

**SCHOOL BOARD
POLICY REVIEW COMMITTEE MEETING
AGENDA**

**School Administration Building
School Board Room
March 25, 2026, 3:30 P.M.**

Public seating is available on a first-come, first-served basis. Members of the public will also be able to observe the Policy Review Committee Meeting through the link below:

<https://www.youtube.com/@VirginiaBeachSchools>

Any person seeking an accommodation to observe/listen to the Meeting should, prior to the day of the Meeting, contact the School Board Clerk at 263-1016 or by email at Regina.Toneatto@vbschools.com.

Committee Members: Carolyn Weems, Chair, Mark Bohensiel, Sharon Felton, Cheryl Woodhouse, Kamala Lannetti, Laura Beth Mattson

I. Attendees:

II. Call to Order:

III. Adoption of the Agenda:

IV. Adopt Meeting Minutes March 4, 2026:

V. Old Business:

A. Policy 3-1 Criteria

VI. New Business:

A. Policy 3-55 Buildings, Facilities, Grounds, Vehicles and Equipment – Generally

B. Policy 3-56 Safety Program

C. Policy 3-64 Security of Buildings and Grounds

D. Policy 3-72 Safety: Water Management Program to Prevent Legionella Growth

VII. Other Business:

A. Policy 6-18 Instructional Time and Impact Review

VIII. Next Meeting: April 22, 2026, 3:30 P.M.

IX. Adjourn:

SCHOOL BOARD POLICY REVIEW COMMITTEE MEETING MINUTES

**School Administration Building
School Board Room
March 4, 2026, 1:30 p.m.**

A video of this meeting can be found on YouTube:
<https://www.youtube.com/@VirginiaBeachSchools>

Committee Members: Carolyn Weems, Chair, Mark Bohenstiel, Sharon Felton, Cheryl Woodhouse, Kamala Lannetti, Laura Beth Mattson

I. Attendees: Matthew Delaney, Stephanie Enzmann, Ryan Goldberg

II. Call to Order:

Sharon Felton called the meeting to order at 1:31 p.m. and served as acting chair until Ms. Weems joined the meeting.

III. Adoption of the Agenda:

Motion to adopt the agenda was made by Mr. Bohenstiel. Second by Ms. Felton.
Ayes: 2 Nays: 0

IV. Adopt Meeting Minutes January 28, 2026:

Motion to adopt the January 28, 2026, meeting minutes made by Mr. Bohenstiel. Second by Ms. Felton.
Ayes: 2 Nays: 0

V. Old Business:

There was no old business for discussion.

VI. New Business:

A. Bylaw 1-36 Open Meetings and Closed Meetings

The committee reviewed the bylaw as part of the annual review requirement under the Virginia Freedom of Information Act. There were no recommended changes.

Motion to move Bylaw 1-36 to the next School Board meeting on Information was made by Mr. Bohenstiel. Second by Ms. Felton.
Ayes: 2 Nays: 0

B. Bylaw 1-37 Annual Organizational Meeting

The bylaw was presented for its five-year review. No changes were recommended, and no discussion occurred.

Motion to move Bylaw 1-37 to the next School Board meeting on Information made by Mr. Bohenstiel. Second by Ms. Felton.

Ayes: 2 Nays: 0

C. Appendix C Schools Board Standing Committee Procedures

Ms. Lannetti reviewed proposed revisions, including removing language in paragraph 4.b., clarifying that broadcasting meetings is a School Board decision rather than a legal requirement, and excluding Student Discipline Committee meetings from broadcasting requirements.

Ms. Weems joined the meeting at 1:37 p.m.

Motion to move Appendix C, as amended, to the next School Board meeting on Information as amended made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

Ms. Lannetti informed the Committee of technical issues with streaming and that the video will be posted when ready, but the meeting is not currently being live-streamed.

D. Policy 2-59 Outside Legal Counsel

Ms. Lannetti reviewed proposed updates to the policy, including previous changes made in 2021 related to employee attorney fees.

Motion to move Policy 2-59, as amended, to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

E. Policy 3-1 Criteria

The policy was reviewed as part of the five-year review cycle. A minor text correction was noted. Questions were raised regarding language referencing petty cash funds. The committee requested clarification from the Finance Department.

Motion to bring back Policy 3-1 to the next PRC to receive information from Finance made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

VII. **Other Business:**

A. Policy 4-45 Sick Leave Bank

Ms. Weems requested review of this policy following an employee injury regarding sick leave.

Ms. Enzmann provided an overview of sick leave allocations, rollover provisions, retirement payout rules, and operation of the Sick Leave Bank. After discussion, the committee determined no policy changes were necessary at this time.

B. Policy 6-18 Instructional Time and Impact Review

The committee discussed the use of Chromebooks by elementary students. Members discussed possible limitations on devices being sent home, potential grade-level restrictions, parental opt-out options, and exemptions for adaptive purposes. Additional information was requested from staff.

