

SCHOOL BOARD
POLICY REVIEW COMMITTEE MEETING
AGENDA

School Administration Building

School Board Room

June 24, 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 Minutes:

A. Policy Review Committee Meeting April 22, 2026

B. Policy Review Committee Special Meeting May 14, 2026

IV. Adoption of the Agenda:

V. Action:

A. Bylaw 1-32 Adoption, Amendment, Repeal or Suspension- Policies

B. Policy 3-30 Purchasing of Goods and Services

C. Policy 5-25 Student Placement

D. Policy 5-26 Course Load

E. Policy 5-27 Promotion, Retention and Acceleration

F. Policy 5-28 Reporting Student Progress

VI. Other Business:

A. Policy 4-32 Employee Associations

B. Policy 4-36 Payroll Deductions

VII. Next Meeting:

VIII. Adjourn:

**SCHOOL BOARD
POLICY REVIEW COMMITTEE MEETING
MINUTES - DRAFT**

School Administration Building
School Board Room
April 22, 2026, 3:00 P.M.

This meeting was livestreamed and can be viewed at the link below:

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

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

I. Attendees: Dr. Ryan Goldberg, David Din, Dr. Lorena Kelly, Matthew Delaney, Stephanie Enzmann, Tiffany Jacobs, Alicia Smith

II. Call to Order: 3:01 p.m.

III. Adoption of the Agenda:

Motion to adopt the agenda made by Ms. Felton. Seconded by Mr. Bohenstiel.

Ayes: 3 Nays: 0

IV. Adopt Meeting Minutes March 25, 2026:

Motion to adopt the March 25, 2026, meeting minutes made by Ms. Felton. Seconded by Mr. Bohenstiel.

Ayes: 3 Nays: 0

V. Old Business

Agenda Format / ADA Updates

Ms. Lannetti explained updates related to ADA compliance and noted that the agenda will now look different moving forward.

VI. New Business

A. Policy 3-2 Ethics in Public Contracting

Updates were made to align with current law and clarify language. No substantive changes were made, and no questions were raised.

Motion to move Policy 3-2 to the School Board meeting on Information made by Mr. Bohenstiel. Seconded by Ms. Felton.

Ayes: 3 Nays: 0

B. Policy 4-6 Healthy Work Environment

Reviewed as part of the five-year cycle. Minor edits were made for clarity and readability. No additional concerns were raised.

Motion to move Policy 4-6 to the School Board meeting on Information made by Mr. Bohenstiel. Seconded by Ms. Felton.

Ayes: 3 Nays: 0

C. Policy 4-18 Dismissal or Placement on Probation

Discussion focused on removing duplication and ensuring alignment with Virginia law.

Ms. Felton asked about consistency across policies and employee notification procedures. Administration confirmed notifications will follow standard processes with no changes.

Motion to move Policy 4-18 to the School Board meeting on Information made by Mr. Bohensiel. Seconded by Ms. Felton.

Ayes: 3 Nays: 0

D. Policy 4-39 Employee Professional Development & Growth in Job Skills

Updates were made for clarity and alignment with current practices and code. Discussion included clarification of roles and responsibilities.

Motion to move Policy 4-39 to the School Board meeting on Information made by Mr. Bohensiel. Seconded by Ms. Felton.

Ayes: 3 Nays: 0

VII. Other Business

A. Policy 6-18 Instructional Time and Impact Review

Discussion included definitions of instructional time, technology use in early grades, and the impact of device access. Committee members discussed balancing flexibility with consistency and noted that additional revisions may be needed.

After much discussion and some changes made to the policy, the Committee determined that additional time was needed to review updates to Policy 6-18 and ensure alignment with the Code of Virginia. The Committee agreed to schedule a special meeting on May 14, 2026, to continue the discussion of this policy.

VIII. Next Meeting: The PRC will hold a special meeting on May 14, 2026, at 3:00 p.m., primarily to discuss Policy 6-18 Instructional Time and Impact Review.

IX. Adjourn: 4:29 p.m.

SCHOOL BOARD
POLICY REVIEW COMMITTEE SPECIAL MEETING
MINUTES - DRAFT

School Administration Building

School Board Room

May 14, 2026, 3:00 P.M.

