21/2023	Aureore M Barrut	French Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Green Run	8/21/2023	John R Duncan	Music/Vocal Teacher, ,400	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Green Run	8/21/2023	Allison Gunderman	Mathematics Teacher, ,400	Hofstra University, NY	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Green Run	8/21/2023	Taylor Jury	Social Studies Teacher	College of William and Mary, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Green Run	8/21/2023	Jaiden B Wuori	English Teacher	University of Minnesota Duluth, MN	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Green Run Collegiate	8/21/2023	Sarah E Cardenas	Art Teacher	Portsmouth Catholic Regional School, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Green Run Collegiate	8/21/2023	April R Creger	Social Studies Teacher	Old Dominion University, VA	Norfolk Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Green Run Collegiate	8/21/2023	Christina L Prestler	Social Studies Teacher, ,600	University of North Florida, FL	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Kellam	8/21/2023	Kaitlin H Beamer	Technology Education Teacher	Old Dominion University, VA	Chesapeake Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Kellam	8/21/2023	Margaret McClelland	English Teacher	Virginia Commonwealth Univ, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Kellam	8/21/2023	Matthew S Seniuk	Science Teacher	Western Governors University, UT	Norfolk Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Kempville	8/21/2023	Kathleen B Lockwood	Mathematics Teacher	Old Dominion University, VA	St. John Apostolic Catholic School, VA
Assigned to Instructional Salary Scale	Appointments - High School	Landstown	8/14/2023	Robin L Screen	School Counselor	College of New Rochelle, NY	NYC Department of Education, NY
Assigned to Instructional Salary Scale	Appointments - High School	Lynnhaven	8/21/2023	Stephen G Brower Jr	Business Education Teacher (Achievable Dream Academy)	Delaware State University, DE	Norfolk Public Schools
Assigned to Instructional Salary Scale	Appointments - High School	Princess Anne	8/21/2023	Ryan A Shawver	Special Education Teacher	Liberty University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Renaissance Academy	8/21/2023	James R Craig	English Teacher	Columbia University, NY	Henrico County Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Renaissance Academy	8/21/2023	James Hoffman	English Teacher	Mid-Atlantic Christian Univ, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Renaissance Academy	8/21/2023	Ponethetta I Taylor	Special Education Teacher	Mercy College, NY	VBPS
Assigned to Instructional Salary Scale	Appointments - High School	Renaissance Academy	8/21/2023	Courtney M Thomas	Literacy Teacher	Liberty University, VA	San Jose County School District, FL
Assigned to Instructional Salary Scale	Appointments - High School	Salem	8/14/2023	Alisa K Boesch	English Second Language	Arizona State University, AZ	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Salem	8/21/2023	Emily J Daves	Special Education Teacher	University of Texas Austin, TX	Berkeley County School District, SC

Personnel Report  
Virginia Beach City Public Schools  
August 22, 2023  
2023-2024

