



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## School Board Services

**Beverly M. Anderson, Chair**  
At-Large

**Kimberly A. Melnyk, Vice Chair**  
District 7 – Princess Anne

**Daniel D. Edwards**  
District 2 – Kempsville

**Sharon R. Felton**  
District 6 – Beach

**Dorothy M. Holtz**  
At-Large

**Laura K. Hughes**  
At-Large

**Victoria C. Manning**  
At-Large

**Jessica L. Owens**  
District 3 – Rose Hall

**Trenace B. Riggs**  
District 1 – Centerville

**Carolyn T. Rye**  
District 5 - Lynnhaven

**Carolyn D. Weems**  
District 4 - Bayside

**Aaron C. Spence, Ed.D., Superintendent**

## ***School Board Regular Meeting Agenda***

**Monday, June 10, 2019**

School Administration Building #6, Municipal Center  
2512 George Mason Dr.  
P.O. Box 6038  
Virginia Beach, VA 23456  
(757) 263-1000

*In accordance with School Board Bylaw 1-48 §G, "No person attending a meeting of the School Board, in any capacity, shall use or allow to sound any device in a manner that disrupts the conduct of business within the room in which the School Board is meeting"*

## **INFORMAL MEETING**

- 1. Convene School Board Workshop (einstein.lab) ..... 4:00 p.m.**
  - A. School Board Administrative Matters and Reports
    1. Organizational Matters: Listing of Committees for FY20 School Board Member Assignments
  - B. Special Education Five Year Plan Update
  - C. Blue Ribbon Panel Update
- 2. Closed Meeting (as needed)**
- 3. School Board Recess..... 5:30 p.m.**

## **FORMAL MEETING**

- 4. Call to Order and Electronic Roll Call (School Board Chambers)..... 6:00 p.m.**
- 5. Moment of Silence followed by the Pledge of Allegiance**
- 6. Student, Employee and Public Awards and Recognition**
  - A. Presidential Innovation Award
  - B. Veterans of Foreign Wars Teacher of the Year for Virginia
  - C. AVID National Demonstration Schools
  - D. VSBA Honor Roll
  - E. GFOA Certificate of Achievement & ASBO Certificate of Excellence Award
- 7. Superintendent's Report**
- 8. Hearing of Citizens and Delegations on Agenda Items**



## VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

### ***School Board Regular Meeting Agenda (continued)***

**Monday, June 10, 2019**

School Administration Building #6, Municipal Center

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*In accordance with School Board Bylaw 1-48 §G, "No person attending a meeting of the School Board, in any capacity, shall use or allow to sound any device in a manner that disrupts the conduct of business within the room in which the School Board is meeting"*

The School Board will hear public comment on items germane to the School Board Agenda for the meeting from citizens who have signed up to speak with the Clerk of the School Board. Citizens are encouraged to sign up by noon the day of the meeting by contacting the Clerk at 263-1016 and shall be allocated 4 minutes each until 7:30 p.m., if time is available. If time does not permit all members of the public to speak before 7:30 p.m., an additional opportunity for public comment on Agenda items may be given after the Information section of the Agenda. All public comments shall meet the [Board Bylaw 1-48](#) requirements for Decorum and Order.

**9. Approval of Minutes:** May 28, 2019 Regular Meeting

**10. Adoption of the Agenda**

**11. Consent Agenda**

All items under the Consent Agenda are enacted on by one motion. During Item 11 – Adoption of the Agenda – School Board members may request any item on the Consent Agenda be moved to the Action portion of the regular agenda.

- A. Recommendation of General Contractor: Elementary School Playground Equipment
- B. Re-Election List 2019-2020
- C. Notification of Intent to Apply for Federal Grants for SY2019/20

**12. Action**

Personnel Report / Administrative Appointment(s)

**13. Information**

- A. Citizen Advisory Committee Appointment Recommendations
- B. Legal Services Cooperative Agreement for FY20
- C. Policy Review Committee Recommendations
  - 1. Bylaw 1-5 Legal Counsel
  - 2. Policy 4-48 Leave of Absence for Employee and Professional Organization Presidents
  - 3. Policy 4-88 Holidays
  - 4. Policy 5-45 Use of Drugs, Alcohol, Tobacco Products and Nicotine Vapor or Alternative Nicotine Products
    - a. Regulation 5-45.1 Possession/Use/Sale of Alcohol, Drugs, Drug Paraphernalia, Tobacco, Tobacco Products or Nicotine Vapor or Alternative Nicotine Products
    - b. Regulation 5-45.2 Use of Tobacco, Tobacco Products and Nicotine Vapor or Alternative Nicotine Products
  - 5. Policy 6-62 Computer Systems
  - 6. Policy 6-64 Acceptable Use Policy
  - 7. Policy 7-18 Community Engagement/Volunteers
  - 8. Policy 7-19 Community Engagement/Volunteers: School/Community Partnerships
  - 9. Policy 7-20 Community Engagement/Volunteers: Mentorship Program



## VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

### ***School Board Regular Meeting Agenda (continued)***

**Monday, June 10, 2019**

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**14. *Standing Committee Reports***

**15. *Conclusion of Formal Meeting***

**16. *Hearing of Citizens and Delegations on Non-Agenda Items***

At this time, the School Board will hear public comment on items germane to the business of the School Board that are not on the School Board's Agenda for the meeting from citizens who sign up to speak with the Clerk of the School Board by 3:00 p.m. the day of the meeting and shall be allocated 4 minutes each. All public comments shall meet the [School Board Bylaw 1-48](#) requirements for Decorum and Order.

**17. *Workshop* (as needed)**

**18. *Closed Meeting* (as needed)**

**19. *Vote on Remaining Action Items***

**20. *Adjournment***



**Subject:** Special Education 5-Year Plan Update **Item Number:** 1B

**Section:** Workshop **Date:** June 10, 2019

**Senior Staff:** Kipp D. Rogers, Ph.D., Chief Academic Officer, Department of Teaching and Learning

**Prepared by:** Roni Myers-Daub, Ed.D., Executive Director Office of Programs for Exceptional Children

**Presenter(s):** Roni Myers-Daub, Ed.D., Executive Director Office of Programs for Exceptional Children

**Recommendation:**

That the School Board receive the information related to the amended Special Education 5-Year Plan.

**Background Summary:**

This presentation will provide the School Board with information pertaining to the revisions and operationalizing the 5-Year Plan for the education of students with disabilities.

**Source:**

N/A

**Budget Impact:**

N/A



**Subject:** Blue Ribbon Panel Update **Item Number:** 1C

**Section:** Workshop **Date:** June 10, 2019

**Senior Staff:** Jack Freeman, Chief Operations Officer, Department of School Division Services, Kipp D. Rogers, Ph.D., Chief Academic Officer, Department of Teaching and Learning

**Prepared by:** Jack Freeman, Thomas DeMartini, Robert Jamison, Ed.S

**Presenter(s):** Jack Freeman, Thomas DeMartini, Robert Jamison, Ed.S

**Recommendation:**

That the School Board receive information on the Blue Ribbon Panel Update.

**Background Summary:**

This presentation will provide the School Board with an update regarding implementation of the Blue Ribbon Panel recommendations.

**Source:**

N/A

**Budget Impact:**

N/A



**Subject:** Presidential Innovation Award **Item Number:** 6A

**Section:** Student, Employee and Public Awards and Recognition **Date:** June 10, 2019

**Senior Staff:** Ms. Natalie Allen, Chief Media & Communications Officer, Department of Media and Communications

**Prepared by:** Ms. Rosemary Gladden, Public Relations Coordinator

**Presenter(s):** Mrs. Beverly Anderson, Chairwoman, and Dr. Aaron C. Spence, Superintendent

**Recommendation:**

That the School Board recognize Old Donation School teacher Jared Fritzinger who is a recipient of the nation's 2019 Presidential Innovation Award for Environmental Educators.

**Background Summary:**

Presented by the White House Council on Environmental Quality in partnership with the U.S. Environmental Protection Agency (EPA), this award recognizes outstanding kindergarten through 12th grade teachers who employ innovative approaches to environmental education. Only up to two teachers from each of the EPA's 10 regions are selected.

**Source:**

VBCPS press release

**Budget Impact:**

None



**Subject:** Veterans of Foreign Wars Teacher of the Year for Virginia **Item Number:** 6B

**Section:** Student, Employee and Public Awards and Recognition **Date:** June 10, 2019

**Senior Staff:** Ms. Natalie Allen, Chief Media & Communications Officer, Department of Media and Communications

**Prepared by:** Ms. Rosemary Gladden, Public Relations Coordinator

**Presenter(s):** Mrs. Beverly Anderson, Chairwoman, and Dr. Aaron C. Spence, Superintendent

**Recommendation:**

That the School Board recognize Ocean Lakes Elementary School Janice Ricci who was selected as the Veterans of Foreign Wars Teacher of the Year for Virginia.

**Background Summary:**

Each year the National Veterans of Foreign Wars (VFW) recognize three Teachers of the Year for their exceptional commitment to teach Americanism and patriotism to students. Ms. Ricci was first honored at the local level and then advanced to be selected as Virginia's honoree.

**Source:**

Ocean Lakes Elementary School

**Budget Impact:**

None



**Subject:** AVID National Demonstration Schools

**Item Number:** 6C

**Section:** Student, Employee and Public Awards and Recognition

**Date:** June 10, 2019

**Senior Staff:** Ms. Natalie Allen, Chief Media & Communications Officer, Department of Media and Communications

**Prepared by:** Ms. Rosemary Gladden, Public Relations Coordinator

**Presenter(s):** Mrs. Beverly Anderson, Chairwoman, and Dr. Aaron C. Spence, Superintendent

**Recommendation:**

That the School Board recognize Great Neck and Salem middle schools for earning the distinction of Advancement Via Individual Determination (AVID) National Demonstration Schools.

**Background Summary:**

This elite designation has been awarded to only approximately 190 of 5,600 AVID schools in 44 states, the District of Columbia and 16 countries or U.S. territories. AVID National Demonstration Schools exhibit a college- and career-readiness culture through rigor and high expectations for all students throughout the school.

**Source:**

AVID

**Budget Impact:**

None





**Subject:** VSBA Honor Roll **Item Number:** 6D

**Section:** Student, Employee and Public Awards and Recognition **Date:** June 10, 2019

**Senior Staff:** Ms. Natalie Allen, Chief Media & Communications Officer, Department of Media and Communications

**Prepared by:** Ms. Rosemary Gladden, Public Relations Coordinator

**Presenter(s):** Mrs. Beverly Anderson, Chairwoman, and Dr. Aaron C. Spence, Superintendent

**Recommendation:**

That the School Board recognize The Adventure Park, Kellam Mechanical and the Virginia Beach Schools Federal Credit Union for being named Virginia Beach School Boards Association (VSBA) Business Honor Roll recipients.

**Background Summary:**

Every year, the VSBA honors businesses for their vital contributions to help local schools and divisions. This year, three of the school division's business partners were honored with this recognition.

**Source:**

Office of Community Engagement

**Budget Impact:**

None



**Subject:** GFOA Certificate of Achievement & ASBO Certificate of Excellence Award **Item Number:** 6E

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**Section:** Student, Employee and Public Awards and Recognition **Date:** June 10, 2019

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**Senior Staff:** Ms. Natalie Allen, Chief Media & Communications Officer, Department of Media and Communications

**Prepared by:** Ms. Rosemary Gladden, Public Relations Coordinator

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**Presenter(s):** Mrs. Beverly Anderson, Chairwoman, and Dr. Aaron C. Spence, Superintendent

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**Recommendation:**

That the School Board recognize the Office of Business services for being honored with Certificate of Achievement and Certificate of Excellence awards from the Government Finance Officers Association (GFOA) and the Association of School Business Officials (ASBO) International.

**Background Summary:**

These awards are presented by the GFOA and ASBO to recognize school divisions for preparing Comprehensive Annual Financial Reports (CAFRs) that meet best practices, provide transparency on how funds are generated and allocated, and are easy for the public to understand.

**Source:**

Office of Business Services

**Budget Impact:**

None



**Subject:** Approval of Minutes **Item Number:** 9

**Section:** Approval of Minutes **Date:** June 10, 2019

**Senior Staff:** N/A

**Prepared by:** Dianne P. Alexander, School Board Clerk

**Presenter(s):** Dianne P. Alexander, School Board Clerk

**Recommendation:**

That the School Board adopt minutes from their May 28, 2019 regular meeting as presented:

**Background Summary:**

**Source:**

Bylaw 1-40

**Budget Impact:**

N/A



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<b>Laura K. Hughes</b> At-Large	<b>Victoria C. Manning</b> At-Large	<b>Vacant</b> District 3 – Rose Hall
<b>Trenace B. Riggs</b> District 1 – Centerville	<b>Carolyn T. Rye</b> District 5 - Lynnhaven	<b>Carolyn D. Weems</b> District 4 - Bayside

**Aaron C. Spence, Ed.D., Superintendent**

## ***School Board Regular Meeting MINUTES***

**Tuesday, May 28, 2019**

School Administration Building #6, Municipal Center  
2512 George Mason Dr.  
Virginia Beach, VA 23456

### **INFORMAL MEETING**

1. ***Convene School Board Workshop:*** The School Board convened in the einstein.lab in workshop format at 4:02 p.m. In addition to Superintendent Spence, all School Board members were present with the exception of Ms. Holtz who was absent from the meeting. Ms. Rye and Ms. Manning arrived late at 4:04 p.m. and 4:05 p.m., respectively.
  - A. **School Board Administrative Matters and Reports:** In addition to routing the graduation sign-up sheet for School Board members to advise of commencement exercises they plan to attend, Chairwoman Anderson noted applications received for Citizens' Advisory Committees were provided for the School Board's review via their SharePoint site for discussion during the scheduled closed session following the formal meeting.

There were no further reports given by School Board members. This portion of the workshop concluded at 4:04 p.m.
  - B. **Academic Supports for Military Affiliated Students:** Kipp D. Rogers, Ph.D., Chief Academic Officer, Department of Teaching and Learning, introduced the team from the Office of Student Support Services to present an update on academic supports for military affiliated students. Adrian J. Day, Director of Student Services; along with Natalie L. Meiggs, Coordinator of Military Connected and Academic Support Programs in the Office of Student Support Services; and military school counselors Amanda N. Yoder and Star L. Wiggins presented an overview of academic, social and emotional supports provided for military affiliated students.

This portion of the workshop concluded at 4:38 p.m.
  - C. **School Start Times: Review of Data from Community Outreach Plan:** Superintendent Spence reported the presentation is a continuation of the School Board's discussion around school start times. Daniel F. Keever, Senior Executive Director of High Schools in



the Department of School Leadership, presented results from the community feedback survey regarding four school start time options created in accordance with the School Board's resolution of November 2018 directing the Superintendent to develop options that allow adolescent students to start school later. A review of factors taken into consideration in the development of the options was provided along an overview of each option including strengths, challenges and associated costs as it relates to field lights. John "Jack" Freeman, Chief Operations Officer, responded to questions regarding the 2016 Transportation Study advising of a recent request for proposal (RFP) to explore the potential for substantial optimization in transportation routes that will result in a cost savings, but to what extent was unknown at the time. Superintendent Spence responded to an inquiry as to why a no change option wasn't offered by explaining Administration's adherence to the School Board's direction to develop options that will start schools later for adolescents, and stressed the importance for Administration to be able to act with confidence that the direction provided is the direction the School Board intends to pursue. School Board members were asked to review the information provided to prepare for further discussion at their July 8/9, 2019 scheduled retreat where Administration's recommendation will be presented.

This portion of the workshop concluded at 5:24p.m.

2. **Closed Meeting:** None at this time. See Item 18.
3. **School Board Recess:** The School Board recessed at 5:24 p.m. to reconvene in School Board Chambers for the formal meeting at 6:00 p.m.

#### **FORMAL MEETING**

4. **Call to Order and Electronic Roll Call:** Chairwoman Anderson called the formal meeting to order in School Board Chambers at 6:01 p.m. In addition to Superintendent Spence, all School Board members were present with the exception of Ms. Holtz who Chairwoman Anderson announced was absent due to illness.
5. **Moment of Silence followed by the Pledge of Allegiance**
6. **Student, Employee and Public Awards and Recognition:**
  - A. **Class of Brickell Scholars:** The School Board recognized 23 Virginia Beach high school students from the Class of 2020 selected as Brickell Scholars in the E.E. Brickell Scholarship Program sponsored by the Virginia Rotary Club to honor students with exceptional academic performance.
  - B. **Brickell Scholarship Recipient:** Ocean Lakes High School senior Keano Rich was recognized by the School Board as the recipient of the 2019 Brickell Scholarship sponsored annually by the Virginia Beach Rotary Club awarded to one high school senior for exceptional academic achievement and school involvement including exemplary community service.
  - C. **Future Teacher Awards:** The School Board recognized the 2019 Virginia Beach City Public Schools (VBCPS) Future Teacher Award recipients who have indicated their intent to pursue teaching as a career, and awarded a provisional contract to become a VBCPS



teacher upon completion of a degree in an approved teacher education program as presented on the Personnel Report dated May 28, 2019 as follows:

- Bayside High School: Rachel Bacon-Jenkins, Abigail Gregory, and Caitlin McDonnell
- Bayside High School: Luke Rambo
- Cox High School: Abigale Faro, Kloe Jones, and Taylor Schoolar
- First Colonial High School: Cynthia Dunker and Kelli Gajewski
- Green Run High School: Alysha Ortiz-Claudio, Ramiraly Suelo, and Qui Tran-Castro
- Kellam High School: Elena Billington, Abigail Bruce, and Samantha Carlton
- Kellam High School: Maia Dickerson and Mary Robinson
- Kempsville High School: Reagan Keel and Claire Lundberg
- Ocean Lakes High School: Natalie Kasmarek and Blake Smith
- Princess Anne High School: Isabella Cabaccan-Picart, Sarah Culver, and Makenzie Crawford
- Princess Anne High School: Julie Hopper, Megen White, and Lindsey West
- Tallwood High School: Ceagan Hinson and Abigail Martin
- Technical & Career Education Center: Tiffany Gallegos and Christina Hance

- D. Citywide 2020 Teacher of the Year: Rachel K. Thompson, Princess Anne High School Spanish teacher, was recognized by the School Board as the 2020 Citywide Teacher of the Year, chosen from an initial pool of 87 Teachers of the Year.

7. **Superintendent's Report:** Due to audio difficulties, the Superintendent's Report featuring activities related to the *Something in the Water* event was postponed for a future meeting.
8. **Hearing of Citizens and Delegations on Agenda Items:** Prior to hearing comments from citizens and delegations on agenda items, Chairwoman Anderson delivered a public statement regarding the School Board appointment process and endeavor to enhance future procedures that offers transparency, improved vetting, and which better defines the role of the School Board in the selection process. The School Board then heard comments from 29 citizens with many advocating for more recess and/or to address the School Board's process in considering applicants to fill the District 3 Rose Hall vacancy on the School Board, or in support of a specific finalist.
9. **Approval of Minutes:**
- A. May 14, 2019 Regular School Board Meeting: Ms. Riggs made a motion, seconded by Vice Chair Melnyk, that the School Board approve the minutes of their May 14, 2019 regular School Board meeting as presented. The motion passed (ayes 9, nays 0).
- B. May 21, 2019 Special School Board Meeting: Ms. Manning made a motion, seconded by Vice Chair Melnyk, that the School Board approve the minutes of their May 21, 2019 special School Board meeting as presented. The motion passed (ayes 9, nays 0).
- C. May 22, 2019 Emergency School Board Meeting: Ms. Hughes made a motion, seconded by Ms. Riggs, that the School Board approve the minutes of their May 22, 2019 emergency School Board meeting as presented. The motion passed (ayes 9, nays 0).
10. **Adoption of the Agenda:** Ms. Rye made a motion, seconded by Vice Chair Melnyk, that the School Board adopt the agenda as published. The motion passed (ayes 9, nays 0).





- 11. Consent Agenda:** After Chairwoman Anderson's overview of items presented for approval as part of the Consent Agenda, Ms. Manning made a motion, seconded by Ms. Hughes, that the School Board approve items on the Consent Agenda as presented. The motion passed (ayes 9, nays 0), and the following items were approved as part of the Consent Agenda:
- A. Dominion Energy Easement – Thoroughgood Elementary School: The School Board authorized the Chairman to execute an easement agreement with Dominion Energy to provide permanent electrical service to the new Thoroughgood Elementary School currently under construction
  - B. Policy Review Committee recommendations regarding review, amendment, and repeal of certain policies as reviewed by the committee at their April 16, 2019 meeting:
    1. New Policy 3-61/Tobacco and Nicotine Vapor Products created to ensure the division is in compliance with current state law
    2. Policy 5-2 Student Rights and Responsibilities reviewed for legal sufficiency
    3. Policy 5-56 Contagious and Infectious Diseases: Human Immunodeficiency Virus (HIV)/Acquired Immuno-Deficiency Syndrome (AIDS) updated to bring policy in line with current practice related to notification of staff
    4. Policy 7-31 Parent-Teacher Associations (PTAs) reviewed for legal sufficiency and with minor scrivener changes
    5. Policy 7-32 Gifts, Grants and Bequests reviewed for legal sufficiency and with minor scrivener changes
- 12. Action**
- A. Personnel Report / Administrative Appointments: Vice Chair Melnyk made a motion, seconded by Ms. Felton, that the School Board approve the appointments and accept the resignations, retirements and other employment actions as listed on the Personnel Report dated May 28, 2019 along with four administrative appointments as recommended by the Superintendent. The motion passed (ayes 9, nays 0), and Superintendent Spence introduced the following approved administrative appointments with an effective date of July 1, 2019:
    - Andria J. Chambers, current Administrative Assistant, Landstown High School, to Assistant Principal, Landstown High School
    - Albin R. "Trey" Mailhes, III, current Administrative Assistant, Virginia Beach Middle School, to Coordinator, Distance Learning in the Department of Teaching and Learning
    - Jennifer J. Moulton, current Program Specialist for Portsmouth Public Schools, to Coordinator of Special Education in the Office of Programs for Exceptional Children in the Department of Teaching and Learning
    - Ray C. Schubart, current Assistant Principal, Frank W. Cox High School, to Principal of Kellam High School
  - B. Salary Resolution FY2019-20: Ms. Rye made a motion, seconded by Mr. Edwards, that the School Board approve the Salary Resolution for fiscal year 2019-20 as presented. The motion passed (ayes 9, nays 0), and the resolution was approved as follows:



## SALARY RESOLUTION

May 28, 2019

**WHEREAS**, the mission of the Virginia Beach City Public Schools, in partnership with our entire community, is to ensure that each student is empowered with the knowledge and skills necessary to meet the challenges of the future; and

**WHEREAS**, the School Board has adopted a comprehensive strategic plan and school improvement priorities to guide budgetary decisions; and

**WHEREAS**, the School Board has studied the recommended School Operating Budget in view of state and federal requirements, additional demands for space and operations, the strategic plan, priorities, expectations, competitive compensation for employees and the best educational interests of its students; and

**WHEREAS**, the School Board Proposed Operating Budget has been reconciled to meet the funding from the City Council; and

**WHEREAS**, all employees will receive a 2.5% Cost of Living (COLA) adjustment and all employees on steps 1-30 will receive an additional 0.5% step increase; and

**WHEREAS**, the Instructional Experience-Based and Unified Experience-Based Step scales, Part-time Hourly Rates, High School Department Chairs and Non-Athletic Supplements, and Student Activity Rates titled below and as shown in the attachments are approved and will be effective as shown below; and

**WHEREAS**, the percent of compensation increases and the effective dates of the increases are shown below:

- Attachment A - Alphabetical Listing of Instructional Positions
- Attachment B - Instructional Experience-Based Step Pay Scale (7/1/19 --- 6/30/20)
- Attachment C - Unified Experience-Based Step Pay Scale Grade Assignments (7/1/19 --- 6/30/20)
- Attachment D - Unified Experience-Based Step Pay Scale (7/1/19 --- 6/30/20)
- Attachment E - Part-time Temporary Hourly Rates – 1.75% (7/1/19 --- 6/30/20)
- Attachment F - Table of Allowances 2019/2020
- Attachment G – High School Department Chairs and Non-Athletic and Athletics Supplements 2019/20
- Attachment H – Student Activity Rates 2019/20

**NOW, THEREFORE, LET IT BE**

**RESOLVED:** That the Board adopts the Salary Scales and the compensation increases as outlined in this resolution and attachments.