The Policy Review Committee Meeting can be watched through the link below:

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

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

I. Attendees: Lorena Kelly, Ryan Goldberg, Darnita Trotman

II. Call to Order: 3:00 PM

Ms. Weems read the Notice of the Special Meeting.

III. Adoption of the Agenda:

Motion to adopt the agenda was made by Ms. Felton. Second by Mr. Bohenstiel

Ayes: 3 Nays: 0

IV. Action:

A. Policy 6-18: Instructional Time- Importance and Impact Review

Committee Members reviewed the proposed changes and discussed the effects on emergency closures.

Motion to send as amended in the meeting to the next School Board meeting on
Information made by Mr. Bohenstiel. Second by Ms. Felton.

Ayes: 3 Nays: 0

V. Closed Session as Needed: Closed Session was not needed at this meeting.

VI. Next Meeting: May 27, 2026 at 3:30 p.m.

VII. Adjourn: 3:34 pm

SCHOOL BOARD BYLAWS

Adoption, Amendment, Repeal or Suspension - Policies

A. Approval for Content/Sufficiency

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

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

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

B. Format for Presentation

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

C. Adoption, Amendment, and Repeal

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

1. Requests to adopt, amend or repeal a policy should be submitted to the Policy Review Committee for review or to the School Board Members and to the Superintendent or designee in writing prior to the School Board meeting at which such proposed action will be reviewed or discussed.
2. A vote for adoption, amendment or repeal, shall take place at a subsequent meeting of the School Board. A majority vote of the School Board Members present at the meeting will be needed for the adoption, amendment, or repeal of a policy.
3. The School Board may adopt, amend, or repeal a policy at the same meeting when first presented if there is an affirmative vote of seven of the School Board

Members if there are eleven School Board Members present at the meeting or an affirmative vote of a majority plus one.

D. Suspension

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

Legal Reference

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

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

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

Adopted by School Board: July 21, 1992

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2001

Amended by School Board: December 2, 2008

Amended by School Board: August 2, 2016

Amended by School Board: September 28, 2021

Amended by School Board: October 26, 2021

Amended by School Board: December 13, 2022

Amended by School Board: April 4, 2023

Amended by School Board: 2026

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Purchasing and Procurement of Goods and Services

A. Generally

Purchases and procurement of goods and services from nongovernmental sources, whether consideration is monetary or nonmonetary, made by and for the School Board shall be initiated, processed and accomplished as mandated by the legal references to this Policy.

B. Procurement Officer

1. The Director of Procurement shall serve as the purchasing agent for the School Division and shall be responsible for the administration and oversight of procurement activities conducted on behalf of the School Board in accordance with applicable law, School Board policy, regulations, and established procedures.
2. The Office of Procurement Services shall serve as the centralized procurement authority for the School Division and shall administer and oversee the procurement process for all procurements conducted on behalf of the School Board, including those related to capital improvement projects and alternative project delivery methods authorized by law.
3. The Director of Procurement may designate Procurement Services staff to administer specific procurements and provide procurement guidance, compliance oversight, and support to the School Division.

4. For capital improvement projects and other facilities-related procurements, the Office of Facilities Services shall retain responsibility for project planning, technical specifications, scope development, budget coordination, project management, and contract administration, subject to applicable procurement requirements and procurement governance by the Office of Procurement Services.

~~The Director of Procurement shall serve as the purchasing agent for the School Division for everything except Capital Improvement Program (CIP) construction projects.~~

Legal Reference

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

Related Links

School Board [Policy 3-32](#)

Adopted by School Board: April 21, 1970

Amended by School Board: November 21, 1978

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: February 16, 1993

Amended by School Board: April 4, 2000

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: March 25, 2025

Amended by School Board: 2026

STUDENTS

Student Placement

A. Elementary Schools

1. Transfer Students

Students who transfer from other elementary schools within the School Division shall be placed in the grade which has been recommended by the previous school.

The Superintendent shall develop procedures for the placement of transfer students from outside the Division.

2. Placement of Twins or Multiple Siblings

The parent/ legal guardian of twins or higher multiple siblings in the same grade level may request that these children be placed in the same classroom or in a separate classroom if they are at the same elementary school.

