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SECTION B: School Board Governance and Operations

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File: BB

SCHOOL BOARD LEGAL STATUS

The School Board of Southampton County Public School Division derives its authority from the Constitution of Virginia and laws of Virginia.

The Southampton County School Board members are officers of the Commonwealth.

The Southampton County School Board governs the school division.

The School Board is a corporate body whose official title is "Southampton County School Board".

Adopted:

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Legal Refs.: Constitution of Virginia, article VIII, § 7.
Code of Virginia, 1950, as amended, §§ 22.1-2, 22.1-28, 22.1-31, 22.1-71.

Cross Ref.:

AA	School Division Legal Status
BBAA	Board Member Authority

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File: BBA

SCHOOL BOARD POWERS AND DUTIES

The School Board:

- adopts policy to provide for the day-to-day supervision of schools;
- sees that the school laws are properly explained, enforced and observed;
- secures, by visitation or otherwise, as full information as possible about the conduct of the public schools in the school division and takes care that they are conducted according to law and with the utmost efficiency;
- cares for, manages and controls the property of the school division and provides for the erecting, furnishing, equipping, and noninstructional operating of necessary school buildings and appurtenances and the maintenance thereof by purchase, lease, or other contracts;
- provides for the consolidation of schools or redistricting of school boundaries or adopts pupil assignment plans whenever such procedure will contribute to the efficiency of the school division;
- insofar as not inconsistent with state statutes and regulations of the Board of Education, operates and maintains the public schools in the school division and determines the length of the school term, the studies to be pursued, the methods of teaching and the government to be employed in the schools;
- performs such other duties as are prescribed by the Board of Education or are imposed by law;
- obtains public comment through a public hearing not less than seven days after reasonable notice to the public in a newspaper of general circulation in the school division prior to providing (i) for the consolidation of schools; (ii) the transfer from the public school system of the administration of all instructional services for any public school classroom or all noninstructional services in the school division pursuant to a contract with any private entity or organization; or (iii) in school divisions having 15,000 pupils or more in average daily membership, for redistricting of school boundaries or adopting any pupil assignment plan affecting the assignment of fifteen percent or more of the pupils in average daily membership in the affected school. Such public hearing may be held at the same time and place as the meeting of the School Board at which the proposed action is taken if the public hearing is held before the action is taken;
- surveys, at least annually, the school division to identify critical shortages of teachers and administrative personnel by subject matter, specialized student support positions, and school bus drivers and reports such critical
- shortages to the Superintendent of Public Instruction and to the Virginia Retirement System or requests the superintendent to conduct such survey and submit such report to the School Board, the Superintendent of Public Instruction, and the Virginia Retirement System;
- ensures that the public schools within the school division are registered with the Department of State Police to receive electronic notice of the registration or reregistration of any sex offender within the school division pursuant to Va. Code § 9.1-914;

- ensures that at any back to school night event in the division to which the parents of enrolled students are invited, any parent in attendance receives prominent notification of and access, in paper or electronic form, or both, to information about application and eligibility for free or reduced price meals for students and a fillable free or reduced price meals application that may be completed and submitted on site;
- ensures that the information sheet on the Supplemental Nutrition Assistance Program (SNAP) benefits program developed and provided by the Department of Social Services pursuant to subsection D of Va. Code § 63.2-801 is sent home with each student enrolled in an elementary or secondary school in the division at the beginning of each school year or, in the case of any student who enrolls after the beginning of the school year, as soon as practicable after enrollment;
- ensures that a fillable free or reduced price meals application is sent home with each student enrolled in a public elementary or secondary school in the division at the beginning of each school year or, in the case of any student who enrolls after the beginning of the school year, as soon as practicable after enrollment;
- permits any student enrolled in a public elementary or secondary school in the local school division who provides acceptable proof of identification as set forth in subdivision 15, if requested, and signs up in accordance with sign-up procedures for the respective school board meeting, to submit oral comments during any public comment or citizen participation portion of such meeting subject to the same reasonable time, place, and manner restrictions imposed by such school board on the expression of any other citizen participant in such meetings; **and**
- accepts as proof of student identification for the purpose of providing oral public comment as permitted pursuant to subdivision 14 any current student identification card or other school document such as a report card or a personal school email address.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70.3, 22.1-78, 22.1-79, 22.1-253.13:2.

Cross Refs.:

AF	Comprehensive Plan
CBA	Qualifications and Duties for the Superintendent
KN	Sex Offender and Crimes Against Minors Registry Information

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File: BBAA

BOARD MEMBER AUTHORITY

The Southampton County School Board is a body corporate, and in its corporate capacity is vested with all the powers and charged with all the duties, obligations, and responsibilities imposed upon school boards by law and may sue, be sued, contract, be contracted with, and purchase, take, hold, lease and convey school property, both real and personal. School Board members have no authority or duties except such as may be assigned to them by the School Board as a whole.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-71.

Cross Ref.:

AA	School Division Legal Status
BB	School Board Legal Status

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File: BBBB

STUDENT REPRESENTATIVE TO THE SCHOOL BOARD

The opinions and concerns of the students in Southampton County Public School Division are important to the Southampton County School Board. Therefore, the School Board may appoint student representation to the School Board.

Any student representative to the School Board serves only in an advisory capacity, does not count toward quorum and does not vote.

The School Board establishes the following procedures related to the appointment of student representatives from enrolled students in the division.

SCPS Procedures Inserted Below (this line to be removed from final product)

To be eligible for appointment as a student representative, a student must:

1. Be enrolled in Southampton County Public Schools as a rising senior/12th grader at the time of application, and remain enrolled in Southampton County Public Schools throughout the term of service;
2. Be in good academic standing;
3. Demonstrate satisfactory attendance;
4. Demonstrate good character and conduct consistent with the expectations of Southampton County Public Schools;
5. Demonstrate an interest in representing the perspectives and concerns of students throughout the school division; and
6. Be able to attend School Board meetings and fulfill the responsibilities associated with the position.