Attachment A

Alphabetical Listing of Instructional Positions SY 2019-2020			
CODE	POSITION	CODE	POSITION
2001	1st Grade Teacher	2215	ISAEP Teacher
2002	2nd Grade Teacher	2610	Japanese Teacher
2003	3rd Grade Teacher	2120	Journalism Teacher
2004	4th Grade Teacher	2323	Keyboarding Teacher
2005	5th Grade Teacher	2000	Kindergarten Teacher
2100	6th Grade Teacher	2607	Latin Teacher
2101	7th Grade Teacher	2500	Library Media Specialist
2102	8th Grade Teacher	2577	Literacy Teacher
2400	Adaptive PE Teacher	2309	Marketing Education Teacher (11 m)
3231	Administrative Assistant Interns-Central Office	5249	Math Academy Teacher
3232	Administrative Assistant Interns-Elementary	2202	Math Teacher
2026	Administrative Assistant Interns-Extended Day	2023	Math Specialist
3234	Administrative Assistant Interns-High School	2437	Multiple Disabilities Teacher
3233	Administrative Assistant Interns-Middle School	2524	Music - Instrumental Teacher
2300	Agriculture Education Teacher (Extended)	2528	Music Therapist (11 m)
2540	ALC Teacher	2522	Music - Vocal Teacher
2541	ALC Teacher (158-day)	2220	Naval Science Instructor (Extended)
2545	Alternative School Teacher	2216	NOVEL Lab Instructor
2611	American Sign Language Teacher	2310	Nursing Teacher
2613	Arabic Teacher	2311	Nursing Teacher Coordinator (12 m)
2530	Art Teacher	2312	Occ Info & Exploratory Teacher
2529	Art Therapist (11 m)	2441	Orthopedic Impairment Teacher (8-hr)
2620	AVID Instructor	2440	Orthopedic Impairment Teacher
2520	Band Instructor	2015	Physical Education Teacher
2594	Behavior Intervention Teacher	2011	Pre-Kindergarten Teacher
2593	Behavior Intervention Specialist	2012	Pre-Kindergarten Resource Teacher
2301	Business Education Teacher	2405	Program Compliance Support Teacher
2321	Career and Academic Prep (CAP) Teacher	2322	Public Safety Instructor (11 m)
2324	Career Skills Teacher	2020	Reading Recovery Teacher
2612	Chinese Teacher	2575	Reading Specialist
2550	Computer Science Teacher	2570	Reading Teacher
2409	Cross Categorical Teacher (8-hr)	2225	Remediation Specialist
2410	Cross Categorical - ED/LD Teacher	2230	Ropes Course Instructor
2411	Cross Categorical - ED/LD/ID Teacher	2608	Russian Teacher
2412	Cross Categorical - ED/ID Teacher	2313	School-To-Work Transition Advisor (12 m)
2413	Cross Categorical - LD/ID Teacher	2203	Science Teacher
2555	Dance Teacher	2201	Social Studies Teacher
2533	Drama Teacher	2609	Spanish Teacher
2210	Drivers Education Teacher	2455	Speech/Language Pathologist
<del>2010</del>	Early Childhood Initiative Grant (Title Only)	2456	Speech/Language Pathologist (11m)
2425	Early Childhood Special Ed Teacher	2450	Speech/Learning Disabilities Teacher
2426	Early Childhood Special Ed Teacher (11 m)	2451	Speech/Learning Disabilities Teacher (11m)
2305	Education for Employment Teacher	2585	Study Skills Teacher
2306	Electronic Commerce Teacher	2590	Substance Abuse Intervention
2445	Emotional Disability Teacher	2460	Supported Employment Teacher
2535	English Second Language	2595	Suspension Intervention Teacher
2200	English Teacher	2650	Teacher/Facilitator (Green Run Collegiate)
<del>2025</del>	Extended Day Teacher - Galaxy Program	<del>5247</del>	<del>Teacher Specialist</del>
2318	Family and Consumer Sciences Teacher	<del>5248</del>	<del>Teacher Specialist (School Based)</del>
2605	French Teacher	2314	Technology Education Teacher
2606	German Teacher	2315	Teen Living Teacher
2558	Gifted Resource Teacher	2559	Testing Assessment Specialist
2557	Gifted Teacher	2021	Title I Kindergarten Teacher
2596	Graduation Coach	2022	Title I Resource Teacher
2510	School Counselor	2023	Title II Resource Teacher
2511	School Counselor (Extended)	2316	Trade & Industrial Teacher
2565	Health & PE Teacher	2900	VBEA President
2433	Hearing Impairment Teacher	2465	Visual Impairment Teacher
2307	Hotel/Motel Operations Teacher	2466	Visual Impairment Teacher (8-hr)
2320	HS That Work Coordinator	2317	Vocational Evaluator
<del>2308</del>	Industrial Coop Training Teacher (11 m)	2319	Work Adjustment Teacher
2431	Intellectual Disability 1 Teacher		
2430	Intellectual Disability 2 Teacher		
2247	Intellectual Disability 3 Teacher		
2515	Instructional Technology Specialist (11 Month)		
		FLSA Status for all Instructional Positions is EXEMPT	



Attachment B

INSTRUCTIONAL EXPERIENCED-BASED STEP PAY SCALE						
SY 2019-2020						
Effective: July 1, 2019 - June 30, 2020						
Creditable Years of Teaching Experience	Standard Teaching	10-month Extended	10-month Extended HS School Counselors	11-month	12-month	ALC
0	47,017	49,615	51,026	51,956	61,129	32,938
1	47,132	49,736	51,150	52,083	61,278	33,018
2	47,247	49,858	51,276	52,210	61,428	33,099
3	47,469	50,092	51,516	52,455	61,716	33,254
4	47,695	50,331	51,762	52,706	62,010	33,413
5	48,172	50,833	52,279	53,232	62,630	33,746
6	48,381	51,054	52,506	53,463	62,902	33,893
7	48,659	51,347	52,808	53,770	63,263	34,088
8	48,869	51,569	53,036	54,003	63,537	34,235
9	49,101	51,813	53,287	54,258	63,838	34,397
10	49,614	52,355	53,845	54,826	64,505	34,757
11	50,141	52,912	54,417	55,409	65,191	35,126
12	50,589	53,384	54,902	55,903	65,773	35,440
13	51,322	54,158	55,698	56,714	66,726	35,953
14	52,270	55,159	56,727	57,761	67,959	36,618
15	53,419	56,370	57,974	59,031	69,452	37,422
16	54,567	57,582	59,220	60,300	70,945	38,227
17	55,717	58,796	60,468	61,571	72,440	39,032
18	56,864	60,006	61,713	62,838	73,931	39,836
19	58,013	61,218	62,959	64,107	75,425	40,641
20	59,162	62,430	64,206	65,376	76,918	41,445
21	60,310	63,642	65,452	66,645	78,411	42,250
22	61,458	64,854	66,699	67,915	79,904	43,054
23	62,607	66,066	67,945	69,184	81,397	43,859
24	63,756	67,278	69,192	70,453	82,891	44,664
25	64,904	68,490	70,438	71,722	84,384	45,468
26	66,052	69,702	71,684	72,991	85,877	46,273
27	67,201	70,914	72,931	74,260	87,370	47,077
28	68,349	72,126	74,177	75,529	88,864	47,882
29	69,496	73,336	75,422	76,797	90,355	48,685
30	70,646	74,549	75,647	78,067	91,850	49,491
*ABOVE SCALE* ( 2.5% COLA)						

For the 2019/2020 school year, the School Board approved the following compensation adjustments:  
 --Employees with 1-30 years of creditable work experience received 3% of their 6/30/19 base salary which included a 2.5% cost of living adjustment as well as a 0.5% experience step increase.  
 -- All "Above Scale" employees will receive a 2.5% Cost of Living Adjustment.



Attachment C

Unified Experience-Based Step Pay Scale - Grade Assignments SY 2019-2020	
GRADE 28	
Chief of Staff	
GRADE 27	
Chief Academic Officer	Chief Media and Communications Officer
Chief Financial Officer	Chief Operations Officer for Division Services
Chief Human Resources Officer	Chief Schools Officer
Chief Information Officer	
GRADE 26	
Senior Executive Director Elementary Schools	Senior Executive Director Middle Schools
Senior Executive Director High Schools	
GRADE 25	
Director Alternative Education	Executive Director Planning, Innovation and Accountability
Director Elementary Schools	Executive Director Secondary Teaching and Learning
Executive Director Elementary Teaching and Learning	Executive Director Student Support Services
Executive Director Facilities Services	Executive Director Transportation and Fleet Management Services
Executive Director Office of Programs for Exceptional Children	Principal HS
GRADE 24	
Director Adult Learning Center	Director Professional Growth and Innovation
Director Benefits	Director Purchasing Services
Director Business Services	Director Student Leadership
Director Compliance and Special Education Service	Director Student Services
Director Employee Relations	Director Technical & Career Education
Director Employment Services	Director Technical & Career Education Center
Director Food Services	Director Technology
Director Instructional Technology	Director Title I Programs
Director K-12 and Gifted Programs	Head of School (Green Run Collegiate)
Director Maintenance Services	Principal MS
GRADE 23	
Coordinator Information Services	Director Internal Audit
Coordinator Technical Services	Director Opportunity and Achievement
Director Advanced Technology Center	Director Research, Evaluation and Assessment
Director Communications	Director Safe Schools
Director Community Engagement	Director Testing
Director Custodial Services	Director Transportation
Director Distribution Services	Principal ES
GRADE 22	
Academic Dean	Coordinator Engineering/Technology
Administrative Coordinator	Coordinator English
Assistant Director Advanced Technology Center	Coordinator English Language Learners
Assistant Principal HS	Coordinator Entrepreneurship & Business Academy
Coordinator Academic Support Programs K-12	Coordinator Family and Consumer Sciences
Coordinator Accounting	Coordinator Fine Arts
Coordinator Adult Academic Programs	Coordinator Food Services
Coordinator Alternative Education	Coordinator Gifted Education
Coordinator Athletics	Coordinator Global Studies Academy
Coordinator Benefits	<del>Coordinator Grants Development</del>
Coordinator Budget Development	Coordinator Guidance
Coordinator Business & Information Technology	Coordinator Health Academy
Coordinator Customer Support & Quality Assurance	Coordinator Health Services
Coordinator Distance Learning	Coordinator Health/Physical Education
Coordinator Educational Foundation	Coordinator Instructional Media Service
Coordinator Elementary Curriculum	Coordinator Instructional Technology





Attachment C (continued)

Unified Experience-Based Step Pay Scale - Grade Assignments SY 2019-2020	
GRADE 22 (continue)	
Coordinator International Baccalaureate	Coordinator Student Activities
Coordinator K-12 Programs and Grants	Coordinator Student Leadership
Coordinator Language Arts	Coordinator Social Work Services
Coordinator Legal Academy	Coordinator Student Conduct/Services
Coordinator Library Services	Coordinator TCE Administration and Marketing Program
Coordinator Math/Science Academy	Coordinator Technical and Career Education
Coordinator Mathematics	Coordinator Technology Academy
Coordinator Middle Years Program	Coordinator Telecommunications
<del>Coordinator Military Connected &amp; Academic Support Program</del>	Coordinator Title I Programs
Coordinator Parent and Stakeholder Services	Coordinator Visual and Performing Arts
Coordinator Planetarium	Coordinator World Languages
Coordinator Policy and Constituent Services	Database Administrator
Coordinator Professional Learning	Dean of Students (HS)
Coordinator Psychological Services	Educational Measurement and Assessment Specialist
Coordinator Public Relations	Neuropsychologist
Coordinator Recruitment and Retention	Specialist Employee Relations
Coordinator School/Community Partnerships	Specialist Human Resources
Coordinator Science	Specialist Program Evaluation
Coordinator Social Studies	Specialist Research
Coordinator Social Work Services	Specialist Testing
Coordinator Special Education	
GRADE 21	
Assistant Director Environmental Resources	Demographer/GIS Manager
Assistant Director Maintenance Services	Information Security Manager
Assistant Principal MS	Mechanical Systems Engineer
Coordinator Purchasing	Payroll Supervisor
Coordinator Security & Safe Schools	Project Manager - Information Services
Coordinator Technical Applications	Risk Manager
Coordinator Transportation	Staff Architect
Dean of Students (MS)	Systems Engineer - Supervisor
GRADE 20	
Assistant Principal ES	Programmer Analyst - Senior
Contract Specialist	Project Manager - Construction
Educational Data Specialist	Student Information Systems Specialist
Financial Management Specialist	Sustainability Officer
Food Services Operations Supervisor	Systems Analyst
Grants Manager	Transportation Systems Specialist
HR Information Systems Specialist	
GRADE 19	
Accountant - Principal	Physical Therapist
Assistant Payroll Supervisor	Positive Behavioral Interventions and Supports (PBIS) Specialist
Benefits Program Specialist	Procurement Specialist II
Coordinator Distribution Services	Psychologist
Coordinator Maintenance	School Social Worker
Coordinator Mechanical Systems	School-to-Work Transition Supervisor
Coordinator Special Projects	Specialist, Professional Learning
Fleet Manager	Student Activities Coordinator (HS)
Instructional Specialist	Supervisor Construction
Internal Auditor	Systems Administrator
Occupational Therapist	Systems Engineer



Attachment C (continued)

Unified Experience-Based Step Pay Scale - Grade Assignments SY 2019-2020	
GRADE 18	
Audiologist	Programmer Analyst
Family Engagement Specialist	School Improvement Specialist (HS)
Foundation Transition Planner	<del>Guidance</del> School Counselor Department Chair
Human Resources Marketing Specialist	School Nurse
Occupational Safety and Health Specialist	Student Activities Coordinator (MS)
<del>Opportunity Inc. STEM Grant Specialist</del>	
<del>Hampton Roads Workforce Council Specialist</del>	Transportation Area Supervisor
Positive Behavioral Interventions and Supports (PBIS) Coach	Webmaster
GRADE 17	
Accountant - Sr. (Title Only)	Student Support Specialist
Budget Analyst	Supervisor Carpentry
Construction Inspector, Senior	Supervisor Electrical
Geographic Information Systems (GIS) Analyst	Supervisor Electronics
Interpreter Specialist	Supervisor HVAC
Network Administrator	Supervisor Maintenance
Procurement Specialist I	Supervisor Night Crew
School Improvement Specialist (MS)	Supervisor Plumbing
GRADE 16	
Accounts Payable Systems Specialist	HVAC Specialist
Benefits Specialist II	Interpreter III (EIPA 3.5 - 3.9)
Boiler Specialist	Network Technician II
Construction Inspector	Nutritional/Training Coordinator
Data Operations Supervisor	Occupational Safety Specialist
District Chef	Procurement Systems Specialist
Educational Data Analyst	<del>Procurement Card Program Manager</del>
Executive Office Associate III	Supervising Cafeteria Manager
Fleet Supervisor	Technical Contract Manager
Food Services Program Analyst	<del>Television Operations Technician</del>
GRADE 15	
Assistant Accounts Payable Supervisor	HVAC Craftsman III
Boiler Craftsman III	Machinist Craftsman III
Building Manager	Occupational Health and Safety Technician
Custodial Supervisor	Occupational Therapy Assistant (COTA)
Distribution Center Supervisor	Physical Therapy Assistant (LPTA)
Electrical Craftsman III	Plumbing Craftsman III
Electronics Craftsman III	Secretary & Clerk to Board
Fleet Foreman	Special Project Support
Food Services Craftsman III	
GRADE 14	
Accountant (Title Only)	Graphic Designer
Assistant Distribution Center Supervisor	Interpreter II (EIPA 3.0 - 3.4)
Benefits Specialist I	Network Technician I
Carpentry Craftsman III	Painter Craftsman III
Executive Office Associate II	School Business Assistant
General Maintenance Craftsman III	



Attachment C (continued)

Unified Experience-Based Step Pay Scale - Grade Assignments SY 2019-2020	
GRADE 13	
Accounting Technician	Insurance Claims Analyst
Boiler Craftsman II	Interpreter I (EIPA 2.5 - 2.9)
Customer Support Technician II	Machinist Craftsman II
Data Management Analyst	Plumbing Craftsman II
Electrical Craftsman II	Procurement Assistant III
Electronics Craftsman II	Testing Assistant
Executive Office Associate I	Warehouse Manager - School Plant
Fleet Technician III	Warehouse and Distribution Technician
Food Services Craftsman II	Workers Compensation Claims Analyst
HVAC Craftsman II	
GRADE 12	
Accounts Payable Technician	Interpreter
Administrative Office Associate II	Inventory Technician
Benefits Assistant	Licensure Analyst
Bookkeeper - HS	Painter Craftsman II
Building Operations Supervisor	Payroll Assistant
Cafeteria Manager III	Research, Evaluation & Assessment (REA) Assistant
Carpentry Craftsman II	School Administrative Associate II (HS)
Fleet Technician II	Substitute Office Associate
General Maintenance Craftsman II	Technology Support Technician
GRADE 11	
Administrative Office Associate I	Food Services Craftsman I
Assistant Warehouse Manager - School Plant	Human Resources Associate
Bookkeeper - MS	HVAC Craftsman I
Bus Driver Trainer	Library Cataloger
Cafeteria Manager II	Machinist Craftsman I
Customer Support Technician I	Pest Control Technician
Data Processing Specialist	Plumbing Craftsman I
Electrical Craftsman I	Procurement Assistant II
Electronics Craftsman I	School Administrative Associate I
Employee Relations Associate	Teacher Production Center Technician
Financial Assistant	Web Page Design Technician
GRADE 10	
Cafeteria Manager I	General Maintenance Craftsman I
Carpentry Craftsman I	Painter Craftsman I
Clinic Assistant - LPN	School Rental Assistant
Fleet Technician I	Special Education Assistant - BD
GRADE 09	
ALC General Assistant - BD	Library / Media Assistant - BD
Bus Driver	PE Assistant - BD
Bus Driver - Plan Bee	Pre-Kindergarten Assistant - BD
Clinic Assistant - EMT	Procurement Assistant I (Title only)
Custodian IV	Security Assistant - BD
Distance Learning Assistant - BD	Security Officer
Distribution Driver	Special Education Assistant - AD
Duplication Technician	Student Residency Verifier
General Assistant - BD	Title I Assistant - BD
ISS Coordinator	Transportation Dispatcher
Kindergarten Assistant - BD	



Attachment C (continued)

Unified Experience-Based Step Pay Scale - Grade Assignments SY 2019-2020	
GRADE 08	
ALC General Assistant - AD	Kindergarten Assistant - AD
Assistant Cafeteria Manager	Library / Media Assistant - AD
Auxilliary Driver	Office Associate II
Auxilliary Driver - Plan Bee	PE Assistant - AD
Circulation Clerk	Pre-Kindergarten Assistant - AD
Clinic Assistant - CNA	School Office Associate II
Distance Learning Assistant - AD	School Office Associated II - Data Technician
Drivers Education Instructor	Security Assistant - AD
Fiscal Technician (Title Only)	Special Education Assistant - Parapro/48 hrs
General Assistant - AD	Title I Assistant - AD
GRADE 07	
ALC General Assistant - Parapro/48 hrs	Library / Media Assistant - HD/Parapro/48 hrs
Cafeteria Manager in Training	<del>Library Technician</del>
<del>Baker</del>	PE Assistant - Parapro or 48 hrs
Baker/Cook	Pre-Kindergarten Assistant - Parapro or 48 hrs
Custodian III	Security Assistant - HQ
Distance Learning Assistant - Parapro/48 hrs	Special Education Assistant - HD
General Assistant - Parapro/48 hrs	Title I Assistant - HQ
Kindergarten Assistant - Parapro/48 hrs	Warehouse Technician
GRADE 06	
ALC General Assistant - HD	PE Assistant - HD
Distance Learning Assistant - HD	Pre-Kindergarten Assistant - HD
General Assistant - HD	Security Assistant - HD
Kindergarten Assistant - HD	
GRADE 05	
Bus Assistant	Cafeteria Assistant
Bus Assistant - Plan Bee	Custodian II
GRADE 04	
Custodian I	Fleet Shop Helper





**MINUTES**  
**Tuesday, May 28, 2019**  
**School Board Regular Meeting**  
**Page 13 of 43**

- For the 2019/2020 school year, the School Board approved the following compensation adjustments:
  - Employees with 1-30 years of creditable work experience received 3% of their 2020/19 base salary which included a 2.5% cost of living adjustment as well as a 0.5% experience step increase.
  - All "Above Scale" employees will receive a 2.5% Cost of Living Adjustment





School Board of the City of Virginia Beach  
School Administration Building# 6, Municipal Center  
2512 George Mason Dr., Virginia Beach, VA 23456

MINUTES  
Tuesday, May 28, 2019  
School Board Regular Meeting  
Page 14 of 43

Attachment D (continued)

Unified Experience-Based Step Pay Scale - SY 2019-20 (3.0%)												
U07												
U08												
Annual Hours		1027	1371	1386	1415	1600	2080					
Creditable Yrs of Exp	Hourly Rate	10-mo 158 days 6.5hr/day	10-mo 187 days 7.33hr/day	10-mo 189 day 7.33hr/day	10-mo 193 day 7.33hr/day	10-mo 200 day 7.33hr/day	12-mo 260 day 8hr/day					
0	12,720.4	13,064	17,439	17,630	17,999	20,352	26,458					
1	12,751.4	13,095	17,472	17,673	18,043	20,402	26,522					
2	12,782.6	13,127	17,524	17,716	18,087	20,452	26,587					
3	12,842.6	13,189	17,607	17,799	18,172	20,548	26,712					
4	12,903.8	13,252	17,691	17,884	18,258	20,646	26,839					
5	13,032.7	13,384	17,867	18,063	18,441	20,852	27,108					
6	13,089.2	13,442	17,945	18,141	18,521	20,942	27,225					
7	13,164.5	13,519	18,048	18,245	18,627	21,063	27,382					
8	13,221.4	13,578	18,126	18,324	18,708	21,154	27,500					
9	13,284.1	13,642	18,212	18,411	18,797	21,254	27,630					
10	13,423.0	13,785	18,402	18,604	18,993	21,476	27,919					
11	13,565.6	13,931	18,598	18,801	19,195	21,704	28,216					
12	13,742.6	14,113	18,841	19,047	19,445	21,988	28,584					
13	13,945.6	14,322	19,119	19,328	19,733	22,312	29,006					
14	14,207.9	14,591	19,479	19,692	20,104	22,732	29,552					
15	14,524.3	14,916	19,912	20,130	20,551	23,238	30,210					
16	14,840.5	15,241	20,346	20,569	20,999	23,744	30,868					
17	15,156.9	15,566	20,780	21,007	21,447	24,251	31,526					
18	15,473.1	15,890	21,213	21,445	21,894	24,756	32,184					
19	15,789.4	16,215	21,647	21,884	22,342	25,263	32,841					
20	16,105.8	16,540	22,081	22,322	22,789	25,769	33,500					
21	16,422.1	16,865	22,514	22,761	23,237	26,275	34,157					
22	16,738.3	17,190	22,948	23,199	23,684	26,781	34,815					
23	17,054.7	17,515	23,381	23,637	24,132	27,287	35,473					
24	17,370.9	17,839	23,815	24,076	24,579	27,793	36,131					
25	17,687.1	18,164	24,249	24,514	25,027	28,299	36,789					
26	18,003.5	18,489	24,682	24,952	25,474	28,805	37,447					
27	18,319.7	18,814	25,116	25,391	25,922	29,311	38,104					
28	18,636.2	19,139	25,550	25,829	26,370	29,817	38,763					
29	18,952.4	19,464	25,983	26,268	26,817	30,323	39,420					
30	19,268.7	19,788	26,417	26,706	27,265	30,829	40,078					
								*ABOVE SCALE* (2.5% COLA)				
1027 -	ALC Assist - HQ	1371 - SpEd Assist - HQ										
1600 -	Baker/Cook	1371 - Tchr Assist - AD (excl SpEd)										
1600 -	Caf Manager in Training											
2080 -	Custodian III											
1415 -	Library/Media Assist -HD/HQ											
1386 -	Security Assist - HQ											
1371 -	SpEd Assist - HD											
1371 -	Tchr Assist - HQ (excl SpEd)											
2080 -	Warehouse Technician											

For the 2019/2020 school year, the School Board approved the following compensation adjustments:  
- Employees with 1-30 years of creditable work experience received 3% of their 8/30/19 base salary which included a 2.5% experience step increase.  
- All "Above Scale" employees will receive a 2.5% Cost of Living Adjustment.