<u>Scale</u>	<u>Class</u>	<u>Location</u>	<u>Effective</u>	<u>Employee Name</u>	<u>Position/Reason</u>	<u>College</u>	<u>Previous Employer</u>
Assigned to Instructional Salary Scale	Appointments - High School	Salem	8/21/2023	Montana R Matthews	Health & Physical Education Teacher	Old Dominion University, VA	VBCPS
Assigned to Instructional Salary Scale	Appointments - High School	Tallwood	8/21/2023	Ping Makarsky	Chinese Teacher, 600	Beijing Union University, CN	Suffolk Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Technical And Career Education Center	8/4/2023	Brian R Albach	Trade & Industrial Teacher	Palomar College, CA	American Systems, CA
Assigned to Instructional Salary Scale	Appointments - High School	Technical And Career Education Center	8/14/2023	Carmen C Wroton	Nursing Instructor	Western Governors University, UT	Sentara VB General Hospital, VA
Assigned to Instructional Salary Scale	Appointments - Miscellaneous	Office of Programs for Exceptional Children	8/21/2023	Jaanna M Anderson	Hearing Impairment Teacher	George Mason University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Miscellaneous	Office of Programs for Exceptional Children	8/21/2023	Caitlin S White	Adaptive Physical Education Teacher	Old Dominion University, VA	Hampton Public Schools, VA
Assigned to Instructional Salary Scale	Resignations - Elementary School	Hermitage	6/30/2023	Allysa R Orr	Kindergarten Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Linkhorn Park	6/30/2023	Lauren K Bauer	Second Grade Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	North Landing	6/30/2023	Dawn M Brown	Fifth Grade Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Thalia	6/30/2023	Natalie M Leatherbury	Special Education Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Bayside	6/30/2023	Acara P Miller	AVID Instructor, 800 (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Bayside	6/30/2023	Kayla Dianna	Special Education Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Bayside	6/30/2023	Elizabeth L Hare	American Sign Language Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	First Colonial	6/30/2023	Tanya D Bullington	Special Education Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Kempsville	6/30/2023	Kathleen T Shannon	Spanish Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Elementary School	White Oaks	6/30/2023	Kenneth W Smead	Instructional Technology Specialist	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Retirements - Middle School	Great Neck	9/29/2023	Laura V Ballance	Literacy Teacher	Not Applicable	Not Applicable
Administrative	Appointments - Elementary School	Windsor Oaks	8/21/2023	Heather L Shuler	Assistant Principal	Old Dominion University, VA	VBCPS
Administrative	Appointments - High School	Cox	9/5/2023	Marcus Turner	Assistant Principal	Old Dominion University, VA	VBCPS
Administrative	Appointments - Miscellaneous	Office of Student Support Services	8/23/2023	Andrea L Curney	Coordinator Behavior Intervention	Old Dominion University, VA	VBCPS



**Subject:** Resolution from a School Board Member **Item Number:** 15B

**Section:** Action **Date:** August 22, 2023

**Senior Staff:** N/A

**Prepared by:** Victoria C. Manning, School Board Member

**Presenter(s):** Victoria C. Manning, School Board Member

**Recommendation:**

That the School Board adopt the Resolution Model Policies on Ensuring Privacy, Dignity, and Respect for All Students and Parents in Virginia's Public Schools.

**Background Summary:**

**Source:**

N/A

**Budget Impact:**

N/A

## **RESOLUTION**

### **Model Policies on Ensuring Privacy, Dignity, and Respect for All Students and Parents in Virginia's Public Schools**

**WHEREAS**, Policy 5-7 of the School Board of the City of Virginia Beach (hereinafter "School Board") directs the Superintendent or designee to develop regulations, practices and trainings related to compliance with Code of Virginia § 22.1-23.3, as amended.

**WHEREAS**, on September 18, 2021, the Superintendent of Virginia Beach City Public Schools (hereinafter "VBCPS") adopted regulation 5-7.1 in compliance with § 22.1-23.3 and the 2021 Model Policies for the Treatment of Transgender Students in Virginia's Public Schools.

**WHEREAS**, on July 18, 2023, the Virginia Department of Education (hereinafter "VDOE") released the Model Policies on Ensuring Privacy, Dignity, and Respect for All Students and Parents in Virginia's Public Schools (hereinafter "2023 Model Policies") that align with statutory provisions of Code of Virginia §22.1-23.3, as amended.

**WHEREAS**, with the adoption of the 2023 Model Policies, the VDOE has withdrawn the 2021 Model Policies, which have no further force and effect; and

#### **NOW, THEREFORE, BE IT**

**RESOLVED**, the School Board directs the Superintendent or designee to replace the entire current regulation 5-7.1 with the 2023 Model Policies for Virginia Beach City Public Schools document attached to this resolution, without modification, no later than August 25, 2023; and be it

**FURTHER RESOLVED**, the School Board directs the Superintendent or designee to modify regulation 5-44.2 to be in compliance with the 2023 Model Policies.