Dr. Goldberg will provide information for discussion at the March 25 and April 22 PRC meetings. Specifically:

- 1) No Chromebook or any device sent home with pre-k-2nd grade.
- 2) What would happen if devices do not go home 3rd-5th.
- 3) No devices at all for pre-k-1st or no devices pre-k – 2nd
- 4) Pros/cons for 2nd-5th or 3rd-5th on how hard it would be to put parameters on screen time
- 5) Exemption for those students who have adaptive services
- 6) Parental Opt-out
- 7) Ability to get information on total screen time usage at the end of the school year.

C. Policy 6-41 Digital Literacy

The policy was referenced due to its relationship to instructional technology discussions. No action was taken.

Ms. Woodhouse stated that she has received a response from Ms. Pate regarding the petty cash funds in Policy 3-1. Ms. Pate would like the language to remain in the policy, and she is prepared to attend the next meeting to answer questions.

Ms. Lannetti also reported that Risk Management has been reviewing the facilities use fee schedule, which has not been updated recently. The committee agreed the updated fee schedule may be presented directly to the School Board without PRC review.

Ms. Felton requested clarification regarding the definition of ex officio members in Appendix C. Ms. Lannetti stated these members are determined by each committee.

VIII. Next Meeting: March 25, 2026, 3:30 p.m.

IX. Adjourn: 3:18 p.m.

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Criteria

A. Financial Management

The School Board recognizes that money and money management are essential to support the whole school program. To make that support as effective as possible, the School Board shall:

1. Encourage advance planning through the best possible budget procedures;
2. Explore all practical sources of financial support;
3. Guide the expenditure of funds so as to extract the greatest educational return for each dollar spent;
4. Expect effective accounting and reporting procedures;
5. Maintain the level of unit expenditure needed to provide high quality education within the ability of the community to pay.

B. Noninstructional Operations

The School Board directs that the business segment of the School Administration shall:

1. Operate and maintain school plants and equipment at the highest standard of safety;
2. Promote the health of students and staff;
3. Reflect the moral and cultural aspirations of the community at its best;
4. Provide the surroundings necessary to the staff so that the best educational climate can be provided.

C. System of Accounts

The Superintendent shall ensure the implementation of the approved system of accounting for all monies, exclusive of the PTAs, Booster Clubs and related organizations, collected for any purpose within the School Division.

D. Surety Bonds

In order to protect public funds, the School Board and its employees, each employee who is responsible for large sums of money and/or is required by law or regulations to be bonded shall be covered by a surety bond. The bond shall meet the requirements of applicable law and regulation or ~~l~~-be commensurate with the responsibility of the employee's position. The School Board shall pay the cost of surety bonds.

E. Petty cash funds

The Superintendent is authorized to establish one or more petty cash funds not exceeding \$2,000 and in accordance with applicable law. All expenditures from a petty cash fund shall be supported by receipts.

F. Insurance

The Superintendent or designee is authorized to procure insurance policies and/or coverage, self-insure and create risk management programs for the School Board and the School Division as allowed by law and regulation.

Legal Reference

Code of Virginia § 22.1-76, as amended. Chairman; clerk; vice-chairman; deputy clerk; terms; compensation and bonds of clerk and deputy clerk; officers ineligible to serve as clerk and deputy clerk; approval of division superintendent's designee.

Code of Virginia § 22.1-84, as amended. Insurance

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

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

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

Code of Virginia § 22.1-123, as amended. Petty cash funds; payment of claims from petty cash.

VBCPS Business Services Manual

Adopted by School Board: February 16, 1993

Amended by School Board: March 9, 2021

Reviewed by School Board: 2026

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Buildings, Facilities, Grounds, Vehicles and Equipment-Generally

A. Preventive Maintenance

A proper program of preventive maintenance is a requirement for efficient, economic facilities operation. The Superintendent or designee is directed to maintain a proper preventive maintenance program and; shall include in the recommended budget recommendations, to include adequate funds to maintain preventive maintenancesustain this program.

B. Emergency Repairs

The Superintendent or designee may authorize separate contracts for emergency repairs to facilities, in accordance with applicable law, policy and regulation and consistent with School Division purchasing and financial procedures whenever necessary to keep such facilities property functioning efficiently and safely.

C. School Grounds

School Division grounds shall be maintained in a safe, functional, reasonably attractive condition. The Superintendent or designee shall include in the budget recommendation funds for the upkeep of grounds in the manner described by this Policy.

D. Replacement

All School Division equipment shall be placed on a replacement schedule as soon as feasible, and the Superintendent or designee shall include in the recommended budget funds to maintain the replacement schedule.

Requests for replacement of equipment shall be submitted by principals and other supervisors. Replacement of equipment, other than approved in the adopted budget, shall be considered in an emergency situation only.