Attachment D (continued)

Unified Experience-Based Step Pay Scale - SY 2019-20 (3.0%)																			
U09										U10									
Annual Hours →		→		→		→		→		→		→		→		→		→	
Creditable Yrs of Exp		Hourly Rate		10-mo 187 days 7.33hr/day		10-mo 188 days 7.33hr/day		10-mo 189 days 7.33hr/day		10-mo 190 days 7.33hr/day		10-mo 191 days 7.33hr/day		10-mo 192 days 7.33hr/day		10-mo 193 days 7.33hr/day		10-mo 194 days 7.33hr/day	
0	14,602.22	13,580	14,938	16,296	17,654	19,012	20,370	21,728	23,086	24,444	25,802	27,160	28,518	29,876	31,234	32,592	33,950	35,308	36,666
1	14,637.77	13,616	14,974	16,332	17,690	19,048	20,406	21,764	23,122	24,480	25,838	27,196	28,554	29,912	31,270	32,628	33,986	35,344	36,702
2	14,673.33	13,652	15,010	16,368	17,726	19,084	20,442	21,800	23,158	24,516	25,874	27,232	28,590	29,948	31,306	32,664	34,022	35,380	36,738
3	14,708.89	13,688	15,046	16,404	17,762	19,120	20,478	21,836	23,194	24,552	25,910	27,268	28,626	29,984	31,342	32,700	34,058	35,416	36,774
4	14,744.44	13,724	15,082	16,440	17,798	19,156	20,514	21,872	23,230	24,588	25,946	27,304	28,662	30,020	31,378	32,736	34,094	35,452	36,810
5	14,780.00	13,760	15,118	16,476	17,834	19,192	20,550	21,908	23,266	24,624	25,982	27,340	28,698	30,056	31,414	32,772	34,130	35,488	36,846
6	14,815.56	13,796	15,154	16,512	17,870	19,228	20,582	21,940	23,298	24,656	26,014	27,372	28,730	30,088	31,446	32,804	34,162	35,520	36,878
7	14,851.11	13,832	15,190	16,548	17,906	19,264	20,618	21,976	23,334	24,692	26,050	27,408	28,766	30,124	31,482	32,840	34,198	35,556	36,914
8	14,886.67	13,868	15,226	16,584	17,942	19,300	20,654	22,012	23,370	24,728	26,086	27,444	28,802	30,160	31,518	32,876	34,234	35,592	36,950
9	14,922.22	13,904	15,262	16,620	17,978	19,336	20,690	22,048	23,406	24,764	26,122	27,480	28,838	30,196	31,554	32,912	34,270	35,628	36,986
10	14,957.78	13,940	15,298	16,656	18,014	19,372	20,726	22,084	23,442	24,800	26,158	27,516	28,874	30,232	31,590	32,948	34,306	35,664	37,022
11	15,000.00	13,976	15,334	16,692	18,050	19,408	20,762	22,120	23,478	24,836	26,194	27,552	28,910	30,268	31,626	32,984	34,342	35,700	37,058
12	15,044.44	14,012	15,370	16,728	18,086	19,444	20,798	22,156	23,514	24,868	26,230	27,584	28,942	30,300	31,658	33,016	34,374	35,736	37,102
13	15,088.89	14,048	15,406	16,764	18,122	19,480	20,834	22,192	23,550	24,904	26,266	27,620	28,978	30,336	31,694	33,052	34,410	35,772	37,144
14	15,133.33	14,084	15,442	16,800	18,158	19,516	20,870	22,228	23,582	24,936	26,290	27,652	29,010	30,368	31,726	33,084	34,442	35,808	37,180
15	15,177.78	14,120	15,478	16,836	18,194	19,552	20,906	22,264	23,618	24,972	26,326	27,688	29,048	30,406	31,764	33,120	34,476	35,840	37,222
16	15,222.22	14,156	15,514	16,872	18,230	19,588	20,942	22,298	23,652	25,006	26,360	27,724	29,084	30,442	31,800	33,156	34,514	35,872	37,264
17	15,266.67	14,192	15,550	16,908	18,266	19,624	20,978	22,334	23,688	25,042	26,396	27,760	29,120	30,478	31,836	33,192	34,550	35,912	37,302
18	15,311.11	14,228	15,586	16,944	18,302	19,660	21,014	22,370	23,724	25,078	26,432	27,796	29,154	30,512	31,868	33,228	34,586	35,948	37,342
19	15,355.56	14,264	15,622	16,980	18,338	19,696	21,050	22,406	23,760	25,114	26,468	27,832	29,190	30,548	31,904	33,264	34,622	35,984	37,382
20	15,400.00	14,300	15,658	17,016	18,374	19,732	21,086	22,442	23,796	25,150	26,504	27,868	29,224	30,582	31,938	33,298	34,658	36,020	37,422
21	15,444.44	14,336	15,694	17,052	18,410	19,768	21,122	22,478	23,832	25,186	26,540	27,904	29,260	30,618	31,972	33,334	34,694	36,056	37,462
22	15,488.89	14,372	15,730	17,088	18,446	19,804	21,158	22,514	23,868	25,222	26,576	27,940	29,296	30,654	32,008	33,370	34,730	36,092	37,502
23	15,533.33	14,408	15,766	17,124	18,482	19,840	21,194	22,550	23,904	25,258	26,620	27,984	29,340	30,698	32,044	33,406	34,766	36,128	37,542
24	15,577.78	14,444	15,802	17,160	18,518	19,876	21,230	22,586	23,940	25,294	26,656	28,012	29,376	30,734	32,088	33,450	34,810	36,164	37,582
25	15,622.22	14,480	15,838	17,196	18,554	19,912	21,266	22,622	23,976	25,330	26,692	28,048	29,412	30,770	32,124	33,486	34,846	36,200	37,622
26	15,666.67	14,516	15,874	17,232	18,590	19,948	21,302	22,658	24,012	25,366	26,728	28,084	29,448	30,806	32,160	33,522	34,882	36,236	37,662
27	15,711.11	14,552	15,910	17,268	18,626	19,984	21,338	22,694	24,048	25,402	26,764	28,120	29,484	30,842	32,196	33,558	34,918	36,272	37,702
28	15,755.56	14,588	15,946	17,304	18,662	20,020	21,374	22,730	24,084	25,446	26,808	28,164	29,528	30,886	32,240	33,602	34,962	36,308	37,742
29	15,800.00	14,624	15,982	17,340	18,698	20,056	21,410	22,766	24,120	25,482	26,844	28,200	29,564	30,922	32,284	33,646	35,006	36,344	37,782
30	15,844.44	14,660	16,018	17,376	18,734	20,092	21,446	22,802	24,156	25,518	26,880	28,240	29,604	30,962	32,320	33,682	35,042	36,380	37,822
*ABOVE SCALE* (2.5% COLA)																			
1600 - Cafeteria Manager I																			
2080 - Carpentry Craftsman I																			
1371 - Clinic Assist - LPN																			
2080 - Fleet Technician I																			
2080 - Maintenance Craftsman I																			
1415 - Library/Media Assist - BD																			
1386 - Security Assist - BD																			
2080 - School Rentals Assist																			
1371 - SpEd Assist - BD																			







**MINUTES**  
**Tuesday, May 28, 2019**  
**School Board Regular Meeting**  
**Page 17 of 43**

For the 2019/2020 school year, the School Board approved the following compensation adjustments:

- Employees with 1-30 years of creditable work experience received 3% of their 8/1/2018 base salary which included a 2.5% cost of living adjustment as well as a 0.5% experience step increase.
- All "Above Scale" employees will receive a 2.5% Cost of Living Adjustment.



Attachment D (continued)

Unified Experience-Based Step Pay Scale - SY 2019-20 (3.0%)

U18

Ann Hours	1408	1600	1768	2080
Creditable Yrs of Exp	10-mo 192 days 7.33hr/day	10-mo 200 days 8hr/day	11-mo 221 days 8hr/day	12-mo 260 days 8hr/day
0	38,276	43,495	48,062	56,544
1	38,369	43,601	48,179	56,682
2	38,463	43,708	48,297	56,821
3	38,643	43,913	48,524	57,087
4	38,827	44,122	48,755	57,359
5	39,216	44,563	49,242	57,932
6	39,386	44,756	49,456	58,184
7	39,612	45,014	49,740	58,518
8	39,783	45,208	49,955	58,771
9	39,972	45,423	50,192	59,050
10	40,390	45,898	50,717	59,667
11	40,819	46,385	51,256	60,301
12	41,351	46,990	51,924	61,088
13	41,963	47,685	52,692	61,990
14	42,752	48,582	53,683	63,157
15	43,704	49,664	54,878	64,563
16	44,656	50,745	56,074	65,969
17	45,608	51,827	57,269	67,375
18	46,559	52,908	58,464	68,781
19	47,511	53,990	59,659	70,187
20	48,463	55,072	60,854	71,594
21	49,415	56,153	62,050	73,000
22	50,367	57,235	63,245	74,406
23	51,319	58,317	64,440	75,812
24	52,270	59,398	65,635	77,218
25	53,222	60,480	66,830	78,624
26	54,174	61,561	68,025	80,030
27	55,126	62,643	69,221	81,436
28	56,078	63,725	70,416	82,842
29	57,030	64,806	71,611	84,248
30	57,981	65,888	72,806	85,655

\*ABOVE SCALE\* (2.5% COLA)

2080 - Audiologist

2080 - Family Engagement Specialist

2080 - Foundation Transition Planner

2080 - Human Resources Marketing Specialist

2080 - Occupational Health and Safety Specialist

2080 - Hampton Roads Workforce Council Specialist

1768 - Positive Behav'l Intervn & Suprt (PBIS) Coach

2080 - Programmer/Analyst

2080 - School Counselor Department Chair

2080 - School Improvement Specialist (HS)

1408 - School Nurse

1600 - Student Activities Coordinator (MS)

2080 - Transportation Area Supervisor

2080 - Webmaster

U17

Ann Hours	1768	2080
Creditable Yrs of Exp	11-mo 221 days 8hr/day	12-mo 260 days 8hr/day
0	25,371	44,857
1	25,433	44,966
2	25,495	45,076
3	25,615	45,287
4	25,737	45,503
5	25,945	45,958
6	26,107	46,157
7	26,257	46,423
8	26,370	46,623
9	26,496	46,845
10	26,730	47,334
11	27,057	47,837
12	27,410	48,461
13	27,815	49,177
14	28,338	50,102
15	28,963	51,217
16	29,601	52,332
17	30,239	53,448
18	30,867	54,563
19	31,492	55,678
20	32,123	56,793
21	32,754	57,909
22	33,384	59,024
23	34,015	60,139
24	34,646	61,255
25	35,277	62,370
26	35,910	63,488
27	36,540	64,603
28	37,171	65,719
29	37,802	66,834
30	38,433	67,949

\*ABOVE SCALE\* (2.5% COLA)

2080 - Budget Analyst

2080 - Construction Inspector - Sr

2080 - Geographic Info Sys (GIS) Analyst

2080 - Interpreter Specialist

2080 - Network Administrator

2080 - Procurement Specialist I

2080 - School Improvement Specialist (MS)

1768 - Student Support Specialist

2080 - Supervisor Carpentry

2080 - Supervisor Electrical

2080 - Supervisor Electronics

2080 - Supervisor HVAC

2080 - Supervisor Maintenance

2080 - Supervisor Night Crew

2080 - Supervisor Plumbing

For the 2019/2020 school year, the School Board approved the following compensation adjustments:  
-- Employees with 1-30 years of creditable work experience received 3% of their 8/30/19 base salary which included a 2.5% cost of living adjustment as well as a 0.5% experience step increase.  
-- All "Above Scale" employees will receive a 2.5% Cost of Living Adjustment.





**MINUTES**  
**Tuesday, May 28, 2019**  
**School Board Regular Meeting**  
**Page 19 of 43**

Attachment D (continued)

Unified Experience-Based Step Pay Scale - SY 2019-20 (3.0%)												
U19					U20					U21		
Ann Hours	1600 10 mo 200 days Creditable Yrs of Exp	1768 11 mo 221 days Creditable Yrs of Exp	2080 13 mo 260 days Creditable Yrs of Exp	2080 12 mo 260 days Creditable Yrs of Exp	Ann Hours	2080 12 mo 260 days Creditable Yrs of Exp	2080 12 mo 260 days Creditable Yrs of Exp	2080 12 mo 260 days Creditable Yrs of Exp	Ann Hours	2080 12 mo 260 days Creditable Yrs of Exp	2080 12 mo 260 days Creditable Yrs of Exp	
0	46,616	51,511	60,002	64,927	0	64,927	69,852	74,777	0	69,852	74,777	
1	46,730	51,637	60,149	65,085	1	65,085	69,999	74,924	1	69,999	74,924	
2	46,844	51,753	60,286	65,200	2	65,200	70,000	74,925	2	70,000	74,925	
3	47,064	52,006	61,184	65,551	3	65,551	70,000	74,925	3	70,245	75,170	
4	47,285	52,254	61,475	65,863	4	65,863	70,000	74,925	4	70,580	75,505	
5	47,751	52,776	62,089	66,521	5	66,521	70,000	74,925	5	71,285	76,210	
6	47,958	53,005	62,359	66,810	6	66,810	70,000	74,925	6	71,584	76,509	
7	48,244	53,310	62,718	67,194	7	67,194	70,000	74,925	7	72,006	76,931	
8	48,452	53,440	62,988	67,484	8	67,484	70,000	74,925	8	72,317	77,242	
9	48,683	53,794	63,287	67,805	9	67,805	70,000	74,925	9	72,660	77,585	
10	48,919	54,356	63,949	68,513	10	68,513	70,000	74,925	10	73,419	78,344	
11	49,714	54,334	64,928	69,241	11	69,241	70,000	74,925	11	74,199	79,124	
12	50,362	55,650	65,471	70,144	12	70,144	70,000	74,925	12	75,167	79,992	
13	51,107	56,473	66,439	71,181	13	71,181	70,000	74,925	13	75,278	80,103	
14	51,852	57,296	67,407	72,119	14	72,119	70,000	74,925	14	75,389	80,214	
15	52,298	58,145	68,166	73,136	15	73,136	70,000	74,925	15	75,447	80,272	
16	54,387	60,097	70,103	75,749	16	75,749	70,000	74,925	16	81,174	86,100	
17	55,546	61,378	72,210	77,364	17	77,364	70,000	74,925	17	82,904	87,830	
18	56,705	62,659	73,717	78,978	18	78,978	70,000	74,925	18	84,634	89,560	
19	57,864	63,940	75,224	80,593	19	80,593	70,000	74,925	19	86,364	91,290	
20	59,024	65,221	76,731	82,207	20	82,207	70,000	74,925	20	88,094	93,020	
21	60,183	66,502	78,238	83,822	21	83,822	70,000	74,925	21	89,825	94,750	
22	61,342	67,783	79,745	85,436	22	85,436	70,000	74,925	22	91,555	96,480	
23	62,501	69,064	81,252	87,051	23	87,051	70,000	74,925	23	93,285	98,210	
24	63,660	70,345	82,759	88,665	24	88,665	70,000	74,925	24	95,015	99,940	
25	64,820	71,626	84,266	90,279	25	90,279	70,000	74,925	25	96,745	101,670	
26	65,978	72,906	85,772	91,884	26	91,884	70,000	74,925	26	98,474	103,400	
27	67,138	74,187	87,279	93,509	27	93,509	70,000	74,925	27	100,204	105,130	
28	68,297	75,488	88,786	95,123	28	95,123	70,000	74,925	28	101,934	106,860	
29	69,456	76,749	90,293	96,738	29	96,738	70,000	74,925	29	103,664	108,590	
30	70,615	78,030	91,800	98,352	30	98,352	70,000	74,925	30	105,394	110,320	
					*ABOVE SCALE (25% COLA)					*ABOVE SCALE (25% COLA)		
2080 - Accountant - Principal	2080 - Assistant Payroll Supervisor	2080 - Physical Therapist	1000 - Physical Therapist	2080 - Assistant Principal ES	2080 - Assistant Principal ES	2080 - Transportation Sys Spec	2080 - Project Manager-Info Serv	2080 - Project Manager-Info Serv	2080 - Ast Director Environ Resources	2080 - Ast Director Environ Resources	2080 - Ast Director Environ Resources	
2080 - Benefits Program Specialist	2080 - Benefits Program Specialist	2080 - Procurement Specialist II	2080 - Procurement Specialist II	2080 - Contract Specialist	2080 - Contract Specialist	2080 - Educational Data Specialist	2080 - Risk Manager	2080 - Risk Manager	2080 - Ast Director Maintenance Svcs	2080 - Ast Director Maintenance Svcs	2080 - Ast Director Maintenance Svcs	
2080 - Coordinator Distribution Services	2080 - Coordinator Distribution Services	1000 - Psychologist	1000 - Psychologist	2080 - Educational Data Specialist	2080 - Educational Data Specialist	2080 - Financial Mgmt Specialist	2080 - Staff Architect	2080 - Staff Architect	2080 - Assistant Principal MS	2080 - Assistant Principal MS	2080 - Assistant Principal MS	
2080 - Coordinator Maintenance	2080 - Coordinator Maintenance	2080 - School Social Worker	2080 - School Social Worker	2080 - Financial Mgmt Specialist	2080 - Financial Mgmt Specialist	2080 - Food Services Operations Supervisor	2080 - Systems Engineer Supervisor	2080 - Systems Engineer Supervisor	2080 - Coord Purchasing	2080 - Coord Purchasing	2080 - Coord Purchasing	
2080 - Coordinator Mechanical Systems	2080 - Coordinator Mechanical Systems	2080 - School-to-Work Transition Supervisor	2080 - School-to-Work Transition Supervisor	2080 - Grants Manager	2080 - Grants Manager	2080 - HR Info Systems Specialist	2080 - Coord Technical Applications	2080 - Coord Technical Applications	2080 - Coord Security & Safe Schools	2080 - Coord Security & Safe Schools	2080 - Coord Security & Safe Schools	
2080 - Coordinator Special Projects	2080 - Coordinator Special Projects	2080 - Specialist Professional Learning	2080 - Specialist Professional Learning	2080 - HR Info Systems Specialist	2080 - HR Info Systems Specialist	2080 - Programmer/Analyst - Sr	2080 - Dean of Students (MS)	2080 - Dean of Students (MS)	2080 - Coord Transportation	2080 - Coord Transportation	2080 - Coord Transportation	
2080 - Fleet Manager	2080 - Fleet Manager	2080 - Student Activities Coordinator (HS)	2080 - Student Activities Coordinator (HS)	2080 - Programmer/Analyst - Sr	2080 - Programmer/Analyst - Sr	2080 - Project Mgr - Construction	2080 - Demographer / GIS Manager	2080 - Demographer / GIS Manager	2080 - Information Security Manager	2080 - Information Security Manager	2080 - Information Security Manager	
2080 - Instructional Specialist	2080 - Instructional Specialist	2080 - Supervisor Construction	2080 - Supervisor Construction	2080 - Project Mgr - Construction	2080 - Project Mgr - Construction	2080 - Student Info Syst Specialist	2080 - Mechanical Systems Engineer	2080 - Mechanical Systems Engineer	2080 - Mechanical Systems Engineer	2080 - Mechanical Systems Engineer	2080 - Mechanical Systems Engineer	
1708 - Instructional Specialist	1708 - Instructional Specialist	2080 - Systems Administrator	2080 - Systems Administrator	2080 - Student Info Syst Specialist	2080 - Student Info Syst Specialist	2080 - Sustainability Officer						
2080 - Internal Auditor	2080 - Internal Auditor	2080 - Systems Engineer	2080 - Systems Engineer	2080 - Sustainability Officer	2080 - Sustainability Officer							

1000 - Occupational therapist  
or the 2019/2020 school year, the School Board approved the following compensation adjustments:  
Employees with 1-30 years of creditable work experience received 3% of their 0.0019 base salary which included a 2.5% cost of living adjustment as well as a 0.5% experience step increase.  
All "Above Scale" employees will receive a 2.5% Cost of Living Adjustment.



Attachment D (continued)

Unified Experience-Based Step Pay Scale - SY 2019-20 (3.0%)

U22

Ann Hours	2080	
Creditable Yrs of Exp	12-mo 260 days 8hr/day	
0	74,546	
1	74,727	
2	74,910	
3	75,262	
4	75,621	
5	76,376	
6	76,707	
7	77,149	
8	77,482	
9	77,850	
10	78,663	
11	79,499	
12	80,536	
13	81,726	
14	83,263	
15	85,117	
16	86,970	
17	88,824	
18	90,677	
19	92,531	
20	94,384	
21	96,238	
22	98,091	
23	99,945	
24	101,798	
25	103,652	
26	105,506	
27	107,360	
28	109,213	
29	111,067	
30	112,920	
*ABOVE SCALE* (2.5% COLA)		
2080 - Academic Dean	2080 - Academic Dean	
2080 - Administrative Coordinator	2080 - Administrative Coordinator	
2080 - Assistant Director ATC	2080 - Assistant Director ATC	
2080 - Assistant Principal HS	2080 - Assistant Principal HS	
2080 - Coord Accounting	2080 - Coord Accounting	
2080 - Coord Adult Academic Programs	2080 - Coord Adult Academic Programs	
2080 - Coord Athletics	2080 - Coord Athletics	
2080 - Coord Benefits	2080 - Coord Benefits	
2080 - Coord Budget Development	2080 - Coord Budget Development	
2080 - Coord Business and Info Tech	2080 - Coord Business and Info Tech	
2080 - Coord Cust Support/QA	2080 - Coord Cust Support/QA	
2080 - Coord Educational Foundation	2080 - Coord Educational Foundation	

U23

Ann Hours	2080	
Creditable Yrs of Exp	12-mo 260 days 8hr/day	
0	79,873	
1	80,067	
2	80,263	
3	80,640	
4	81,024	
5	81,834	
6	82,189	
7	82,662	
8	83,019	
9	83,413	
10	84,284	
11	85,180	
12	86,291	
13	87,566	
14	89,214	
15	91,200	
16	93,186	
17	95,172	
18	97,158	
19	99,144	
20	101,130	
21	103,116	
22	105,102	
23	107,088	
24	109,074	
25	111,060	
26	113,047	
27	115,033	
28	117,019	
29	119,005	
30	120,991	
*ABOVE SCALE* (2.5% COLA)		
2080 - Coordinator Information Services	2080 - Coordinator Information Services	2080 - Dir Transportation
2080 - Coordinator Technical Services	2080 - Coordinator Technical Services	2080 - Principal ES
2080 - Director Advanced Technology Center	2080 - Director Advanced Technology Center	
2080 - Director Communications	2080 - Director Communications	
2080 - Director Community Engagement	2080 - Director Community Engagement	
2080 - Director Custodial Services	2080 - Director Custodial Services	
2080 - Director Distribution Services	2080 - Director Distribution Services	
2080 - Director Internal Audit	2080 - Director Internal Audit	
2080 - Director Opportunity & Achievement	2080 - Director Opportunity & Achievement	
2080 - Director Research, Eval and Assessment	2080 - Director Research, Eval and Assessment	
2080 - Director Safe Schools	2080 - Director Safe Schools	
2080 - Director Testing	2080 - Director Testing	

For the 2019/2020 school year, the School Board approved the following compensation adjustments:  
-- Employees with 1-30 years of creditable work experience received 3% of their 6/30/19 base salary which included a 2.5% cost of living adjustment as well as a 0.5% experience step increase.  
-- All "Above Scale" employees will receive a 2.5% Cost of Living Adjustment.



