



VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

School Board Services

Kathleen J. Brown, Chair
District 10

Carolyn D. Weems, Vice Chair
District 9

Mark Bohenstiel
District 3

Michael Callan
District 6

David Culpepper
District 8

Matt W. Cummings
District 7

Rose M. Dwyer
District 1

Sharon R. Felton
At-Large

Dr. Alveta J. Green
District 4

Kimberly A. Melnyk
District 2

Melinda J. Rogers
District 5

Donald E. Robertson Jr., Ph.D., Superintendent

School Board Regular Meeting Proposed Agenda
Tuesday, April 22, 2025

School Administration Building #6, Municipal Center

2512 George Mason Drive
P.O. Box 6038
Virginia Beach, VA 23456
(757) 263-1000

Public seating will be made available on a first-come, first-served basis. Members of the public will also be able to observe the School Board Meeting through livestreaming on schoolboard.vbschools.com/meetings/live, broadcast on VBT Channel 47, and on Zoom through the link below.

Attendee link: https://us02web.zoom.us/webinar/register/WN_sS8rj_lFTXip7ksaWwkSsw Call-in (301) 715-8592 ID 829 0967 8507

The School Board's expectations regarding decorum, order and public comments can be found in School Board Bylaws [1-47](#) and [1-48](#). Public comment is always welcome by the School Board through their group e-mail account at SchoolBoard@VBCPSboard.com or by request to the Clerk of the School Board at (757) 263-1016. Requests for accommodations should be discussed with the Clerk of the Board by 9:00 a.m. on April 21, 2025.

1. **Administrative, Informal, and Workshop** (School Administration Building #6 – School Board Room)..... **4:00 p.m.**
 - A. School Board Administrative Matters and Reports
 - B. Mental Health Task Force Update
 - C. Compliance Update **Added 04/21/2021**
2. **Closed Session** (as needed)
3. **School Board Recess**..... **5:30 p.m.**
4. **Formal Meeting** (School Administration Building #6 – School Board Room) **6:00 p.m.**
5. **Call to Order and Roll Call**
6. **Moment of Silence followed by the Pledge of Allegiance**
7. **Student, Employee and Public Awards and Recognition**
 - A. Excellence in Emergency Response – Larkspur Middle School
 - B. VHSL Class 5 girls basketball state champions – Princess Anne High School
 - C. VHSL Class 5 boys basketball state champions – Green Run High School
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. April 8, 2025 Regular School Board Meeting



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

The School Board will hear public comments at the April 22, 2025 School Board Meeting. Citizens may sign up to speak by completing the [online form here](#) or contacting the School Board Clerk at 263-1016 and shall be allocated three (3) minutes each. Sign up for public speakers will close at noon on April 22, 2025. 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 School Administration Building #6, 2512 George Mason Drive, Virginia Beach, Virginia 23456 by 5:45 p.m. April 22, 2025. 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. Harbor Hope Center Progress (Region 2 Recovery School) Update
- B. 2025 VSBA Excellence in Workforce Readiness Award
- C. General Fees Schedule 2025-26

13. Return to public comments if needed

14. Consent Agenda

- A. Policy Review Committee (PRC) Recommendations:
 - 1. Policy 3-15/Local Funds
 - 2. Policy 3-19/Certain Special Revenue Funds
 - 3. Policy 3-20/Fines and Fees/Generally
 - 4. Policy 3-24/Gifts, Grants and Bequests of Property
 - 5. Policy 3-31/Purchasing: Cooperative Procurement
 - 6. Policy 3-33/Requisitions/Purchase Orders
 - 7. Policy 3-35/Competitive Sealed Bidding/ Awards
 - 8. Policy 3-36/Receiving/ Paying for Goods and Services
 - 9. Policy 3-37/Vendors/Contractors/Sales Representatives
 - 10. Policy 3-38/Competitive Negotiation/ Awards/ Small Professional Services Contracts
 - 11. Policy 3-39/Competitive Negotiation/Awards: Procurement of Professional Architectural and Engineering Services
 - 12. Policy 3-82/Transportation of Disabled Students
 - 13. Policy 3-89/General Contract Execution Policy
 - 14. Policy 5-49/Interscholastic Competition
- B. Energy Performance Contract

15. Action

- A. Personnel Report / Administrative Appointments **Updated 04/28/2025**
- B. Policy Review Committee (PRC) Recommendations:
 - 1. Bylaw 1-38/Regular Meetings
- C. JUUL Labs, Inc., and Altria Settlement Funds

16. Committee, Organization or Board Reports

17. Return to Administrative, Informal, Workshop or Closed Session matters **Closed Session added 04/21/2025**

18. Adjournment



Subject: Mental Health Task Force Update **Item Number:** 1B

Section: Administrative, Informal, and Workshop **Date:** April 22, 2025

Senior Staff: Danielle E. Colucci, Ed.D., Chief Academic Officer

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

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

Recommendation:

That the School Board receive an update on the work of the Mental Health Task Force.

Background Summary:

The purpose of this workshop is to provide the School Board with an update on the work of the 2024-2025 Mental Health Task Force and related mental health initiatives.

Source:

N/A.

Budget Impact:

No budgetary implications.

Next Steps:

No further action needed.



DRAFT COPY
SUBJECT TO CHANGE

2024-2025 Mental Health Update

Department of Teaching and Learning
Office of Student Support Services

School Board Workshop
April 22, 2025

Overview

- Current needs and challenges
- Updates from the Mental Health Task Force (MHTF)
- Next steps



Current needs and challenges

DRAFT COPY
SUBJECT TO CHANGE

3

- Approximately 19.1% of adults in the United States experience a mental health disorder each year.
- Half of all mental health disorders begin by age 14, and 75% by age 24.
- Suicide continues to be a leading cause of death in youth aged 9-18.
- Suicide risk assessments completed by VBCPS staff this year:

2023-2024 Totals (through 3/29/24)	
School Groups	Suicide Risk Assessment Totals
Elementary	248
Middle	208
High	177
VBCPS	623

2024-2025 Totals (through 3/28/25)	
School Groups	Suicide Risk Assessment Totals
Elementary	181
Middle	242
High	119
VBCPS	542

Task force members and community partners

DRAFT COPY
SUBJECT TO CHANGE

4



The Sarah Michelle
Peterson Foundation



NAMI
National Alliance on Mental Illness

Coastal Virginia



Kempsville Center for
Behavioral Health



CITY OF VIRGINIA BEACH
**Human
Services**



Virginia Beach
DEPARTMENT OF
Public Health

Child & Youth Behavioral Health Services

Mental Health Task Force recommendations

DRAFT COPY
SUBJECT TO CHANGE⁵

Access

- Detailed protocols for responding to mental health crisis
- Framework for student transition plan following crisis
- 24/7 Direct referral system

Awareness

- Community and school mental health awareness events
- Student mental health empowerment clubs

Identification

- Increase behavior and mental health staffing
- Review roles and responsibilities of staff
- Research-based mental health training

Stigma

- Promote resources for staff well-being and gather feedback
- Create VBCPS mental health resource page

Work team progress: Access

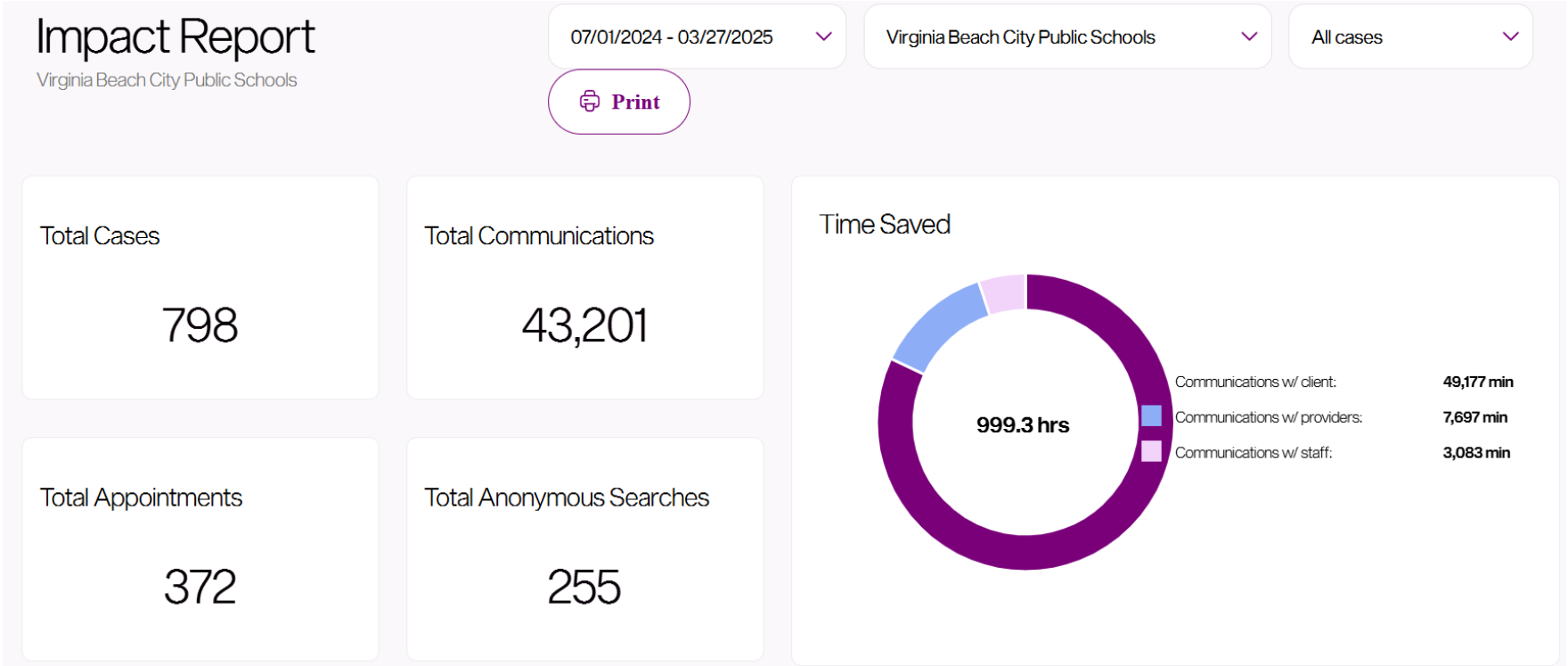
- VB Child and Youth Behavioral Health
 - VBCPS Rapid Response Program
 - VBCPS Brief Counseling Services
- CHKD and VBCPS Bridge Program
 - Securly alerts
- Collaboration with community partners



**Children's
Hospital
of The King's
Daughters**

*All programs on this slide require active parental consent.

Care Solace

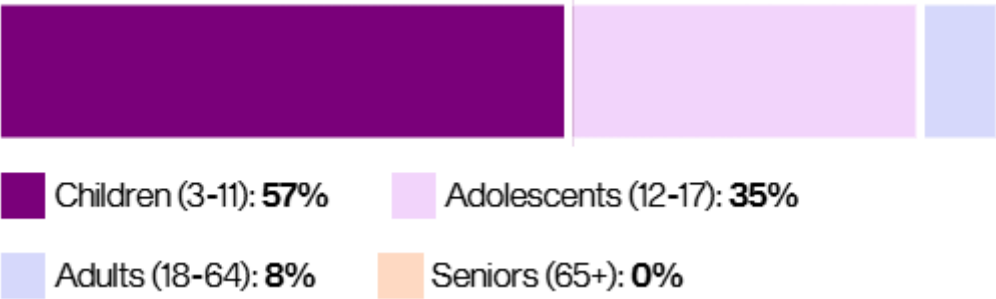


Care Solace

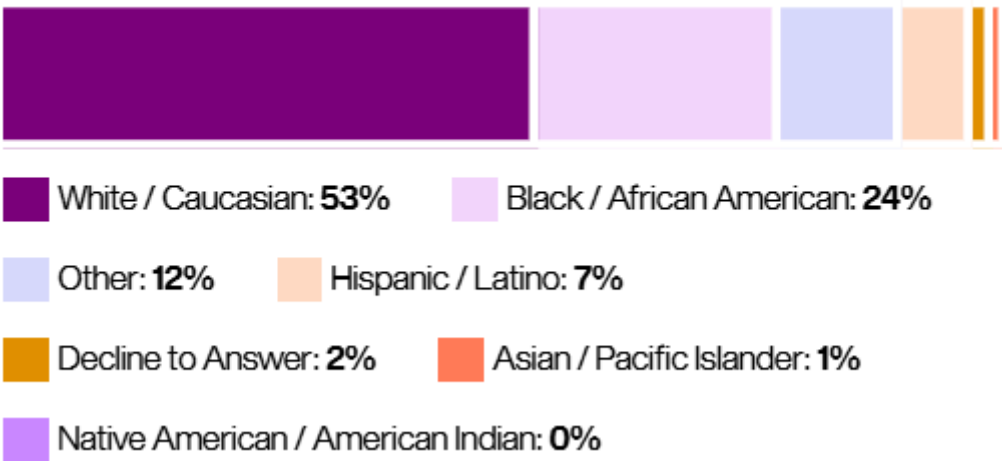
Key Performance Indicators		
	2023-24 <i>July-March</i>	2024-25 <i>July-March</i>
Inbound Interaction	6,382	5,390
Communication Saved	46,209	37,811
Warm-Handoff	883	720
Family-Initiated Services	67	78
Total Unreachable	406	326
Total Declined Services	130	83
Total Appointments into Care	485	372
Anonymous Searches	237	255