The student representative selection process will be conducted annually according to a timeline established by the Superintendent (student selection will be announced in June; the student will begin to serve on July 1 and continue to serve until the following June).

1. **Announcement of Opportunity.**
   The Superintendent or designee will announce the opportunity to apply for appointment as a student representative to eligible students no later than March of the year prior to the start of the student's term of service (ex. March 2027 prior to start July 1 of 2027). The announcement will include eligibility requirements, application procedures, deadlines, and expectations for service.
2. **Application.**
   Interested students will submit an application on a form approved by the Superintendent or School Board. The application may require students to provide information regarding their academic record, school and community involvement, leadership experience, character, and reasons for seeking appointment.

3. **School-Level Review.**
   Each high school may establish a school-level review process for applications. The principal, or designee, may consult with teachers, counselors, student leaders, and other appropriate school personnel when reviewing applicants.
4. **Nomination of Candidates.**
   Each high school may nominate up to two qualified rising 12th-grade students for consideration by the Superintendent. If the School Board establishes a different number of representatives or a different selection structure, the Superintendent will adjust the nomination process accordingly.
5. **Superintendent Review.**
   The Superintendent or designee will review the nominated candidates and may conduct interviews or request additional information as appropriate.
6. **Recommendation to the School Board.**
   The Superintendent will recommend the student or students selected for consideration to the School Board.
7. **Appointment by the School Board.**
   The School Board will make the final appointment by majority vote at a public meeting.

In reviewing applicants and making recommendations for appointment, consideration may be given to the following:

1. Academic performance and commitment to learning;
2. Attendance and punctuality;
3. Leadership experience;
4. Participation in school activities, organizations, athletics, or community activities;
5. Demonstrated character, responsibility, and maturity;
6. Ability to communicate effectively;
7. Ability to listen respectfully to differing perspectives;
8. Understanding of the role and responsibilities of a student representative;
9. Interest in issues affecting students and public education; and
10. The student's ability to represent the interests and perspectives of students throughout the division rather than solely personal interests.

No student is guaranteed appointment based solely upon academic performance, extracurricular involvement, or any other single factor.

A student representative will serve a one-year term (July 1 to June 30) corresponding with the school year for which the student is appointed, unless otherwise established by the School Board.

A student may be considered for reappointment if the student continues to meet all eligibility requirements. Reappointment is not automatic.

If a vacancy occurs during the term, the Superintendent may recommend a replacement student to the School Board for appointment.

Student representatives are expected to adhere to rules established by the School Board to fulfill their role.

Student representatives are expected to:

1. Attend regularly scheduled public School Board meetings;
2. Serve as a liaison between the School Board and students;
3. Seek input from students regarding matters of general interest or concern;
4. Communicate student perspectives to the School Board in a respectful and constructive manner;
5. Present periodic reports to the School Board regarding student activities, accomplishments, concerns, and ideas;
6. Complete reasonable assignments related to student issues, research, or information gathering when requested by the School Board;
7. Maintain appropriate confidentiality regarding information learned through participation in School Board activities;
8. Follow applicable School Board policies, administrative regulations, meeting procedures, and standards of conduct;
9. Treat School Board members, administrators, employees, students, and members of the public with respect; and
10. Represent students throughout Southampton County Public Schools rather than a particular school, organization, group, or individual.

Student representatives will receive the agenda and other materials provided for public portions of School Board meetings in advance when practicable.

Student representatives do not attend closed meetings. They do not have access to confidential information, including student or personnel records.

Student representatives may:

1. Sit at or near the School Board table as determined by the School Board Chair;
2. Address the School Board during designated portions of the meeting;
3. Participate in discussions when recognized by the School Board Chair; and
4. Present a student representative report at meetings as scheduled by the School Board.

Student representatives may not vote on motions or other matters before the School Board.

The School Board Chair may establish reasonable time limits and procedures governing student representative participation in meetings.

Student representatives are expected to attend regularly scheduled School Board meetings during their terms.

If a student is unable to attend a meeting, the student should notify the Clerk of the School Board or the Superintendent's designee as soon as practicable.

Excessive absences, failure to fulfill the responsibilities of the position, or failure to maintain eligibility requirements may result in a recommendation for removal.

Student representatives are responsible for arranging transportation to and from School Board meetings unless transportation is otherwise provided or approved by the School Board.

With prior approval, the School Board may provide or reimburse reasonable expenses associated with official student representative activities when funds are available and the expenses are authorized in accordance with applicable School Board procedures.

The School Board may remove a student representative for good cause, including but not limited to:

1. Failure to maintain eligibility requirements;
2. Excessive absences;
3. Violation of School Board policy or school rules;
4. Breach of confidentiality;
5. Conduct that substantially interferes with the student's responsibilities as a representative; or
6. Failure to fulfill the duties of the position.

Before removal, the student will be given an opportunity to be informed of the concerns and to respond, as appropriate.

The Superintendent or designee will review the student representative program annually and may recommend changes to the School Board regarding the application, selection, orientation, responsibilities, or evaluation of student representatives.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-86.1.

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File: BBBC
Elected Boards

BOARD MEMBER OATH OF OFFICE

All newly elected school board members must qualify by taking the oath prescribed for officers of the Commonwealth on or before the day of the initial meeting of the new school board. Failure to take the oath of office within the time allowed by law will result in the office being considered vacant. However, if a school board member attends the first meeting without having taken the oath, that alone will not create a vacancy, provided the member takes the prescribed oath within 30 days after the first meeting.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 15.2-1522, 15.2-1524, 24.2-228, 49-1, 49-3.