School Board of the City of Virginia Beach  
School Administration Building# 6, Municipal Center  
2512 George Mason Dr., Virginia Beach, VA 23456

MINUTES  
Tuesday, May 28, 2019  
School Board Regular Meeting  
Page 21 of 43

Attachment D (continued)

Unified Experience-Based Step Pay Scale - SY 2019-20 (3.0%)									
U24									
Ann Hours	2080								
Creditable Yrs of Exp	12-mo 260 days 8hr/day								
0	85,594								
1	85,802								
2	86,012								
3	86,416								
4	86,827								
5	87,695								
6	88,075								
7	88,582								
8	88,965								
9	89,387								
10	90,321								
11	91,281								
12	92,471								
13	93,838								
14	95,603								
15	97,732								
16	99,860								
17	101,989								
18	104,117								
19	106,246								
20	108,374								
21	110,502								
22	112,631								
23	114,759								
24	116,888								
25	119,016								
26	121,143								
27	123,272								
28	125,400								
29	127,529								
30	129,657								
		*ABOVE SCALE* (2.5% COLA)							
2080 - Director Adult Learning Center	2080 - Director Student Leadership								
2080 - Director Benefits	2080 - Director Student Services								
2080 - Director Business Services	2080 - Director Technical & Career Education								
2080 - Director Compliance and SpEd Services	2080 - Director Technical & Career Ed Center								
2080 - Director Employee Relations	2080 - Director Technology								
2080 - Director Employment Services	2080 - Director Title I Programs								
2080 - Director Food Services	2080 - Head of School (GRC)								
2080 - Director Instructional Technology	2080 - Principal MIS								
2080 - Director K-12 and Gifted Programs									
2080 - Director Maintenance Services									
2080 - Director Professional Growth and Innov.									
2080 - Director Purchasing Services									
U25									
Ann Hours	2080								
Creditable Yrs of Exp	12-mo 260 days 8hr/day								
0	91,708								
1	91,931								
2	92,156								
3	92,588								
4	93,030								
5	93,959								
6	94,366								
7	94,909								
8	95,319								
9	95,772								
10	96,773								
11	97,801								
12	99,076								
13	100,541								
14	102,432								
15	104,712								
16	106,993								
17	109,273								
18	111,553								
19	113,834								
20	116,114								
21	118,394								
22	120,674								
23	122,955								
24	125,235								
25	127,515								
26	129,797								
27	132,077								
28	134,357								
29	136,638								
30	138,918								
		*ABOVE SCALE* (2.5% COLA)							
2080 - Director Alternative Education	2080 - Director Elementary Schools								
2080 - Director Elem Teaching & Learning	2080 - Exec Director Facilities Services								
2080 - Exec Director Office of Prog for Exceptl Child	2080 - Exec Director Planning, Innov.&Accountability								
2080 - Exec Director Secondary Teaching & Learning	2080 - Exec Director Student Support Services								
2080 - Exec Director Student Support Services	2080 - Exec Director Transportation Fleet Mgmt. Svcs.								
2080 - Principal HS									
U26									
Ann Hours	2080								
Creditable Yrs of Exp	12-mo 260 days 8hr/day								
0	98,268								
1	98,508								
2	98,749								
3	99,212								
4	99,685								
5	100,681								
6	101,117								
7	101,699								
8	102,139								
9	102,624								
10	103,696								
11	104,798								
12	106,165								
13	107,734								
14	109,760								
15	112,204								
16	114,647								
17	117,091								
18	119,534								
19	121,978								
20	124,421								
21	126,865								
22	129,309								
23	131,752								
24	134,196								
25	136,639								
26	139,083								
27	141,527								
28	143,971								
29	146,414								
30	148,858								
		*ABOVE SCALE* (2.5% COLA)							
2080 - Sr Exec Director, Elementary Schools									
2080 - Sr Exec Director, Middle Schools									
2080 - Sr Exec Director, High Schools									





Attachment D (continued)

Unified Experience-Based Step Pay Scale SY 2019-20 (3.0%)				
U27			U28	
Ann Hrs	2080		Ann Hrs	2080
Creditable Yrs of Exp	12-mo 260 days 8hr/day		Creditable Yrs of Exp	12-mo 260 days 8hr/day
0	105,294		0	112,821
1	105,550		1	113,095
2	105,808		2	113,372
3	106,305		3	113,904
4	106,811		4	114,447
5	107,879		5	115,591
6	108,346		6	116,092
7	108,970		7	116,759
8	109,440		8	117,264
9	109,960		9	117,821
10	111,109		10	119,052
11	112,290		11	120,317
12	113,754		12	121,886
13	115,435		13	123,688
14	117,607		14	126,014
15	120,225		15	128,820
16	122,843		16	131,625
17	125,461		17	134,430
18	128,079		18	137,236
19	130,697		19	140,041
20	133,315		20	142,846
21	135,933		21	145,652
22	138,551		22	148,457
23	141,170		23	151,263
24	143,788		24	154,068
25	146,406		25	156,873
26	149,024		26	159,678
27	151,642		27	162,484
28	154,260		28	165,289
29	156,878		29	168,094
30	159,496		30	170,900
*ABOVE SCALE* (2.5% COLA)			*ABOVE SCALE* (2.5% COL)	
2080 - Chief Academic Officer Tch & Lrng 2080 - Chief Financial Officer 2080 - Chief Human Resources Officer 2080 - Chief Information Officer 2080 - Chief Media & Communications Officer 2080 - Chief Operations Officer 2080 - Chief Schools Officer			2080 - Chief of Staff	

For the 2019/2020 school year, the School Board approved the following compensation adjustments:

- Employees with 1-30 years of creditable work experience received 3% of their 6/30/19 base salary which included a 2.5% cost of living adjustment as well as a 0.5% experience step increase.
- All "Above Scale" employees will receive a 2.5% Cost of Living Adjustment.



Attachment E

Part-Time/Temporary Hourly Rates SY 2018 - 2019 Effective: July 1, 2018			
Position	July 1, 2018	July 1, 2019	Comments
<b>SUBSTITUTES</b>			
Bus Assistants	\$ 10.37	\$ 10.55	
Bus Assistants (summer only)	\$ 10.37	\$ 10.55	
Bus Assistants subbing for bus driver (employee must substitute a minimum of one-hour)	\$ 4.49	\$ 4.49	Additional per Hour
Bus Drivers	\$ 13.68	\$ 13.91	
Bus Drivers (summer only)	\$ 13.68	\$ 13.91	
Cafeteria Manager	\$ 14.65	\$ 14.91	
Cafeteria Assistant	\$ 10.37	\$ 10.55	
Cafeteria Assistant subbing for Cafeteria Manager (employee must substitute a minimum of one-hour)	\$ 4.49	\$ 4.49	Additional per Hour
Clerical	\$ 12.76	\$ 12.98	
Long Term	\$ 13.68	\$ 13.91	
Custodian	\$ 9.68	\$ 9.85	
Driver Ed Instructor	\$ 12.76	\$ 12.98	
Interpreter	\$ 18.03	\$ 18.34	
ISS Coordinator	\$ 13.68	\$ 13.91	
Library/Media Assistant	\$ 11.91	\$ 11.30	
Library/Media Assistant subbing for Library/Media Specialist (employee must substitute a minimum of one-hour)	\$ 4.49	\$ 4.49	Additional per Hour
Nurse Assistant	\$ 12.76	\$ 12.98	
Nurse Assistant subbing for the Nurse (employee must substitute a minimum of one-hour)	\$ 4.49	\$ 4.49	Additional per Hour
OT/PT	\$ 27.28	\$ 27.75	
OT/PT Assistant	\$ 20.69	\$ 21.05	
Security Assistant	\$ 11.11	\$ 11.30	
Teacher Assistant	\$ 11.11	\$ 11.30	
Long Term	\$ 11.91	\$ 12.11	
Teacher Assistant subbing for Teacher (employee must substitute a minimum of one-hour)	\$ 4.49	\$ 4.49	Additional per Hour
Technology Support Technician	\$ 16.82	\$ 17.11	
<b>SUBSTITUTE DAILY RATES FOR TEACHERS and NURSES</b>			
Teacher Daily Substitute (Non-Licensed)	\$ 89.00	\$ 89.00	Must have earned a minimum of 60 college credits
Teacher Daily Substitute (Substitute Training Certificate)	\$ 95.00	\$ 95.00	Must have earned a certificate of completion from a substitute training program approved by VBCPS.
Teacher Daily Substitute (Licensed)	\$ 99.00	\$ 99.00	Must have a valid active VA teacher license
Teacher Long-Term Substitute (Licensed)	\$ 150.00	\$ 165.00	Must have or be eligible for an active Va. teaching license with an endorsement in the subject area to be taught.
Site Assigned Designated Subs - (Non-Licensed)	\$ 91.50	\$ 91.50	Must have earned a minimum of 60 college credits
Site Assigned Designated Subs (Substitute Training Certificate)	\$ 95.00	\$ 95.00	Must have earned a certificate of completion from a substitute training program approved by VBCPS.
Site Assigned Designated Subs - (Licensed)	\$ 99.00	\$ 99.00	Must have a valid active VA teacher license
School Nurse, RN - Daily	\$ 175.33	\$ 175.33	Must be a registered nurse
<b>SUMMER SCHOOL EMPLOYEES</b>			
Building Supervisor	\$ 13.68	\$ 13.91	
Bus Assistants	\$ 10.37	\$ 10.55	
Bus Drivers	\$ 13.68	\$ 13.91	
Clerical	\$ 12.50	\$ 12.71	
Custodian	\$ 9.68	\$ 9.85	
Driver Ed Teacher-Behind the Wheel (Licensed)	\$ 30.00	\$ 30.52	Summer School Teacher Rate
Driver Ed Parapro -Behind the Wheel (Non - Licensed)	\$ 15.87	\$ 15.97	
Driver Ed Teacher-Classroom	\$ 30.00	\$ 30.52	Summer School Teacher Rate

Note: Retirees filling Temporary Employment  
Agreements may receive the midpoint of the grade for which they are working.



Attachment E (continued)

Part-Time/Temporary Hourly Rates SY 2018 - 2019 Effective: July 1, 2018			
Position	July 1, 2018	July 1, 2019	Comments
<b>SUMMER SCHOOL EMPLOYEES (continued)</b>			
Interpreter	\$ 18.03	\$ 18.34	
Library/Media Assistant	\$ 12.50	\$ 12.71	
Nurse (RN)	\$ 175.33	\$ 175.33	
Nurse Assistant	\$ 12.50	\$ 12.71	
OT/PT	\$ 27.28	\$ 27.75	
OT/PT Assistant	\$ 20.69	\$ 21.05	
Security Assistant	\$ 12.50	\$ 12.71	
Summer Feeding Program (Manager)	\$ 16.43	\$ 16.43	Grant Funds - increased rate to match special events rate
Summer Feeding Program (Worker)	\$ 12.50	\$ 12.71	Grant Funds - increased rate to match special events rate
Teacher Assistant subbing for Teacher (applies to non-VBCPS employees working summer school only)	\$ 16.99	\$ 16.99	Summer School Rate plus \$4.49
Teacher	\$ 30.00	\$ 30.52	Summer School Teacher Rate
Teacher - Fast Track Tutor	\$ 30.00	\$ 30.52	Summer School Teacher Rate
Teacher - IEP/Summer Eligibility Assessment	\$ 15.00	\$ 15.00	50% of the summer school teacher rate
Teacher Assistant	\$ 12.50	\$ 12.71	
<b>MISCELLANEOUS HOURLY AND/OR DAILY RATES</b>			
Acting Administrator	\$ 29.23-69.82	\$ 29.74-71.15	Superintendent or designee approval required (Grade 20-midpoint of 28)
Alternate Chief Examiner - Adult Learning Center (ALC)	\$ 30.03	\$ 30.55	
Bus Driver - Additional/Double Run	\$ 8.50	\$ 8.50	Per Run - Effective 3/1/17
Bus Driver - Field Trip Rate	\$ 8.50	\$ 8.50	
Bus Driver - Parks and Recreation	\$ 10.00	\$ 10.00	
CDL - Random Drug Testing	\$ 8.50	\$ 8.50	
Cafeteria Assistant-Special Events	\$ 12.00	\$ 12.00	
Cafeteria Manager-Special Events	\$ 16.43	\$ 16.43	
Cafeteria Monitor	\$ 10.37	\$ 10.55	
Clerical Support	\$ 12.76-18.03	\$ 12.98-18.34	
Computer Lab Facilitator-Technician (ALC)	\$ 15.36	\$ 30.52	
Curriculum Development/Textbook Adoption	\$ 25.00	\$ 25.00	
Evening Administrator	\$ 33.56	\$ 34.14	
Foreign Language Translator-Oral	\$ 14.00	\$ 14.00	
Foreign Language Translator-Written	\$ 16.00	\$ 16.00	
Guidance Representative - Hearings	\$ 35.00 per Hour	\$ 35.00	Per Hour
Hearing Officer - Student Discipline	\$ 45.00 per Hour	\$ 45.00	Per Hour
Hearing Officer - Case Cancelled	\$ 15.00 per Case	\$ 15.00	Per Case
Homebound Teacher - Certified	\$ 30.03	\$ 30.55	
Homebound Teacher - Non-Certified Teacher	\$ 24.32	\$ 24.74	Adj. by same % and Entry Level-Teacher
Homework Hotline - Non Certified Teacher	\$ 24.32	\$ 24.74	Adj. by same % and Entry Level-Teacher
Homework Hotline - Certified Teacher	\$ 30.03	\$ 30.55	
Interpreter - After School Activities - (EIPA 2.5-2.9)	\$ 18.03	\$ 18.34	
Interpreter - After School Activities - (EIPA 3.0-3.4)	\$ 19.31	\$ 19.65	
Interpreter - After School Activities - (EIPA 3.5-3.9)	\$ 22.17	\$ 22.55	
IPT/VGLA Testing & Scoring	\$ 25.00	\$ 25.00	
Jail Education Program - Social Worker	\$ 40.00	\$ 40.00	
Jail Education Program - Psychologist	\$ 60.00	\$ 60.00	
Jail Education Program - Teacher	\$ 30.03	\$ 30.55	
Leadership Camp Counselor	\$ 9.04	\$ 9.19	
Music Clinicians/Judges	\$ 30.03	\$ 30.55	
Occupation Therapy Assistant (Certified)	\$ 20.69	\$ 21.05	
Occupation Therapist	\$ 34.25	\$ 34.25	
PALS Instructor (HD)	\$ 13.44	\$ 13.67	

Note: Retirees filling Temporary Employment  
Agreements may receive the midpoint of the grade for which they are working.



Attachment E (continued)

Part-Time/Temporary Hourly Rates SY 2018 - 2019 Effective: July 1, 2018			
Position	July 1, 2018	July 1, 2019	Comments
MISCELLANEOUS HOURLY AND/OR DAILY RATES (continue)			
PALS Instructor (BD)	\$ 16.13	\$ 16.40	
PALS Instructor (Certified)	\$ 18.21	\$ 18.53	
Physical Therapist	\$ 34.25	\$ 34.25	
Physical Therapy Assistant (Licensed)	\$ 20.69	\$ 21.05	
Professional Dev. Activity Instr. (PDA)	\$ 30.00	\$ 30.00	
Professional Dev. Activity Instr. (PDA) - PLP Prep	\$ 25.00	\$ 25.00	
Professional Dev. Activity Instr. (PDA) - Non - PLP Prep	\$ 15.00	\$ 15.00	
Program Planner - ALC	\$ 30.03	\$ 30.55	
Project Support Staff	\$ 11.91-69.82	\$ 12.11-71.15	Superintendent or designee approval required (Grade 7-midpoint of 28)
Project Support Staff - PIA - Clerical	\$ 12.76	\$ 12.98	
Project Support Staff - Materials Asst.	\$ 13.68	\$ 13.91	
Retake Expedited Coordinator	\$ 20.00	\$ 20.00	
Saturday Detention	\$ 20.00	\$ 20.00	
Security - Police Officers (Non-athletic)	\$ 30.00	\$ 33.00	
Security - Police Officers (Graduation Only)	\$ 33.00	\$ 33.00	
Security - Police Supervisor (Graduation Only)	\$ 38.00	\$ 38.00	
Security - Police Lieutenant (Graduation Only)	\$ 40.00	\$ 40.00	
Special Education Job Coach - Training	\$ 10.32	\$ 10.50	
Special Education Job Coach - HD	\$ 13.76	\$ 14.00	
Special Education Job Coach - BD	\$ 16.05	\$ 16.33	
Specialty Camp Coach	\$ 14.33	\$ 14.57	
Student Workers	\$ 9.04	\$ 9.19	
Teacher - Academic Programs	\$ 30.03	\$ 30.55	
Teacher - After Hours (approval required)	\$ 30.03	\$ 30.55	
Teacher - ALC	\$ 30.03	\$ 30.55	
Teacher - Community Service Programs - 6 Students (ALC)	\$ 14.95	\$ 15.21	
Teacher - Community Service Programs - 7 Students (ALC)	\$ 17.08	\$ 17.38	
Teacher - Community Service Programs - 8 Students (ALC)	\$ 19.23	\$ 19.57	
Teacher - Community Service Programs - 9+ Students (ALC)	\$ 21.36	\$ 21.73	
Teacher - Workforce Development Training - 6 Students (ALC)	\$ 16.62	\$ 16.90	
Teacher - Workforce Development Training - 7 Students (ALC)	\$ 19.00	\$ 19.33	
Teacher - Workforce Development Training - 8 Students (ALC)	\$ 21.36	\$ 21.73	
Teacher - Workforce Development Training - 9+ Students (ALC)	\$ 23.74	\$ 24.15	
Teacher - Transition Program (Grant)	\$ 30.03	\$ 30.55	
Test Examiner	\$ 19.71	\$ 20.06	
Test Proctor	\$ 12.76	\$ 12.98	
TSIP Test Proctor	\$ 16.20	\$ 16.48	
Tutor - AVID Program	\$ 17.63	\$ 17.63	
Tutor - Certified	\$ 30.03	\$ 30.55	
Tutor - Non-certified	\$ 24.32	\$ 24.74	Adj. by same % as Entry Level-Teacher
Workshop Participants - Classified	\$ 8.77	\$ 8.92	
Workshop Participants - Teacher	\$ 19.48	\$ 19.82	

Note: Retirees filling Temporary Employment  
Agreements may receive the midpoint of the grade for which they are working.





Attachment F

TABLE OF ALLOWANCES SY 2019-2020 Effective: July 1, 2019		
CODE	DESCRIPTION	VALUE
ZALW 7016	Acting Pay - <i>(Per Regulation 2-48.2)</i>	Varies
ZALW 7010	Additional Class - HS Teacher	5,600.00
ZALW 7011	Additional Class - MS Teacher	5,600.00
ZALW 7000	Additional Time - Vocational Teacher	400.00
ZALW 7200	Advanced Certificate - <i>(ED.S or Masters plus 30)</i>	3,300.00
ZALW 7040	Cafeteria Manager - Additional School Served	750.00
ZALW 7207	Career Teacher - <i>(3-year cycle)</i>	1,000.00
ZALW 7211	Clerical 180 Points Allowance	350.00
ZALW 7212	Clerical 360 Points Allowance	475.00
ZALW 7213	Clerical Associate Degree	525.00
ZALW 7214	Clerical Bachelor Degree	750.00
ZALW 7220	Clinical Competency Certification	1,000.00
ZALW 7097	Data Communication Allowance	540.00
ZALW 7230	Doctorate Administrative	5,000.00
ZALW 7231	Doctorate Instructional	4,100.00
ZALW 7095	Executive Communication Allowance	1,200.00
ZALW 7096	Emergency Communication Allowance	420.00
ZALW 7235	School Nutrition Specialist	1,000.00
ZALW 7245	Interpreter 180 Points Allowance	350.00
ZALW 7246	Interpreter 360 Points Allowance	475.00
ZALW 7250	Masters Allowance Instructional	2,500.00
ZALW 7051	Miscellaneous Credit	Varies
ZALW 7255	MS Certified Systems Eng/Dev	1,500.00
ZALW 7260	National Board for Teaching Standards Certification	2,000.00
ZALW 7267	Nursing Bachelors Degree	750.00
ZALW 7270	Professional Allowance	1,500.00
ZALW 7075	Doctoral Intern in Professional Psychology <i>(Eligible for health insurance subsidy)</i>	28,000.00
ZALW 7275	Registered Dietician	1,000.00
ZALW 7280	Registry Interpreters for Deaf	2,500.00
ZALW 7285	<del>School Plant</del> Journeyman Tradesman License	350.00
ZALW 7286	<del>School Plant</del> Master Tradesman License	1,000.00
ZALW 7295	Teacher Assistant 180 Points Allowance	325.00
ZALW 7296	Teacher Assistant 360 Points Allowance	450.00
ZALW 7050	Temporary Duty Allowance	Varies
ZALW 7090	Travel Allowance - <i>(Per contract or employment agreement)</i>	Varies
2019-2020 SY	Tuition Reimbursement Rate <i>(Per Policy 4-39)</i>	850.00



Attachment G

HIGH SCHOOL DEPARTMENT CHAIR SUPPLEMENTS SY 2018-2019					
DESCRIPTION	CODE	3 - 7 Members \$1,050	8 - 12 Members \$1,350	13 - 17 Members \$1,500	18 or More \$1,650
Agriculture Department Chair	ZDPT 7500	<i>One code is used to describe the department. Pay Adjustments are given to allow for the number of members in each department.</i>			
Business Department Chair	ZDPT 7502				
Distributive Ed Department Chair	ZDPT 7504				
Driver Ed Team Leader	ZDPT 7506				
English Department Chair	ZDPT 7508				
Fine Arts Department Chair	ZDPT 7510				
Foreign Language Department Chair	ZDPT 7512				
Family & Consumer Science Department Chair	ZDPT 7514				
Industrial Arts Department Chair	ZDPT 7516				
Library Department Chair	ZDPT 7518				
Mathematics Department Chair	ZDPT 7522				
Marketing Department Chair	ZDPT 7520				
Nursing Department Chair	ZDPT 7524				
Health & P.E. Department Chair	ZDPT 7526				
Science Department Chair	ZDPT 7528				
Social Studies Department Chair	ZDPT 7530				
Special Education Department Chair	ZDPT 7532				
Specialist Department Chair	ZDPT 7534				
Student Advisory Leads	ZDPT 7537				
Technology Department Chair	ZDPT 7536				
Department Chair supplements will be paid to employee over 10 months, Sept-June.					
Department Chair supplements are paid based on the academic area covered. Any deviation from this payment method must be submitted in writing to the Department of School Leadership for their review and recommendation. Approved recommendations will be forwarded to the Department of Human Resources for final approval.					