Care Solace

Age

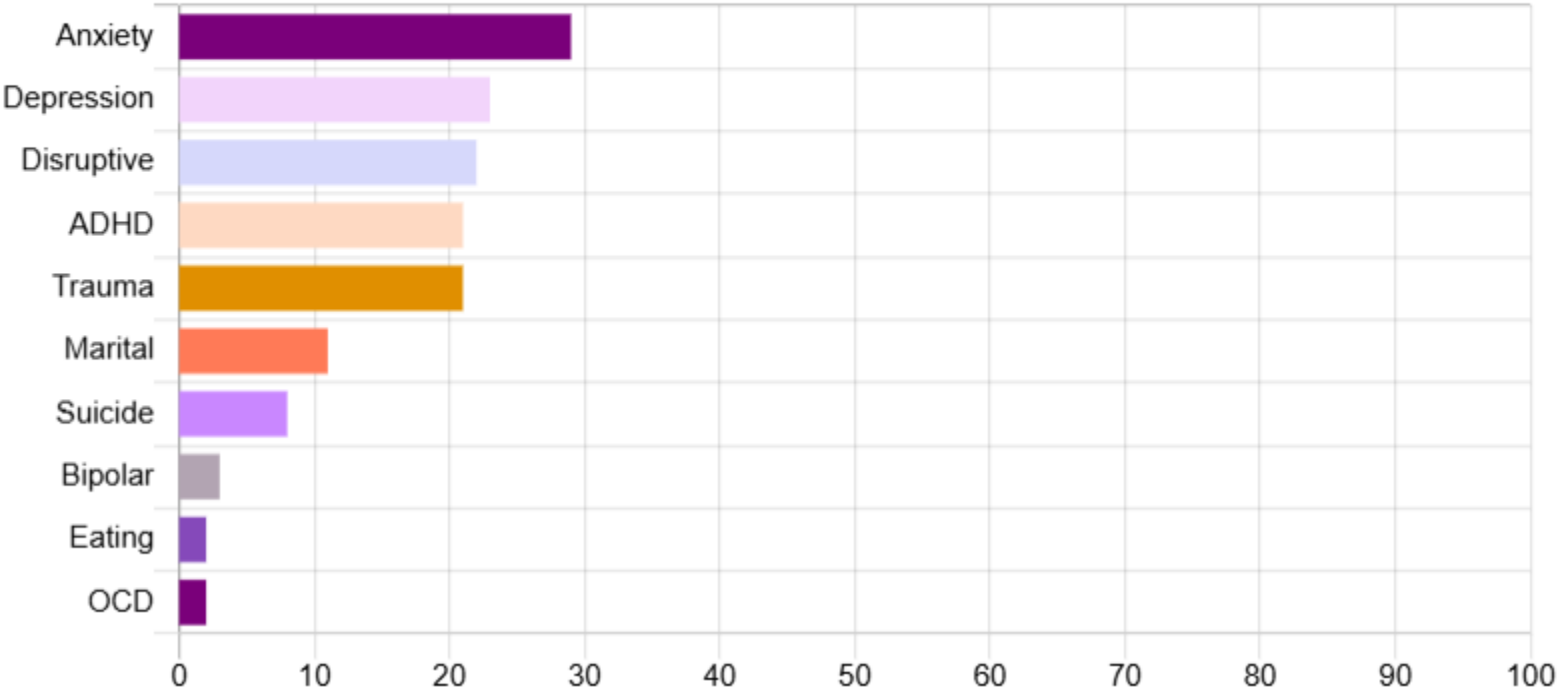


Ethnicity



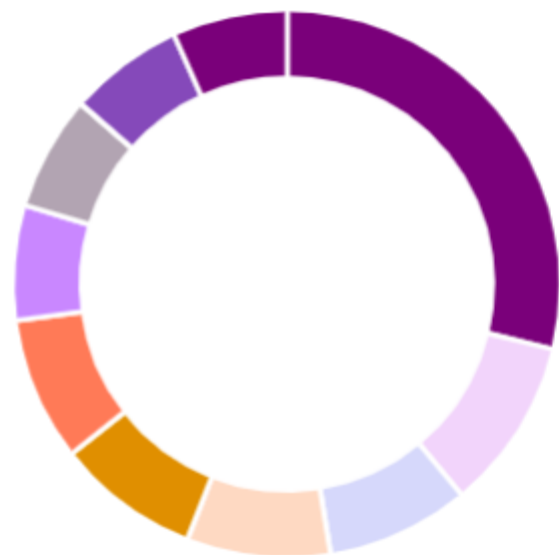
Care Solace

Mental Health



Care Solace

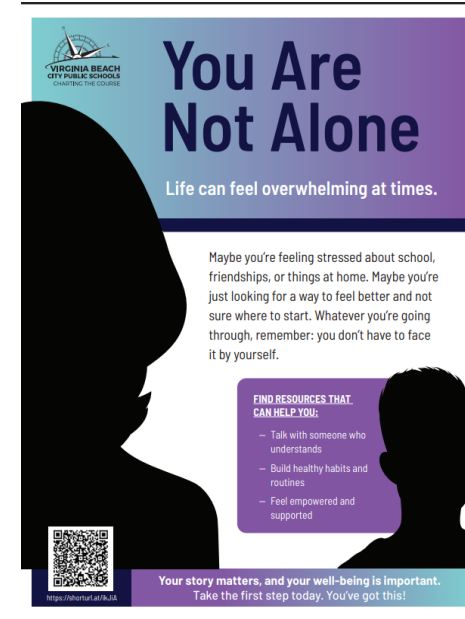
Top 10 Insurance



Medicaid:	17%
Sentara Community Plan (Medicaid):	6%
Anthem Blue Cross Blue Shield (PPO):	5%
Sentara Health Plans:	5%
No Insurance - Sliding Scale:	5%
Optima Health:	5%
Humana Tricare East:	4%
Anthem HealthKeepers Plus (Medicaid):	4%
TriCare Prime (PPO):	4%
TriCare Select (PPO):	4%

Work team progress: Awareness

- Mental health resources and services shared at events
 - College Night
 - College Options for Military Students (COMS) Night
 - Employ, Enlist, & Enroll Fair
 - Title 1 Family Engagement Events
- 2025 VBCPS Wellness Event
 - Celebrating Children
- Grant-funded initiatives
 - Handle with Care
 - Law Enforcement Against Drugs and Violence



DRAFT COPY
SUBJECT TO CHANGE

Work team progress: Stigma/Identification

- Staff mental health
 - Staff mental health resource document
 - Supporting staff experiencing suicidal ideation
- Student mental health
 - Youth Mental Health First Aid training
 - Mental health versus mental illness – May 7th



Impact of VBCPS mental health initiatives



Next steps

- Continue efforts shared today
- Co-Coordinate Celebrating Children Event with GrowSmart
 - April 26, 2025, at Mt. Trashmore
- Continue to expand brief counseling services to students
- Celebrate Mental Health Awareness Month in May
- Report progress and outcomes to stakeholder groups
- Care Solace expansion
 - Financial Assistance
 - Food Scarcity
 - Transportation



Questions



DRAFT COPY
SUBJECT TO CHANGE

2024-2025 Mental Health Update

Department of Teaching and Learning
Office of Student Support Services

School Board Workshop
April 22, 2025



Subject: Compliance Update Item Number: 1C

Section: Workshop Date: April 22, 2025

Senior Staff: Cheryl R. Woodhouse, Chief of Staff

Prepared by: Donald E. Robertson Jr. Ph.D., Superintendent

Presenter(s): Cheryl R. Woodhouse, Chief of Staff

Recommendation:

That the School Board receive an update on the process of the School Board Resolution, passed on April 8, 2025, to comply with legal obligations in exchange for receiving federal financial assistance.

Background Summary:

On February 14; 2025, the United States Department of Education Office for Civil Rights (USDOE) published a *Dear Colleague Letter*, reiterating legal requirements under Title VI of the Civil Rights Act of 1964 and the Equal Protection Clause of the United States Constitution.

Source:

January 29, 2025, Signed Executive Order 14190

Budget Impact:

No budgetary implications.

Next Steps:

- Update provided on May 13.



Update on Addressing School Board Resolution Based on Federal Actions

School Board Workshop

April 22, 2025

Office of the Superintendent

Agenda

- History of Federal Actions/Drivers
- School Board Resolution
- Administration Actions as of April 22, 2025
- Questions

Federal Actions/Drivers

- Executive Order 14190, *Ending Radical Indoctrination in K-12 Schooling*, **January 29, 2025**
- USDOE *Dear Colleague Letter*, **February 14, 2025**
- USDOE *Frequently Asked Questions About Racial Preferences and Stereotypes Under Title VI of the Civil Rights Act*, **February 28, 2025**
- VDOE Compliance Certification, *Reminder of Legal Obligations Undertaken in Exchange for Receiving Federal Financial Assistance and Request for Certification under Title VI and SFFA v. Harvard*, **April 3, 2025**

School Board Resolution - April 8, 2025

DRAFT COPY SUBJECT TO CHANGE

4



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

School Board Services

Kathleen J. Brown, Chair
District 10

Carolyn D. Weems, Vice Chair
District 9

Mark Bohensiel
District 3

Michael Callan
District 6

David Culpepper
District 8

Matt W. Cummings
District 7

Rose M. Dwyer
District 1

Sharon R. Felton
At-Large

Dr. Alveta J. Green
District 4

Kimberly A. Melnyk
District 2

Melinda J. Rogers
District 5

Donald E. Robertson, Jr., Ph.D., Superintendent

RESOLUTION

To comply with legal obligations in exchange for receiving federal financial assistance.

WHEREAS, the School Board of the City of Virginia Beach has previously adopted policies, procedures, practices, and strategic framework including Diversity, Equity, and Inclusion; and

WHEREAS, President Trump signed Executive Order 14190 on January 29, 2025, titled *Ending Radical Indoctrination in K-12 Schooling*; and

WHEREAS, on February 14, 2025, the United States Department of Education Office for Civil Rights (USDOE) published a *Dear Colleague Letter*, reiterating legal requirements under Title VI of the Civil Rights Act of 1964 and the Equal Protection Clause of the United States Constitution; and

WHEREAS, on February 28, 2025, the USDOE released *Frequently Asked Questions About Racial Preferences and Stereotypes Under Title VI of the Civil Rights Act*; and

WHEREAS, On April 3, 2025, The School Board of the City of Virginia Beach received a request for certification of compliance from the Virginia Department of Education, titled *Reminder of Legal Obligations Undertaken in Exchange for Receiving Federal Financial Assistance and Request for Certification under Title VI and SFFA v. Harvard*.

WHEREAS, the deadline for this certification is April 11, 2025, at 5 pm.

NOW THEREFORE IT BE RESOLVED, that:

1. The School Board of the City of Virginia Beach (School Board) directs the Superintendent or designee to work with legal counsel for the School Board to take the necessary steps to comply with the above federal guidance under Title VI.
2. The School Board directs the Superintendent to rename the Office of Diversity, Equity, and Inclusion to the Office of Opportunity and Achievement and to work with legal counsel for the School Board to suspend all educational program offerings that do not comply with the above federal guidance, including but not limited to: the Equity Plan, the Equity Dashboard, and any educational program offerings that would not comply.

Put Students First • Seek Growth • Be Open to Change • Do Great Work Together • Value Differences

2512 George Mason Drive | P.O. Box 6038 | Virginia Beach, Virginia 23456-0038

www.vbschools.com



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

Page 2.

RESOLUTION

To comply with legal obligations in exchange for receiving federal financial assistance.
(Continued)

3. The School Board directs the Superintendent to suspend Policy 5-4, until the Policy Review Committee has brought recommended changes to the School Board for approval, no later than May 31, 2025.
4. The School Board directs the Superintendent or designee to work with legal counsel for the School Board to suspend any portion of the 2025 or 2030 Strategic Framework that does not comply with the above guidance, including but not limited to: all references to equity and equity emphasis, diversified workforce, the equity dashboard, and racial emphasis.
5. The School Board directs the Superintendent or designee to recommend modifications to the 2025 and 2030 Strategic Framework to be in compliance with the above guidance for information no later than May 15, 2025.
6. The School Board directs the Superintendent or designee to work with legal counsel for the School Board to evaluate employment, contracting, and purchasing practices to ensure consistency with the above guidance.
7. The School Board directs the Superintendent to sign the certification and send it to the Virginia Department of Education.
8. The Superintendent or designee is directed to provide the School Board with timely updates concerning compliance with this Resolution.