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File: BBD

BOARD MEMBER REMOVAL FROM OFFICE

Any School Board member may be removed from office in accordance with the provisions of sections 24.2-230 through 24.2-238 of the Code of Virginia.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 24.2-230, 24.2-231, 24.2-232, 24.2-233, 24.2-234, 24.2-234.1, 24.2-235, 24.2-236, 24.2-237, 24.2-238.

Cross Ref.: BBE Unexpired Term Fulfillment

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File: BBE

UNEXPIRED TERM FULFILLMENT

Vacancies occurring in the membership of the School Board, including the position of tie breaker, if any, are filled as provided by law.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-2802,15.2-410, 15.2-531, 15.2-837,15.2-627, 22.1-39, 22.1-40, 22.1-44, 22.1-47, 22.1-50, 22.1-53, 22.1-57.3, 24.2-226, 24.2-228.

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File: BBFA

SCHOOL BOARD MEMBER CONFLICT OF INTERESTS

Policy Statement

The **Southampton County** School Board is committed to maintaining public confidence in the integrity and impartiality of the Board and emphasizes that the Virginia State and Local Government Conflict of Interests Act ("COIA") applies to all members of the **Southampton County** School Board. Members will maintain the highest ethical standards in the conduct of public business to include recognizing and managing situations where personal interests may interfere with official duties.

Copy of Virginia State and Local Government Conflict of Interests Act

The Superintendent ensures that each School Board member is furnished with a copy of the Virginia COIA within two weeks following the person's election, reelection, appointment, or reappointment to office. Every member must familiarize themselves with the requirements of the Virginia COIA.

Training Requirement

Each School Board member is required to complete conflict of interest training provided by the Virginia Conflict of Interest and Ethics Advisory Council, as required by Virginia Code § 2.2-3132. Such training must be completed within two months of assuming office and thereafter at least once during each consecutive period of two calendar years while holding office.

The clerk maintains records identifying School Board members subject to the training requirement and the dates that each member completed the training. Such records are maintained as public records for five years in the office of the clerk.

Prohibited Conduct

School Board members must perform their official duties in a manner that avoids conflicts between personal interests and official responsibilities, refrains from using their public office for personal gain, and complies with the Virginia COIA and other applicable law.

School Board members must comply with the contractual conflict provisions of the Virginia COIA.

Prohibited Gifts

School Board members must comply with the gift limitations and restrictions imposed by the Virginia COIA. This includes restrictions on gifts from lobbyists and

parties seeking contracts with the division. Members, and members of their immediate family, may accept gifts that fall under the exceptions provided in Virginia COIA.

Disclosure and Abstention Requirements

Any School Board member who has a personal interest in a transaction or any matter before the School Board must disclose such interest as required by Virginia Code § 2.2-3112, and when required, must disqualify themselves from participating in the specific matter, to include abstention from voting.

Any member participation in a matter in which they have a personal interest is governed by Virginia Code § 2.2-3112.

The School Board member shall disclose the existence of an interest orally or in writing, and the clerk shall record such disclosure in the minutes. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the member must file the required declaration by the end of the next business day. The School Board member shall also orally disclose the existence of the interest during each meeting at which the transaction is discussed, and such disclosure shall be recorded in the minutes of the meeting.

Filing of Disclosure of Economic Interests

Each School Board member must file a disclosure statement of their personal interests and other information with the Virginia Conflict of Interest and Ethics Advisory Council on or before February 1 of the year they assume office and thereafter file such statement annually on or before February 1. Members shall disclose their personal interests and other information as required on the form prescribed by the Council for the preceding calendar year complete through December 31.

The clerk is responsible for coordinating the electronic filing of disclosure statements.

Failure to file required disclosure forms may subject a member to penalties under the law.

Advisory Opinions

School Board members may request and rely in good faith on written opinions regarding the Act from:

- the local Commonwealth's attorney;
- the local **county** attorney; or
- the Virginia Conflict of Interest and Ethics Advisory Council.

When seeking a written opinion, School Board members must fully disclose all the facts to obtain the protections afforded by law.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3100 et seq., § 2.2-3704, 22.1-78

Cross Ref.:

CBCA	Disclosure Statement Required of Superintendent
GAH	School Division Employee Conflict of Interests
GCCB	Employment of Family Members

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File: BCA

SCHOOL BOARD ORGANIZATIONAL MEETING

The Southampton County School Board holds an organizational meeting annually.

At that meeting the Board:

- establishes its regular meeting schedule for the following year,
- elects one of its members as chair,
- approves a designee of the superintendent to attend meetings of the School Board in case of the superintendent's absence or inability to attend, and
- appoints, on the recommendation of the superintendent, a clerk of the School Board.

Upon election, the chair immediately assumes office and presides over the remainder of the meeting.

In addition, the Board

- may elect one of its members as vice-chair and
- may appoint a deputy clerk.

The vice-chair and deputy clerk, if any, are empowered to act in all matters in case of the absence or inability to act of the chair or clerk, respectively, or as otherwise provided by the Board.

The terms of the chair, clerk, vice-chair, and deputy clerk are one year.

The Board's annual organizational meeting is held in **January**.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-72, 22.1-76.

Cross Ref.: BCB School Board Officials

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File: BCB

SCHOOL BOARD OFFICERS

The officers of the School Board are a chairman and vice-chairman. The chairman and the vice-chairman are elected annually at the organizational meeting of the School Board.

School Board Chairman

The duties of the chairman are to preside at all meetings of the School Board, to perform such other duties as may be prescribed by law or by action of the School Board, and to sign all legal documents approved by the School Board.

The chairman, as a member of the School Board, has a vote on all matters before the School Board which come to a vote, but does not have an additional vote as chairman in case of a tie.

Vice-Chairman

The vice-chairman, if present, presides in the absence of the chairman, and is empowered to act in all matters in case of the absence or inability of the chairman to act or as provided by resolution of the School Board. If neither the chairman or vice-chairman is present, a majority of Board members present, if they constitute a quorum, shall elect one from among themselves to chair the meeting.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-72, 22.1-76.