Attachment G (continued)

ELEMENTARY SCHOOL NONATHLETIC SUPPLEMENTS SY 2018-2019				
CODE	DESCRIPTION	VALUE	SEASON	Comments
ZNTH 7600	Academic Coordinator	1,800.00	9/1-6/30	
ZNTH 7601	Administrative Assistant/ <i>Miscellaneous</i>	700.00	9/1-6/30	
ZNTH 7614	Spanish Academy Coordinator	800.00	9/1-6/30	
ZNTH 7603-12	Grade Level Coordinator 3-7 Members	800.00	9/1-6/30	
ZNTH 7603-12	Grade Level Coordinator 8+ Members	1,000.00	9/1-6/30	
ZNTH 7620	Newspaper Sponsor/ <i>Miscellaneous</i>	<del>300</del> to 500	9/1-6/30	<i>Ranges from \$300 - \$500</i>
ZNTH 7623	Partners In Education Coordinator	500.00	9/1-6/30	<i>Managed by the Dept. of Media &amp; Communications</i>
ZNTH 7625	Safety Patrol	500.00	9/1-6/30	
ZNTH 7626	SCA Sponsor	700.00	9/1-6/30	
ZNTH 7630	School Improvement Coordinator/ <i>Miscellaneous</i>	1,800.00	9/1-6/30	
ZNTH 7631	School Media Liaison	500.00	9/1-6/30	
ZNTH 7647	Select Choral Accompanist	1,200.00	9/1-6/30	
ZNTH 7646	Select Choral Conductor	1,500.00	9/1-6/30	
ZNTH 7602	Special Ed Committee	1,800.00	9/1-6/30	
ZNTH 7638	Transportation Assistant	900.00	9/1-6/30	
ZNTH 7645	Yearbook Sponsor/ <i>Miscellaneous</i>	500.00	9/1-6/30	
<i>Non-Athletic supplements with a "miscellaneous" designation may be used either as noted or to compensate employees for programs unique to the school.</i>				
MIDDLE SCHOOL NONATHLETIC SUPPLEMENTS SY 2018-2019				
CODE	DESCRIPTION	VALUE	SEASON	Comments
ZNTH 7707	Choral Sponsor	1,150.00	9/1-6/30	
ZNTH 7708	Debate Sponsor	1,250.00	2/1-3/31	
ZNTH 7709	Drama Sponsor	1,050.00	9/1-11/15	
ZNTH 7711	Forensics Sponsor	1,050.00	3/16-5/31	
ZNTH 7810	Intramural Coordinator Fall	700.00	9/1-11/15	
ZNTH 7813	Intramural Coordinator Spring	700.00	3/16-5/31	
ZNTH 7811	Intramural Coordinator Winter 1	700.00	11/1-1/15	
ZNTH 7812	Intramural Coordinator Winter 2	700.00	2/1-3/31	
ZNTH 7815	Intramural Sponsor Fall 1st	600.00	9/1-11/15	
ZNTH 7816	Intramural Sponsor Fall 2nd	600.00	9/1-11/15	
ZNTH 7817	Intramural Sponsor Winter 1 1st	600.00	11/1-1/15	
ZNTH 7818	Intramural Sponsor Winter 1 2nd	600.00	11/1-1/15	
ZNTH 7819	Intramural Sponsor Winter 2 1st	600.00	2/1-3/31	
ZNTH 7820	Intramural Sponsor Winter 2 2nd	600.00	2/1-3/31	
ZNTH 7821	Intramural Sponsor Spring 1st	600.00	3/16-5/31	
ZNTH 7822	Intramural Sponsor Spring 2nd	600.00	3/16-5/31	
ZNTH 7712	Scholastic Bowl	1,250.00	11/1-1/15	
ZNTH 7714	National Junior Honor Society	700.00	9/1-6/30	
ZNTH 7701	Marching Band	1,400.00	9/1-6/30	
ZNTH 7716	Orchestra	750.00	9/1-6/30	
ZNTH 7717	Partners In Education (Community Ed)	500.00	9/1-6/30	<i>Managed by the Dept. of Media &amp; Communications</i>
ZNTH 7718	SCA Sponsor	2,000.00	9/1-6/30	
ZNTH 7719	School Media Liaison Coordinator	500.00	9/1-6/30	
ZNTH 7706	Special Ed Committee Chair	<del>1,800.00</del>	9/1-6/30	<i>\$1,800 to \$1,827</i>
ZNTH 7720	Student Recognition Coordinator/ <i>Miscellaneous</i>	<del>1,327.00</del>	9/1-6/30	<i>\$1,327 to \$1,300</i>
ZNTH 7721	Transportation Assistant	1,800.00	9/1-6/30	
ZNTH 7722	Yearbook Sponsor	2,000.00	9/1-6/30	





Attachment G (continued)

MIDDLE SCHOOL NONATHLETIC SUPPLEMENTS SY 2018-2019				
CODE	DESCRIPTION	VALUE	SEASON	Comments
ZNTH 7710	Drill Team Sponsor/Miscellaneous	700.00	9/1-6/30	Determined by Principal: Club sponsorship funding not to exceed a total of \$6,200 per school or \$1,200 per club. (previously \$2,500 per school and \$500 per club)
ZNTH 7702	Music Sectional 1/Miscellaneous	300.00	9/1-6/30	
ZNTH 7703	Music Sectional 2/Miscellaneous	600.00	9/1-6/30	
ZNTH 7704	Music Sectional 3/Miscellaneous	900.00	9/1-6/30	
ZNTH 7705	Music Sectional 4/Miscellaneous	1,200.00	9/1-6/30	
ZNTH 7715	Newspaper/Miscellaneous	700.00	9/1-6/30	
ZNTH 7750	AIASA Sponsor		9/1-6/30	
ZNTH 7752	Art Club Sponsor		9/1-6/30	
ZNTH 7754	Chess Club Sponsor		9/1-6/30	
ZNTH 7755	Chrome Club Sponsor		9/1-6/30	
ZNTH 7756	Computer Club Sponsor		9/1-6/30	
ZNTH 7758	Crime Solvers Sponsor		9/1-6/30	
ZNTH 7759	Culture Club Sponsor		9/1-6/30	
ZNTH 7781	Destination Imagination		9/1-6/30	
ZNTH 7760	Drama Club Sponsor		9/1-6/30	
ZNTH 7763	FEA Sponsor		9/1-6/30	
ZNTH 7764	FCCLA Sponsor		9/1-6/30	
ZNTH 7767	French Club Sponsor		9/1-6/30	
ZNTH 7774	Latin Club Sponsor		9/1-6/30	
ZNTH 7776	Mathematics Club Sponsor		9/1-6/30	
ZNTH 7782	Photography Club Sponsor		9/1-6/30	
ZNTH 7786	Science Club Sponsor		9/1-6/30	
ZNTH 7789	Spanish Club Sponsor		9/1-6/30	Determined by Principal: Part of Foundation Funding Budget for Leadership Positions in each Middle School
ZNTH 7793	Technology Club Sponsor		9/1-6/30	
ZNTH 7841	Misc. Club Sponsor - 1st		9/1-6/30	
ZNTH 7842	Misc. Club Sponsor - 2nd		9/1-6/30	
ZNTH 7843	Misc. Club Sponsor - 3rd		9/1-6/30	
ZNTH 7796	Video Prod Club Sponsor		9/1-6/30	
ZNTH 7797	Wellness Coordinator		9/1-6/30	
ZNTH 7751	Applied Arts Coordinator		9/1-6/30	
ZNTH 7757	Computer Coordinator		9/1-6/30	
ZNTH 7761	Electives Coordinator		9/1-6/30	
ZNTH 7762	English Coordinator		9/1-6/30	
ZNTH 7765	Fine Arts Coordinator		9/1-6/30	
ZNTH 7766	Foreign Language Coordinator		9/1-6/30	
ZNTH 7768	Grade Level 6 Coordinator		9/1-6/30	
ZNTH 7769	Grade Level 7 Coordinator		9/1-6/30	
ZNTH 7770	Grade Level 8 Coordinator		9/1-6/30	
ZNTH 7772	Health/PE Coordinator		9/1-6/30	
ZNTH 7773	Language Arts Coordinator		9/1-6/30	
ZNTH 7775	Library Coordinator		9/1-6/30	
ZNTH 7777	Mathematics Coordinator		9/1-6/30	
ZNTH 7779	Miscellaneous Coordinator		9/1-6/30	
ZNTH 7713	Miscellaneous Leadership Sponsor		9/1-6/30	
ZNTH 7780	Music Coordinator		9/1-6/30	
ZNTH 7783	Practical Arts Coordinator		9/1-6/30	
ZNTH 7784	Principal's Advisory Committee Chair		9/1-6/30	
ZNTH 7785	Resource Coordinator		9/1-6/30	
ZNTH 7787	Science Coordinator		9/1-6/30	
ZNTH 7788	Social Studies Coordinator		9/1-6/30	
ZNTH 7790	Special Ed Committee Coordinator		9/1-6/30	
ZNTH 7791	Staff Development Coordinator		9/1-6/30	
ZNTH 7792	Strategic Planning Coordinator		9/1-6/30	
ZNTH 7794	Technology Coordinator		9/1-6/30	
ZNTH 7795	Teen Living Coordinator		9/1-6/30	

Non-Athletic supplements with a "miscellaneous" designation may be used either as noted or to compensate employees for programs unique to the school.





Attachment G (continued)

HIGH SCHOOL NONATHLETIC SUPPLEMENTS SY 2018-2019				
CODE	DESCRIPTION	VALUE	SEASON	Comments
ZNTH 7859	Civic Club Sponsor/Miscellaneous	300.00	9/1-6/30	Tier 1 - \$300
ZNTH 7884	School Accreditation Interim/Miscellaneous	500.00	9/1-6/30	Tier 1 - \$300
ZNTH 7901	HS Miscellaneous Club Sponsor 1	300.00	9/1-6/30	Tier 1 - \$300
ZNTH 7902	HS Miscellaneous Club Sponsor 2	300.00	9/1-6/30	Tier 1 - \$300
ZNTH 7903	HS Miscellaneous Club Sponsor 3	300.00	9/1-6/30	Tier 1 - \$300
ZNTH 7862	DECA Coordinator/Miscellaneous	700.00	9/1-6/30	Tier 2 - \$600
ZNTH 7866	FBLA Coordinator/Miscellaneous	600.00	8/1-6/30	Tier 2 - \$600
ZNTH 7868	FFA Coordinator/Miscellaneous	600.00	9/1-6/30	Tier 2 - \$600
ZNTH 7869	FCCLA /Miscellaneous	600.00	9/1-6/30	Tier 2 - \$600
ZNTH 7872	HOSA Coordinator/Miscellaneous	600.00	9/1-6/30	Tier 2 - \$600
ZNTH 7890	TSA Coordinator/Miscellaneous	600.00	9/1-6/30	Tier 2 - \$600
ZNTH 7891	VICA Coordinator/Miscellaneous	600.00	9/1-6/30	Tier 2 - \$600
ZNTH 7867	FEA Coordinator/Miscellaneous	1,000.00	9/1-6/30	Tier 3 - \$900
ZNTH 7878	Newspaper Sponsor/Miscellaneous	900.00	9/1-6/30	Tier 3 - \$900
ZNTH 7879	Destination Imagination/Miscellaneous	900.00	9/1-6/30	Tier 3 - \$900
ZNTH 7883	School Accreditation Chair/Miscellaneous	800.00	9/1-6/30	Tier 3 - \$900
ZNTH 7875	Magazine Sponsor/Miscellaneous	1,200.00	9/1-6/30	Tier 4 - \$1200
Non-Athletic supplements with a "miscellaneous" designation may be used either as noted or to compensate employees for programs unique to the school.				
ZNTH7895-7897	Activity Bus Driver	2,000.00	9/1-6/30	per season
ZNTH 7851	Assistant Student Activities Coordinator	3,600.00	8/1-6/30	
ZNTH 7858	Choral Sponsor	2,250.00	9/1-6/30	
ZNTH 7865	Crew Club Sponsor/Miscellaneous	4,500.00	9/1-6/30	
ZNTH 7861	Debate Sponsor	2,100.00	10/1-4/30	
ZNTH 7863	Drama Sponsor	2,250.00	10/1-4/30	
ZNTH 7864	Drill Team Sponsor	900.00	9/1-6/30	
ZNTH 7894	Film Festival Director	2,250.00	9/1-6/30	per season
ZNTH 7870	Forensics Sponsor	2,050.00	10/1-4/30	
ZNTH 7871	Freshman Class Sponsor	900.00	9/1-6/30	
ZNTH 7873	Scholastic Bowl	1,400.00	8/1-2/28	
ZNTH 7874	Junior Class Sponsor	1,500.00	9/1-6/30	
ZNTH 7852	Marching Band	3,600.00	8/1-6/30	
ZNTH 7853	Music Sectional 1	300.00	8/1-6/30	
ZNTH 7854	Music Sectional 2	600.00	8/1-6/30	
ZNTH 7855	Music Sectional 3	900.00	8/1-6/30	
ZNTH 7856	Music Sectional 4	1,200.00	8/1-6/30	
ZNTH 7877	National Honor Society	1,400.00	9/1-6/30	
ZNTH 7880	Orchestra	2,000.00	9/1-6/30	
ZNTH 7881	Partners in Education Coordinator	500.00	9/1-6/30	Managed by the Dept. of Media & Communications
ZNTH 7882	SCA Sponsor	2,500.00	9/1-2/28	
ZNTH 7885	School Media Liaison	500.00	9/1-6/30	
ZNTH 7886	Senior Class Sponsor	1,800.00	9/1-6/30	
ZNTH 7887	Sophomore Class Sponsor	900.00	9/1-6/30	
ZNTH 7857	Special Ed Committee Chair	1,800.00	9/1-6/30	
ZNTH 7888	Transition Coordinator	500.00	9/1-6/30	
ZNTH 7889	Transportation Assistant	1,800.00	9/1-6/30	
ZNTH 7892	Yearbook Sponsor	2,500.00	9/1-6/30	

  

Acronym	Description
AIASA	American Industrial Arts Student Association
DECA	Distributed Education Clubs of America
FBLA	Future Business Leaders of America
FEA	Future Educators of America
FFA	Future Farmers of America
FCCLA	Family, Career & Community Leaders of America
HOSA	Health Occupations Students of America
TSA	Technical Students Association
VICA	Vocational Industrial Clubs of America



Attachment G (continued)

MIDDLE SCHOOL ATHLETIC SUPPLEMENTS SY 2019-2020			
CODE	SEASON	DESCRIPTION	VALUE
ZATH 8000	Spring	Baseball Coach	2,100.00
ZATH 8004	Winter 1	Basketball Coach - Boys	2,100.00
ZATH 8008	Winter 1	Basketball Coach - Girls	2,100.00
ZATH 8012	Semester 1	Cheerleading Coach	1,500.00
ZATH 8013	Semester 1	Cheerleader Assistant	800.00
ZATH 8016	Spring	Field Hockey	1,500.00
ZATH 8019	Fall	Football Head Coach	2,500.00
ZATH 8020	Fall	Football Asst Coach	1,750.00
ZATH 8027	Fall	Soccer Coach - Boys	1,500.00
ZATH 8031	Fall	Soccer Coach - Girls	1,500.00
ZATH 8035	Spring	Softball Coach	2,100.00
ZATH 8039	Spring	Track Coach - Boys	2,100.00
ZATH 8043	Spring	Track Coach - Girls	2,100.00
ZATH 8045	Spring	Track Assistant	1,000.00
ZATH 8048	Winter 2	Volleyball Coach - Girls	1,800.00
ZATH 8052	Winter 2	Wrestling Coach	2,100.00

*An additional \$300 will be added for employees who have completed 5 through 9 consecutive years of coaching the same sport.*

*Employees who have completed 10 or more consecutive years of coaching the same sport will receive \$600.*

HIGH SCHOOL ATHLETIC SUPPLEMENTS SY 2019-2020			
CODE	SEASON	DESCRIPTION	VALUE
ZATH 8204	Spring	Baseball Coach	3,500.00
ZATH 8208	Winter	Basketball Coach - Boys	3,800.00
ZATH 8212	Winter	Basketball Coach - Girls	3,800.00
ZATH 8216	Fall-Winter	Cheerleading Coach	3,200.00
ZATH 8217	Fall	Cheerleading Coach (Competitive)	1,600.00
ZATH 8220	Winter	Diving Coach	2,500.00
ZATH 8224	Fall	Field Hockey Coach	3,000.00
ZATH 8228	Fall	Football Head Coach	6,500.00
ZATH 8229	Fall	Football Assistant Coach	4,850.00
ZATH 8232	Fall	Golf Coach	2,000.00
ZATH 8236	Winter	Gymnastics Coach	3,000.00
ZATH 8240	Spring	Soccer Coach - Boys	3,000.00
ZATH 8244	Spring	Soccer Coach - Girls	3,000.00
ZATH 8248	Spring	Softball Coach	3,500.00
ZATH 8252	Winter	Swimming Coach - Boys	2,500.00
ZATH 8254	Winter	Swimming Coach - Girls	2,500.00
ZATH 8256	Spring	Tennis Coach - Boys	2,500.00
ZATH 8260	Spring	Tennis Coach - Girls	2,500.00
ZATH 8264	Winter	Track Indoor Coach - Boys	2,500.00

*An additional \$300 will be added for employees who have completed 5 through 9 consecutive years of coaching the same sport.*

*Employees who have completed 10 or more consecutive years of coaching the same sport will receive \$600.*



Attachment G (continued)

HIGH SCHOOL ATHLETIC SUPPLEMENTS SY 2019-2020			
CODE	SEASON	DESCRIPTION	VALUE
ZATH 8265	Winter	Track Indoor Assistant - Boys	2,000.00
ZATH 8268	Winter	Track Indoor Coach - Girls	2,500.00
ZATH 8269	Winter	Track Indoor Assistant - Girls	2,000.00
ZATH 8272	Spring	Track Outdoor Coach - Boys	2,800.00
ZATH 8273	Spring	Track Outdoor Assistant - Boys	1,600.00
ZATH 8276	Spring	Track Outdoor Coach - Girls	2,800.00
ZATH 8277	Spring	Track Outdoor Assistant - Girls	1,600.00
ZATH 8280	Fall	Cross Country - Boys	2,500.00
ZATH 8283	Fall	Cross Country - Girls	2,500.00
ZATH 8289	Fall	Volleyball Coach - Boys	2,400.00
ZATH 8293	Fall	Volleyball Coach - Girls	2,400.00
ZATH 8297	Winter	Wrestling Coach	3,500.00
ZATH 8350	Spring	JV Baseball Coach	2,100.00
ZATH 8354	Winter	JV Basketball Coach - Boys	2,500.00
ZATH 8358	Winter	JV Basketball Coach - Girls	2,500.00
ZATH 8362	Fall-Winter	JV Cheerleading Coach	2,100.00
ZATH 8365	Fall	JV Field Hockey Coach	1,700.00
ZATH 8368	Fall	JV Football Coach	2,700.00
ZATH 8369	Fall	JV Football Assistant Coach	2,200.00
ZATH 8372	Spring	JV Soccer Coach - Boys	1,925.00
ZATH 8375	Spring	JV Soccer Coach - Girls	1,925.00
ZATH 8379	Spring	JV Softball Coach	2,200.00
ZATH 8382	Winter	JV Wrestling Coach	2,500.00

*An additional \$300 will be added for employees who have completed 5 through 9 consecutive years of coaching the same sport.*

*Employees who have completed 10 or more consecutive years of coaching the same sport will receive \$600.*



Attachment H

<b>Student Activity Rates for Employees SY 2019-2020</b>			
<i>All payments are a flat rate unless otherwise noted.</i>			
	Description	Flat Rate	Hourly Rate
<b>Baseball</b>			
Announcer	1 Game	25.00	
Announcer	2 Games	40.00	
Scoreboard Operator		25.00	
Scorer	1 Game	25.00	
Scorer	2 Games	40.00	
Scorer	HS Event	60.00	
Site Coordinator		50.00	
Ticket Sellers and Takers	1 Game	25.00	
Ticket Sellers and Takers	2 Games	40.00	
<b>Basketball</b>			
Announcer	1 Game	25.00	
Announcer	2 Games	40.00	
Locker Room Monitor		40.00	
Scoreboard Operator/Timer	1 Game	25.00	
Scoreboard Operator/Timer	2 Games	40.00	
Scoreboard Operator/Timer	HS Event	45.00	
Scorer	1 Game	25.00	
Scorer	2 Games	40.00	
Scorer	HS Event	45.00	
Site Coordinator		50.00	
Ticket Sellers	1 Game	25.00	
Ticket Sellers	2 Games	40.00	
Ticket Takers	1 Game	25.00	
Ticket Takers	2 Games	40.00	
Typist		30.00	
<b>Cheerleading</b>			
Announcer		55.00	
Announcer	MS Event	40.00	
Camera Operator		130.00	
Scorer		65.00	
Tabulators		65.00	
Ticket Sellers		70.00	
Ticket Sellers	MS Event	40.00	
Ticket Takers		70.00	
Ticket Takers	MS Event	40.00	
Timer		65.00	





Attachment H (continued)

<b>Student Activity Rates for Employees</b>			
<b>SY 2019-2020</b>			
<i>All payments are a flat rate unless otherwise noted.</i>			
	Description	Flat Rate	Hourly Rate
<b>Cross Country</b>			
Chute Managers		40.00	
Chute Workers		20.00	
Computer Programmer		40.00	
Judge		30.00	
Marshal		20.00	
Recorder		30.00	
Scorer	1 Game	30.00	
Scorer	2 Games	40.00	
Starter		40.00	
Ticket Sellers		40.00	
Ticket Takers		40.00	
Timer		40.00	
<b>Debate</b>			
Asst. Director		50.00	
Judge	MS Event		25.00
Judge	HS Event		25.00
Judge Coordinator	MS Event		45.00
Scorer/Tabulator	HS Event	30.00	
Typist		30.00	
<b>Field Hockey</b>			
Announcer	1 Game	25.00	
Announcer	2 Games	40.00	
Scorer	1 Game	25.00	
Scorer	2 Games	40.00	
Site Coordinator		50.00	
Ticket Sellers and Takers	1 Game	25.00	
Ticket Sellers and Takers	2 Games	40.00	
Timer	1 Game	25.00	
Timer	2 Games	40.00	



Attachment H (continued)

<b>Student Activity Rates for Employees</b>			
<b>SY 2019-2020</b>			
<i>All payments are a <u>flat</u> rate unless otherwise noted.</i>			
	Description	Flat Rate	Hourly Rate
<b>Football</b>			
Announcer	MS Event	25.00	
Announcer		40.00	
Camera Operator		70.00	
Chain Crew	MS Event	25.00	
Clock Operator	MS Event	25.00	
Clock Operator		40.00	
Site Coordinator	MS Event	50.00	
Site Coordinator		75.00	
Ticket Taker and Sellers	MS Event	25.00	
Ticket Taker and Sellers		40.00	
<b>Forensics</b>			
Judge	Middle/High		25.00
Typist		30.00	
<b>Golf</b>			
<b>Bus Driver and Police Rates only (See Below)</b>			
Scorer		50.00	
<b>Gymnastics</b>			
Announcer		40.00	
Announcer	Multi-Games	55.00	
Scorer		40.00	
Scorer	Multi-Games	55.00	
Site Coordinator		75.00	
Ticket Taker and Sellers		40.00	
Ticket Taker and Sellers	Multi-Games	55.00	
Typist		25.00	
<b>One Act Play</b>			
Critics		55.00	
Light Tech		150.00	
Program Coordinator		50.00	
Site Coordinator		150.00	
Sound Tech		150.00	
Ticket Taker and Sellers		20.00	
Timer		150.00	
Typist		100.00	



Attachment H (continued)

<b>Student Activity Rates for Employees</b>			
<b>SY 2019-2020</b>			
<i>All payments are a flat rate unless otherwise noted.</i>			
	Description	Flat Rate	Hourly Rate
<b>Scheduling Committee</b>			
Typist		200.00	
<b>Scholastic Bowl</b>			
Judge		35.00	
Moderator		20.00	
Quizmaster		35.00	
Readers		35.00	
Timer		25.00	
Timer	Multi-Games	35.00	
<b>Soccer</b>			
Announcer	1 Game	25.00	
Announcer	2 Games	40.00	
Scorer	1 Game	25.00	
Scorer	2 Games	45.00	
Site Coordinator		50.00	
Ticket Sellers and Takers	1 Game	25.00	
Ticket Sellers and Takers	2 Games	40.00	
Timer	1 Game	25.00	
Timer	2 Games	40.00	
<b>Softball</b>			
Announcer	1 Game	25.00	
Announcer	2 Games	40.00	
Field Preparation			25.00
Scoreboard Operators		25.00	
Scorer		25.00	
Site Coordinator		50.00	
Ticket Seller and Takers	1 Games	25.00	
Ticket Seller and Takers	2 Games	40.00	
<b>Swimming</b>			
Announcer		40.00	
Camera Operator		50.00	
Dive Supervisor		50.00	
Site Coordinator		75.00	
Ticket Seller and Takers		40.00	
Typist		75.00	