- a. Schools may recommend classroom placement to the parent/legal guardian.
- b. Schools must provide the placement requested by the children's parent/legal guardian, unless the Division Superintendent or designee makes a classroom placement determination following the school principal's request in accordance with this subsection.
- c. A parent/legal guardian must request the classroom placement to the building principal in writing no later than 3 days after the first day of each school year or 3 days after the first day of attendance of the children during a school year.
- d. At the end of the initial grading period, if the school principal or designee, in consultation with the children's classroom teacher, determines that the requested classroom placement is disruptive to the school or is harmful to the children's educational progress, the school principal or designee may request that the Division Superintendent or designee determine the children's classroom placement.

B. Secondary Schools

Students who transfer from other secondary schools within the School Division shall be placed in a level best reflecting their earned units of credit, regulations for promotion and graduation requirements as established by the School Board.

The Superintendent or designee shall establish procedures for evaluating transcripts of transfer students and for awarding credits.

Legal Reference

Code of Virginia § 22.1-79.3, as amended, Policies regarding certain activities

Virginia Board of Education Regulations, 8VAC20-132-60, as amended. Transfer students.

Adopted by School Board: October 21, 1969

Amended by School Board: September 20, 1983

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

Amended by School Board: April 4, 2006

Amended by School Board: August 18, 2009

Amended by School Board: September 14, 2021

Amended by School Board: 2026

STUDENTS

Course Load

A. Generally

All students in grades 1-12 shall maintain a full-day schedule of classes (5 1/2 hours), unless a waiver is granted by the Superintendent or designee pursuant to criteria set forth in Regulation. No waiver shall be granted where such waiver reduces the instructional time in core academics.

B. Additional Course Load

Students at the high school level may be permitted to carry additional courses provided that their records indicate their ability to handle such courses, that their presence in the class will not cause overcrowding and that the needs of students requiring the courses have been fulfilled.

C. Reduced Course Load

Upon presentation of a physician's certificate and with the consent of the principal or designee, a student may be permitted to carry less than a normal class load and to restrict activities to those recommended by a physician.

Legal Reference

Virginia Board of Education Regulations, 8VAC20-132-150, as amended. Standard school year and school day.

Virginia Board of Education Regulations ~~Establishing Standards for Accrediting Public Schools in Virginia~~, 8 VAC 20-132-10 *et seq*, as amended. Virginia Standards of Accreditation.

Adopted by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

Amended by School Board: October 6, 1998

Amended by School Board: September 14, 2021

Amended by School Board: 2026

STUDENTS

Promotion, Retention and Acceleration

Each student should learn the relevant grade level subject matter before promotion to the next grade. Each student shall take and be expected to achieve a passing score on the SOL tests for the students' respective grade. Schools shall use SOL test results as part of a set of multiple data points for determining promotion in grades three (3) through eight (8) as set forth in more detail below. The use of SOL test score results as the sole criterion for awarding credit is prohibited.

A. Kindergarten

Students shall be retained in kindergarten only after a conference with the parent/legal guardian and approval of the principal or designee. The principal or designee's decision will be final.

In special cases the school may refer students from kindergarten to first grade during the school year.

B. Elementary School

Promotion will be made through grade five based on an evaluation of the student's acquisition of basic skills and other evidence of growth as determined by the student's teacher and principal/designee as evidenced by the one or more of the following factors:

- SOL test scores at the end of grades three (3) through five (5), if applicable;
- special needs;
- academic performance;
- prior retentions;
- attendance;
- physical size;
- reading level;
- work habits;
- intellectual ability;
- parental support;
- age; and

- school/family history.

The decision to promote a student is final with the principal/designee.

C. Middle School

Students in grades six, seven, and eight are promoted to the next grade on the basis of earning passing final grades in the core subjects of language arts, mathematics, science, and social studies and **earning** a passing final grade in one of the following program areas:

health/physical education and the equivalent of a full-year course in the electives together with consideration of the following factors:

- academic performance;
- ability level;
- attendance in conjunction with poor classroom performance;
- chronological age in relation to the normal grade/age group;
- prior retentions;
- delayed/advanced physical development;
- maturity in emotional and social development;
- work and study habits;
- student and parent attitude;
- parental support; and
- SOL test scores at the end of grades six (6) through eight (8); however, the use of SOL test scores as the sole criterion in awarding credit is prohibited.