This Resolution is adopted by the School Board of the City of Virginia Beach, this 8th day of April 2025.



ATTEST:

Regina M. Toneatto, Clerk of Board

Kathleen J. Brown, School Board Chair

Put Students First • Seek Growth • Be Open to Change • Do Great Work Together • Value Differences

2512 George Mason Drive | P.O. Box 6038 | Virginia Beach, Virginia 23456-0038

www.vbschools.com

Administration Actions

NOW THEREFORE IT BE RESOLVED, that:

1. The School Board of the City of Virginia Beach (School Board) directs the Superintendent or designee to work with legal counsel for the School Board to take the necessary steps to comply with the above federal guidance under Title VI.
 2. The School Board directs the Superintendent to rename the Office of Diversity, Equity, and Inclusion to the Office of Opportunity and Achievement and to work with legal counsel for the School Board to suspend all educational program offerings that do not comply with the above federal guidance, including but not limited to: the Equity Plan, the Equity Dashboard, and any educational program offerings that would not comply.
- Dr. Robertson met April 9-11 with Ty Harris and Kamala Lannetti to rename the Office for Diversity, Equity and Inclusion (DEI) to the Office of Opportunity and Achievement. The website section for DEI will be back up when all revisions have been made to include references to DEI in other departments.
 - The Equity Plan, Equity Dashboard have been disabled and are under review.
 - Educational Programs, under the office continue to be reviewed, to include the TIDE Coalition*, Beach Girls Rock*, Making Waves Mentoring Program*, Equity Council, and the AAM Summit.

* Meets federal actions/requirements

Administration Actions

NOW THEREFORE IT BE RESOLVED, that:

3. The School Board directs the Superintendent to suspend Policy 5-4, until the Policy Review Committee has brought recommended changes to the School Board for approval, no later than May 31, 2025.

- Policy 5-4 has been disabled, pending review by the PRC in the April 23 meeting.

Administration Actions

NOW THEREFORE IT BE RESOLVED, that:

4. The School Board directs the Superintendent or designee to work with legal counsel for the School Board to suspend any portion of the 2025 or 2030 Strategic Framework that does not comply with the above guidance, including but not limited to: all references to equity and equity emphasis, diversified workforce, the equity dashboard, and racial emphasis.
5. The School Board directs the Superintendent or designee to recommend modifications to the 2025 and 2030 Strategic Framework to be in compliance with the above guidance for information no later than May 15, 2025.

- Dr. Robertson met April 9-11 with Dr. Lisa Banicky and Kamala Lannetti to review Compass to 2025, supporting documents, and Compass to 2030.
- Both plans are being revised and will be presented to the SB under Information on May 13.
- Compass to 2025 posters are being removed from school buildings and offices. Revisions to the Compass to 2025 Framework will be posted on the inter- and intranet after SB approval.

Administration Actions

NOW THEREFORE IT BE RESOLVED, that:

6. The School Board directs the Superintendent or designee to work with legal counsel for the School Board to evaluate employment, contracting, and purchasing practices to ensure consistency with the above guidance.
- Cheryl Woodhouse, Chief of Staff, has met with Dr. Darnita Trotman, Crystal Pate and Kamala Lannetti to review employment, contracting, and purchasing practices.
 - VBCPS is guided in this area by SB policy, in section 3 (3-30 – 3-39) and section 4 (4-6 – 4-11). The Policy Review Committee reviews all policies every five years.
 - VBCPS has always strictly adhered to federal and state legislation and regulations in these areas.

Administration Actions

NOW THEREFORE IT BE RESOLVED, that:

7. The School Board directs the Superintendent to sign the certification and send it to the Virginia Department of Education.
 8. The Superintendent or designee is directed to provide the School Board with timely updates concerning compliance with this Resolution.
- The VDOE has amended the due date for signature of compliance to April 24, 2025, for the Certification under Title VI and *SFFA v. Harvard*. Dr. Robertson is prepared to sign off and submit that certification to the VDOE on April 23.
 - Dr. Robertson provided an update on April 22, 2025, and will provide the SB with a second update via memo on or before April 29, 2025, prior to signing the *FERPA* and *PPRA* certification on April 29, 2025.

Questions/Comments/Discussions



Subject: School Board Recognitions **Item Number:** 7A-C

Section: Student, Employee and Public Awards and Recognition **Date:** April 22, 2025

Senior Staff: Nicole Livas, Chief Communications and Community Engagement Officer

Prepared by: David Schleck, Public Relations Coordinator

Presenter(s): Carolyn D. Weems, Vice Chair

Recommendation:

That the School Board recognize the outstanding accomplishments of those receiving the April 22, 2025, School Board recognitions. These designated achievements should not be taken lightly as they fall within a listing of criteria that require achievements including a national or state-level win in a competition, event, or achievement. Examples would be those of National Merit Finalists, taking first place for a state-level sports competition, or other similar meritorious examples. This meeting we will recognize:

- A. Excellence in Emergency Response, Larkspur Middle School
- B. VHSL Class 5 girls basketball state champions, Princess Anne High School
- C. VHSL Class 5 boys basketball state champions, Green Run High School

Background Summary:

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

Recognition Criteria:

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

Source:

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

Budget Impact:

No budgetary implications.

Next Steps:

No further action needed.



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

Section: Approval of Meeting Minutes **Date:** April 22, 2025

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. April 8, 2025 Regular School Board Meeting*

*Note: Supporting documentation will be provided to the School Board under separate cover prior to the meeting.

Background Summary:

N/A

Source:

Bylaw 1-40

Bylaw 1-43

Budget Impact:

No budgetary implications.

Next Steps:

No further action needed.



Subject: Harbor Hope Center Progress (Region 2 Recovery School) Update **Item Number:** 12A

Section: Information **Date:** April 22, 2025

Senior Staff: Danielle E. Colucci, Chief Academic Officer

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 receive a presentation for information on the Harbor Hope Center Progress and the work of the Region II Steering Committee.

Background Summary:

The School Board received updates regarding the Region 2 recovery school on October 22, 2024, December 10, 2024, and January 14, 2025. On January 28, 2025, the School Board authorized the Superintendent to complete the arrangements for entering into a regional agreement to implement the regional recovery school.

Source:

N/A

Budget Impact:

No budgetary implications.

Next Steps:

No action at this time.



Harbor Hope Center Region 2 Recovery School Progress Report

School Board Information

April 22, 2025

Office of Student Support Services

Harbor Hope Center Progress

DRAFT COPY
SUBJECT TO CHANGE

2

- Secured consent/approval from each city
- Executed a partnership agreement with participating cities and submitted Virginia Opioid Abatement Authority (VOAA) Cooperative Partnership Grant totaling \$1.5 million
- Received Virginia Board of Education (VBOE) support to establish Harbor Hope Center Regional Recovery School
- Drafted regional recovery school legal documents and began formation of committees and boards
- Continued the development of Memorandum of Understanding (MOU) for participating school boards
- Began development of MOU with Chesapeake Integrated Behavioral Health to formalize partnership
- Continued the development of operational details and logistics



Questions

DRAFT COPY
SUBJECT TO CHANGE

3

**TEACHER
SISTER
AUNT
FRIEND**

**People who use drugs
are real people.**

Stop the shame.
Stop the blame.
Stop the stigma.



VDH VIRGINIA
DEPARTMENT
OF HEALTH

**GAMERS
NEIGHBORS
FRIENDS
FAMILY**

**People who use drugs
are real people.**

Stop the shame.
Stop the blame.
Stop the stigma.



VDH VIRGINIA
DEPARTMENT
OF HEALTH

**HIKER
ATHLETE
BROTHER
FRIEND**

**People who use drugs
are real people.**

Stop the shame.
Stop the blame.
Stop the stigma.



VDH VIRGINIA
DEPARTMENT
OF HEALTH





Subject: 2025 VSBA Excellence in Workforce Readiness Award **Item Number:** 12B

Section: Information **Date:** April 22, 2025

Senior Staff: Danielle E. Colucci, Ed.D., Chief Academic Officer

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

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

Recommendation:

That the School Board receive information regarding the nomination of Virginia Beach City Public Schools' partnership with the Regional Maritime Training System powered by the Hampton Roads Workforce Council for the 2025 Virginia School Board Association (VSBA) Excellence in Workforce Readiness Award.

Background Summary:

School divisions are encouraged to showcase workforce readiness efforts supported by their local school boards via the annual VSBA Excellence in Workforce Readiness Award program. This award seeks to recognize Virginia School Divisions who have achieved excellence in Workforce Readiness through an innovative program/project within your school community with emphasis on:

- communication and collaboration with the business community.
- student engagement with the business community; or
- student entrepreneurial activities.

Source:

http://www.vsba.org/resources/excellence_in_workforce_readiness_award/
[Maritime Jobs: A Pathway to Adventure and Professional Growth - Regional Maritime Training System](#)

Budget Impact:

None

Next Steps:

2025 VSBA Excellence in Workforce Readiness Award will be an action agenda item at the May 13, 2025, School Board meeting.

DRAFT COPY
SUBJECT TO CHANGE



2025 VSBA Excellence in Workforce Readiness Award

School Board Information

April 22, 2025

The Department of Teaching and Learning



VSBA Excellence in Workforce Readiness Award Application Process

- Nominate an Innovative Program
- Secure School Board Approval
- Submit Electronically by May 30, 2025

DRAFT COPY SUBJECT TO CHANGE

DRAFT COPY
SUBJECT TO CHANGE



Questions?

Tuesday, April 22, 2025



Subject: General Fees Schedule Item Number: 12C

Section: Information Date: April 22, 2025

Senior Staff: Crystal M. Pate, Chief Financial Officer

Prepared by: Crystal M. Pate, Chief Financial Officer

Presenter(s): Crystal M. Pate, Chief Financial Officer

Recommendation:

That the School Board receive information on the proposed FY 2025/26 General Fees Schedule including the rates for student fees for optional/ancillary services or activities.

Background Summary:

School divisions may charge student fees approved by their local school boards pursuant to the provisions of 8 VAC 20-720-80 *Student Fees and Charges*. The attached fee schedule lists the current and recommended rates for student fees that are subject to school board approval. Fee adjustments or new fees for the 2025/26 school year are shown in red.

Source:

- 8 VAC 20-720-80 *Student Fees and Charges*
- Code of Virginia § 22.1-5 *Regulations concerning admission of certain persons to schools; tuition charges*
- School Board Policy 3-22 *Tuition Fees*
- School Board Policy 5-69 *Fees/Materials/Deposits/Reimbursements*
- School Board Regulation 5-10.1 *Admission Requirements: General*
- School Board Regulation 5-10.3 *International Students*

Budget Impact:

Revenue from General Fees typically cover all costs.

Next Steps:

The General Fees Schedule will be presented for Action at the May 13, 2025 School Board Meeting.

General Fees Schedule 2025-2026

DRAFT COPY
SUBJECT TO CHANGE

Fee/Assessment	Approved 2024-25 Rate(s)	Proposed 2025-26 Rate(s)
Student Meal Prices		
Paid Lunch – Elementary/Secondary	\$2.95	\$3.05
Reduced Lunch – Elementary/Secondary	\$0.40	\$0.40
Paid Breakfast – Elementary/Secondary	\$1.50	\$1.60
Reduced Breakfast – Elementary/Secondary	\$0.30	\$0.30
A la Carte Items - Student	As needed – will not exceed 4% on any items	As needed – will not exceed 4% on any items
Summer School Tuition Programs		
Level I – Summer School (full cost lunch)	Middle School = \$140.00 High School, semester = \$200.00 High School, year = \$300.00	Middle School = \$140.00 High School, semester = \$200.00 High School, year = \$300.00
Level II – Summer School (reduced cost lunch)	Middle School = \$70.00 High School, semester = \$100.00 High School, year = \$150.00	Middle School = \$70.00 High School, semester = \$100.00 High School, year = \$150.00
Level III – Summer School (free lunch)	Middle School = No charge High School, semester = \$40.00 High School, year = \$75.00	Middle School = No charge High School, semester = \$40.00 High School, year = \$75.00
Digital Campus Online Courses (Summer School)	\$300.00 (full cost meals) \$150.00 (reduced cost meals) \$75.00 (free meals)	\$300.00 (full cost meals) \$150.00 (reduced cost meals) \$75.00 (free meals)
Digital Campus Online HPE II with Virginia Driver Education Traffic Safety (Summer School)	\$350.00 (full cost meals) \$200.00 (reduced cost meals) \$125.00 (free meals)	\$360.00 (full cost meals) \$210.00 (reduced cost meals) \$135.00 (free meals)
HS/MS Band Summer Enrichment Program	\$110.00	\$110.00
HS/MS Strings Summer Enrichment Program	\$110.00	\$110.00
HS/MS Summer Vocal Music Camp Program	\$110.00	\$110.00
HS/MS Summer Theatre Camp Program	\$110.00	\$110.00
Algebra Prep Program (Summer School)	\$140.00	\$140.00
Getting to Know Pre-Algebra (Summer School)	No fee	No fee
Driver Education Program Fees		
Behind the Wheel (School Year)	\$210.00	\$250.00 (full cost meals) \$210.00 (reduced cost meals) \$210.00 (free meals)