Attachment H (continued)

<b>Student Activity Rates for Employees</b>			
<b>SY 2019-2020</b>			
<i>All payments are a <u>flat</u> rate unless otherwise noted.</i>			
	Description	Flat Rate	Hourly Rate
<b>Track</b>			
Announcer	MS Event	45.00	
Announcer	HS Event	55.00	
Assistant Finish Line Judge		55.00	
Assistant Starter		80.00	
Assistant Timer		25.00	
Clerk of Course	MS Event	55.00	
Computer Assistant		35.00	
Computer Programmer		80.00	
Dual Starter		60.00	
Dual Starter	MS Event	35.00	
FAT Operator		80.00	
Field Event Assistants		25.00	
Field Event Assistants	MS Event	25.00	
Finish Line Judge		65.00	
Finish Line Judge	MS Event	45.00	
Head Timer	MS Event	30.00	
Hurdle Crew Manager		35.00	
Scorer		55.00	
Scorer	MS Event	45.00	
Site Coordinator		100.00	
Site Coordinator	MS Event	50.00	
Starter	Multi-Games	105.00	
Ticket Seller and Takers		40.00	
Timer	MS Event	30.00	
Tri-Starter		70.00	
Tri-Starter	MS Event	45.00	
<b>Volleyball</b>			
Announcers	1 Game	25.00	
Announcers	2 Games	40.00	
Libero Tracker	1 Game	25.00	
Libero Tracker	2 Games	40.00	
Scorer	1 Game	25.00	
Scorer	2 Games	40.00	
Site Coordinator		50.00	
Ticket Taker and Sellers	1 Game	25.00	
Ticket Taker and Sellers	2 Games	40.00	
Timer	1 Game	25.00	
Timer	2 Games	40.00	





Attachment H (continued)

<b>Student Activity Rates for Employees</b>			
<b>SY 2019-2020</b>			
<i>All payments are a <u>flat</u> rate unless otherwise noted.</i>			
	Description	Flat Rate	Hourly Rate
<b>Wrestling</b>			
Announcer	Dbl Dual	50.00	
Announcer	Dual	40.00	
Announcer	MS Event	25.00	
Announcer	Tri/Quad	70.00	
Matchmaker		55.00	
Matchscorer		80.00	
Scorer	Consolation/Dual	35/40	
Scorer	Dbl Dual	50.00	
Scorer	Finals	25.00	
Scorer	HS Event	65.00	
Scorer	MS Event	25.00	
Scorer	Tri/Quad	70.00	
Site Coordinator		100.00	
Ticket Taker and Sellers	Dbl Dual	50.00	
Ticket Taker and Sellers	Dual	40.00	
Ticket Taker and Sellers	Finals	80.00	
Ticket Taker and Sellers	MS Event	25.00	
Ticket Taker and Sellers	Tri/Quad	70.00	
Timer	Dbl Dual	50.00	
Timer	Dual	40.00	
Timer	MS Event	25.00	
Timer	Tri/Quad	70.00	
Weight Recorder	MS Event	25.00	
Weight Checker	MS Event	25.00	
<b>Director Fees</b>			
Directors Fees - Multi-Games	Level 1	50.00	
Directors Fees - Multi-Games	Level 2	75.00	
Directors Fees - Multi-Games	Level 3	80.00	
Directors Fees - Multi-Games	Level 4	100.00	
Directors Fees - Multi-Games	Level 5	120.00	
Directors Fees - Multi-Games	Level 6	150.00	
Directors Fees - Multi-Games	Level 7	200.00	
Directors Fees - Multi-Games	Level 8	300.00	
Directors Fees - Multi-Games	Level 9	400.00	
Directors Fees - Multi-Games	Level 10	250.00	
Directors Fees - Multi-Games	Level 11	500.00	
Directors Fees - Multi-Games	Level 12	600.00	



Attachment H (continued)

<b>Student Activity Rates for Employees</b>			
<b>SY 2019-2020</b>			
<i>All payments are a <u>flat</u> rate unless otherwise noted.</i>			
	Description	Flat Rate	Hourly Rate
<b>Director Fees (continued)</b>			
Directors Fees - Multi-Games	Level 13	700.00	
Directors Fees - Multi-Games	Level 14	800.00	
Directors Fees - Multi-Games	Level 15	900.00	
Directors Fees - Multi-Games	Level 16	1,000.00	
<b>Support Staff</b>			
Bus Drivers	Non-Contracted		8.50
Custodians			Variable
Nurse	Multiple	40.00	
Police			30.00 to 33.00
Police/Sheriff	Varsity Football		33.00
Police Supervisor	Varsity Football		38.00
Police Sergeant	Varsity Football		40.00

- C. Reversion Authorization: Ms. Riggs made a motion, seconded by Vice Chair Melnyk, that the School Board approve the use of FY2018/19 reversion funds to complete the funding of full-day kindergarten (FDK) in FY2019/20 with the exception of the three schools impacted by construction, and that the School Board authorize the Superintendent and Chief Financial Officer to implement full-day kindergarten in the remaining elementary schools not affected by current construction projects in FY2019/20. Ms. Manning stated her opposition to using reversion funds for recurring costs and expressed concern that funding to accelerate the program was not identified as a priority in the beginning of budget process. School Board members spoke to City Council's assertion that reversion funds be used for the stated purpose opining they had overstepped their direction on the use of reversion funds by making it clear those funds would be at risk if the school division did not follow their direction. In stating support for the motion, it was not without reservation, noting City Council's priorities for 2019-20 identified public education as number four on their list known as "the big five" specifically mentioning the benefits of FDK. In recounting the 1995 event where the School Board overspent its annual budget, Vice Chair Melnyk reaffirmed the budget practice of keeping two percent of the budget on hand for unforeseen expenses to be used for one-time expenses not intended to sustain ongoing initiatives like full-day kindergarten and compensation increases. She advised of a meeting held with City leaders where the School Board's reservations were expressed, but the City's direction remained unchanged. Farrell E. Hanzaker, Chief Financial Officers, reaffirmed Administration's position that reversion funds (or one-time monies) should not



- be used for ongoing expenses, but in this special circumstance, it is agreed this is the right thing to do. He further reported, during that meeting City leadership gave their assurances that during the first 4-5 months of the fiscal year, City staff will increase the School's cash flow by approximately \$400,000 to cover increased expenses since the appropriation of reversion funds will not be known until October, and that should there not be sufficient reversion funds to cover the \$5 million needed for FDK, a request for appropriation from the Schools' special reserve fund balance of approximately \$10.7 million can be made. Following discussion, the motion was approved (ayes 8, nays 1 - Manning).
- D. Budget Transfers: Ms. Riggs made a motion, seconded by Vice Chair Melnyk, that the School Board approve the budget transfers within the 2018-19 fiscal year operating budget in the amount of \$364,086. Farrell E. Hanzaker, Chief Financial Officer, explained the budget transfer is to be used to purchase Chromebooks for classrooms expanding to full-day kindergarten. Prior to a vote, Ms. Manning reported her opposition to the 1-1 technology initiative for elementary students stating she does not believe it is advantageous to provide a Chromebook to every kindergartener, and feels the division should be limiting technology. Superintendent Spence explained Chromebooks were not being purchased for every student, rather, it is to make a cart available to each classroom. Ms. Manning clarified her position is that kindergarteners do not need Chromebooks at all. Ms. Hughes agreed stating other basic skills should be taught instead of using technology all day. Superintendent Spence described the use of technology noting resounding support to provide adaptive and balanced learning opportunities for students. He suggested the School Board may want to receive another update to discuss how technology is used in the classroom, and reassured all children are not staring at Chromebook screens all day long. Following further discussion, the motion passed (ayes 6, nays 3 – Hughes, Manning, Weems), and the budget transfer dated May 28, 2019 in the amount of \$364,086 was approved to purchase Chromebooks for classrooms expanding to full-day kindergarten.
- E. Action Regarding Appointment of an Interim School Board Member Residing in District 3 Rose Hall: Vice Chair Melnyk made a motion, seconded by Ms. Felton, that the School Board vote on two finalists for appointment of an interim School Board member to the District 3 Rose Hall vacancy on the School Board to serve until a School Board member for District 3 Rose Hall is elected on, and qualified after, the November 5, 2019 special election. School Board members spoke to the appointment and appointment process; and Chairwoman Anderson advised of plans to develop a procedure to be used in the future for considering appointments to School Board vacancies that will address more transparency in the application and interview process to include appropriate vetting procedures, more extensive requests for applicant information, and better definition of the roles of the School Board and Administration in the application and appointment process. Following further comment, votes were cast for finalists Jessica L. Owens and Seko B. Varner. Ms. Owens received the majority votes (Anderson, Edwards, Felton, Melnyk, Riggs, Rye); and remaining votes were cast for Mr. Varner (Hughes, Manning,



Weems). Chairwoman Anderson welcomed Ms. Owens as the newest member of the School Board, and thanked all applicants, especially Mr. Varner for participating in the appointment process.

**13. Information**

- A. Notification of Intent to Apply for Federal Grants 2019-20: James M. Pohl, Ph.D., Executive Director of Secondary Teaching and Learning, presented an overview of 2019-2020 Federal Grant applications to be submitted to the Virginia Department of Education by the July 1, 2019 deadline. A review of past, current, and projected funding amounts for each grant was provided noting final amounts for all grants will be determined in late September or early October 2019. He summarized the anticipated funding level and services provided by each of the following grant applications:
- Title I, Part A (\$11,914,697): It was noted since full-day kindergarten is now officially funded, Bayside and Luxford elementary schools will be added to the list of schools receiving services.
  - Title I, Part D (\$225,905)
  - Title II, Part A (\$1,583,202)
  - Title III, Part A (\$118,489)
  - Title IV, Part A (\$857,952)
- B. Recess Committee Update: Nicole M. DeVries, Ph.D., Director of K-12 and Gifted Programs, reported the elementary recess committee comprised of parents, teachers, principals, counselors and central office staff, met four times and summarized topics discussed at each meeting. She then presented an overview of changes to be implemented in the 2019-2020 school year to increase recess for full-day kindergarten from 20 minutes daily to 40 minutes daily – 15 minutes prior to or following physical education; and 25 minutes at a time opposite from physical education during general classroom instructional time (language arts, math, social studies, and science). Recess for grades 1-5 will increase from 20 minutes daily to 30 minutes daily – 15 minutes prior to or following physical education; and 15 minutes at a time opposite from physical education during general classroom instructional time (language arts, math, social studies, and science). An outline of average movement time for students was presented along with next steps to include developing and implementing a communication plan and creating an implementation guidelines document that includes recess expectations, playground safety, recess monitoring, and weather guidelines. Additionally, she advised of plans to develop and implement teacher professional learning and conduct an evaluation of playground equipment. In response to an inquiry, Superintendent Spence explained guidelines could be encapsulated in Division Regulation 5-58.1 relative to student wellness, or the School Board could ask the Policy Review Committee to consider writing a policy regarding recess guidelines.
- C. Interim Financial Statements – April 2019: Crystal M. Pate, Director of Business Services, presented the division's financial position as of April 30, 2019 reporting overall revenues remain acceptable at this point in the fiscal year. She explained the basis for the projected





surplus in state revenue of approximately \$1.9 million composed of a shortfall due to lower than projected March 31 Average Daily Membership (ADM) offset by a projected surplus in the Supplemental Lottery Per Pupil Allocation. Federal revenues were reported on a favorable trend receiving approximately \$1.9 million or 116% more than the original budget year-to-date mainly due to Impact Aid receipts and Medicaid reimbursements coming in over budget. Sales tax receipts were reported on an acceptable trend at approximately \$1.2 million higher than the prior year with May seeing an increase of approximately \$86,000 when compared to the prior year. The expenditures/encumbrances trend was reported as continuing to remain acceptable at this point in the fiscal year.

- 14. Standing Committee Reports:** As chair of the School Board's Audit Committee, Mr. Edwards reported the committee met recently and received a report on the transportation audit available on the School Board's SharePoint site and online for the public to review.

Mr. Edwards advised the Ad Hoc Committee for An Achievable Dream Academy (AADA) met the prior week and affirmed a recommendation regarding the secondary facility proposal, and continued their review of the Memorandum of Agreement that exists between the AADA private board that funds a substantial part of the program and with the division. He advised they were largely in agreement with a few details to be worked out before being presented to the School Board in the summer months for review and subsequent approval.

On behalf of the School Board's Legislative Committee, Vice Chair Melnyk announced the next meeting on June 10 at 3:00 p.m. to start to prepare for legislative work, and invited School Board members to submit items to be considered.

As the School Board's liaison to the School Health Advisory Committee, Ms. Rye reported the next quarterly meeting will be held on June 5 at 9:00 a.m. Additionally, she reported the final meeting of the Strategic Plan Ad Hoc Committee will be held on June 5 at 4:00 p.m. so that recommendations can be brought forward to the School Board at their July retreat.

Ms. Felton reported on the May 22 WHRO HRETA meeting where a new program was presented and where Superintendent Spence was elected to the WHRO Board. Additionally, she reported on the May 18, 200+ Men Annual Scholarship event; the Adult Learning Center graduation; and Technical and Career Education's first career-signing event.

- 15. Conclusion of Formal Meeting:** The formal meeting concluded at 9:17 p.m.
- 16. Hearing of Citizens and Delegations on Non-Agenda Items:** None
- 17. Convene School Board Workshop:** None at this time.
- 18. Closed Meeting: Personnel Matters:** Vice Chair Melnyk made a motion, seconded by Ms. Riggs, that the School Board recess into a closed session pursuant to the exemptions from open meetings allowed by Section 2.2-3711, Part A, Paragraph 1 of the *Code of Virginia*, 1950, as amended, for Personnel Matters: Discussion of or consideration of interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees, pursuant



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to Section 2.2-3711, (A) (1); namely to discuss applicants for Citizen Advisory Committee positions.

The motion passed (ayes 9, nays 0) and the School Board recessed at 9:17 p.m. and reconvened in Room 113 in a closed session at 9:25 p.m.

Individuals present for discussion: School Board members with the exception of Ms. Holtz who was absent from the meeting; John F. Sutton, III, Coordinator of Policy and Constituent Services; School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney; and Dianne P. Alexander, Clerk of the School Board.

The School Board reconvened in an open meeting at 9:52 p.m.

Certification of Closed Meeting: Vice Chair Melnyk made a motion, seconded by Ms. Hughes, that the School Board certifies that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered. The motion passed (ayes 9, nays 0).

**19. Vote on Remaining Action Items:** None

**20. Adjournment:** There being no further business before the School Board, Chairwoman Anderson adjourned the meeting at 9:53 p.m.

Respectfully submitted:

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Dianne P. Alexander, Clerk of the School Board

Approved:

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Beverly M. Anderson, School Board Chair



**Elementary School Playground Equipment Replacement**

**Subject:** Recommendation of General Contactor **Item Number:** 11A

**Section:** Consent **Date:** June 10, 2019

**Senior Staff:** Mr. Jack Freeman, Chief Operations Officer, School Division Services

**Prepared by:** Mr. Anthony L. Arnold, P.E., Executive Director, Facilities Services

**Presenter(s):** Mr. Anthony L. Arnold, P.E., Executive Director, Facilities Services

**Recommendation:**

That the School Board adopt a motion authorizing the Superintendent to execute a contract in the amount of \$437,165.30 with Play & Park Structures for the replacement of elementary school playground equipment at the following schools:

Centerville Elementary School  
Corporate Landing Elementary School  
Princess Anne Elementary School  
Shelton Park Elementary School

**Background Summary:**

Virginia Beach City Public Schools, working collaboratively with the City's Parks and Landscape Services Division, negotiated a contract through a national cooperative agreement for the playground equipment project.

Contractor: Play & Park Structures

Contract Amount: \$437,165.30

Construction Budget: \$500,000

**Source:**

**Budget Impact:**

CIP 1-185



**Subject:** Re-Election List SY 2019-2020

**Item Number:** 11B

**Section:** Consent

**Date:** June 10, 2019

**Senior Staff:** Mr. John A. Mirra, Chief Human Resources Officer, Department of Human Resources

**Prepared by:** Bernard P. Platt, Director, Office of Employment Services

**Presenter(s):** Aaron C. Spence, Ed.D., Superintendent

**Recommendation:**

That the members of the School Board take action to rehire for the 2019-2020 school year all employees presented via the Re-Election List.

**Background Summary:**

Each year the School Board is to receive for approval, no later than the first regularly scheduled School Board meeting in June, a Re-Election List (a list of assignments for all school division employees who are recommended for employment for the following school year commencing July 1 and ending June 30). School Board Policy provides the Superintendent with the authority to assign employees, and the Superintendent has delegated to principals the authority to assign staff within buildings. Because the School Board is the sole entity with authority to hire or terminate, all future recommendations are channeled to the School Board via the Personnel Reports provided by the Superintendent at each School Board meeting throughout the year.

**Source:**

School Board Policy #2-50, Appointment/Reappointment and Reclassification

**Budget Impact:**

Appropriate funding and allocations





**Subject:** Notification of Intent to Apply for Federal Grants for SY2019/20 **Item Number:** 11C

**Section:** Consent **Date:** June 10, 2019

**Senior Staff:** Kipp D. Rogers, Ph.D., Chief Academic Officer, Department of Teaching and Learning

**Prepared by:** James M. Pohl, Ph.D., Executive Director of Secondary Teaching and Learning  
Tiffany Jacobs, Grants Manager, Department of Budget and Finance

**Presenter(s):** James M. Pohl, Ph.D., Executive Director of Secondary Teaching and Learning

**Recommendation:**

That the School Board approve this notification that the administration intends to apply for the following federal grants for the 2019-2020 school year.

- Title I, Part A Improving the Academic Achievement of the Disadvantaged: Improving Basic Programs Operated by Local Educational Agencies (LEA)
- Title I, Part D Improving the Academic Achievement of the Disadvantaged: Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At Risk
- Title II, Part A Preparing, Training, and Recruiting High Quality Teachers and Principals: Teacher and Principal Training and Recruiting Fund
- Title III, Part A Language Instruction for English Learners and Immigrant Students
- Title IV, Part A Student Support and Academic Enrichment Grant

**Background Summary:**

Notification to the public is accomplished through this announcement, through postings on the school division's Internet site, and through a media release from the Department of Media and Communications. Attached for additional information are the anticipated application amounts along with a brief summary of each federal grant program.

**Source:**

Every Student Succeeds Act

**Budget Impact:**

Each grant that is funded will provide revenues for additional resources for schools and the division.



**Subject:** Personnel Report **Item Number:** 12

**Section:** Action **Date:** June 10, 2019

**Senior Staff:** Mr. John A. Mirra, Chief Human Resources Officer

**Prepared by:** John A. Mirra

**Presenter(s):** Aaron C. Spence, Ed.D., Superintendent

**Recommendation:**

That the Superintendent recommends the approval of the appointments and the acceptance of the resignations, retirements and other employment actions as listed on the June 10, 2019, personnel report.

**Background Summary:**

List of appointments, resignations and retirements for all personnel

**Source:**

School Board Policy #4-11, Appointment

**Budget Impact:**

Appropriate funding and allocations



**Subject:** Citizen Advisory Committee Appointment Recommendations **Item Number:** 13A

**Section:** Information **Date:** June 10, 2019

**Senior Staff:** N/A

**Prepared by:** Dianne P. Alexander, School Board Clerk

**Presenter(s):** Beverly M. Anderson, School Board Chair

**Recommendation:**

The School Board will present recommendations for appointment to Citizens' Advisory Committees for a three-year term beginning July 1, 2019 and ending June 30, 2022 to fill twenty-eight voting member vacancies.

**CITIZENS' ADVISORY COMMITTEE FOR GIFTED EDUCATION (4 vacancies):**

Sarah Plunk (Green Run)  
Shamika Rucker (Princess Anne)  
Katie Kilborn (Salem)  
Kerwin Kolheffer (At-Large)

**SPECIAL EDUCATION ADVISORY COMMITTEE (17 vacancies):**

(\*indicates individual currently serving on this committee)

<b>Parents</b>		<b>Agency, Teacher, Community Representatives</b>
Tonya Bennett*	Laura Livingston*	Dawn Candia (agency rep – Parks and Recreation)
Megan Graves*	Dorothy McGuire*	Leanna Landry* (teacher rep)
Shawn Greene*	Christina Morrow*	Margo Savage (community rep – Special Olympics)
Sandy Hermann*	Megan Rathbone	Janice Keener (agency rep – CHKD psychology)
Jane Jones*	Donna Robel*	Monica Parker (agency rep – mental health counseling)
Peter Lee*	Tina Santee*	

**GENERAL ADVISORY COUNCIL FOR TECHNICAL AND CAREER (7 VACANCIES)**

Michael Corso	Stephen Nelson
Janine Garcia-Sutton	Jason Rawls
Mark Klett	Jessica Vanhoy
Rupal Master	

**Background Summary:**

Fifty-five applications were submitted in response to the division issuing a "Call to Action." Recommendations reflect the outcome of School Board discussion of applications as personnel matters during a closed meeting on May 28.

**Source:**

School Board Policy 7-21 Citizens' Advisory Committees  
Division Regulation 7-21.1 Citizens' Advisory Committees

**Budget Impact:**

N/A



**Subject:** Cooperative Agreement for Legal Services FY20 **Item Number:** 13B

**Section:** Information **Date:** June 10, 2019

**Senior Staff:** Kamala H. Lannetti, Deputy City Attorney

**Prepared by:** Kamala H. Lannetti, Deputy City Attorney

**Presenter(s):** Kamala H. Lannetti, Deputy City Attorney

**Recommendation:**

That the School Board approves the Cooperative Agreement for Legal Services for FY20.

**Background Summary:**

The School Board and the City Council have had a Cooperative Agreement for Legal Services since FY96. This agreement is not a contract but a working agreement between the two elected bodies to share in legal resources provided by the City Attorney's Office. For FY20, the City Attorney will provide three attorneys, one paralegal, and one office assistant to serve full time providing legal services in house and will draw off the remaining attorneys and staff members to provide additional in house legal services to the School Board as needed. The cost for providing services under the Cooperative Agreement is \$633,026.53 which includes salaries, benefits, professional organizations dues, office supplies, and office equipment for a new office assistant to be hired after July 1, 2019. The average cost per legal service hour under the FY20 Cooperative Agreement will be \$110.

**Source:**

Virginia Code §22.1-82, as amended and School Board Bylaw 1-5, as amended.

**Budget Impact:**

\$633,026.53



**COOPERATIVE AGREEMENT BETWEEN THE CITY COUNCIL  
AND THE SCHOOL BOARD OF THE CITY OF VIRGINIA BEACH  
PERTAINING TO LEGAL SERVICES TO BE PROVIDED TO THE  
SCHOOL BOARD AND SCHOOL ADMINISTRATION BY THE  
OFFICE OF THE CITY ATTORNEY IN FISCAL YEAR 2020**

**Factual Background:**

1.     **City Charter Authority.** Chapter 9 of the Charter of the City of Virginia Beach, Virginia (“City Charter”) provides that the City Attorney shall be the chief legal advisor of the City Council, the City Manager, and all departments, boards, commissions and agencies of the City in all matters affecting the interests of the City, and that he shall have such powers and duties as may be assigned by the City Council.

2.     **Appointment of City Attorney.** The City Charter also provides that the City Attorney is appointed by the City Council and serves at its pleasure.