**FURTHER RESOLVED**, that no future changes are to be made to regulation 5-7.1 without School Board approval by majority vote; and be it

**FURTHER RESOLVED**, that this resolution will supersede any other past resolutions adopted by the School Board pertaining to this matter; 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 22<sup>nd</sup> Day of August 2023.

## **2023 Model Policies for Virginia Beach City Public Schools**

### **I. Definitions**

Terms and phrases used herein are defined as follows:

- A. As set forth in Code of Virginia § 22.1-1, the term “parent” or “parents” shall mean “any parent, guardian, legal custodian, or other person having control or charge of a child.”
- B. The word “sex” means biological sex.
- C. The phrase “transgender student” shall mean a public school student whose parent has stated in writing that the student’s gender differs from the student’s sex, or an eligible student who states in writing that his or her gender differs from his or her sex.
- D. An “eligible student” is a student or former student who is 18 years of age or older or a student under the age of 18 who is emancipated. See Code of Virginia § 16.1-331 et seq.

### **II. Model Policies**

Virginia Beach City Public Schools (hereinafter “VBCPS”) complies with all applicable federal and state nondiscrimination laws, including Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688 and the Virginia Human Rights Act, Code of Virginia § 2.2-3900.

#### **A. Maintenance of a safe and supportive learning environment free from discrimination and harassment for all students:**

- 1. VBCPS prohibits all discrimination and will comply with all applicable nondiscrimination laws.
- 2. School personnel shall be trained annually on health and mental wellness support to, and safety of, all students.
- 3. Each school shall make reasonably available, with available resources, guidance and counseling services to all students as provided in 8 VAC 20-620-10 and pursuant to parental notification requirements therein, including that, “[n]o student shall be required to participate in any counseling program to which the student’s parents object.” Except with regard to eligible students, must be informed and given an opportunity to object before counseling services pertaining to gender are given.
- 4. At the request of parents, VBCPS should designate an administrator or counselor to speak, together with the student’s parents (except in the case of eligible students), with any student regarding questions pertaining to gender. This provision should not apply with regard to eligible students.

#### **B. Prevention of and response to bullying and harassment:**

- 1. VBCPS provides bullying prevention education in accordance with Code of Virginia § 22.1-208.01.

2. Any incident or complaint of discrimination, harassment, or bullying shall be given prompt attention, including investigating the incident and taking appropriate corrective and/or disciplinary action, by the school administrator.
3. Bullying of any student by another student, for any reason, cannot be tolerated in our schools. Intervening immediately to stop bullying on the spot can help ensure a safer school environment for all students.
4. The Superintendent or designee shall designate a contact to be available to hear concerns from students and parents when complaints are not resolved at the school level.
5. VBCPS shall inform parents of any bullying incidents that involve their child within 24 hours of learning of the allegation of bullying, per the requirements of Code of Virginia § 22.1-279.6(D).

**C. Maintenance of student records:**

1. VBCPS is required to maintain an official record for each student that includes the student's legal name and sex. VBCPS may be required to use or report a student's legal name or sex in some situations.
2. VBCPS shall change the legal name or sex in a student or former student's official record only if a parent or eligible student submits a legal document, such as a birth certificate, state- or federal-issued identification, passport, or court order substantiating the student or former student's change of legal name or sex.

**D. Identification of students:**

1. Every effort should be made to ensure that a transgender student wishing to change his or her means of address is treated with respect, compassion, and dignity in the classroom and school environment.
2. VBCPS personnel shall refer to each student using only (i) the name that appears in the student's official record, or (ii) if the student prefers, using any nickname commonly associated with the name that appears in the student's official record. Nothing in this policy shall prevent VBCPS personnel from using a different name for a student when it is necessary for the student's academic instruction, such as using a name more common in a foreign country while in a foreign-language course.
3. VBCPS personnel shall refer to each student using only the pronouns appropriate to the sex appearing in the student's official record - that is, male pronouns for a student whose sex is male, and female pronouns for a student whose sex is female.
4. Notwithstanding the provisions of paragraphs (2) and (3) of this section, VBCPS personnel shall refer to a student by a name other than one in the student's official record, or by pronouns other than those appropriate to the sex appearing in the student's official record, only if an eligible student or a student's parent has instructed VBCPS in writing that such other name or other pronouns be used.
5. Any written instruction from a parent or eligible student under paragraph (4) of this section shall be memorialized in the student's official record and subject to the same