General Fees Schedule 2025-2026

DRAFT COPY
SUBJECT TO CHANGE

Fee/Assessment	Approved 2024-25 Rate(s)	Proposed 2025-26 Rate(s)
Driver Education Program Fees cont.		
Behind the Wheel (Summer School)	\$210.00	\$250.00 (full cost meals) \$210.00 (reduced cost meals) \$210.00 (free meals)
Digital Campus Online HPE II with Virginia Driver Education Traffic Safety (School Year)	No fee	\$60.00
Student Transcript Fees		
Current Students – Transcript Requests	\$2.00 (if mailed)	\$2.00 (if mailed)
Former Students – Transcript Requests	\$5.00	\$5.00
Student Parking Fees		
General Parking Fees	\$45.00	\$45.00
ATC and Vo-Tech Parking Fee (\$10.00 discount at home school)	\$10.00	\$10.00
Parking Fines	\$25.00	\$25.00
Course Fees (Materials and Other Fees)		
Adult Learning Center – Adult Basic Education Courses		
Registration Fee – VB Residents	\$30.00	\$30.00
Tuition - Nonresidents	Day Class - \$40.00 per month Evening Class - \$30.00 per month	Day Class - \$40.00 per month Evening Class - \$30.00 per month
Placement Evaluation Fee	\$0.00 per person	\$0.00 per person
Adult Learning Center – Community Education Courses		
Tuition, Texts, and materials	\$23.00 - \$3,000.00	\$23.00 - \$3,000.00
Nonresident Surcharge	\$12.00 per course	\$12.00 per course
Processing fee (for transfers/withdrawals)	\$15.00	\$15.00
PN I – II Adult Student Licensed Practical Nursing Program	\$2,750.00	\$2,750.00
PN3 New Adult Licensed Practical Nursing (LPN) Program	\$4,730.00	\$4,730.00
PN3 Adult Student Licensed Practical Nursing (LPN) Program	\$6,985.00	\$6,985.00
Adult Learning Center – English Language Acquisition Program (ELA)		
Registration Fee – Virginia Beach Residents	\$50.00	\$50.00

General Fees Schedule 2025-2026

DRAFT COPY
SUBJECT TO CHANGE

Fee/Assessment	Approved 2024-25 Rate(s)	Proposed 2025-26 Rate(s)
Adult Learning Center – English Language Acquisition Program (ELA) – cont.		
Tuition – Non-Residents	\$100.00	\$100.00
ESL Textbooks	\$50.00 - \$120.00	\$50.00 – \$120.00
Advanced Technology Center Courses		
Engineering Technology	\$15.00	\$15.00
Digital Design	\$20.00	\$20.00
TCE Career Pathway Summer Enrichment Camps	\$125.00	\$125.00
Business and Information Technology Courses		
Computer Courses	\$4.00 - \$10	\$4.00 – \$10.00
Advanced Technology Center - Family and Consumer Science		
Intro to Culinary Arts (HS)	\$15.00 - \$25.00 Year Long	\$15.00 - \$25.00 Year Long
Intro to Hospitality and Catering (HS)	\$15.00 – 25.00 Year Long	\$15.00 - \$25.00 Year Long
Independent Living (HS)	\$10.00	\$10.00
Parenting and Early Learning Careers (HS)	\$6.00 - \$10.00	\$6.00 - \$10.00
Introduction to Design I (HS)	\$20.00	\$20.00
Introduction to Design II (HS)	\$20.00	\$20.00
Teen Living 6, 7, 8 (MS)	\$12.00 - \$20.00	\$12.00 - \$20.00
Substance Abuse Intervention Program (SAIP)		
SAIP Drug Assessment Requirement	\$35.00 - \$65.00	\$35.00 - \$65.00
Technology Education Courses		
Photography & Communications Technology	\$10.00 - \$15.00	\$10.00 - \$15.00
Electronic Systems	\$10.00 - \$15.00	\$10.00 - \$15.00
Construction Production	\$10.00 - \$15.00	\$10.00 - \$15.00
Power and Transportation Technology	\$10.00 - \$15.00	\$10.00 - \$15.00
CAD Technical Drawing	\$5.00	\$5.00
Technology Education 6, 7, 8 (MS)	\$5.00 - \$15.00	\$5.00 - \$15.00
Technical & Career Education Center Courses		
Practical Nursing I and II (LPN HS)	\$995.00	\$986.00
Cosmetology (tool kits)	\$300.00	\$294.00
Electronics/Robotics I (lab pack fee)	\$25.00	\$30.00
Electronics/Robotics II (lab pack fee)	\$30.00	\$35.00
Pharmacy Technician	No fees required for SY 24-25	No fees required for SY 25-26
Post-grad Program Completer Fee	\$250.00 per semester	\$250.00 per semester

General Fees Schedule 2025-2026

DRAFT COPY
SUBJECT TO CHANGE

Fee/Assessment	Approved 2024-25 Rate(s)	Proposed 2025-26 Rate(s)
Middle and High School Summer Programs		
Summer Camps/Programs		
Beginning Summer Band & Orchestra (MS Guide Only)	\$110.00	\$110.00
Intermediate Summer Band & Orchestra (MS Guide Only)	\$110.00	\$110.00
Career Pathway Summer Enrichment Camps	\$125.00	\$125.00
Cyber Security Summer Camp (ATC)	\$125.00	\$125.00
Athletic Tickets		
Middle School		
Adult Ticket	\$3.00	\$6.00
Student Ticket	\$2.00	\$3.00
High School		
Adult Ticket	\$7.00	\$10.00
Student Ticket	\$4.00	\$5.00
Children (not of school age)	Free	Free
Athletic Pass (3 or less)	\$65.00 each	\$71.50 each
Athletic Pass (4 or more)	\$54.50 each	\$59.95 each
Nonresident Student Tuition		
VBCPS Full Time Employees – Elementary Level (ADM eligible, no transportation)	\$0.00	\$0.00
VBCPS Full Time Employees – Secondary Level (ADM eligible, no transportation)	\$0.00	\$0.00
Other – Elementary Level (ADM eligible, no transportation)	\$5,800.00	\$6,600.00
Other – Secondary Level (ADM eligible, no transportation)	\$5,500.00	\$6,200.00
F-1 Student Tuition (Unsubscribed, Not ADM eligible)	\$15,400.00	\$16,300.00



Subject: Policy Review Committee's Recommendations

Item Number: 14A1-14

Section: Consent

Date: April 22, 2025

Senior Staff: Cheryl R. Woodhouse, Chief of Staff

Prepared by: Carolyn Weems, PRC Chair and Kamala Lannetti, School Board Attorney

Presenter(s): Kamala Lannetti, School Board Attorney

Recommendation:

That the School Board review Policy Review Committee (PRC) recommendations regarding the amendment of certain policies as recommended by the PRC at its March 19, 2025 meeting.

Background Summary:

1. **Policy 3-15 Local Funds** – there are no recommended changes to this policy. This policy is being reviewed to comply with the 5-year review period.
2. **Policy 3-19 Certain Special Revenue Funds** - the PRC recommends updating the Legal References.
3. **Policy 3-20 Fines and Fees/Generally** – the PRC recommends adding detailed explanation of the notices provided to families regarding fees and fines that may be imposed.
4. **Policy 3-24 Gifts, Grants and Bequests of Property** – the PRC recommends changes to explain in more detail how the School Board will handle gifts, grants, and bequests of property in the future.
5. **Policy 3-31 Cooperative Procurement** – the PRC recommends adding language to include the interest of the School Division and updating the name of the department.
6. **Policy 3-33 Requisitions/Purchase Orders** – the PRC recommends updating language to reflect current practices and updating the name of the department.
7. **Policy 3-35 Competitive Sealed Bidding/Awards** – the PRC recommends adding the word “publicly” the section B.5., adding “responsive and” to section C.5., and changing “purchaser” to “requester” in order to clarify the intent of the policy. Additionally, the PRC recommends updating the name of the department.
8. **Policy 3-36 Receiving/Paying for Goods and Services** – the PRC recommends amending the policy to clarify that goods and services will be paid for in accordance with the procurement manual.
9. **Policy 3-37 Vendors/Contractors/Sales Representatives** – the PRC recommends changes based on current School Division practices and updating the legal references.
10. **Policy 3-38 Competitive Negotiations/Awards/Small Professional Service Contracts** – the PRC recommends minor scrivener's changes, changes to the name of the department, including language that receiving only one (1) bid does not disqualify the bid, and that the Chief Financial Officer may authorize exemptions and will inform the School Board of the exemptions.
11. **Policy 3-39 Competitive Negotiations/Awards: Procurement of Professional Architectural and Engineering Services** – the PRC recommends minor scrivener's changes, adding language to verify that if less than three responses, all qualified responding firms will be interview, and increasing the contract amount required for this process to align with other policies.
12. **Policy 3-82 Transportation of Students with disabilities attending special education programs** – The PRC recommends changing the title of the policy and to clarify the policy regarding the School Division's responsibility required by law.
13. **Policy 3-89 General Contract Execution Policy** – the PRC recommends updating the name of the department, and other changes to align with changes made to other policies, and removing language that is already found in Polic 3-90.
14. **Policy 5-49 Interscholastic Competition** – the PRC recommends removing specific language that only referred to the 2019-2020 and the 2020-2021 school years.

Source:

Code of Virginia, 1950, as amended, § 22.1-253.13:7 School board policies.

Policy Review Committee Meeting of March 19, 2025.

Budget Impact:

N/A

Next Steps:

None.

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Local Funds

A. Generally

The School Board receives local funds for school operation from revenues appropriated to the School Board from City Council and from other sources such as rents, tuition, sale of equipment, gifts, and bequests.

B. Expenditure of Excess Local Revenues

1. Any "actual overestimated" local revenues that are appropriated to the School Board by City Council pursuant to the City Council's and the School Board's agreement for the sharing of revenues between the City and the School Board shall only be expended for the following purposes:
 - a. To maintain or supplement the Special Reserve Fund set forth in School Board Policy 3-28;
 - b. To fund items of a non-recurring nature that were included in a School Board-approved school operating budget, but for which the City Council--approved budget did not include sufficient funding;
 - c. To make any expenditures for the purchase of a capital item;
 - d. To make any expenditure toward an approved and funded capital project; and/or;
 - e. To reduce future debt service costs; and
 - f. As otherwise agreed to by the City Council and the School Board.
2. Any expenditure of City Council appropriated "actual overestimated" local revenues shall require a resolution adopted by a majority of the Members of the School Board. The resolution shall state the purpose(s) of the expenditure and the total amount to be expended.

Legal Reference

Code of Virginia § 22.1-88, as amended. Of what school funds to consist.

Code of Virginia § 22.1-100, as amended. Unexpended school and educational funds.

Related Links

School Board [Policy 3-23](#)

School Board [Policy 3-24](#)

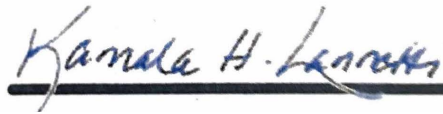
School Board [Policy 3-25](#)

School Board Policy 3-28
Revenue Sharing Agreement

Adopted by School Board: February 16, 1993
Amended by School Board: May 6, 1997
Scrivener's Amendments: September 11, 2014
Amended by School Board: December 1, 2020

Reviewed by School Board: 2025

APPROVED AS TO
LEGAL SUFFICIENCY



BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Certain Special Revenue Funds

A. Textbook Fund

The School Board will maintain a system of free textbooks and other instructional materials and related costs. Funds from state or local government or other funds shall be received, accounted for, and disbursed in compliance with regulations, as cited in the legal reference to this Policy. Additional revenue is generated from interest earned on funds on deposit.

B. Food Services Fund

The cafeterias operate as the Food Services Program and shall be maintained on a self-sustaining basis. The funds for the operation of the Food Services Program are derived primarily from the sale of food items and special subsidies from the federal and state governments. However, in the event that the funds appear to be insufficient, the School Board will consider and may appropriate such funds, as in its judgment, to sustain the level of service provided to students.

C. Athletic Fund

Revenue for the Athletics Fund is generated from events, monies received from participation in post season tournaments, and interest earned on deposits. The School Board may also transfer from the School Operating fund to supplement the Athletics Fund. Disbursements from the Athletics Fund consist of expenditures for coaching supplements, security staff, event officials, post-season travel, equipment, uniforms, and miscellaneous supplies.

Legal References

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

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

Virginia Board of Education Regulations, 8 VAC 20-490-40, as amended. Textbooks.

Virginia Board of Education Regulations, 8 VAC 20-720-80, as amended. Student fees and charges.

~~Code of Virginia § 22.1-116, as amended. How and by whom funds for school division kept and disbursed.~~

Code of Virginia § 22.1-88, *et seq.*, as amended. Of what school funds to consist.