Cross Ref.: BCA School Board Organizational Meeting

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File: BCC

SCHOOL BOARD CLERK

On recommendation of the superintendent, a clerk is and a deputy clerk may be appointed annually at the organizational meeting of the School Board.

The clerk and deputy clerk, if any, are each bonded in an amount no less than ten thousand dollars ($10,000), and the School Board pays the premiums for each bond. The clerk and deputy clerk, if any, discharge under the general direction of the superintendent all duties as required by law and such other duties as may be required by the School Board or the Board of Education.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-76, 22.1-77.

Cross Ref.:	BBFA	School Board Member Conflicts of Interest
	BCA	School Board Organizational Meeting
	BHB	Board Member In-Service Activities
	CBCA (optional)	Disclosure Statement of Superintendent

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File: BCE

SCHOOL BOARD COMMITTEES

There are no standing committees of the Southampton County School Board.

Special committees may be appointed by the chair or created by School Board action. Special committees are created for a specific purpose and expire upon completion of the assigned task, or at the time specified when the committee is created, unless School Board action authorizes temporary continuance of the committee.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §22.1-78, 22.1-277.06.

Cross Refs.:	BCEA	Disciplinary Committee
	BCF	Advisory Committees to the School Board
	BDA	Regular School Board Meetings
	BDB	Special School Board Meetings
	BDC	Closed Meetings
	BDD	Electronic Participation in School Board Meetings from Remote Locations
	GB	Equal Employment Opportunity/ Nondiscrimination

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Date	Policy Code	Policy Name	VSBA Explanation of Revision
May 2023 **NEW**	BCEA (optional)	Disciplinary Committee	Policy and Cross References updated.

File: BCEA

DISCIPLINARY COMMITTEE

Adopted:

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Legal Refs.:
Cross Refs.:
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File: BCEA

DISCIPLINARY COMMITTEE

A Disciplinary Committee composed of at least three school board members presides over all cases of student suspensions of more than 10 days and expulsions within the **Southampton County** School Division. The decision of the Committee, if unanimous, is the final decision of the School Board. If the Committee's decision is not unanimous, the pupil or pupil's parent may appeal the decision to the School Board. Such appeal will be decided by the School Board within 30 days.

The Disciplinary Committee follows the procedures set forth in Policy JGD/JGE Student Suspension/Expulsion.

Membership on the Disciplinary Committee is determined by the School Board.

Adopted:

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Legal Ref.: Code of Virginia, §§ 22.1-277.05, 22.1-277.06.

Cross Refs.: BDD Electronic Participation in School Board Meetings from Remote Locations

BCE	School Board Committees
JEC	School Admission
JGD/JGE	Student Suspensions/Expulsions

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File: BCF

ADVISORY COMMITTEES TO THE SCHOOL BOARD

The School Board may appoint advisory councils or committees of citizens of the school division for consultation with reference to specific matters pertaining to local schools. In addition, pursuant to Board of Education regulations, the School Board establishes advisory committees for the following programs: special education and career and technical education.

In addition, the School Board reserves the right to establish other advisory bodies at need.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-18.1, 22.1-86, 22.1-227, 22.

8 VAC 20-81-230.
8 VAC 20-120-50.

Cross Ref.:	BCE	School Board Committees
	BDD	Electronic Participation in School Board Meetings From Remote Locations
	EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
	EBB	Threat Assessment Teams
	IC/ID	School Year/School Day
	IGBB	Programs for Gifted Students
	KC	Community Involvement in Decision Making

File: BCG

SCHOOL ATTORNEY

The School Board may retain an attorney for legal counsel and services. The attorney, upon request by the School Board, may attend meetings of the Board and its committees.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-82.

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File: BDA

REGULAR SCHOOL BOARD MEETINGS

The School Board transacts all business at School Board meetings. Nothing in this policy prohibits a person from contacting an individual School Board member, for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone, or by electronic communication, provided the contact does not circumvent the requirements of a properly held meeting under the Virginia Freedom of Information Act (VFOIA).

All meetings of the School Board are open to the public, except as otherwise permitted by law. The School Board does not vote by secret or written ballot.

No meeting is conducted through telephonic, video, or other electronic communication means where the members are not physically assembled to discuss or transact public business, except as permitted by VFOIA.

The School Board gives notice of its meetings in accordance with Policy BDDA Notification of Meetings.

At least one copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to the members of the School Board for a meeting are made available for public inspection at the same time such documents are furnished to the members of the Board. The public agenda is posted on the official School Board website prior to the meeting.

No final action is taken on items added to the agenda after the meeting commences unless it is a time-sensitive matter or the subject of a properly identified closed meeting pursuant to VFOIA. For purposes of this section, "final action" means a vote, adjudication, or other formal action taken by the School Board that completes a matter or acts as final consideration of an item. "Final action" does not include:

- referral to a committee or advisory body;
- referral to a future meeting for action;
- direction to the staff to provide further information; **or**
- issuance of a commending or memorial proclamation.

Any person may photograph, film, record, or otherwise reproduce any portion of an open meeting. The School Board may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming, or recording a meeting to prevent interference with the proceedings, but does not prohibit or otherwise prevent any person from photographing, filming, recording, or otherwise reproducing any portion of an open meeting. The School Board does not conduct any open meeting in any building or facility where such recording devices are prohibited.

Minutes of all regular School Board meetings are recorded in accordance with Policy BDDG Minutes.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 2.2-3708.2, 2.2-3710, 22.1-72, 22.1-74.

Cross Ref.:

KC	Community Involvement in Decision Making
BCA	Board Organizational Meetings
BDD	Electronic Participation in School Board Meetings from Remote Locations
BDDA	Notification of Meetings
BDDG	Minutes

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File: BDB

SPECIAL SCHOOL BOARD MEETINGS

The School Board holds special and continued meetings when necessary. Special meetings are held when called by the chairman or when requested by two or more members. Special meetings may be called provided each member is duly notified, or a reasonable attempt has been made to notify each member.