3.     **School Board Authority.** The School Board is established by the Virginia Constitution, the City Charter, and provisions of general law, and is a body corporate vested with all of the powers and duties of local school boards conferred by law, including the right to contract and be contracted with, to sue and be sued, and to purchase, take, hold, lease, and convey school property both real and personal.

4.     **School Board Authority to Hire Legal Counsel.** The School Board is authorized by Section 22.1-82 of the Code of Virginia (1950), as amended, to employ counsel to advise it, and to pay for such advice out of funds appropriated to the School Board.

5.     **Recognized Reasons to Share Legal Services.** Both the City Council and the School Board have recognized that the reasons for sharing services of the City Attorney’s Office include potential savings to taxpayers, expertise of the City Attorney’s Office in City Council and School Board matters, institutional memory, and the ability of the City Attorney’s Office to

provide a wide range of legal services to the School Board based on the expertise of the attorneys in numerous specialized areas of the law.

6. **Professional Judgment of City Attorney.** The Virginia Rules of Professional Conduct for the Legal Profession require the independent professional judgment of the Office of the City Attorney on behalf of its clients.

7. **Potential Ethical Conflicts.** The City Council and the School Board recognize that the potential for conflicting interests between the City Council and School Board may arise and that, in such cases, the City Attorney must refrain from representation of interests which may conflict.

8. **Identification of Conflicts.** The City Council and the School Board also recognize that they must work together and with the City Attorney to identify any real or perceived potential for conflict at the earliest possible time, advise each other and the City Attorney of any such conflict as soon as it arises so as not to compromise the interests of the City Council or the School Board, and assist the City Attorney in avoiding any violation or appearance of violation of the Code of Professional Responsibility.

9. **Continuation of Services.** The City Council and the School Board further recognize that it remains in the best interest of the taxpayers of the City for the School Board to continue to use the legal services of the Office of the City Attorney to the extent that no real or perceived conflict is present, and to the extent the City Attorney is budgeted and staffed to handle assigned legal business of the School Board.

**Objectives:**

The objective of this Cooperative Agreement is to define the scope and nature of the relationship between the City Attorney's Office and the School Board, to provide for the delivery

of designated legal services to the School Board, and to avoid any real or perceived conflict in the delivery of those services.

**Agreement:**

NOW, THEREFORE, the City Council and the School Board hereby agree as follows:

1. **Legal Staffing.** The Office of the City Attorney will provide the following staffing during FY 2020 to serve as in house counsel under this Agreement. The services to be provided as follows:

A. The City Attorney will assign three attorneys on-site at the School Administration Building for provision of legal services to the School Board and the School Administration. As determined by the City Attorney, the attorneys will devote substantially all of their time to the provision of legal services to the School Board and School Administration. For the term of this Agreement, those attorneys will be Kamala H. Lannetti, Deputy City Attorney, and Dannielle Hall-McIvor, Associate City Attorney, and Matthew R. Simmons, Associate City Attorney. The City Attorney reserves the right to reassign attorneys to meet the legal needs of the School Board and School Administration in accordance paragraph 1D.

B. The City Attorney will dedicate one paralegal, Anna Cleveland, and one office assistant, to be hired after July 1, 2019, on-site at the School Administration Building who will devote substantially all of his/her time to the support of legal services to the School Board and School Administration.

C. The City Attorney will be provide legal assistance from the other attorneys and staff members in the Office based upon their various areas of expertise with school-related legal issues, student services, real estate matters, human resources

and employee benefits matters, contracts, general administrative and procedural issues, litigation, and other legal matters. Attorneys assigned to handle School Board matters will remain on-call to handle legal matters throughout the week. The City Attorney's Office will endeavor to handle as many legal matters in-house as it is capable of handling subject to the provisions of this Agreement.

D. During the term of this Agreement, and subject to reassignment in the judgment of the City Attorney, the selection of the assigned attorneys shall be mutually agreed upon by the City Attorney and the School Board. Additionally, if a majority of the Members of the School Board expresses dissatisfaction with the legal services provided by the assigned attorney, or by any other attorney providing services to the School Board, the City Attorney will meet with the School Board to discuss and evaluate its concerns. Furthermore, if the School Board and the City Attorney agree that the most reasonable way to address the School Board's concerns is to assign another attorney or other attorneys to represent the School Board, the City Attorney will use his best efforts to make such an assignment(s) as soon as possible.

2. **Communication and Reports.** Throughout the term of this Agreement, the Office of the City Attorney will maintain an open line of communication with the School Board and the Division Superintendent, and will keep each apprised, on a regular basis, of the status of all legal matters being handled on behalf of the School Board and School Administration; provided, however, that the Office of the City Attorney shall not communicate with the Superintendent concerning those matters being handled on a confidential basis for the School Board or for individual School Board Members in accordance with applicable School Board policies and



applicable provisions of the Superintendent's contract. Additionally, the Office of the City Attorney will provide the Superintendent and the School Board an annual report of the legal services and attorney hours provided pursuant to this Agreement and, upon request of the School Board, the School Board Chairman, or the Superintendent, will identify the amount of attorney hours expended in response to inquiries from individual School Board Members.

3. **Management of Legal Affairs.** The City Council and the School Board recognize and understand that the School Board shall be responsible for the management of its legal matters; that, to the extent contemplated by this Agreement, the City Attorney shall be designated as the chief legal advisor of the School Board and the School Administration, and shall assist the School Board and School Administration in the management of the School Board's legal matters; and that the City Attorney or his designee shall report to the School Board concerning those matters he has been assigned by the School Board to manage and/or handle on its behalf.

4. **Ethical Conflicts Concerning Representation of Parties.** The City Council and the School Board recognize the potential for real or perceived conflicts in the provision of legal services by the City Attorney, and agree to be vigilant in advising the City Attorney of such issues as they arise. Additionally, the City Council and the School Board understand that in such cases, the City Attorney will refrain from participation on behalf of the School Board but, to the extent ethically permissible in accordance with the Rules and Procedures of the Virginia State Bar, will continue representation of the City Council.

5. **Ability to Provide Legal Services.** The City Council and the School Board further recognize that the ability of the City Attorney's Office to provide legal services to the School Board is limited by the attorney hours allocated pursuant to this Agreement, the other provisions of this Agreement, and ethical constraints as they may arise.

6. **Nature of Agreement.** The parties agree that this Cooperative Agreement is not a contract to be enforced by either party but is rather an agreement setting forth the understanding of the parties regarding the parameters within which the Office of the City Attorney will provide legal services to the School Board and School Administration.

7. **Payment for Services.** The City shall forward to the School Board IDT requests in the amount of \$633,026.53 from its FY 2020 Operating Budget to the FY 2020 Operating Budget of the Office of the City Attorney to fund the annual salaries, benefits, organizational dues, and certain administrative costs of attorneys and staff members assigned to handle matters under this Agreement. IDT requests of 50% of the total shall be made by the City and funds transferred by the School Board on or about September first and February first.

8. **Term and Termination of Agreement.** This Cooperative Agreement shall commence with the fiscal year of the parties which begins July 1, 2019 and ends June 30, 2020, and may be revised, as necessary, and renewed each fiscal year thereafter; provided, however, that each party shall give the other party notice of any intention to revise or not to renew the Agreement within one hundred twenty (120) days of the date of expiration of this Agreement, or any renewal hereof, in order that the other party will have the opportunity to make appropriate budget and staffing adjustments.

The parties hereby agree to the terms set forth above.

**SCHOOL BOARD OF THE CITY OF  
VIRGINIA BEACH**

By: \_\_\_\_\_  
Beverly M. Anderson, Chairwoman

School Board of the City of Virginia Beach:

This Cooperative Agreement was approved by majority vote of the School Board of the City of Virginia Beach, Virginia on \_\_\_\_\_, 2019.

By: \_\_\_\_\_  
School Board Clerk

**CITY COUNCIL OF THE CITY OF  
VIRGINIA BEACH**

By: \_\_\_\_\_  
Robert Dyer, Mayor

City Council of the City of Virginia Beach:

This Cooperative Agreement was approved by majority vote of the City Council of the City of Virginia Beach, Virginia on \_\_\_\_\_, 2019.

By: \_\_\_\_\_  
City Clerk



Subject: Policy Review Committee Recommendations Item Number: 13C1-9

Section: Information Date: June 10, 2019

Senior Staff: Marc A. Bergin, Ed.D., Chief of Staff

Prepared by: Kamala Lannetti, Deputy City Attorney; John Sutton, III, Coordinator, Policy and Constituent Services

Presenter(s): School Board Legal Counsel, Kamala Lannetti, Deputy City Attorney

**Recommendation:**

That the School Board receive for Information Policy Review Committee (PRC) recommendations regarding review, amendment and/ repeal of certain policies as reviewed by the committee at their May 16, 2019 meeting.

**Background Summary:**

1. Bylaw 1-5/Legal Counsel

*Bylaw updated to include language that ensures that all requests for informal legal opinions will be made in writing and shared with all School Board Members. Language also ensures that all legal advice regarding the informal legal opinion will be provided to all School Board members*

2. Policy 4-48/Leave of Absence for Employee and professional Organization Presidents

*Policy reviewed and language added to reflect compliance with the Virginia retirement Systems regulations. Additional language added that concerns leave of absence, life insurance benefits and return to work status.*

3. Policy 4-88/Holidays

*Policy reviewed and updated to align employee work calendars with competing school Divisions in the Commonwealth*

4. Policy 5-45/Use of Drugs, Alcohol, Tobacco Products and Nicotine Vapor or Alternative Nicotine Products

*Policy reviewed to ensure language reflected updates made to Regulations 5-45.1 and 5-45.2*

a. Regulation 5-45.1/ Possession/Use/Sale of Alcohol, Drugs, Drug Paraphernalia, Tobacco, Tobacco Products or Nicotine Vapor or Alternative Nicotine Products

*New language added to address possession/use/sale of alternative tobacco products. Language from Regulation 5-45.2 combined to include vapor and/or alternative nicotine products and their use on school property. This language includes related discipline outcomes.*

b. Regulation 5-45.2/ Use of Tobacco, Tobacco Products and Nicotine Vapor or Alternative Nicotine Products

*Language added to Regulation 5-45.1 and therefore recommended for repeal.*

5. Policy 6-62/Computer Systems

*Policy reviewed and updated to include software, apps, application systems and web resources in the Divisions outline procedures and process for computer systems.*

6. Policy 6-64/Acceptable Use Policy

*Policy reviewed and updated to define computer systems as: all computers, electronic tablets, electronic readers, servers, network devices, telecommunication devices, multifunction devices, printers, scanners, peripheral equipment, local and wide area networks, Internet access, software, apps, application systems, web resources, data and digital content.*



7. Policy 7-18/Community Volunteers

*Policy updated to reflect changes made to community volunteers' section and their respective designations. Policy returned to department for possible merging with Policy 7-19 and 7-20 Policies. 7-19 and 7-20 sent to School Board for repeal.*

8. Policy 7-19/Community Engagement/Volunteers/School Partnerships

*Language merged into Policy 7-18 and therefore recommended for repeal.*

9. Policy 7-20 Community Engagement/Volunteers/Mentorship Program

*Language merged into Policy 7-18 and therefore recommended for repeal.*

**Source:**

Code of Virginia, 1950, as amended, §22.1-253.12:7 School Board Policies.  
Policy Review Committee Meeting of May 16, 2019

**Budget Impact:**

None

## Legal Counsel 1-5

School Board of the City of Virginia Beach  
Bylaw 1-5

### SCHOOL BOARD BYLAWS

#### Legal Counsel

The School Board will secure legal advice and counsel in accordance with the Code of Virginia as quoted in the legal reference to this Bylaw.

A School Board Member may consult with School Board Legal Counsel at any time. Requests for informal legal opinions will be made in writing and shared with all School Board Members. Legal advice regarding an informal legal opinion will be provided to all School Board Members.

School Board Members may request formal written legal opinions regarding matters related to the School Board and the School Division by providing School Board Legal Counsel and all School Board Members with a written copy of such request. The School Board may discuss the request in closed session and may amend the request. The legal opinion will be provided to all School Board Members and, if not prohibited by the School Board, will be provided to the Superintendent. Waiver of attorney client privilege for legal advice provided to the School Board may only be done after a majority vote of the School Board authorizes such waiver.

A request by a School Board Member for a written personal conflict of interests opinion shall be made directly by the School Board Member to School Board Legal Counsel or the Commonwealth's Attorney in accordance with Bylaw 1-24. Conflict of Interests opinions requested by a School Board Member shall not be shared with the School Board Chairman or any other School Board Member except upon consent of the School Board Member making the request.

School Board Legal Counsel is authorized to act as the School Board's designee in all legal matters and may accept service of process on behalf of the School Board and the Superintendent. After providing information to the School Board regarding probable or pending legal matters and obtaining authorization from the School Board as to how to proceed, School Board Legal Counsel may authorize settlement or other resolution of legal matters.

#### Editor's Notes

*The School Board has an annual Cooperative Agreement with the City Council for provision of legal services by the City Attorney's Office.*

*For policy regarding employment of outside legal counsel, see [Policy 2-59](#).*

*For service of process, see [Bylaw 1-27](#).*

*For conflict of interest advisory legal opinion, see [Bylaw 1-24](#).*

*For employment of outside counsel and reimbursement of employee legal expenses, see [Policy 2-59](#).*

#### Legal Reference:

Code of Virginia § 2.2-4301, as amended. Definitions.

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

Code of Virginia § 2.2-4344 (2), as amended, Exemptions from competition for certain transactions.

Code of Virginia § 22.1-82, as amended. Employment of counsel to advise or defend school boards and officials; payment of costs, expenses and liabilities; consent of governing bodies required prior to institution of proceedings.

Code of Virginia § 22.1-83, as amended. Payment of employee's legal fees and expenses, as amended.

Code of Virginia § 22.1-128, as amended. Title to school board real estate.

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: April 24, 2018

Amended by School Board: February 12, 2019

Amended by the School Board

## PERSONNEL

### Leave of Absence for Employee and Professional Organization Presidents

#### A. Duration

Upon written application to the Superintendent, an employee may be granted an unpaid leave of absence to serve as the president of an employee or professional organization. ~~A leave(s)~~ of absence granted pursuant to this Policy shall be limited to a maximum of eight years during an employee's career with the School Division.

- ~~1. One period of leave during an employee's career for service on the local level. Such leave may not exceed four years; and~~
- ~~2. One period of leave during an employee's career for service on the state level or national level or the combination thereof. Such leave may not exceed four years.~~

#### B. Salary and Benefits

1. The professional organization will be responsible for paying the employee directly while the employee is on an unpaid leave of absence from VBCPS. During such leave, an employee will accrue no seniority; however an employee will receive those salary advancements and benefits afforded to his/her respective employee category during the period of leave provided said salary, group health insurance coverage, retirement and group life insurance is reimbursed by the employee or the organization. Upon request, the School Division will report pertinent salary information to the appropriate professional organization.
2. The employee may not use sick or personal leave already earned, nor will the employee he/she accrue sick, or personal reasons, or annual leave during the period of his/her absence.
3. The employee may be eligible to continue certain benefits in effect for the duration of the leave, pursuant to regulations governing the benefits. Eligible coverage will continue unless the employee elects to cancel coverage while in an unpaid leave status. The employee or professional organization will be responsible for making entire premium payments (both employee and employer portions) for health coverage and continuation of other eligible benefits. This should be done by direct payment to the Consolidated Benefits Office (CBO) in advance of each month. If cancellation of coverage is not elected within 30 days of the start of unpaid leave and subsequent premiums are not submitted, coverage will terminate at the end of the month for which the last premium was paid.
4. The employee may only retain life insurance benefits for a maximum of twenty-four (24) months.
5. Pursuant to Virginia Retirement System (VRS) regulations, employees will not accrue serviceable retirement time during their leave of absence. If the employee returns to a VRS covered position, he/she will be subject to VRS regulations regarding the purchasing of prior



service credit due to his/her~~their~~ leave of absence. The purchase may be paid to VRS by the employee or the professional organization on behalf of the employee.

~~The employee may not access any benefit offered by the School Division not listed herein without specific authorization by the School Board.~~

### **C. Return to Work and/or Separation**

1. Prior to the conclusion of the leave of absence, the employee shall notify the Department of Human Resources of his/her intent to return to work as soon as possible.
2. If the employee chooses to return to work, the employee will be assigned to the first available position for which the employee is qualified.
3. An employee who chooses not to return to work at the conclusion of the leave shall be separated from employment. In such cases, any remaining leave balances will be processed in accordance with applicable policies and regulations.

Adopted by School Board: June 16, 1998

Amended by School Board: April 19, 2005

Amended by School Board: October 4, 2016

Amended by School Board:

# DRAFT

School Board of the City of Virginia Beach  
Policy 4-88

## **PERSONNEL**

### **Holidays**

#### **A. Designated holidays**

Unless otherwise designated in the school calendar as instructional days or used as inclement weather make up days, the following days shall be observed as holidays for all twelve-month employees:

- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Spring Holidays (two days)
- Memorial Day

#### **B. Holidays on weekends or makeup days for holidays**

1. When a paid holiday falls on a Saturday or Sunday, the observed federal and/or state holiday may be observed.
2. The Superintendent shall have the authority to designate a holiday, within the same calendar year, for twelve-month employees when a holiday (listed above) is lost due to make up days because of inclement weather.

#### **C. Office hours on other workdays**

On all other workdays not listed above, the individual schools and the School Board office will be open during published office hours.

**D. Eligibility for holiday pay**

In order to be eligible for holiday pay, employees must work and/or be on approved paid leave on the scheduled workday before and after the holiday.

**E. Non-workdays for certain employees**

1. Non-workdays for certain employees (bus drivers/assistants, food service employees, interpreters, teacher assistants, clinic assistants and any others designated by the Superintendent or designee) will not report to work on teacher in-service days unless otherwise set forth in the employee's work calendar or if designated as a make-up day for a missed workday.
2. In an effort to continue to attract and retain employees, the School Board authorizes the Superintendent to align employee work calendars with competing school divisions in the Commonwealth.

**Legal Reference:**

Code of Virginia, § 2.2-3300, as amended. Legal holidays.

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

Amended by School Board: May 17, 1994

Amended by School Board: May 16, 2000

Amended by School Board:

DRAFT

# Use of Drugs, Alcohol, Tobacco Products and Nicotine Vapor or Alternative Nicotine Products 5-45

School Board of the City of Virginia Beach

Policy 5-45

## STUDENTS

### Use of Drugs, Alcohol, Tobacco Products and Nicotine Vapor or Alternative Nicotine Products

#### A. Drug-Free Schools

The Superintendent shall establish regulations to promote a drug-free environment in the schools, on school property and vehicles, and at school sponsored events.

#### B. Tobacco Products and Nicotine Vapor or Alternative Nicotine Products

Students are prohibited from smoking, distributing, selling, using ~~or~~ possessing tobacco products, ~~and~~ nicotine vapor or alternative nicotine products ~~(sometimes referred to as electronic cigarettes)~~ at all times while on School Board owned or leased property, in School Board owned or leased vehicles, in any vehicle parked on School Board owned or leased property, at school-sponsored or school-related activities, and when going to or coming from school. Students in violation of this Regulation will be disciplined in accordance with ~~School Board Regulation 5-45.2 and~~ the School Division's Code of Student Conduct.

#### C. Alcohol and Imitation alcohol products

Students ~~No persons~~ shall not possess, distribute, sell, serve or consume any alcoholic beverages or imitation alcoholic beverage in or upon the grounds of any school, school vehicles, or at school sponsored events ~~or school bus~~ except for religious congregations that have rented school facilities and are using wine for sacramental purposes only.

#### D. Discipline

Students in violation of this Policy, applicable law or regulation or the Code of Student Conduct will be disciplined in accordance with applicable policy or regulation and the Code of Student Conduct. School administrators may refer violations to law enforcement or the court system.

**Legal Reference:**

Code of Virginia § 4.1-309, as amended. Drinking or possession of alcoholic beverages in or on public school grounds; penalty.

Code of Virginia § 16.1-278.9, as amended. Delinquent children; loss of driving privileges for alcohol, firearm and drug offenses; truancy.

Code of Virginia § 18.2-247, as amended. Use of terms "controlled substances," "marijuana," "Schedules I, II, III, IV, V and VI," "imitation controlled substance" and "counterfeit controlled substance" in Title 18.2.

Code of Virginia § 18.2-255, as amended. Distribution of certain drugs to persons under 18 prohibited; penalty.

Code of Virginia § 18.2-255.2, as amended. Prohibiting the sale of drugs on or near certain properties; penalty.

Code of Virginia § 18.2-371.2, as amended. Prohibiting purchase or possession of tobacco products by minors or sale of tobacco products, nicotine vapor products, and alternative nicotine products to minors.

Virginia Board of Education 8 VAC 20-310-10, as amended. Health education program. Code of Virginia § 22.1-206, as amended. Instruction concerning drugs, alcohol and substance abuse.

Code of Virginia § 4-1.309.1, as amended. Possessing or consuming alcoholic beverage while operating a school bus; penalty.

Adopted by School Board: May 18, 1979

Amended by School Board: March 15, 1988

Amended by School Board: April 18, 1989

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: June 6, 2000

Amended by School Board: August 19, 2014

Amended by School Board: May 2019



# Possession/Use/Sale of Alcohol, Drugs, Drug Paraphernalia, Tobacco, Tobacco Products or Nicotine Vapor or Alternative Nicotine Products 5-45.1

School Board of the City of Virginia Beach  
Regulation 5-45.1

## STUDENTS

### Possession/Use/Sale of Alcohol, Drugs, Drug Paraphernalia, Tobacco, Tobacco Products or Nicotine Vapor or Alternative Nicotine Products

#### A. Offenses

##### 1. Possession / Use of Alcohol, Drugs, or Drug Paraphernalia

Students shall not use, have in their possession, or be under the influence of alcohol, marijuana, drug paraphernalia (defined in § 18.2-265.1 of the Code of Virginia), controlled substances (defined in § 54.1-3400 *et seq.*, of the Code of Virginia), or imitation controlled substances (defined in § 18.2-247(B) of the Code of Virginia), on School Board property, at school-sponsored or school-related activities, or while going to or coming from school. In accordance with School Board Policy 5-21 and School Board Regulation 5-21.1, students violating this subsection will be recommended for expulsion and will be suspended pending action on the recommendation. A student accused of a first offense under this subsection may, in the principal's discretion, be offered the opportunity to participate in the Substance Abuse Intervention Program.

##### 2. Sale of Alcohol, Drugs, or Drug Paraphernalia

Students shall not sell, offer to sale, bring, give, distribute, or pass to another individual or possess with intent to sell, give or distribute alcohol, marijuana, drug paraphernalia (defined in § 18.2-265.1 of the Code of Virginia), controlled substances (defined in § 54.1-3400 *et seq.*, of the Code of Virginia), or imitation controlled substances (defined in § 18.2-247(B) and (C) of the Code of Virginia), on School Board property, at school-sponsored or school-related activities, or while going to or coming from school. Students violating this subsection will be recommended for expulsion and will be suspended pending action on the recommendation, in accordance with School Board Policy 5-21 and School Board Regulation 5-21.1.

##### 3. Possession/Use/Distribution of Medication and Prescription or Non-Prescription Drugs

So that school authorities will know what medicine a student is taking in case of an emergency, and in order to prevent trafficking in drugs, students shall not possess any non-prescription medication or prescription drugs, even if recommended or prescribed for the student's use. All such items

shall be taken to the clinic by the parent(s), legal guardian(s), eligible student or other responsible adult, or to an office designated by the principal, at the start of the school day for safekeeping. Extenuating circumstances may require special consideration which will be determined by the principal on an individual basis. Non-prescription medication will mean any drug or other substances used in treating diseases, healing, or relieving pain, including, but not limited to, all over-the-counter drugs such as aspirin, acetaminophen, naproxen, ibuprofen, cough syrups, gargles, caffeine pills, homeopathic treatments and the like. Students who violate this subsection will be disciplined, including suspension and expulsion in appropriate situations. When a principal recommends a suspension or expulsion, the student will be suspended pending action on the recommendation. Students authorized to have prescribed medications, prescribed or non-prescribed drugs or homeopathic treatments and who follow procedures for having and using such medications while on School Board owned or leased property, vehicles or attending school-sponsored events will not be in violation of this Regulation.