Adopted by School Board: February 16, 1993

Amended by School Board: October 19, 1993

Amended by School Board: January 5, 1999

Amended by School Board: June 20, 2006

Amended by School Board: September 16, 2014

Amended by School Board: December 1, 2020

Amended by School Board: 2025

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lencioni

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Fines and Fees/Generally

The School Board may impose fines and fees as authorized by law. The Superintendent or designee is authorized to impose and take actions to collect such fines and fees.

A. All monies collected from fines and/or fees, fixed and imposed by the School Board, shall be deposited in the appropriate bank account in the same manner as other monies belonging to the School Division.

B. Generally

The Superintendent is expected to protect the taxpayers of the City, by making every effort to collect all bills due to the School Board. Although the intention is not to jeopardize the educational opportunities of students because of the oversight or the financial inability of parents/legal guardians or adult students, the School Board believes there are important educational values to be learned concerning the payment of obligations. Therefore, the Superintendent or designee will take every fair and reasonable action to ensure the receipt of payment of fines, fees, damages and services. The Superintendent or designee will provide annual notice to students and families through the student handbooks and the School Division website regarding those fines and fees that are owed for students and their families and the methods that will be used to collect those amounts due. Students and families will also be informed about the availability of financial assistance applicable to such fees and fines.

After exhausting other approaches to resolve the delinquent accounts, the Superintendent or designee is authorized to pursue collection actions, including referring the matter to the City Treasurer's Office or retaining legal counsel.

1. Amounts due from Students

All students shall be required to pay for damages to or loss of textbooks, library books, technology devices, and other non-consumable school division materials and equipment. Students will be required to pay fees as assessed by the School Board except in cases of extreme hardship. Hardship cases will be required to furnish conditions in writing before fines and fees will be waived.

2. Amounts due from Employees

Employees who receive payments which are not due them shall be required to repay the amount due in a timely manner. The amount due should generally be expected to be repaid within thirty (30) calendar days of notice. All amounts due will be collected within a time-frame that does not cross fiscal years or extend beyond a period which would affect the issuance of a W-2 to the employee for wages paid.

C. Significant Amounts

The Superintendent or designee shall be authorized to utilize the following procedures for the collection of significant amounts:

1. Letters requesting payment, to adult students or parents/-legal guardians of minor students;
2. Preliminary action through the City Treasurer's Office; and
3. Preliminary action through the School Board's legal counsel or retained counsel.

Legal Reference

Code of Virginia § 22.1-243, as amended. Distribution of textbooks; charges for loss or damage; consumable materials.

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

Virginia Board of Education Regulation 8 VAC 20-720-80, as amended. Student fees and charges.

Adopted by School Board: February 16, 1993

Amended by School Board: January 14, 2020

Amended by School Board: 2025

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lennetti

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Gifts, Grants and Bequests of Property

The School Board may accept real and personal property by gift, grant or bequest, and hold and use such property for carrying out the responsibilities of the School Board. The School Board reserves the right not to accept a gift, grant or bequest of property.

A. Conditions for accepting gifts, bequests, and donations of property

All gifts, grants or bequests of property shall become the property of the School Board and shall be administered in line with the intent of the donor to the extent determined appropriate by the School Board or designee. Gifts, bequests, and donations shall:

- A. 1. _____ be free of any restriction which is inconsistent with School Board policy or regulation, or other applicable law or regulation;
- B. 2. _____ be deemed fitting and appropriate for educational purposes and consistent with the School Board's missions, goals and strategic plan school use;
- C. 3. _____ contain no overt advertising of commercial interests, unless otherwise addressed in policy or regulation;
- D. 4. _____ include installation costs, if any, unless waived by the Superintendent or designee; and
- 5. _____ not require excessive alteration or maintenance costs.
- 6. _____ not require return of the property or donor control or direction of the use of the property unless agreed to in writing by the School Board or designee or as required by a federal or state grant.
- 7. _____ not require naming or sponsorship rights that are inconsistent with School Board policy or regulation or that the School Board or designee determines are not appropriate for the School Division.

B. Reservation of rights

- E. The School Board or its designee reserves the right to not accept a gift, donation, bequests or another form of transfer of property. The School Board further reserves the right to dispose of, alter, modify, or augment any gift, donation, bequest or other form or property that it accepts.

Legal Reference

Code of Virginia § 22.1-125, as amended. Title to property vested in school board; exception; extent of school board's authority.

Code of Virginia § 22.1-126, as amended. Property given, devised or bequeathed to school board.

Adopted by School Board: February 16, 1993

Amended by School Board: October 19, 1993

Amended by School Board: January 14, 2020

Amended by School Board: 2025

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lenoir

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Purchasing: Cooperative Procurement

A. Generally

To conserve financial resources and staff time it is the desire of the School Board to join in cooperative procurement with other public bodies as authorized by law, when it is in the best interest of the School Division~~VBAPS.~~

B. Staff Liaisons

As designated by the Superintendent, the Director of Purchasing-Procurement shall direct staff to serve as liaisons for the purposes of sponsoring, conducting and administering such cooperative procurement arrangements. All purchases from cooperative contracts must be approved by the Director of Purchasing-Procurement.

Legal Reference

Code of Virginia § 2.2-4304, as amended. Joint and ~~Co~~ cooperative procurement.

Adopted by School Board: February 16, 1993

Amended by School Board: September 3, 2002

Amended by School Board: September 16, 2014

Amended by School Board: January 28, 2020

Amended by School Board: 2025

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lennetti

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Requisitions/Purchase Orders

A. Requisitions

1. In order to facilitate the process of securing required materials and services all requests (requisitions) over \$10,000 must be submitted ~~on the appropriate requisition form~~ through the e-procurement software.
2. It is the responsibility of the originator of a request to see that each item on a requisition is complete as to specifications.
3. All requisitions within schools must be approved by the building principal. The signature of the principal denotes review of and recommendation to purchase the items listed. All purchases may be subject to approval by the central office. This includes allotment funds made to schools.

B. Purchase Orders

1. Purchase orders are to be signed by the ~~appropriate administrator~~ Director of Procurement.
2. When a purchase order which has been issued is later canceled, such cancellation shall be in accordance with law and the vendor shall be promptly notified of the cancellation.

C. Purchase Orders issued for goods or services to be used the following fiscal year

The Superintendent or designee may issue a purchase order in one fiscal year for goods or services to be paid for with funds appropriated for the ensuing fiscal year, providing the following conditions are met:

1. Issuance of the purchase order is necessary for the goods or services to be received in a timely manner for the proper operation of the School Division;
2. The goods and services are not to be delivered and paid for until on or after July 1;
3. The purchase order must clearly state that the vendor is not to deliver and invoice such goods until on or after July 1, ~~and~~

Legal Reference

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

Code of Virginia § 15.2-2506, as amended. Publication and notice; public hearing; adjournment; moneys not to be paid out until appropriated.

Related Links

School Board [Policy 3-34](#)

School Board [Policy 3-36](#)

Adopted by School Board: February 16, 1993

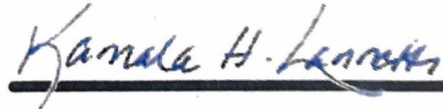
Amended by School Board: August 3, 1999

Amended by School Board: September 16, 2014

Amended by School Board: August 25, 2020

[Amended by School Board: 2025](#)

APPROVED AS TO
LEGAL SUFFICIENCY



BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Competitive Sealed Bidding/Awards

A. Generally

Competitive sealed bidding procedures and the awarding of contracts shall be accomplished as mandated in the legal references to this Policy and Policy 3-30. Best value concepts may be considered when procuring goods and nonprofessional services as long as the criteria, factors, and basis for consideration of best value and the process for the consideration of best value shall be as stated in the Invitation to Bid. Best value concepts may not be used when procuring construction or professional services.

B. Bids

1. Every item in the budget which lends itself to bidding in order to obtain a better purchase arrangement should be put out for competitive bidding.
2. Most items shall be purchased in response to specifications.
3. Specifications shall be designed to ensure the quality of the product desired and free competition so as to permit the lowest possible purchase price.
4. No bid shall be accepted which does not conform to the specifications furnished.
5. All bids required by the School Board shall be **publicly** opened in the presence of the Director of Purchasing or a designee.

C. Awards

1. Awards normally will be made to the lowest **responsive and** responsible bidder meeting the specifications if service and quality are considered to be equal to that offered by other bidders. When the term and condition of multiple awards are so provided in the Invitation to Bid, awards may be made to more than one bidder.
2. The right is reserved, however, to make the award to other than the low bidder when it is in the best interest of the School Division.
3. The right is reserved to waive any and all **in**formalities and to reject any and all bids.

4. The Director of ~~Purchasing-Procurement~~ may award contracts to bidders on budgeted items based upon the following criteria: lowest bid meeting specifications, quality, reliability of bidder, service, delivery time, past experience and recommendations of the ~~purchaser~~requester.
5. On all items requiring bids by the School Board, by law or by regulations of the Virginia Board of Education, the School Board or its agent, as authorized pursuant to the terms of the Virginia Public Procurement Act, shall make the final decision after careful examination of the above criteria and the recommendations of the Superintendent or designee.

Legal Reference

Code of Virginia § 2.2-4300, as amended. Virginia Public Procurement Act.

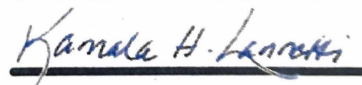
Related Links

School Board [Policy 3-30](#)

Adopted by School Board: February 16, 1993
Amended by School Board: August 2, 2000
Amended by School Board: September 3, 2002
Amended by School Board: January 28, 2020

Amended by School Board: 2025

APPROVED AS TO
LEGAL SUFFICIENCY



BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Receiving/Paying for Goods and Services

All goods and services acquired on behalf of the School Board must be paid in accordance with this Policy.

A. Receiving Goods

All goods received must be accepted by a School Division employee authorized to certify that the goods were received in good condition before payment can be approved.

B. Paying for Goods and Services

1. The School Division's procurement manual must be followed when procuring goods and services. Purchase orders must~~should~~be issued for all transactions unless otherwise exempted, per the manual. -All transactions require either issuance of a P~~urchase orders or completion of a payment request.s must be completed for all transactions. The procurement manual must be followed for procuring goods.~~

2. Payment for goods or services will be made only if an itemized invoice, receipt, or supporting documentation is submitted and approved by an authorized employee in accordance with the procurement manual~~guidelines.~~

~~No payment for goods or services shall be made, unless both an itemized invoice showing name of the person or firm to whom payment is due is present and an electronic receipt has been completed and approved in the purchasing software by an authorized school employee who is on file. Furthermore, the invoice must have been issued in response to an approved purchase order.~~

3. The Chief Financial Officer or designee shall establish procedures for accounting, purchasing and warrant writing so that each transaction is internally audited by several employees as they perform the required functions.

4. A time frame for the prompt payment of invoices is established in the legal reference to this Policy.

Editor's Note

See also the School Division's "Procurement Policy and Procedures Manual."

Legal Reference

Code of Virginia § 22.1-4300, et seq., as amended. Virginia Public Procurement Act.

Code of Virginia § 22.1-122, as amended. Approval and payment of claims; warrants; prohibited acts.

Code of Virginia § 22.1-122.1, as amended. Accounts to purchase certain materials and supplies.

Adopted by School Board: February 16, 1993

Amended by School Board: September 3, 2002

Amended by School Board: September 16, 2014

Amended by School Board: January 11, 2022

Amended by School Board: 2025

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Larrick

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Vendors/Contractors/Sales Representatives

A. Vendors and Contractors

No favoritism shall be extended to any vendor. Each purchase shall be made on the basis of quality, price and delivery and other considerations as set forth in the applicable contract, law, policy or regulation. ~~Past service shall be a factor if all other considerations are equal.~~

The School Board believes in patronizing local businesses; therefore, in the purchasing process, when proposals prices are equal, the contract or purchase order should be awarded using local preference laws to the firm whose location is within the boundaries of this School Division. ~~(VPPA § 2.2-4324)~~

B. Sales Representatives

The School Board recognizes the value of the staff being informed of the latest commercial materials available to assist in their teaching and welcomes competent representatives of such publishers and manufacturers. However, the School Board does not want classroom teachers distracted, nor undue administrative time taken from previously assigned duties.

It shall be the responsibility of the Superintendent or designees to develop such regulations as will protect the staff from outside pressures yet take advantage of the knowledge brought into the School Division by sales representatives.

C. Vendor Debarment

Vendors or contractors, on the basis of documented unsatisfactory performance, may be debarred from contracting for particular types of supplies, services, and construction, permanently or for a specified period of time. The vendor will be notified in writing of the particulars of the debarment.

Legal Reference

Code of Virginia, as amended. § 2.2-4321. Debarment.

Code of Virginia, as amended. § 2.2-4324. Preference for Virginia goods, U.S. goods, and Virginia residents.