Business that does not come within the purposes set forth in the call of the meeting is not transacted at any special meeting of the School Board unless the members present unanimously agree to consider additional items of business.

Notice, reasonable under the circumstances, of special or continued meetings is given contemporaneously with the notice provided to members of the School Board.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-72.

Cross Refs.:

KC	Community Involvement in Decision Making
BCA	Board Organizational Meetings
BDDA	Notification of School Board Meetings
BDDG	Minutes

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CLOSED MEETINGS

A Closed meetings may be held by the School Board or any committee thereof only in accordance with Virginia law, for purposes including the following:

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 the School Board. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter which involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the School Board. The School Board may not, however, discuss the compensation of Board members in closed session.
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 in the **Southampton County Public Schools** 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 School Board.
3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the School Board.
4. The protection of the privacy of individuals in personal matters not related to public business.
5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.
6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where if made public initially, the financial interest of the School Board would be adversely affected.
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 School Board. For purposes of this subsection, “probable litigation” means litigation which has been specifically threatened or on which the School Board or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. The closure of a meeting is not permitted merely because an attorney representing the School Board is in attendance or is consulted on a matter.
8. Consultation with legal counsel employed or retained by the School Board regarding specific legal matters requiring the provision of legal advice by such counsel. The

closure of a meeting is not permitted merely because an attorney representing the School Board is in attendance or is consulted on a matter.

9. Discussion or consideration of honorary degrees or special awards.
10. Discussion or consideration of tests or examinations or other information used, administered or prepared by a public body and subject to the exclusion in subdivision 4 of Va. Code § 2.2-3705.1.
11. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the School Board in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the School Board or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.
12. Discussion or consideration of medical and mental health records subject to the exclusion in subdivision 1 of Va. Code § 2.2-3705.5.
13. Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of Va. Code § 2.2-3705.2 where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.
14. Discussion or consideration of information subject to the exclusion in subdivision 11 of Va. Code § 2.2-3705.6 (the Public Private Education Facilities and Infrastructure Act) by the School Board or any independent review panel appointed to review information and advise the School Board concerning such information.
15. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the School Board.

B No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the School Board, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.

C. The School Board or any committee thereof may permit nonmembers to attend a closed meeting of the Board or committee if such persons are deemed necessary or if their presence will reasonably aid the Board or committee in its consideration of a topic which is a subject of the meeting.

D. School Board members may attend closed meetings held by any committee or subcommittee of the Board, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise the Board. School Board members shall in all cases be permitted to observe the closed meeting of the committee, subcommittee or entity. In addition to the requirements of Va. Code § 2.2-3707, the minutes of the committee or other entity shall include the identity of the School Board members who attended the closed meeting.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3711, 2.2-3712.

Cross Ref.:	BCE	School Board Committees
	BCEA	Disciplinary Committee
	BCF	Advisory Committees to the School Board
	BDDA	Notification of Meetings

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File: BDCA

CALLING AND CERTIFICATION OF CLOSED MEETINGS

A. No closed meetings are held by the School Board or any committee thereof unless the School Board or committee has taken an affirmative recorded vote in an open meeting approving a motion which (i) identifies the subject matter, (ii) states the purpose of the meeting as authorized in Va. Code § 2.2-3711.A or other provision of law and (iii) cites the applicable exemption or exemptions from open meeting requirements provided in the Virginia Freedom of Information Act (FOIA) or other provision of law. The matters contained in such motion are set forth in detail in the minutes of the open meeting. A general reference to the provisions of FOIA or authorized exemptions from open meeting requirements, or the subject matter of the closed meeting is not sufficient to satisfy the requirements for holding a closed meeting.

B. The School Board, or committee thereof, in holding a closed meeting, restricts its discussion during the closed meeting only to those purposes specifically exempted under FOIA and identified in the motion required in Section A, above.

C. At the conclusion of any closed meeting, the School Board or committee thereof immediately reconvenes in an open meeting and takes a roll call or other recorded vote to be included in the minutes, certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting. Any member of the Board or committee who believes that there was a departure from the requirements of (i) and (ii) above, so states prior to the vote, indicating the substance of the departure that, in the member’s judgment, has taken place. The statement is recorded in the minutes of the meeting.

D. Failure of the certification required by Section C, above, to receive the affirmative vote of a majority of the members present during a meeting does not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with these provisions. The recorded vote and any statement made in connection therewith, upon proper authentication, constitutes evidence in any proceeding brought to enforce FOIA.

E. Except as specifically authorized by law, in no event may the School Board or committee thereof take action on matters discussed in any closed meeting, except at an open meeting for which notice was given pursuant to Va. Code § 2.2-3707.

F. The School Board is subject to a civil penalty of up to $1,000 if a court finds that the Board voted to certify a closed meeting in accordance with Section C above and such certification was not in accordance with FOIA.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.1-3701, 2.2-3712 and 2.2-3714.

Cross Refs.:

BCE	School Board Committees
BCEA	Disciplinary Committee
BCF	Advisory Committees to the School Board
BDC	Closed Meetings
BDDA	Notification of Meetings

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File: BDD

ELECTRONIC PARTICIPATION IN SCHOOL BOARD MEETINGS FROM REMOTE LOCATIONS

General Application

Except as otherwise provided by law, the School Board should conduct all meetings wherein the public business is discussed or transacted in one physical location unless the Board has authorized remote participation by individual members or has convened an all-virtual public meeting in accordance with applicable law.

This policy **must be adopted at least once annually** and will be applied strictly and uniformly to all members of the School Board, without exception, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The minutes of meetings conducted in accordance with this policy include: (i) the identity of the members of the School Board who participated in the meeting through electronic communication means, (ii) the identity of the School Board members who were physically assembled at one physical location, and (iii) the identity of the members of the School Board who were not present at the location identified in (ii) but who monitored such meeting through electronic communication means.