E. Responsibility - Principals or Building Administrator

The principal or building administrator or their designee, in cooperation with the Department of School Support Services, shall be responsible for the operation and maintenance of the assigned facility. The principal or building administrator or designee shall have line authority over the custodial staff and shall be responsible for

reporting all problems which require the attention of the appropriate Department or Office.

F. Definition

For this Policy, all School Board and School Division owned, operated or leased buildings, facilities, grounds, vehicles or equipment will be referred to as “facilities”.

Adopted by School Board: February 16, 1993

Amended by School Board: September 28, 2021

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Safety Program

It is the policy of the School Board to take every reasonable precaution for the safety of students, employees, visitors, patrons and all other persons having business with schools in the School Division. The School Board believes that safety is important to everyone concerned with the schools, not only as a protective measure during school hours and school events, but also as an instructional means of developing an appropriate mode of behavior to minimize undesirable and unplanned occurrences.

Editor's Note

For implementation reference the Office Of Security and Emergency Management website for information concerning VBCPS policies and procedures.

Legal Reference

Virginia Board of Education Regulations, ~~Establishing Standards for Accrediting Public Schools in Virginia, as amended.~~ 8VAC20-132-240, as amended. School facilities and safety.

Adopted by School Board: August 15, 1989

Amended by School Board: February 16, 1993

Amended by School Board: July 20, 2021

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Security of Buildings and Grounds

A. Generally

In order to help ensure the security of school property from vandalism, the school board requires that:

1. ~~Dusk-to-dawn-and-outside-lights~~Outdoor lighting be installed where most needed.
2. Metal doors and screened doors and windows be installed where advisable.
3. Panic hardware be installed where required by the State Fire Marshall.
4. Persons apprehended for acts of vandalism may be subject to prosecution.

B. Employees' Responsibilities

School Board employees shall check to make sure that their work area is closed and locked before leaving for the day. School vehicles are to have the keys removed from them and have the doors locked after parking the vehicle. All money and other valuables are to be kept in a secure place, preferably a bank or safe.

C. Building Checks

Building checks are to be made at such times as is necessary or required by the Superintendent or designee. A building check shall consist of:

1. Checking all entrances to the building to determine that they are secure.
2. Checking all boilers to see that they are functioning properly.
3. Checking for running water.
4. Checking internal areas - audiovisual storage, office areas, and kitchen.

The building check is to be accomplished by the head day or head night custodian.

Editor's Note

For additional information please see the Office Of Security and Emergency Management website.

Related Links

School Board [Policy 3-65](#)

Adopted by School Board: February 16, 1993
Amended by School Board: July 20, 2021

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Safety: Water Management Program to Prevent Legionella Growth

The School Division shall develop and implement a water management program ~~to prevent for~~ the ~~prevention growth~~ of ~~Legionnaires disease~~ ~~legionella~~ in school building water systems. Water Management Plans (WMP) shall be developed and maintained for all School Division buildings. The plans and practices shall be consistent with guidance published from the Centers for Disease Control and Prevention (CDC) and the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE). The program shall be validated on at least an annual basis to maintain the water quality in School Division buildings and their associated systems. All plans, practices, and results of all validation and remediation activities shall be maintained and made available to the Virginia Department of Health upon their request.

Legal Reference

Code of Virginia § 22.1-138, as amended. Minimum standards for public school buildings.

Adopted by School Board: November 9, 2021

INSTRUCTION

Instructional Time - Importance and Impact Review

A. Generally

The School Board recognizes that in the education of children, quality teaching and high levels of student achievement are interdependent, and both require and have an impact on time. Therefore, it is imperative that time during the teachers' workday be utilized to the maximum benefit of students.

B. Definition

For the purpose of this Policy, "instructional time" is defined as the time spent in direct instruction, assessment, and evaluation of students. It also includes the time teachers spend in planning, preparing, collaborating, conferencing, and receiving training for the purpose of instructing students.

C. Time Impact Review

To minimize intrusions on instructional time, an impact review is required for division wide initiatives or programs that are of such scope that they impact and/or significantly alter the utilization of instructional time and, thus, impact teachers' delivery of services. The Superintendent or designee will ensure that initiatives proposed by or being considered by the School Board are reviewed and analyzed to determine the potential impact on instructional time. The School Board will be provided with the results of that review and analysis and should not take action in the absence of that impact review. School Administration and/or external organizations (such as city government, higher education, business partners, etc.) planning or requesting the implementation of new programs and initiatives, will also be subject to a time impact review; and if they do not require School Board approval, will be approved, or denied by the Superintendent or his designee.

Legal Reference

Code of Virginia § 22.1-291.1, as amended. Planning time for school teachers.

Virginia Board of Education Regulations 8VAC20-131-5, as amended. Definitions.

Virginia Board of Education Regulations 8VAC20-131-240, as amended. Administrative and support staff; staffing requirements.

Adopted by the School Board: April 22, 2008

Amended by School Board: July 12, 2022