Adopted by School Board: July 21, 1987

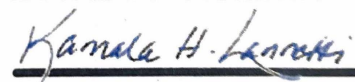
Amended by School Board: February 16, 1993

Amended by School Board: September 3, 2002

Amended by School Board: January 11, 2022

Amended by School Board: 2025

APPROVED AS TO
LEGAL SUFFICIENCY


Kamala H. Lencioni

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Competitive Negotiations/Awards/Small Professional Service Contracts

A. Generally Contracting for Non-Professional Services by Competitive Negotiation

1. Definition of Competitive Negotiations

Competitive negotiation is a method of source selection which involves individual discussions between the ~~S~~school ~~D~~ivision and the offeror on the basis of responses to the school division's request for proposals. The source selection method of competitive negotiation incorporates the applicable provisions of the Virginia Public Procurement Act, Code of Virginia § 2.2-4300, *et seq.*, as amended, in addition to the provisions outlined in this Policy, related policies and regulations and the ~~S~~school ~~D~~ivision's ~~P~~urchasing-~~P~~rocurement Manual.

2. Requests for Proposals

Requests for ~~P~~roposals (RFP) shall be in writing and indicate in general terms that which is sought to be procured, specifying the factors which will be used in evaluating the proposal and containing or incorporating by reference the other applicable contractual terms and conditions, including any unique capabilities or qualifications which will be required of the contractor. If a numerical scoring system will be used in evaluating the proposal, the point system used for such evaluation shall be made part of the RFP. ~~_or provided through public notice no later than the final date for submission of the response to the RFP.~~

3. Public Notice

At least ten (10) days prior to the date set for receipt of proposals, public notice shall be given by posting in a public area normally used for posting of public notices ~~and or~~ by publication in a newspaper of general circulation in the area in which the contract is to be performed, or both. In lieu of public notice in a newspaper of general circulation, the School Division may post the public notice to the Virginia Department of General Services central electronic procurement website. The ~~S~~school ~~D~~ivision may, but is not required to, post public notices on applicable websites or other forms of social media. ~~In addition, proposals may be solicited directly from potential contractors.~~

4. Evaluation Factors and Award

Selection shall be made of ~~two onetwo~~ or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the request for proposals, including price, if so stated in the request for proposal. Negotiations shall then be conducted with each of the

offerors so selected. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each offeror, the ~~S~~school ~~d~~Division shall award the contract to the offeror which, in the ~~S~~school ~~D~~ivision's opinion, has made the best proposal. Should the ~~S~~school ~~D~~ivision determine in writing and in its sole discretion that only one offeror is clearly more highly qualified than the others under consideration, or when there is only one highly qualified offeror, a contract may be negotiated and awarded to that offeror.

B. Contracting for Professional Services by Competitive Negotiation

1. Generally

Professional services (accounting, actuarial services, architecture, land surveying, landscape architecture, ~~law~~, medicine, dentistry, optometry, pharmacy or professional engineering) shall be procured by competitive negotiation in accordance with applicable law in addition to the provisions outlined in this Policy, related policies and regulations and the ~~S~~school ~~D~~ivision's Business Services Manual.

2. Discussion and Award

a. The purchasing authority shall engage in individual discussions with all offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. Repetitive informal interviews shall be permissible. Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project as well as alternative concepts. These discussions may encompass ~~non-binding~~non-binding estimates of total project costs, including where appropriate, design and construction and life cycle costs. Methods to be utilized in arriving at price for services may also be discussed.

~~a.~~

b. In accordance with law, proprietary information from competing offerors shall not be disclosed to the public or to competitors. At the conclusion of discussion, outlined herein, on the basis of evaluation factors published in the request for proposal and all information developed in the selection process to this point, the purchasing authority shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted beginning with the offeror ranked first. If a contract satisfactory and advantageous to the School Board can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated

and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the purchasing authority determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

3. Exemptions

Single or term contracts for professional services shall not be subject to the requirement of competitive negotiation where the aggregate or the sum of all phases is not expected to exceed \$ ~~3080~~,000; however, the ~~purchasing authority~~requester shall provide for competition wherever practicable.

C. Authorized exemptions

The Chief Finance Officer or designee may authorize exemptions for competitive practices set forth in the policy when such exemption is consistent with exemptions authorized in the Virginia Public Procurement Act. The School Board will be notified of any such exemptions that are granted.

Legal Reference

Code of Virginia § 2.2-3700, et seq., as amended. Virginia Freedom of Information Act.

Code of Virginia § 2.2-4300, et seq., as amended. Virginia Public Procurement Act.

Code of Virginia § 2.2-4302.2, as amended. Process for competitive negotiation.

Code of Virginia § 2.2-4342-~~2~~, as amended. Public inspections of certain records.

Code of Virginia § 2.2-4343, as amended. Exemption from operation of chapter for certain transactions.

Code of Virginia § 2.2-4343, as amended. Exemptions from competition for certain transactions.

Code of Virginia § 11-9.8, as amended. Construction of certain terms of offer to contract; use~~d~~ of experience modification factor prohibited.

Related Links

School Board [Policy 3-32](#)

School Board [Policy 3-35](#)

School Board [Policy 3-39](#)

Adopted by School Board: February 16, 1993

Amended by School Board: August 2, 2000

Amended by School Board: September 3, 2002

Amended by School Board: August 13, 2019

Amended by School Board: August 25, 2020

Amended by School Board: 2025

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lennetti

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Competitive Negotiations/Awards: Procurement of Professional Architectural and Engineering Services

A. Generally

It shall be the policy of the School Board to announce projects, select consultants and negotiate agreements for architectural and engineering services on the basis of demonstrated competence and qualification for services required and at fair and reasonable fees in conformity with the Virginia Public Procurement Act.

B. Definition

Architectural or engineering services are those professional consulting services associated with research, development, design and construction, alteration, or repair of real property, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform including, but not limited to, studies, investigations, surveys, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, and other related services.

C. Announcement of ~~projects~~Projects

The School Board may announce projects which require architectural or engineering services to qualified firms by publicizing descriptions periodically in applicable media resources or other appropriate means. Factors to be considered for selection purposes shall be communicated in the project announcement.

D. Administrative Review: Expressions of Interest

A review shall be conducted by staff designated by the Executive Director of Facilities Services or designee of all firms responding to determine those firms best qualified for the services desired. A minimum of three firms shall be selected for interview from among those responding or on file. If less than three firms respond, all qualified responding firms will be selected for interview.

E. Composition of Interview Committee

The interview, for selection purposes, shall be performed by school staff employees to include five (5) individuals. The staff employees shall consist of the Superintendent's designee who will not be a member of the Office of Facilities Services, the Executive Director of Facilities Services-, the Staff Architect and two individuals designated by the Executive Director of Facilities Services.

F. Factors to be ~~considered~~Considered.

Factors to be considered for selection purposes are as follows:

1. The expressed desire of the firm to perform the services.
2. Professional qualifications of the staff or design team to be assigned to this project.
3. The extent of specialized experience of the firm in the type of work required.
4. The capacity of the firm to accomplish the work in the required time.
5. The degree of familiarity of the firm and the particular project requirements.
6. Past performance of the firm on similar projects in general and school board projects in particular.
7. Experience and qualification of any consultants to be used by the architect and engineer.
8. Current work volume that will affect the ability to complete the work in the required time frame.
9. Evidence of cost control effectiveness.
10. Familiarity with sustainability practices.

G. Negotiations

Negotiations of the agreement shall be initiated with the number-one ranked firm only, and shall be conducted by the Superintendent or designee and support staff, when appropriate. Should satisfactory terms fail to be reached, negotiations with that firm shall be terminated and initiated with a second, then subsequent ranked firms, until a satisfactory agreement is reached.

Negotiations shall be based on a definitive scope of work and period of performance with attendant manpower, material, and service estimates. Established fee schedules or curves shall be used for comparative purposes only, and not as a basis of justification of any proposed fee.

H. Award

After an agreement has been negotiated, and upon approval of the Superintendent or designee, the selected firm shall be recommended to the School Board for final approval. Architectural and engineering agreements shall be executed by the Superintendent or designee.

I. Performance Evaluation

Upon completion of the project, an evaluation of the performance of the architectural and engineering firm may be placed on file to indicate excellence or deficiencies in the service rendered. This information shall be maintained on file for reference purposes in future project awards. Further, it shall be open for review by the subject firm who may tender any observance felt to be appropriate as a matter of record in such files.

J. Exclusions

The foregoing procedures do not apply to:

1. Contracts involving estimated fees of less than \$~~30,000~~80,000.
2. Contracts of an emergency nature.

K. Definitions and Procedures for Exclusions

A definition of "emergency"; procedures to be followed in the case of an emergency; procedures to be followed for small purchases of professional services and procedures to be followed for "sole source" purchases are found in School Board Policy 3-32 and the Virginia Public Procurement Act.

Legal Reference

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

Related Links

School Board [Policy 3-32](#)

Adopted by School Board: January 21, 1992

Amended by School Board: February 16, 1993

Amended by School Board: November 16, 1993

Amended by School Board: August 16, 1994

Amended by School Board: February 19, 2002

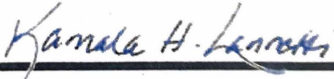
Amended by School Board: May 28, 2002

Amended by School Board: May 16, 2017

Reviewed by School Board: January 11, 2022

[Amended by School Board: 2025](#)

APPROVED AS TO
LEGAL SUFFICIENCY



BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Transportation of ~~Disabled~~ Students with disabilities attending special education programs

The School Division will provide tTransportation of students with disabilities attending special education programs ~~by the School Board shall be accomplished as required by applicable law and regulation stated in the legal reference of this Policy.~~

Legal Reference

Code of Virginia § 22.1-221, as amended. Transportation of children with disabilities attending public or private special education programs.

Adopted by School Board: February 16, 1993
Scrivener's Amendments: May 23, 2014
Reviewed by School Board: October 29, 2020

Amended by School Board: 2025

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lennetti

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

General Contract Execution Policy

A. Generally

This Policy establishes a uniform procedure for the review, approval, and execution of School Board contracts by officers and employees of the School Board. As used herein, the phrase "School Board contract" means any contract or agreement to which the School Board, School Administration or an individual school is a named party, or which any School officer or employee enters ~~into~~ on behalf of the School Board, School Administration or an individual school.

B. Applicability

This Policy shall be applicable to all School Board contracts entered into with any person. For purposes of this Policy, "person" shall be deemed to include any individual, or any corporation, partnership, firm, organization, or other group or association of persons acting as a unit. Notwithstanding the above, this policy shall not be applicable to: i) routine contracts of employment budgeted by the School Board and authorized by the Chief Human Resources Officer; ii) contracts for the ~~de~~-design, construction, or renovation of capital improvements budgeted by the School Board and authorized by the Chief Operations Officer; or iii) contracts entered into by the Superintendent, with the approval of the School Board Chair~~man~~, in response to an emergency, per the Virginia Public Procurement Act § 2.2-4303, as amended, provided that the contract does not exceed \$300,000, and further provided that the Superintendent documents, in writing, that an emergency exists and that delay in executing the contract will be detrimental to the interests of the School Division. Please see Policysection 3-32 for more information about emergency procurement-questions.

C. Contract Review and Approval

1. Content

Every contract shall be reviewed by the individual in charge of the department, office, school or other agency (hereinafter "Agency") from which the contract originated, or to which it is related, or by such individual's duly authorized designee. Every contract shall also be signed (or initialed) "approved as to content" by such individual or ~~his or her~~ designee. When an individual signs (or initials) a contract "approved as to content," the individual is representing that ~~he or she~~they: i) ~~has~~have read the contract; ii) agrees with the terms and conditions contained therein; and iii) is satisfied that the terms and conditions of the contract accurately reflect the agreement that was reached between the parties thereto.

2. Fiscal Note

Every contract shall have a fiscal note attached thereto in a form prescribed by the Office of Business Services. The fiscal note, which must be prepared by the ~~department, school or office~~ Agency responsible for submitting the contract, shall provide an estimate of the costs and revenues generated by the contract over the life of the contract, not to exceed five (5) years. ~~For capital projects, the fiscal note shall provide an estimate of the "total cost to complete" the project, including the contract base cost, and shall compare the "total cost to complete" to the project budget.~~ A copy of the fiscal note shall be provided to the Office of Business Services at the time the contract is prepared. If the contract does not involve the expenditure of funds, an authorized representative of the entity submitting the contract shall indicate "N/A" (not applicable) on the fiscal note and shall ~~place his or her signature~~ place his or her signature or initials adjacent thereto. For capital projects, see Policy 3-90.

3. Non-appropriation Clause

Any contract with a term that extends beyond one fiscal year must contain a non-appropriation clause.

4. Availability of Funds

Except as provided in Section E of this Policy, every contract ~~for or~~ exceeding \$10,000 ~~.00~~ shall be signed ~~or initialed~~ "approved as to availability of funds" by the Director of ~~the Office of~~ Business Services or duly authorized designee. Every contract less than \$10,000 ~~.00~~ shall be ~~signed~~ initialed "approved as to availability of funds" by the individual in charge of the department, office, or other entity from which the contract originated.