If the School Board creates committees, subcommittees, or other entities, however designated, to perform delegated functions of the Board or to advise the Board, it may adopt a policy on behalf of its committees, subcommittees, or other entities that applies to the committees', subcommittees', or other entities' use of individual remote participation and all-virtual public meetings.

Definitions

"All-virtual public meeting" means a public meeting (i) conducted by the School Board using electronic communication means, (ii) during which all members of the Board who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.

"Caregiver" means an adult who provides care for a person with a disability as defined in Va. Code § 51.5-40.1. A caregiver must be either related by blood, marriage, or adoption to or the legally appointed guardian of the person with a disability for whom the caregiver is caring.

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

"Remote participation" means participation by an individual member of the School Board by electronic communication means in a public meeting where a quorum of the School Board is otherwise physically assembled.

Quorum Physically Assembled (Individual Remote Participation)

Individual members of the School Board may use remote participation instead of attending a meeting in person if, in advance of the meeting, each member seeking to use remote participation notifies the chair that:

- the member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance; for purposes of determining whether a quorum is physically assembled, a member of the School Board who is a person with a disability as defined in Va. Code § 51.5-40.1 and uses remote participation counts toward the quorum as if the member was physically present;
- a medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the meeting is being held thereby preventing the member's physical attendance; for purposes of determining whether a quorum is physically assembled, a member of the School Board who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the member was physically present;
- the member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; **or**
- the member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

Individual participation from a remote location will be approved unless such participation would violate this policy or the Virginia Freedom of Information Act, Va. Code § 2.2-3700 et seq. If a member's participation from a remote location is challenged, the School Board will vote whether to allow such participation. If the School Board votes to disapprove of the member's participation because such participation would violate this policy, such disapproval will be recorded in the minutes with specificity.

If participation by a member through electronic communication means is approved, the School Board records in its minutes the remote location from which the member participated. The remote location need not be open to the public and may be identified in the minutes by a general description.

If participation is approved based on a temporary or permanent disability or other medical condition of the member or a member of the member's family, the School Board includes in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance.

If participation is approved because the member's principal residence is more than 60 miles from the meeting location, the School Board includes in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location.

If participation is approved because of a personal matter, the School Board includes in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location is disapproved, such disapproval is recorded in the minutes with specificity.

Quorum Not Physically Assembled (All-Virtual Public Meetings)

The School Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, or the locality in which the School Board is located has declared a local state of emergency pursuant to Va. Code § 44-146.21, provided

- the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, **and**
- the purpose of the meeting is to provide for the continuity of operations of the School Board or the discharge of its lawful purposes, duties, and responsibilities.

If it holds a meeting pursuant to this section, the School Board

- will give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the School Board;
- make. arrangements for public access to the meeting through electronic communications means, including videoconferencing if already used by the School Board;
- will provide the public with the opportunity to comment at those meetings when public comment is customarily received; **and**
- will otherwise comply with the provisions of the Virginia Freedom of Information Act.

For any meeting conducted pursuant to this section, the nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held are stated in the minutes of the meeting.

The provisions of this section are applicable only for the duration of the declared emergency.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3707, 2.2-3708.2, 2.2-3708.3, 2.2-3710, and 51.5-40.1.

Cross Ref.:

BCE	School Board Committees
BCEA	Disciplinary Committee
BCF	Advisory Committees to the School Board
BDDA	Notification of Meetings
BDDG	Minutes

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File: BDDA

NOTIFICATION OF MEETINGS

Regular Meetings

The School Board and any committees thereof give notice of the date, time, and location of their regular meetings by posting such notice on its website, if any, placing a notice in a prominent public location at which notices are regularly posted and in the office of the clerk of the School Board at least three working days prior to the meeting. In addition, the School Board and any committees thereof shall publish notice of their meetings by electronic means whenever feasible. At least one copy of the proposed agenda and all agenda packets and other nonexempt materials furnished to members of the School Board and any committees thereof is made available for public inspection at the same time the documents are furnished to members of the School Board or committee.

Special Meetings

Notice, reasonable under the circumstance, of special, emergency or continued meetings is given contemporaneously with the notice provided to members of the School Board or committee.

Notification of Closed Meetings Held Solely for the Purpose of Interviewing Candidates for the Position of Superintendent

The notice provisions described above do not apply to closed meetings of the Board held solely for the purpose of interviewing candidates for the position of superintendent. Prior to any such closed meeting the School Board announces in an open meeting that such closed meeting will be held at a disclosed or undisclosed location within fifteen days thereafter.

Direct Notification

Notice of all School Board meetings and committee meetings is furnished directly to any person who requests such information. Requests to be notified of all meetings should be made at least once a year in writing and include the requester's name, address, zip code, daytime telephone number, electronic mail address, if available, and organization, if any. Unless the person making the request objects, the school division may provide electronic notice of all meetings in response to such requests.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 2.2-3712.

Cross Refs.:

BCE	School Board Committees
BCEA	Disciplinary Committee
BCF	Advisory Committees to the School Board
BDA	Regular School Board Meetings
BDD	Electronic Participation in School Board Meetings from Remote Locations
BDB	Special School Board Meetings

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File: BDDC

AGENDA PREPARATION AND DISSEMINATION

The preparation of the proposed agenda is the responsibility of the School Board chair with the assistance of the superintendent. Any member of the School Board may submit items for inclusion on the proposed agenda.

A copy of the proposed agenda and all agenda packets and materials is made available for inspection by the public at the same time such documents are furnished to the School Board members unless the materials are exempt under the Virginia Freedom of Information Act.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-78.

Cross Ref.:	BDA	Regular School Board Meetings
	BDB	Special School Board Meetings
	BDDA	Notification of Meetings

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File: BDDD

QUORUM

At any meeting of the Southampton County School Board, a majority of the Board constitutes a quorum.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-73.