D. High School

Promotion at the high school level is based upon academic achievement and the meeting of attendance requirements in individual courses. Promotion is based on the number of credits earned. The use of SOL test scores as the sole criterion in awarding credit is prohibited. An assignment of class standing will be made on the following basis:

- Grade 12: at least 16 credits and/or eligible for June graduation
- Grade 11: at least 10 credits, but fewer than 16 credits
- Grade 10: at least 5 credits, but fewer than 10 credits
- Grade 9: fewer than five credits

Acceleration at the high school level will be on a course-by-course basis.

E. Interventions

Those students identified as possible candidates for retention shall receive interventions as set forth in the Standards of Quality and the Standards of Accreditation.

F. Final decision on promotion or retention

The principal or designee will have final authority to decide whether a student will be retained or promoted to the next grade. Students who have met the academic requirements to be promoted will not be retained for social, emotional, or disciplinary reasons.

Legal Reference

Virginia Board of Education Regulations, 8VAC20-132-40, as amended. Student Achievement Expectations.

Virginia Board of Education Regulations, ~~for Establishing Standards for Accrediting Public Schools in Virginia.~~ 8VAC20-132-300, as amended. Role of the Principal.

Code of Virginia § 22.1-253.13:3, as amended. Standard 3. Accreditation, other standards and evaluation.

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

Amended by School Board: October 19, 1993

Amended by School Board: September 15, 1998

Amended by School Board: March 22, 2005

Amended by School Board: April 4, 2006

Amended by School Board: September 14, 2021

Amended by School Board: 2026

STUDENTS

Reporting Student Progress

A. Progress Reports

Periodically during the school year, a progress report shall be given to the adult student or **the** parents/legal guardian of a minor student, including those with Individualized Education Programs (IEPs), who is in danger of failing a course or subject. This report shall provide information regarding the student's academic achievements during the period and may include information relevant to the student's work habits, attitudes and weaknesses. The report should give an evaluation of the student's academic progress as compared to what might normally be expected of a student in the student's grade.

B. Warning Notices

In cases where a student is in danger of failing a course or subject or experiences a significant, negative change in performance, sufficient notice shall be sent home to provide warning of the possibility that the student may fail the subject or class. **A conference will be held with the adult student or the parents/legal guardians of a minor student to address the issues in the warning notice.**

C. Conferences Regarding Student Progress

The School Board encourages the use of conferences between the adult student or **the** parents/legal guardians of minor students and **the** teachers and/or principals. Such conferences shall be called to explore the needs of the student, to resolve misunderstandings,

to devise plans for assisting the students to succeed or for other reasons relevant to the student's education.

D. High School Seniors

If a **high school** senior is in danger of failing to meet the graduation requirements, the adult student or **the** parents/legal guardians of a minor student shall receive reasonable notification of the possibility of not qualifying for graduation and of the options for seeking assistance. Assistance should be provided where possible to help the student meet the requirements.

E. Access to Student Progress Reports

Access to student progress reports will be granted in accordance with Policy 5-31 and Regulation 5-10.2, as amended.

In questionable cases the principal is to seek advice of the Superintendent or designee.

Related Links

School Board [Policy 2-42](#)

School Board [Regulation 2-42.1](#)

School Board [Regulation 2-42.2](#)

School Board [Regulation 5-10.2](#)

School Board [Policy 5-31](#)

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

Amended by School Board: August 4, 1998

Amended by School Board: September 5, 2012

Amended by School Board: September 14, 2021

Amended by School Board: 2026

PERSONNEL

Employee Associations

A. Right to Form, Join, etc.

The Superintendent shall ensure the right of all employees, freely and without fear of penalty, to form, join, assist, or be represented by an employee association or to refrain from such activity. The School Board shall continue to exercise unilaterally its final managerial authority.