If it is determined by the Office of Business Services that there are insufficient funds available to approve the contract, the contract shall be ~~returned~~ ferred back to the submitting school/department for a determination as to whether or not the school/department desires to request a transfer of the necessary funds for the contract to be approved and executed. If the entity decides to request such a transfer, the request shall be forwarded to the Office of Budget Development for appropriate action.

5. Legal Sufficiency

The following contracts shall be forwarded to legal counsel for review once they have: i) been "approved as to content;" ii) had the required fiscal note placed thereon; and iii) been "approved as to availability of funds".

- a. Any contract involving the expenditure of School funds in excess of \$200,000;

- b. Any contract that the Superintendent has been specifically directed and/or authorized by the School Board to execute on behalf of the School Board; and
- c. Any other contract that the Superintendent specifically requests to be reviewed and approved by legal counsel. Any staff member may make request to the Superintendent that a specific contract be considered for review. The Director of ~~Purchasing~~ Procurement or Director of Business Services may request that a specific contract be reviewed. Once legal counsel has reviewed a contract and has determined that it is in a form that meets the requirements of law, legal counsel ~~he or she~~ shall sign (or initial) the contract as "legally sufficient."
- d. When legal counsel signs (or initials) a contract as being "legally sufficient," legal counsel ~~he or she~~ is only certifying that the contract complies with all applicable laws, policies, and regulations, contains all necessary contractual provisions, and is legally enforceable. Legal counsel is not indicating ~~his or her~~ approval of the contents of the contract or the purposes for which the contract is being entered into.

D. Contract Execution

Once a contract has gone through the above-stated review and approval process, it shall be forwarded to one of the following parties for final execution:

1. Superintendent of Schools

The Superintendent or ~~his/her duly authorized~~ designees shall execute all contracts on behalf of the School Board. In that regard, the Superintendent may delegate the authority to execute contracts on a "contract-by-contract" ~~basis,~~ or basis or may establish a list of the types of contracts that specific designees shall have the authority to execute on an ongoing basis until such time as the delegation is amended or revoked.

2. Director of ~~Purchasing~~ Procurement/Director of Business Services

Except as provided in Section E of this Policy, the Director of ~~Purchasing~~ Procurement or ~~the~~ Director of Business Services or their duly authorized designees shall have the authority to execute all contracts involving the procurement of goods and services; provided, however, that the following contracts (except Purchase Orders) shall be executed by the Superintendent or ~~his~~ designee:

- a. Any contract involving the annual obligation of funds in excess of \$200,000;

- b. Any contract that the Superintendent has been specifically directed and/or authorized by the School Board to execute on its behalf; and
 - c. Any other contract that the Superintendent ~~specifically~~ requests to be forwarded ~~to him/her~~ for execution.
3. Notwithstanding any provision herein to the contrary, the Superintendent, ~~his or~~ designee, the Director of ~~Purchasing~~Procurement, and the Director of Business Services are not authorized to execute any contract which contains a clause, paragraph, or provision ("Provision") designed to "indemnify" or "hold harmless" the provider of goods or services for liability due to negligence or an intentional act of the provider in the performance of the contract. If a contract contains such a Provision and the service provider will not agree to remove the Provision from the contract, the Superintendent ~~or, his/her designee or designee~~, the Director of ~~Purchasing~~Procurement, or the Director of Business Services shall forward the contract to legal counsel for resolution. If legal counsel cannot resolve the issue with the service provider, then a risk-benefit analysis will be performed by the Office of Risk Management to determine if it is acceptable to enter into such a contract. If the Office of Risk Management determines that it is acceptable to enter into such a contract, then that determination will be put in writing and the contract may be executed without approval for legal sufficiency.

E. Contracting Authority for Schools and Departments

1. Notwithstanding the provisions of Sections C and D of this Policy, the principal of each individual school and department heads shall have the authority to negotiate and execute any contract for the purchase of goods or services for use by ~~the his or her~~ school or department if the value of the contract ~~is less than does not exceed~~ \$10,000.~~00~~; provided, however, that principals ~~and department heads~~ shall not have the authority to negotiate or execute the following contracts:
 - a. Multiple contracts for purchase of the same goods or services, or with the same service provider, which ~~equals or exceeds~~ \$10,000.~~00~~ in value in the aggregate during a single school year. "Value" refers to both expenditures and receipts, e.g., pictures, yearbooks, and vending machines. For example, if snacks for vending machines are purchased for \$5,000 and is expected to result in receipts to the school in the amount of \$11,000, the contract has a value of \$11,000 and does not qualify for small purchase procedures for site-based procurement set forth in this subsection;
 - b. Any contract for goods and/or services that are covered by a term pricing agreement established by the Office of ~~Procurement~~Services~~purchasing~~. If a division term pricing agreement exists for a good(s) or service(s) the school/department must use the established agreement;

c. Contracts which require or extend performance by either party beyond more than two fiscal years; ~~or~~

d. Contracts with persons or organizations for the use of school buildings or grounds; ~~or~~

~~e.~~ Any other contract that the Superintendent requests to be forwarded for execution.

F. Principal and Department Responsibilities

~~F.1.~~ Each principal or department head shall maintain a copy of each contract he or she executed pursuant to this Section E in a central repository as determined by the Office of Procurement Services.

~~1.2.~~ Copies of all contracts executed by each principal/department head shall be maintained for a period of five (5) years following the date of contract execution.

~~2.3.~~ It shall be the responsibility of each principal and department head, when negotiating or executing a contract, to ensure that the procurement process which is followed prior to the award of a contract fully complies with the requirements of the Virginia Public Procurement Act and applicable School Board policies and regulations.

~~3.4.~~ It shall also be the responsibility of each principal/department head, when negotiating or executing a contract, to ensure that there are sufficient funds available for the contract. Before signing any contract, the principal/department head shall verify that there are or will be funds available to meet the contract obligation. The principal/department head shall attach a written fiscal note on the contract to that effect on a form provided by the Office of Business Services.

~~4.5.~~ If a "standard" contract for the purchase of particular goods or services has been developed by the Office of Business Services, a principal or department head shall use the "standard" contract whenever purchasing such goods or services.

~~5.6.~~ Notwithstanding any provision herein to the contrary, principals and department heads are not authorized to execute any contract which contains a clause, paragraph, or provision ("Provision") designed to "indemnify" or "hold harmless" the provider of goods or service-s from liability due to negligence or an intentional act of the provider in the performance of the contract. If a contract contains such a Provision, and the service provider will not agree to remove the Provision from the contract, the principal/department head shall forward the contract to the Director of Business Services for final resolution.

G. Compliance with School Board Policies and Regulations

The provisions of this Policy supplement, but do not supersede, other applicable School Board policies and procedures. Therefore, any contract that is negotiated, awarded, and

executed pursuant to this Policy shall comply with any other applicable policies and procedures.

H. Failure to Follow Contract Execution Policy

Any individual purporting to execute contracts, who executes a contract on behalf of the School Board without the requisite School Board authority, in accordance with this Policy may be held personally liable for any or all ~~of~~ the obligations imposed on the School Board by such contract.

Legal Reference

The Constitution of Virginia ~~Constitution~~ Article VIII, § 7. School Boards.

Code of Virginia § 2.2-4300, et seq., as amended. Virginia Public Procurement Act.

Code of Virginia § 22.1-28, as amended. Supervision of schools in each division vested in school board.

Code of Virginia § 22.1-70, as amended. Powers and duties of superintendent generally.

Code of Virginia § 22.1-71, as amended. School board constitutes body corporate; corporate powers.

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

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

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

Adopted by School Board: July 1, 1997

Amended by School Board: June 17, 2008

Scrivener's Amendments: September 6, 2013

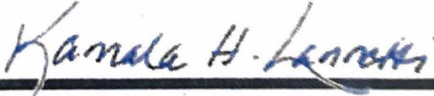
Amended by School Board: May 22, 2018

Amended by School Board: September 25, 2018

Amended by School Board: September 9, 2020

Amended by School Board: March 2025

APPROVED AS TO
LEGAL SUFFICIENCY



STUDENTS

Interscholastic Competition

A. Generally

The School Board endorses the ideals of good sportsmanship, ethics, and integrity in all extra-curricular and co-curricular activities and charges all division schools with:

1. Encouraging and maintaining attitudes and actions indicative of good sportsmanship in the Virginia Beach City Public Schools;
2. Promoting the establishment of an organized program of sportsmanship activities; and
3. Recognizing the efforts of those individuals and organizations that develop and implement a sound philosophy and program.

B. Virginia High School League, Inc.

The School Board endorses membership by its high schools in the Virginia High School League, Inc. (VHSL) but imposes higher scholastic standards than the VHSL, as set forth in this Policy.

~~(Please note that the 2.0 grade point average or higher in courses taken in the second semester of the 2019-2020 school year will not be a requirement for participation during the first semester of the 2020-2021 school year as outlined in this Policy and the corresponding Regulation.)~~

C. Academic Requirements for Participation in Interscholastic Competition

1. It is the policy of the School Board that, to obtain eligibility to participate in interscholastic activities, students shall be required to have passed five or more classes with a 2.0 grade point average or higher in courses taken in the semester immediately preceding the semester in which they want to participate. Final grades earned in courses taken during summer school will be averaged with the semester grades the student earned in courses taken during the second semester to determine the student's second semester grade point average. The School Board grants to each student one probationary semester for use during the middle school years while a student attends Virginia Beach City Public Schools and one probationary semester for use during the high school years while a student attends Virginia Beach City Public Schools, during which time the 2.0 grade point average requirement is waived.
2. Students with disabilities eligible for special education and related services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA), in

order to participate in interscholastic activities, must: a) make standard progress, as determined by the Individualized Education Program (IEP) team, toward the goals and objectives in their IEPs in special education courses; and b) meet the academic requirements set forth in paragraph C.1. above in all courses. Students with disabilities who are taking less than five subjects, due to an IEP team determination that a reduced course load is appropriate, are eligible to participate in interscholastic athletics provided they meet the other requirements of this subsection.

Legal Reference

Virginia High School League, Inc. Handbook and Policy Manual, as revised.

Virginia Board of Education, 8 VAC 20-81-100(H)(2), as amended. Free Appropriate Public Education

Adopted by School Board: July 16, 1991

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

Amended by School Board: September 2, 1997

Amended by School Board: March 21, 2000

Amended by School Board: October 3, 2000

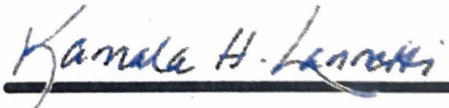
Amended by School Board: September 20, 2011

Amended by School Board: April 21, 2015

Amended by School Board: June 23, 2020

Amended by School Board: 2025

APPROVED AS TO
LEGAL SUFFICIENCY





Subject: Energy Performance Contracts **Item Number:** 14B

Section: Consent **Date:** April 22, 2025

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

Prepared by: Melisa A Ingram, Executive Director, Office of Facilities Services

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

Recommendation:

That the School Board approve a motion authorizing the Superintendent to execute an energy performance contract with Noresco in the amount of \$2,136,290. This contract authorizes the construction phase of the process. Facilities included in this project are Salem High School and Woodstock Elementary School.

Recommended work considers curriculum enhancement and includes lighting replacement, utility bill audit & rate analysis at these schools.

Background Summary:

The Commonwealth of Virginia authorizes and encourages public bodies to enter into contracts for installation and upgrading to energy efficient equipment.

Contract Amount: \$2,136,290

Budgeted Amount: \$2,300,000

Source:

School Board Policy 30-9

Virginia Code § 11-34.1

Budget Impact:

CIP 1-016 Renovations and Replacements- Energy Performance Contracts

Next Steps:

No further action needed



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

Section: Action **Date:** April 22, 2025

Senior Staff: Darnita L. Trotman, Ed.D., Chief Human Resources Officer

Prepared by: Darnita L. Trotman, Ed.D., Chief Human Resources Officer

Presenter(s): Donald E. Robertson Jr., Ph.D., Superintendent

Recommendation:

That the School Board approve the appointments and the acceptance of the resignations, retirements, and other employment actions as listed on the April 22, 2025, Personnel Report.

Background Summary:

List of appointments, resignations, and retirements for all personnel.