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File: BDDE

RULES OF ORDER

The Southampton County School Board establishes rules of order and may adopt bylaws, policies and regulations.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-78

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File: BDDF

VOTING METHOD

Each School Board member's vote on every decision is recorded in the minutes of the meeting. The minutes of the meeting also reflect the method and result of all votes. No votes are taken by secret or written ballot.

In any case in which there is a tie vote of the School Board when all members are not present, the question shall be passed by until the next meeting when it will again be voted upon even though all members are not present. In any case in which there is a tie vote on any question after complying with this procedure or in any case in which there is a tie vote when all the members of the School Board are present, the clerk records the vote and immediately notifies the tie breaker, if any[1], to vote as provided in the Code of Virginia § 22.1-75. If no tie breaker has been appointed or elected as authorized by state law, any tie vote defeats the motion, resolution or issue voted upon.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3710, 22.1-57.3, 22.1-75.

Cross Refs.:

BDD	Electronic Participation in School Board Meetings from Remote Locations
BDDG	Minutes

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File: BDDG

MINUTES

Minutes are taken at all open meetings, approved by the School Board in regular session, signed by the clerk and chairman of the Board, and kept and stored in accordance with the provisions of the Code of Virginia.

Minutes of open School Board meetings are posted on the school division's website within seven working days of their final approval.

Draft minutes and all other records of open meetings, including audio or audio/visual records, are public records open pursuant to the Virginia Freedom of Information Act as described in Policy KBA Requests for Public Records and Regulation KBA-R Requests for Public Records.

Minutes may be taken during closed meetings of the School Board, but are not required. Such minutes are not subject to mandatory public disclosure.

Minutes are not required to be taken at deliberations of study commissions or study committees, or any other committees or subcommittees appointed by the School Board except where the membership of any such commission, committee or subcommittee includes a majority of the School Board. If minutes are required, they are posted on the school division's website within seven working days of their final approval.

Minutes are in writing and include, but are not limited to

- the date, time, and location of the meeting;
- the members of the School Board recorded as present and absent;
- a summary of the discussion on matters proposed, deliberated or decided; and
- a record of any votes taken.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3707, 2.2-3707.2, 2.2-3712, 22.1-74.

Cross Refs.:

BDC	Closed Meetings
BDD	Electronic Participation in School Board Meetings from Remote Locations
KBA	Requests for Public Records
KBA-R	Requests for Public Records

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PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the Southampton County School Board to observe its deliberations. In addition, any member of the community may address the Board on matters related to the Southampton County Public School Division at any regular meeting as provided in the accompanying regulation. Persons wishing to address the School Board are requested to contact the superintendent, the School Board chairperson, or their designee for placement on the public comment portion of the agenda OR sign-up for public comment on the sheet provided by the board clerk before the start of the meeting.

The chairperson is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented and length of time for such presentation. At the request of the chairperson or superintendent, a deputy from the Southampton County Sheriff's Department will act as the sergeant-at-arms. That officer, under the direction of the chairperson, will have charge of the meeting area as well as areas adjacent to the meeting space and will prevent disorder or interruption of the business of the School Board.

A reasonable period of time, as determined by the School Board, will be allocated at each regular meeting for community members to present matters of concern.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.

File: BDDH
(Also KD)

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Community Participation

Members of the community, including students enrolled in the division, are invited and encouraged to attend open meetings of the **Southampton County** School Board to observe its deliberations.

The School Board may provide an opportunity for public comment at open meetings. During this time, any member of the community may address the School Board on matters within the authority and responsibility of the Board. Public comments are subject to reasonable rules relating to time, place, and manner of speaking as established by the Board to ensure an orderly meeting and fair process for all participants.

Persons wishing to address the School Board may be required to register in advance in accordance with division procedures **[*MAY INSERT DIVISION PROCEDURES FOR REGISTRATION HERE:*** Persons wishing to address the School Board are requested to contact the superintendent, the School Board chairperson, or their designee for placement on the public comment portion of the agenda OR sign-up for public comment on the sheet provided by the board clerk before the start of the meeting.**]**

The chair is responsible for the orderly conduct of the meeting and will enforce the Board's rules governing the time, place, and manner of public comment. Upon recognition by the chair, the speaker will address the School Board as a body. **[*MAY INSERT SPECIFIC RULES HERE.*]**

Public comments are an opportunity to provide input to the Board on division matters and not intended to be a dialogue between the speaker and Board Members. The chair may permit Board Members to ask questions of a speaker.

At any time, the chair may rule a speaker out of order or terminate a presentation that violates the Board's adopted rules or otherwise materially disrupts the school board meeting.

[THE SCHOOL BOARD MAY INSERT ANY ADDITIONAL LOCALLY ESTABLISHED PROCEDURES REGARDING PUBLIC PARTICIPATION INCLUDING TIME LIMITS, SECURITY, ETC.: At the request of the chairperson or superintendent, a deputy from the Southampton County Sheriff's Department will act as the sergeant-at-arms. That officer, under the direction of the chairperson, will have charge of the meeting area as well as areas adjacent to the meeting space and will prevent disorder or interruption of the business of the School Board.**]**

Nothing in this policy requires the School Board to respond to or take action on comments made by the community during the meeting.

Student Participation

Students enrolled in a public elementary or secondary school in the division may address the School Board during any public comment or citizen participation portion of a School Board meeting. Such students must follow the same sign-up procedures and rules and restrictions relating to time, place, and manner of speaking that are adopted by the School Board and applicable to all public participants.

The School Board may require a student to provide identification in the form of a current student identification card or other school document, such as a report card or a personal school email address, before allowing the student to provide oral comments, in accordance with Virginia law.