retention, disclosure, and confidentiality requirements as the official record itself. The legal name and sex of a student shall not be changed, even upon the written instruction of a parent or eligible student, except as specified in section (C)(2).

6. Notwithstanding the provisions of paragraph (4) of this section, VBCPS shall not compel VBCPS personnel or other students to address or refer to students in any manner that would violate their constitutionally protected rights.

7. No policy, guidance, training, or other written material issued by VBCPS may encourage or instruct teachers to conceal material information about a student from the student's parent, including information related to gender. Provided, however, that VBCPS will comply with all laws that prohibit disclosure of information to parents, including but not limited to Code of Virginia § 22.1-272.1(B) (prohibiting parental contact where student is at imminent risk of suicide related to parental abuse or neglect).

**E. Protection of student privacy and the confidentiality of sensitive information:**

1. VBCPS shall comply with the limitations on access to student records provided in Code of Virginia §§ 22.1-287 through 289.01;

2. VBCPS shall adhere to legal standards of confidentiality relating to sensitive student information and personally identifiable data covered by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; and

3. VBCPS shall disclose sensitive student information (including any survey or evaluation related to the student's gender) only (i) to the student, the student's parents (except in the case of eligible students), and school personnel with a legitimate educational interest, or (ii) when required by law.

**F. Enforcement of sex-based dress codes:**

1. Students may dress in any manner consistent with maintaining a respectful, distraction-free environment which supports a focus on learning for all students.

2. Students are not required to dress in a gender-neutral manner. However, any dress or grooming code shall provide the same set of rules and standards regardless of gender, as required by the Code of Virginia § 22.1-279.6.

**G. Student participation in sex-specific school activities and events and use of school facilities.**

1. For any school program, event, or activity (including extracurricular activities) that are separated by sex, the appropriate participation of students shall be determined by sex rather than gender or gender identity. VBCPS shall provide reasonable modifications to this policy only to the extent required by law.

2. Where state or federal law requires schools to permit transgender students to share otherwise sex-segregated facilities (such as bathrooms or locker rooms) with students of the opposite sex, parents should be given the right to opt their child out of using such facilities, and the child should be given access to alternative facilities that promote the



child's privacy and safety. Eligible students should also be given the right to opt out of using such facilities and be given access to alternative facilities.

3. Overnight travel accommodations, locker rooms, and other intimate spaces used for school-related activities and events shall be based on sex. VBCPS shall provide reasonable modifications to this policy only to the extent required by law.

4. Students shall use bathrooms that correspond to his or her sex, except to the extent that federal law otherwise requires. See *Grimm v. Gloucester County School Board*, 972 F.3d 586 (4th Cir. 2020).

5. Single-user bathrooms and facilities should be made available in accessible areas and provided with appropriate signage, indicating accessibility for all students.

6. Students with a diagnosis of gender dysphoria made by a licensed health care provider should consult with their school's ADA coordinator regarding any requested services.

## **H. Athletics**

For any athletic program or activity that is separated by sex, the appropriate participation of students shall be determined by sex rather than gender or gender identity.



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

**Section:** Closed Session **Date:** August 22, 2023

**Senior Staff:** \_\_\_\_\_

**Prepared by:** Kamala H. Lannetti, School Board Attorney

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

**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, 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.

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. Acting Superintendent's goals.
- B. Status of pending litigation or administrative 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](mailto: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.