Source:

School Board Policy #4-11, Appointment
School Board Policy #4-16, Resignation and Job Abandonment

Budget Impact:

Appropriate funding and allocations

Personnel Report
Virginia Beach City Public Schools
April 22, 2025
2024-2025

Scale	Class	Location	Effective	Employee Name	Position/Reason	College	Previous Employer	not applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Landstown	3/31/2025	Julia E Cootes	Clinic Assistant	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Plaza	4/3/2025	Luis Lara Morales	Custodian I	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Virginia Beach	4/2/2025	Cecilia F Crane	Special Education Assistant	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Custodial and Distribution Services	5/1/2025	Tomika D Knox	Custodial Supervisor	not applicable	VBCPS	not applicable
Assigned to Unified Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	4/23/2025	Tiffany M Moore	Administrative Office Associate I	not applicable	VBCPS	not applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Birdneck	6/30/2025	Francine Terrero Sosa	Special Education Assistant (relocation)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Hermitage	6/30/2025	Jennifer L Palmer	Special Education Assistant (relocation)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Malibu	3/19/2025	Rashawn Brooks	Custodian II Head Night (personal reasons)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Providence	6/30/2025	Randy S Burnett	Security Assistant (relocation)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Elementary School	Seatack	4/18/2025	Barbara Donecoff	Cafeteria Manager I (relocation)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Bayside	6/30/2025	Pia A Rogers	School Office Associate II (continuing education)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Larkspur	3/27/2025	Kandace M Gehry	School Nurse (personal reasons)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Larkspur	3/28/2025	Katherine L Duckworth	Library/Media Assistant (personal reasons)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Plaza	4/7/2025	Luis Lara Morales	Custodian I (career enhancement opportunity)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Middle School	Plaza	6/30/2025	Stefanie C Hope	School Nurse (relocation)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - High School	Salem	4/2/2025	Alan McLeod Jr	ISS Coordinator (personal reasons)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - High School	Tallwood	6/30/2025	Elizabeth R GunHammer	School Nurse (family)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Department of Technology	4/21/2025	Andrew Cowan	Network Technician II (career enhancement opportunity)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Food Services	4/15/2025	Nicholas A Vedia	Sous Chef (moved to public school system)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Programs for Exceptional Children	6/30/2025	Marguerite Dugas	Interpreter (career enhancement opportunity)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	4/3/2025	Kyle T Couch	Fleet Technician I (personal reasons)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	4/3/2025	James B Sawyer	Bus Driver - Special Ed, 6.5 Hours (personal reasons)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	4/11/2025	Shannon M Cage	Bus Driver, 6.5 Hours (personal reasons)	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Creeds	6/30/2025	Diane E Marx	Kindergarten Assistant	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Creeds	6/30/2025	Kathleen T Patterson	Physical Education Assistant	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Hermitage	6/30/2025	Sharon Hill-Perry	Special Education Assistant	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Newtown	6/30/2025	Gretchen M Yobp	Library/Media Assistant	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Providence	6/30/2025	Nita K Bond	School Office Associate II	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Retirements - High School	Renaissance Academy	3/31/2025	Aurelio V Esparaguera	Custodian III Head Night	not applicable	not applicable	not applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Transportation and Fleet Management Services	3/28/2025	Bonnie L Hester	Auxiliary Driver, 6.5 Hours	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Appointments - High School	Tallwood	4/2/2025	Yulu Cheng	Chinese Teacher, 600	Old Dominion University, VA	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Arrowhead	4/11/2025	Angelia Higgs	Special Education Teacher (family)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Centerville	6/30/2025	Amber D Phillips	Kindergarten Teacher (personal reasons)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Cooke	6/30/2025	Susan O'Brian Knight	English Second Language (accepted a private sector job)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Indian Lakes	6/30/2025	Sabrina P Condino	Third Grade Teacher (family)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Kempsville Meadows	6/30/2025	Trisha D Lee	School Counselor (relocation)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Luxford	4/11/2025	Janice Post	Title I Resource Teacher (career enhancement opportunity)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Newtown	6/30/2025	Janet A Thompson	Third Grade Teacher (moved to public school system)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Ocean Lakes	6/30/2025	Marguerite E DeLeo	Second Grade Teacher (personal reasons)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Point O'View	6/30/2025	Breanna A Diaz	Second Grade Teacher (personal reasons)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Red Mill	6/30/2025	Kally N Moulder	Fifth Grade Teacher (relocation)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Tallwood	4/18/2025	Kaitlyn McLain	Second Grade Teacher (family)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Thalia	6/30/2025	Madison Crane	Title I Resource Teacher (relocation)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	White Oaks	6/30/2025	Kelly A Humphrey	Title II Resource Teacher (personal reasons)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Larkspur	6/30/2025	Esther Fernandez Celda	Spanish Teacher (personal reasons)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Lynnhaven	6/30/2025	Olivia B Mabry	Special Education Teacher (personal reasons)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Lynnhaven	6/30/2025	Zakiya T Sample	Special Education Teacher (relocation)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Old Donation School	6/30/2025	Teresa Marie A Cabon	Third Grade Teacher (relocation)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Salem	5/9/2025	Casey A Beach	Seventh Grade Teacher (relocation)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - High School	Salem	6/30/2025	Steven E Harders	Drama Teacher (family)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - High School	Tallwood	6/30/2025	Shauna M Gaines	Special Education Teacher (career enhancement opportunity)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Resignations - Miscellaneous	Office of Programs for Exceptional Children	6/30/2025	Sara N Humphries	Hearing Impairment Teacher (relocation)	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Retirements - Elementary School	Princess Anne	6/30/2025	Mary E Malone-Brown	First Grade Teacher	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Retirements - Middle School	Lynnhaven	6/30/2025	Sharon E Stephens	School Counselor	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Retirements - High School	Cox	9/30/2025	David S Hahn	Social Studies Teacher	not applicable	not applicable	not applicable
Assigned to Instructional Salary Scale	Other Employment Actions - Middle School	Bayside Sixth Grade Campus	4/8/2025	Sherett J Hawkins	Sixth Grade Teacher	not applicable	not applicable	(employee rescinded retirement)



Subject: Policy Review Committee's Recommendations **Item Number:** 15B1

Section: Action **Date:** April 22, 2025

Senior Staff: Cheryl R. Woodhouse, Chief of Staff

Prepared by: Carolyn Weems, PRC Chair and Kamala Lannetti, School Board Attorney

Presenter(s): Kamala Lannetti, School Board Attorney

Recommendation:

That the School Board review Policy Review Committee (PRC) recommendations regarding the amendment of certain policies as recommended by the PRC at its March 19, 2025 meeting.

Background Summary:

1. **Bylaw 1-38 Regular Meetings, Time and Place, Order of Business, Recessed Meetings, and Work/Session/Public Hearing, and Retreats and Abridged** – the PRC recommends amending the Bylaw to clarify when meetings of the School Board will be scheduled.

Source:

Code of Virginia, 1950, as amended, § 22.1-253.13:7 School board policies.
Policy Review Committee Meeting of March 19, 2025.

Budget Impact:

N/A

Next Steps:

None.

SCHOOL BOARD BYLAWS

Regular Meetings, Time and Place, Order of Business, Recessed Meetings, and Work Session/Public Hearing, and Retreats and Abridged Meetings

A. Date, Time, and Place

The School Board will adopt a calendar of meeting dates and times that will include regular meetings and planned special meetings. Notice for meetings will be provided as required by applicable law or regulation.

1. During the months of January, February, March, April, May, September, October and November, the School Board will generally hold regular meetings on the second and fourth Tuesdays.
2. At its discretion, the School Board may schedule meeting on days other than the second and fourth Tuesdays.
3. During the months of July, August and December, the School Board will generally hold only one regular or abridged meeting.
4. During the months of January, February and March, special meetings may be scheduled to address the budget and other School Board business on those Tuesdays when regular meetings are not scheduled. ~~Regular meetings of the School Board will generally be held on the second and fourth Tuesday of each month, or on the dates and times designated by the School Board and as thereafter modified.~~
5. During the month of June, the School Board may schedule special meetings to address the evaluation of the Superintendent, the School Board Attorney, and other any other employees who the School Board has responsibility for evaluating.
6. Special meetings may be called in accordance with Bylaw 1- 46 or may be set when the School Board adopts its meetings calendar.
7. The School Board reserves the right to change the date, time, or location of a previously noticed meeting upon compliance with applicable notice requirements set forth in the Virginia Freedom of Information Act.
8. The School Board reserves the right to meet at other times, dates, and places upon proper notification to the public.
9. In person meetings of the School Board will take place in the School Administration Building unless otherwise specified by the School Board.
10. When applicable, School Board meetings may be held electronically or telephonically.

~~The School Board reserves the right to meet at other times, dates, and places upon proper notification to the public.~~

B. Order of Business

The normal order of business at regular meetings shall be established in the Standing Rules but may be altered by the School Board by an affirmative vote of a majority of the School Board Members present at the meeting.

C. Recessed Meetings

Meetings may be recessed and resumed at a later time or date. Such a meeting is a continuation of a prior meeting and not a new one.

D. Work Session/Public Hearing

The School Board may convene a work session or public hearing as needed. Any action at such a meeting must be confirmed by vote in a regular, retreat, abridged or special meeting.

E. Retreat and abridged meetings

The School Board may schedule retreats to discuss, review or work on matters relevant to the School Board and the School Division. The School Board will set the agenda for retreats. The School Board reserves the right to schedule or add an abridged meeting to a retreat for the purpose of handling matters that need to be handled prior to the next regularly scheduled School Board Meeting. The School Board may determine what matters will be on an agenda for a retreat and/or an abridged meeting and will not be required to follow the format for agendas for regular meetings. Retreats and/or abridged meetings will be considered special meetings of the School Board.

F. Decisions regarding how School Board meetings are conducted

When School Board Bylaws, policies, regulations or applicable law or regulation do not adequately address how School Board Meetings are conducted or when insufficient time is available for the School Board as a whole to take action before such Meeting, the Chair, School Board Clerk or Superintendent or their designees are authorized to make reasonable and necessary decisions regarding how such meetings are to be prepared and conducted, subject to review by the School Board.

Legal Reference

[Code of Virginia § 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes.](#)

[Code of Virginia § 22.1-72, as amended. Annual organizational meetings of school boards.](#)

Related Links

School Board [Policy 7-2.](#)

School Board Bylaws [Appendix B.](#)

Adopted by School Board: July 21, 1992

Amended by School Board: September 21, 1993

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2000

Amended by School Board: January 12, 2021

Amended by School Board: December 2, 2008
Amended by School Board: August 2, 2016
Amended by School Board: October 10, 2017
Amended by School Board: January 12, 2021
Amended by School Board: September 28, 2021
Scrivener's amendments: December 13, 2022

Amended by School Board: 2025

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lennetti



Subject: JUUL Labs, Inc. and Altria Settlement Funds **Item Number:** 15C

Section: Action **Date:** April 22, 2025

Senior Staff: Crystal M. Pate, Chief Financial Officer

Prepared by: Crystal M. Pate, Chief Financial Officer

Presenter(s): Crystal M. Pate, Chief Financial Officer

Recommendation:

That the School Board approve the JUUL Labs and Altria Settlement Funds.

Background Summary:

Virginia Beach City Public Schools has received settlement checks totaling \$604,429.79 this fiscal year. The first payment, received in September, amounted to \$430,812.05 and was issued under the Altria settlement. The second payment, received in March, was \$173,617.74, representing the third scheduled payment under the JUUL Labs, Inc. settlement. These funds were deposited into the General Fund to be used by the end of the fiscal year, with no restrictions on their usage. Any budget transfers exceeding the \$250,000 threshold set by the Superintendent must be approved by the School Board.

Source:

Virginia Code Sections 22.1-115 and 22.1-89, Board Policy 3-10, and Board Regulations 3-10.1.

Budget Impact:

N/A

Next Steps:

None currently.



Subject: Closed Session

Item Number: 17

Section: Closed session

Date: April 22, 2025

Senior Staff: N/A

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, Paragraphs 1, 2, 7, and 8 as amended, to deliberate on the following matters:

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

Namely to discuss:

- A. Status of personnel investigations by Department of Internal Audit.
- B. Status of student related cases.
- C. Status of pending litigation or administrative cases.
- D. Consultation with legal counsel regarding probable litigation and pending litigation matters.

Background Summary:

N/A

Source:

Code of Virginia §2.2-3711, as amended

Budget Impact:

No budgetary implications.

Next Steps:

No further action needed.

Decorum and Order-School Board Meetings 1-48

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

SCHOOL BOARD BYLAWS

Decorum and Order-School Board Meetings

A. Purpose of decorum and order during meetings

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

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

B. Limitations on addressing the School Board

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

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

C. Other expressive activities during meetings

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

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

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

2. Expressive activities during meetings

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

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

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

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

D. Other methods of communicating with the School Board

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

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

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

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

- E.** The Chair with the assistance of the Superintendent or their designees shall preserve decorum and order in the room where the Meeting is taking place and shall decide all questions of decorum and order during the Meeting. School Board Members may vote to overrule the Chair's or designee's decision at the time that the Chair or designee makes the decision. The Chair or designee is authorized to work with the Superintendent, designees, law enforcement and authorized agents to maintain order and decorum prior to the start of, during and immediately after any Meeting.
- F.** The School Administration, law enforcement and authorized agents will have responsibility for maintaining decorum and order outside of the Meeting room and outside of a building where a meeting will be or is taking place.
- G.** No person attending a meeting of the School Board, in any capacity, shall use, or allow to sound, any device in a manner that disrupts the conduct of business within the room in which the School Board or a Committee thereof is meeting. Notice of this restriction shall be posted outside of School Board Meeting Room and on the agenda for any School Board meeting.
- H.** At the request of the Chair or Superintendent or their designees, a city police officer or other law enforcement officer shall act as sergeant-at-arms at all School Board meetings.