Closed Meetings

The Virginia Freedom of Information Act permits meetings to be closed to the public to discuss particular matters as designated by law. The Board may invite persons to attend closed meetings to provide information that is pertinent to the matter to be discussed.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3700 et seq., 22.1-78, 22.1-79(14), 22.1-253.13:7.

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File: BDDH-R
(Also KD-R)

REGULATIONS FOR PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

A Public Comment period will be included on the agenda of each regular meeting of the Southampton County School Board. During the Public Comment time, community members may present observations or matters of concern.

Individuals wishing to speak during the Public Comment period should adhere to the following guidelines:

1. Sign-up prior to the start of the meeting
2. Adhere to the time limit of three minutes per speaker (Speakers may not yield their speaking time in order to increase the speaking time of others)
3. Address comments to the Board, not to the superintendent or other audience members
4. Confine comments to matters germane to the responsibilities and business of the school board
5. Use language that is courteous and respectful.

Adopted:

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File: BF

BOARD POLICY MANUAL

The School Board is guided by written policies that are readily accessible to the Board, division employees, students, parents, and citizens. All division policies are reviewed at least every five years and revised as needed.

A current copy of all division policies and regulations approved by the School Board are posted on the division's website and are available to employees and the public. Printed copies of the policies and regulations are available as needed to citizens who do not have online access. The superintendent ensures that an annual announcement is made at the beginning of the school year and, for parents of students who enroll later in the academic year, at the time of enrollment, advising the public regarding the availability of the policies and regulations.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.

Cross Ref.: BFC Policy Adoption
CH Policy Implementation

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File: BFC

POLICY ADOPTION

The School Board adopts policies for governing the school division. The power to enact policy cannot be delegated to an employee or agent such as the superintendent or a single member of the School Board.

Policy is a basic statement related to the conduct of the school division's business. Policies are subject to revision by the School Board.

Regulation is the manner or method of implementation of policy by the superintendent and staff. Regulations are subject to revision by the superintendent.

Policies may be developed and presented to the Board by the superintendent or superintendent's designee. The final authority for adoption rests solely with the School Board.

When a proposed action of the School Board, initiated either by Board member or administration, affects existing School Board policies, the existing policy and regulation, if any, shall be referenced so that the effect of the new action will be clear.

Unless otherwise specified in the policy, a new or revised policy becomes effective upon adoption.

All regulations are developed by or through the superintendent. They are presented to the School Board as information items, unless the School Board informs the superintendent that it wants to act on a specified regulation.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.
Underwood v. Henry County School Board, 245 Va. 127, 427 S.E.2d 330, (1993).

Cross Refs.:	BF	Board Policy Manual
	BFE/CHD	Administration in Policy Absence
	CH	Policy Implementation

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File: BFE
(Also CHD)

ADMINISTRATION IN POLICY ABSENCE

ADMINISTRATION IN POLICY ABSENCE

In situations where action must be taken by the school division and the School Board has not adopted a policy nor provided guidelines for administrative action, the superintendent has the power to act, but the superintendent's decisions are subject to review by the School Board at its next regular meeting. It is the duty of the superintendent to inform the School Board promptly of such action taken and of the need for policy.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

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File: BG
(Also GBD)

BOARD-STAFF COMMUNICATIONS

The Southampton County School Board supports and encourages two-way communication between the Board and employees. The superintendent is the official representative of the School Board in its relations and communications with its employees.

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or the superintendent or superintendent's designee.

The School Board desires to develop and maintain the best possible working relationship with the employees of the school division. The School Board welcomes the viewpoints of employees, and allows time at its meetings for employees to be heard.

The School Board does not discriminate against any employee because of membership in an employee organization, or participation in any lawful activities of the organization.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.

Cross Ref.:

BBFA	Conflict of Interests and Disclosure of Economic Interests
BCC	School Board Clerk

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File: BHB

SCHOOL BOARD MEMBER IN-SERVICE ACTIVITIES

Members of the Southampton County School Board participate annually in high-quality professional development activities at the state, local, or national levels on governance, including personnel policies and practices; the evaluation of personnel, curriculum, and instruction; use of data in planning and decision-making; and current issues in education as part of their service on the Board.

Each elected board member completes a training session on the Virginia Freedom of Information Act (FOIA) provided by the Virginia Freedom of Information Advisory Council or the Board's attorney within two months of assuming office and thereafter at least once every two calendar years.

Each elected board member completes a training session for local elected officials on the State and Local Government Conflict of Interests Act (COIA) provided by the Virginia Conflict of Interest and Ethics Advisory Council (the Ethics Council) within two months of assuming office and thereafter at least once every two calendar years.

The school board clerk maintains records of the dates on which each school board member completed the required FOIA and COIA training sessions. The records are maintained in the clerk's office for five years.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3132, 2.2-3704.3, 22.1-78, 22.1-253.13:5.

Cross Ref.:
- BBFA — Conflict of Interests and Disclosure of Economic Interests
- BCC — School Board Clerk

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File: BHD

SCHOOL BOARD MEMBER COMPENSATION AND BENEFITS

Each member of the Southampton County School Board receives an annual salary as provided by law.

Actual expenses incident to performance of official duties by a school board member may be reimbursed on presentation of an expense voucher with receipts attached. Compensation is paid for mileage incurred for attendance at meetings of the school board and in conducting other official business of the school board.

School board members may participate in the division's group insurance plan.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 15.2-1414.1 et seq., 22.1-32, 22.1-55, 22.1-78, 22.1-85.

Cross Ref.: BHE School Board Member Liability Insurance

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File: BHE

SCHOOL BOARD MEMBER LIABILITY INSURANCE

The Southampton County School Board provides liability insurance, or self-insurance, for its members while performing functions or services for the school division to cover the costs and expenses incident to liability, including those for settlement, suit or satisfaction of judgment, arising from their conduct in discharging their duties or in performing functions or services for the school division.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-84.

Cross Refs.: BHD Board Member Compensation and Benefits
EI Insurance Management

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