B. Employee Association- definition

An employee association is defined as an organization comprised of and organized by only employees or retirees of Virginia Beach City Public Schools.

C. Use of School Facilities for Employee Association Business

Employee associations are authorized to use school facilities for association business as set forth below.

1. With the prior approval of the principal, an employee association representative may confer with an individual association member on school premises, either before or after such member's established work hours.

2. An employee association may hold meetings of its members on school premises, provided: a) a written request for the use of school premises is submitted to the principal at least twenty-four (24) hours in advance of such use; b) the request is approved; c) the meeting is not held during the regular work hours of the facility being used; and d) the employee association agrees to pay any customary charges that may be assessed for custodial services and utilities.
3. One (1) bulletin board shall be set aside at each school specifically for the posting of information by employee associations. The principal of each school shall determine the size and location of such bulletin board; provided, however, that the bulletin board shall be at least two (2) feet by three (3) feet in size and shall be located away from student areas. Any information posted on school premises by an employee association shall only be posted on the designated bulletin board.
4. Employee associations may distribute information in teacher mailboxes, provided such distribution is: a) done by a member of the employee association and not by a school's administrative staff; and b) only occurs before the beginning of, or after the end of, a school's regular workday.
5. With the prior approval of the principal, employee associations may use a school's public address system to announce the date, time and place of association meetings, provided such use does not occur during the instructional part of the day.

Notwithstanding the above, school premises, bulletin boards, teacher mailboxes and public address systems shall not be used by any employee association, on its own behalf or on behalf of a political action committee or other entity, for the distribution or dissemination of information which directly or indirectly supports or opposes any candidate for public office.

D. Additional Services

In addition to the foregoing, any employee association as defined in this Policy shall be entitled to the following:

1. With the prior approval of the Superintendent or designee, an employee association's members may take leave to conduct employee association business, provided the employee association reimburses the School Division for actual expenses for required substitutes for members approved for association leave; and
2. An employee association may have the dues of its members deducted from such members' paychecks, provided the employee has provided authorization to the Administration to have employee association dues deducted from his/her paycheck. Effective with Fiscal Year 2006-2007, the employee must provide appropriate authorization to and as determined by the Administration to withhold dues. Such withholding will remain in force until the employee provides appropriate authorization as determined by the Administration to discontinue the deduction. Employees who are employed or join an employee association after November 1st may elect to have their dues deducted from their paychecks for the remainder of the fiscal year by providing appropriate authorization to the Administration at least ten (10) days before the date they want the first such deduction to take place. Verification of such authorization, and the deduction of dues, shall be conducted by the Administration, provided the employee association reimburses the School Division for the actual cost to provide this service.

Editor's Note

On October 5, 1999, the School Board passed a Resolution Authorizing Superintendent to Suspend Employee Association's Privilege of Using School Facilities in Response to

Association's Violation of School Board Policy or Regulation Governing Use. This resolution gives the Superintendent authority to suspend an association's privileges under this Policy for a period of up to twelve (12) months. This resolution will remain in effect until the School Board takes action to revoke it. A copy of the resolution can be found in the School Board minutes for October 5, 1999, and attached to this policy.

Related Links

School Board [October 5, 1999 Resolution](#)

Adopted by School Board: November 1, 1977

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

Amended by School Board: September 21, 1999

Amended by School Board: June 8, 2004

Amended by School Board: December 20, 2005

Amended by School Board: February 13, 2018

Amended by School Board: February 9, 2021

PERSONNEL

Payroll Deductions

A. Payroll Deductions

No deductions shall be made from the salary of any employee except for such purposes as required by law or specifically approved by the School Board. Deductions other than those required by law shall be made only on the approval of the School Board and at the written request of the individual desiring such deduction(s). No such approval for any deductions shall be granted which does not offer advantages or opportunities which are open and available to all employees.

Related Links

School Board [Policy 2-59](#)

School Board [Policy 3-89](#)

School Board [Regulation 4-36.2](#)

Adopted by School Board: October 20, 1987

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

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

Amended by School Board: December 21, 1999

Amended by School Board: April 1, 2003

Amended by School Board: April 6, 2004

Amended by School Board: October 10, 2017

Amended by School Board: February 9, 2021