4. Possession/Use/~~Distribution~~ of Tobacco, Tobacco Products, or Nicotine Vapor or Alternative Nicotine Products ~~-discipline~~Third-Offense

a. Students are prohibited from possessing, ~~selling or trading or offering to~~ sell, trading, distributing smoking, and/or using tobacco products, or nicotine vapor or alternative nicotine products ~~(sometimes referred to as~~ electronic cigarettes ~~)~~ at all times while on School Board owned or leased property, in School Board vehicles, in any vehicle parked on School Board property, at on or off site school-sponsored or school-related activities, and when going to or coming from school.

b. The Superintendent or designee will notify the Virginia Beach Police Department when a student under the age of 18 years old (effective July 1, 2019 this age restriction will increase to students under age 21 years old) is disciplined for a tobacco or nicotine related infraction.

c. Discipline for tobacco and nicotine related violations for purposes of determining whether the infraction is a first, second or third offense, infractions related to tobacco, tobacco related products, nicotine vapor or alternative nicotine products will be considered on a school year basis not on a cumulative basis.

d. **First offense-** the student will receive a Level 5 Discipline Action (1-5 days OSS or CHOICES) and a referral to school nurse for health related concerns. Student will meet with principal or designee to discuss the infraction and consequences of future infractions. Parents/legal guardians of minor students will be contacted to explain the tobacco and nicotine related prohibitions and consequences for subsequent infractions.

e. **Second offense-** the student will be assigned to the Substance Abuse Intervention Program (SAIP). The student may only attend SAIP

once while enrolled in the School Division. Nothing herein shall prevent a student or parent/legal guardian from presenting evidence of alternative treatment to the Director of Student Leadership, a Hearing Officer or the School Board Discipline Committee for consideration.

f. **Third or more offense** – the student will be referred to the Office of Student Leadership for long-term suspension of up to one year. Students will remain on suspension pending final outcome of the disciplinary recommendation. At the Hearing Officer's or School Board Disciplinary Committee's discretion, the student may be allowed to attend an alternative educational placement during the suspension.

~~Students violating this Regulation for the third time will be recommended for long term suspension and, in accordance with School Board Policy 5-21 and School Board Regulation 5-21.1, will be suspended pending action on the recommendation. A student accused of an offense under this subsection may, in the principal's discretion, be offered the opportunity to participate in the Substance Abuse Intervention Program.~~

## **B. Substance Abuse Intervention Program**

### **1. Eligibility for Program**

Any student accused of violating Section A(1) of this Regulation while enrolled in the School Division shall be recommended for expulsion and a student accused of violating Section A(4) of this Regulation for the ~~third~~ **second** time shall be recommended for long-term suspension of up to one year. At the principal's discretion, A principal may offer a student in violation of Section A(1) for the first time ~~or Section A(4) for the third time~~ **may be offered** the opportunity to participate in the School Division's Substance Abuse Intervention Program in lieu of expulsion or long-term suspension, in which case the recommendation for expulsion/long-term suspension will be held in abeyance for one (1) calendar year (the "Probation Period"), provided the student does not engage in other infractions of school disciplinary rules or criminal activity, and maintains satisfactory attendance and academic performance.

In order to be eligible for the School Division's Substance Abuse Intervention Program, the minor student and his/her parent(s) or legal guardian(s) or the eligible student must sign a contract ("Contract") with the School Division and fulfill the terms of the Contract.

Prior to offering the Contract, the principal will meet with the student. At the meeting, the minor student and his/her parent(s) or legal guardian(s) or the eligible student will be given written notice of the charges against the student. If the student denies the charges, the principal will give an

explanation of the evidence and the student will have an opportunity to present his/her side of the incident.

If the minor student and parent(s) or legal guardian(s) or the eligible student do not agree to the Contract at the initial meeting with the principal, the principal shall suspend the student and continue with the recommendation for expulsion or long-term suspension, depending upon the offense. Nothing herein shall prevent parents and students from presenting an alternative treatment program to the Hearing Officer or School Board Discipline Committee.

In determining whether to refer a student to the Substance Abuse Intervention Program, the principal shall consider a student's past disciplinary record, attendance record, academic performance and the severity of the infraction.

A principal shall suspend a student and recommend his/her expulsion for a second offense under Section A(1) of this Regulation or for a first offense under Section A(2) of this Regulation.

## 2. Requirements of SAIP Program

In order to attend the School Division's Substance Abuse Intervention Program, the minor students and his/her parent~~(s)~~ ~~or~~ legal guardian~~(s)~~ or the eligible student must sign a Contract which shall contain, but is not limited to, the following terms and requirements:

- a. The minor student and his/her parent~~(s)~~ ~~or~~ legal guardian~~(s)~~ or the eligible student acknowledge they have reviewed the charges and the evidence of the principal and following that review desire that the student enter the Substance Abuse Intervention Program.
- b. The minor student and his/her parent~~(s)~~ ~~or~~ legal guardian~~(s)~~ or the eligible student understand that if they do not participate in this program they have the right to a review by the Superintendent, or his designee, a hearing before a Hearing Officer or a School Board Discipline Committee, and an appeal to the School Board on the recommendation for expulsion, as provided under § 22.1-277 of the Code of Virginia (1950), as amended, and School Board Policy 5-21.
- c. The minor student and parent(s) or legal guardian(s) or the eligible student agree that the student will complete the substance abuse assessment. All costs for the substance abuse assessment are solely the responsibility of the eligible student, parent~~(s)~~ and/or legal guardian~~(s)~~ of the minor student.

- d. The parent(s) ~~or~~/legal guardian(s) of a minor student will attend and participate in the parent portion of the program.
- e. The student agrees to participate in the aftercare support group meetings and activities as recommended by the assessment.
- f. The minor student's parent(s) or legal guardian(s) or eligible student agrees to meet with the Substance Abuse Intervention Program staff to discuss counseling/aftercare support as recommended in the assessment.
- ~~g. The recommendation for expulsion or long term suspension will be held in abeyance for a period of one (1) calendar year (the Probationary Period) with the student on strict probation as defined in the Contract, which shall be violated if the student commits any other significant disciplinary infraction or criminal offense.~~
- ~~h.g.~~ The minor student's parent(s) or legal guardian(s) or the eligible student agree that the student will be subject to random drug or alcohol tests during the one (1) calendar year Probationary Period as required by the assessment. Such tests will be done at private facilities by the eligible student or the parent/legal guardian of the minor student. All costs of this testing are solely the responsibility of the eligible adult student, parent(s) and/or legal guardian(s) of the minor student.
- ~~i.h.~~ After the successful completion of the Substance Abuse Intervention Program and the passage of one (1) calendar year, in accordance with the terms of the Contract, the recommendation for expulsion or long term suspension will expire. A record of successful completion of the program shall be made a part of the student's record.
- ~~j.i.~~ The minor student and his/her parent(s) ~~or~~/ legal guardian(s) or the eligible student agree that upon the failure to complete the requirements of this Contract, the student will be suspended and recommended for expulsion or long-term suspension from the School Division in accordance with this Regulation. At that time the student will be given a review of the principals' recommendation by the Superintendent or ~~his~~ designee, a hearing before a Hearing Officer, a School Board Discipline Committee and the right to an appeal to the School Board under § 22.1-277 of the Code of Virginia and School Board Policy 5-21.
- ~~k.j.~~ In the event the student fails to complete the Substance Abuse Intervention Program, evidence of the student's participation and failure to complete the Substance Abuse Intervention Program may be presented during review by the



Superintendent or his designee, at a hearing before a Hearing Officer or the School Board Discipline Committee and at any subsequent appeal before the School Board under § 22.1-277 of the Code of Virginia and School Board Policy 5-21.

### **C. Voluntary Disclosure of a Substance Abuse Problem**

Any student who voluntarily admits, in the absence of reasonable suspicion or other conduct which alone would subject the student to discipline, that he/she has a substance abuse problem shall not be disciplined in accordance with this Regulation. Such student shall be permitted to remain in school as long as the student demonstrates a continuing effort to remain drug/alcohol-free and participates in an approved substance abuse or counseling program and by complying with School Board Policies and Regulations, and may participate in the School Division's Substance Abuse Intervention Program (if the student has not already participated) on a voluntary basis.

Costs associated with a substance abuse counseling program, including assessment, follow-up treatment, and alcohol and drug testing, under this section, are solely the responsibility of the eligible student, or parent(s) and/or legal guardian(s) of the minor student.

### **D. Readmission to School Division Following Expulsion**

A student who has been expelled from the School Division under this Regulation may seek readmission after one (1) calendar year from the date of expulsion. A student seeking readmission must provide documentation from an approved substance abuse counselor that the student has successfully completed a substance abuse counseling program or is actively enrolled in a substance abuse counseling program. Further, the student must present evidence of a negative drug/alcohol screening conducted no more than fifteen (15) days prior to the hearing for readmission.

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

*For student medication guidelines see the School Division's Health Services Manual.  
For discipline of students with disabilities see School Board Policy 5-21, paragraph I and School Board Regulation 5-21.3.*

### **Legal Reference:**

Code of Virginia § 4.1-309, as amended, Drinking or possessing alcoholic beverages in or on public school grounds; penalty.

Code of Virginia § 16.1-278.9, as amended. Delinquent children; loss of driving privileges for alcohol, firearm and drug offenses; truancy.

Code of Virginia § 18.2-247, as amended, Use of terms "controlled substances," "marijuana," "Schedules I, II, III, IV, V and VI," "imitation controlled substance" and "counterfeit controlled substance" in Title 18.2.

Code of Virginia § 18.2-255, as amended. Distribution of certain drugs to persons under 18 prohibited; penalty.

Code of Virginia § 18.2-255.2, as amended. Prohibiting the sale or manufacture of drugs on or near certain properties; penalty.

Code of Virginia § 18.2-265.1., as amended. Definition.

Code of Virginia § 18.2-371.2, as amended. Prohibiting purchase or possession of tobacco product, nicotine vapor products, and alternative nicotine products, by a person under 21 year of age s by minors or sale of tobacco products, nicotine vapor products, and alternative nicotine products to a person under 21 years of age minors.

Code of Virginia § 22.1-79.5, as amended. Policy regarding tobacco and nicotine vapor products.

Code of Virginia § 22.1-277, as amended. Suspensions and expulsions of pupils generally.

Code of Virginia § 22.1-277.08, as amended. Expulsion of students for certain drug offenses.

Code of Virginia § 54-1-3401, *et seq.*, as amended. Definitions.

Virginia Board of Education Regulation 8 VAC 20-310-10-, as amended. Health education program.

Code of Virginia § 22.1-206, as amended. Instruction concerning drugs, alcohol and substance abuse.

Code of Virginia § 22.1-277.08, as amended. Expulsion of students for certain drug offenses.

#### **Related Links:**

School Board [Policy 5-21](#)  
School Board [Regulation 5-21.1](#)  
School Board [Regulation 5-21.3](#).  
[Substance Abuse Intervention Program Contract](#)  
[Tobacco Education Program Contract](#)

Approved by Superintendent: July 16, 1991

Revised by Superintendent: August 18, 1992

Revised by Superintendent: September 21, 1993 (Effective August 14, 1993)

Revised by Superintendent: January 21, 1997

Approved by School Board: September 16, 1997

Amended by School Board: December 1, 1998

Amended by School Board: June 6, 2000

Amended by School Board: April 4, 2006

Revised by Superintendent: May 5, 2009

Amended by School Board: August 19, 2014

Amended by School Board: 2019

# Use of Tobacco, Tobacco Products and Nicotine Vapor or Alternative Nicotine Products 5-45.2

School Board of the City of Virginia Beach  
Regulation 5-45.2

## STUDENTS

### Use of Tobacco, Tobacco Products and Nicotine Vapor or Alternative Nicotine Products

~~Students are prohibited from possessing, smoking and/or using tobacco products or nicotine vapor or alternative nicotine vapor products (sometimes referred to as electronic cigarettes) at all times while on School Board-owned property, in School Board-owned vehicles, in any vehicle parked on School Board property, at school-sponsored or school-related activities, or while going to or coming home from school. Students who are in violation of this Regulation will be disciplined as set forth below:~~

#### ~~A.—First Offense~~

~~The student will be given one day in-school suspension and referral to school nurse for health-related concerns. Student will meet with principal or designee to talk about what has happened and what will happen if there is a second offense. Parent/legal guardian of minor student will be contacted to explain the tobacco prohibitions and the consequences for subsequent offenses.~~

#### ~~B.—Second Offense~~

~~The student will be given five days out-of-school suspension.~~

#### ~~C.—Third Offense~~

~~The student will be referred to the Office of Student Leadership for long-term suspension of up to one year in accordance with provisions of School Board Regulation 5-21.1 and will be suspended pending the outcome of the recommendation. The principal may refer the student to the Substance Abuse Intervention Program (SAIP) in lieu of the long-term suspension as provided in School Board Regulation 5-45.1.~~

#### ~~D.—Fourth Offense~~

~~The student will be referred to the Office of Student Leadership for long-term suspension of up to one year in accordance with the provisions of School Board Regulation 5-21.1 and will be suspended pending the outcome of the recommendation. The Superintendent or designee will notify the Virginia Beach Police Department when a student less than 18 years of age is suspended for a tobacco-related offense.~~

### Related Links:

School Board [Regulation 5-21.1](#)

School Board [Regulation 5-45.1](#)

Approved by Superintendent: July 16, 1991

Revised by Superintendent: January 19, 1993 (Effective July 1, 1993)

~~Revised by Superintendent: September 21, 1993 (Effective August 14, 1993)~~  
~~Amended by School Board: June 6, 2000~~  
~~Amended by School Board: August 19, 2014~~

Repealed by School Board: 2019

# Computer Systems 6-62

School Board of the City of Virginia Beach

Policy 6-62

## INSTRUCTION

### Computer Systems

#### A. General

This ~~P~~olicy is to outline processes and procedures for the use of the School Division computer systems. This ~~P~~olicy shall apply to all persons including Virginia Beach City Public Schools students, employees and non-employees who use these systems.

Computer systems include, but are not limited to, all computers, electronic tablets, electronic readers, servers, network devices, telecommunication devices, multifunction devices, printers, scanners, peripheral equipment ~~software~~, local and wide area networks, Internet access, ~~software, apps, application systems, web resources~~, data and digital content.

#### B. Standards

The Department of Technology shall establish the standards and specifications for all computer equipment, software, and computing services. All persons using School Division computer systems shall adhere to these standards and specifications.

#### C. Maintenance

Maintenance of technology equipment and software requires compliance with the standards and specifications established by the Department of Technology.

#### D. Property of the ~~School Board Division~~

All computer systems are the property of the School Board and shall be reasonably protected against theft, damage, unauthorized access or use, tampering, and environmental hazards.

#### E. Data Security



Data security and integrity are the responsibility of individuals who have access to the information. The School Division will comply with applicable state and federal law.

#### **F. License Requirements**

Computer data, programs, and related information shall be in compliance with the applicable legal, licensing, and regulatory agency requirements. The School Board policies and regulations prohibit unauthorized copying or use of software.

#### **G. Supervisory Responsibility**

Each department head is responsible for monitoring compliance with acceptable use policies for all assigned personnel.

Each principal is responsible for monitoring compliance with acceptable use policies for all assigned personnel and students.

Each principal or department head is also responsible for planning employee training on the effective use of computer systems in the performance of work responsibilities.

#### **~~H. Acceptable Use Policy~~**

~~Use of the School Division computer systems is governed by School Board Policy 6-64(Acceptable Use Policy).~~

#### ***Editor's Notes***

See [\*School Board Policy 6-64: Acceptable Use Policy\*](#)

See [\*School Board Regulation 6-64.1: Acceptable Use of Computer Systems\*](#)

#### **Legal References:**

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

Code of Virginia § 2.2-3800, *et seq.*, as amended. Government Data Collection and Dissemination Practices Act.

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

Approved by School Board: January 4, 2000

Amended by School Board: August 5, 2003

Amended by School Board: June 6, 2006

Amended by School Board: June 18, 2013

Amended by School Board: 2019

# Acceptable Use Policy 6-64

School Board of the City of Virginia Beach

Policy 6-64

## INSTRUCTION

### Acceptable Use Policy

The School Board provides computer systems (as defined in [School Board Policy 6-62](#)) to promote educational excellence, resource sharing, innovative instruction and communication and to prepare students to live, collaborate and work in the 21st century. Computer systems include, but are not limited to, all computers, electronic tablets, electronic readers, servers, network devices, telecommunication devices, multifunction devices, printers, scanners, peripheral equipment, local and wide area networks, Internet access, software, apps, application systems, web resources, data and digital content. Misuse of computer systems may result in disciplinary and/or legal action. The computer systems shall not be used to conduct illegal activities, or to send, receive, view or download illegal materials.

Use of the School Division computer systems during school and professional hours must be:

1. in support of education and/or research; or
2. for school business; and
3. in support of the mission of the Virginia Beach City Public Schools; and
4. in accordance with all School Board policies and regulations.

Access to the School Division computer systems is granted as a privilege, not a right. The Superintendent shall establish regulations containing the appropriate uses of, ethics and protocol for computer systems. These regulations shall include some measure for preventing students from accessing information that the School Division determines to be harmful or inappropriate to students. All computer systems users, School Board employees, non-employees, and students must comply with the requirements defined in [School Board Regulation 6-64.1](#) Acceptable Use of Computer Systems.

Any School Board employee, non-employee, or student who fails to comply with the terms of this ~~P~~olicy or the regulations developed by the Superintendent may lose computer systems privileges. Employees may also be disciplined by the Superintendent up to and including termination depending upon the nature of the violation of this ~~P~~olicy or the implementing regulations, and students may be disciplined in accordance with the Code of Student Conduct or other School Board policies and regulations governing student discipline. Employees, non-

employees, and students may also be the subject of appropriate legal action for violation of this Policy or implementing regulations.

Use of the School Division computer systems must be in accordance with the parameters stated in this Policy and the implementing regulation. Therefore, school officials reserve the right to review computer systems use at any time to determine if such use meets the criteria set forth in School Board policies and regulations. Accordingly, employees, non-employees, and students have no right of privacy and should have no expectation of privacy in materials sent, received or stored in School Division computers systems. The Superintendent or designee shall notify employees, non-employees, and students of the terms of this Policy and any regulations promulgated hereunder.

The School Board shall not be responsible for any information that may be lost, damaged, or unavailable when using the School Division computer systems or for any information retrieved from the Internet. Further, the School Board is not responsible for any unauthorized charge or fee resulting from the use of the computer systems.

*Editor's Note*

See [School Board Regulation 6-64.1](#) - Acceptable Use of Computer Systems.

**Legal References:**

Code of Virginia § 22.1-70.2, as amended. Acceptable Internet use policies for public and private schools.

Every Student Succeeds Act of 2015, as amended.

Adopted by School Board: July 18, 1995

Amended by School Board: November 16, 1999

Amended by School Board: August 5, 2003

Amended by School Board: June 6, 2006

Amended by School Board: June 18, 2013

Amended by School Board: March 21, 2017

Amended by School Board: 2019

**Community Engagement/Volunteers and Partnerships**

**A. Generally**

1. The School Board recognizes that volunteers from families and community members as well as volunteers from and partnerships with community businesses, military or other public or private agencies or faith-based organizations make valuable contributions to the educational program and that their engagement increases the support of the schools by the community.
2. The Superintendent, or designee, in collaboration with family and community members, will review annually and revise as necessary the Guidelines for School Volunteers and Partners. The publication will contain a volunteer/partner code of ethics and guidelines for serving as a volunteer or partner in education.
  - Family/community members shall be encouraged to become involved as volunteers and partners in education for the purpose of assisting and enhancing the educational experience for all public school students.
  - The principal or designee will provide orientation, job descriptions and specific assignments for the volunteers/partners. For special events, vVolunteers and partners who are family members of students may be permitted to ride the school bus to and from school under School Board regulations of the Superintendent.
  - Prior to service as a school volunteer or partner, all candidates for these programs will be provided information/training to familiarize them with the procedures governing their service.

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- All volunteers and partners will be provided a copy of the Guidelines for School Volunteers and Partners, and the code of ethics requirements for volunteers and partners will be explained.

**B. Responsibilities**

1. The administration of the schools and the instructional program are the responsibility of School Board employees and the responsibility cannot be delegated. Volunteers and partners work under the

direction of the School Administration and School staff who retain the responsibility for the instruction and supervision of students in their charge.

2. All volunteers and partners will be required to comply with the code of ethics requirements and responsibilities listed in the Guidelines for School Volunteers and Partners.

3. The Office of Community Engagement will coordinate partnerships and carry out the following responsibilities:

- Establish program goals;
- Identify community partners;
- Match partners with schools to meet student needs;
- Orient appropriate personnel from partnering organizations;
- Support school-based Community Engagement Liaisons;
- Monitor the program; and
- Conduct an annual evaluation of the program.

### **C. Volunteer and Partner in Education Programs**

#### **1. Volunteer in Education**

Each school will maintain a Volunteers in Education program coordinated by the Parent Teacher Association (PTA) or Parent Teacher Student Association (PTSA) and overseen by the school principal or designee. Volunteer opportunities shall be identified by school principals and may include mentorship programs to provide students with social, emotional and additional academic support.

#### **2. Partners in Education**

A Partners in Education program designed to pair individual public schools with businesses, military or other public or private agencies or faith-based organizations will be coordinated by personnel in the Department of Media and Communications/Office of Community Engagement as designated by the Superintendent to support student success. The principal at each school shall designate a staff member as the school's community engagement liaison to support the Department of Media and Communications/Office of Community Engagement's initiatives.

#### ***Editor's Notes:***

For Community Engagement programs see School Division website: [www.vbschools.com/community](http://www.vbschools.com/community)



**Legal Reference:**

Code of Virginia § 22.1-253.13:6, as amended. Standard 6. Planning and public involvement.

Code of Virginia § 22.1-253.13:1, as amended. Standard 1. Instructional programs supporting the Standards of Learning and other educational objectives.

~~The School Board recognizes that volunteers and businesses make a valuable contributions to the educational program and that their engagement increases the support of the schools by the community.~~

~~Businesses, through partnerships with the schools, enhance and support educational opportunities for students. Cooperative programs which meet the goals and objectives of the instructional program of the School Division are permitted.~~

~~Parents and community members shall be encouraged to become involved as volunteers in the educational program. The principal or designee will provide orientation, job descriptions and specific assignments for the volunteers. Parent volunteers may be permitted to ride the school bus to and from school under School Board regulations of the Superintendent.~~

Adopted by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: October 20, 1992

Amended by School Board: May 25, 2004

Amended by School Board: August 19, 2014

Amended by School Board: 2019

## **~~Community Engagement/Volunteers: School/Community Partnerships 7-19~~**

School Board of the City of Virginia Beach  
Policy 7-19

### **COMMUNITY RELATIONS**

#### **~~Community Engagement/Volunteers: School/Community Partnerships~~**

##### **~~A. Partners in Education (PIE)~~**

~~A Partners in Education program designed to pair individual public schools with business, military or other public or private agencies will be established to support student success.~~

##### **~~B. Coordination~~**

~~The divisionwide coordination of community partnerships shall be assigned to personnel in the Department of Media and Communications/Office of Community Engagement as designated by the Superintendent. The principal at each school shall designate a staff member as the school's partnership coordinator.~~

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

~~For Community Engagement programs see School Division website: [www.vbschools.com/community](http://www.vbschools.com/community)~~

##### **~~Legal Reference:~~**

~~Virginia Board of Education Regulations Establishing Standards for Accrediting Schools in Virginia, 8 VAC 20-131, et seq., as amended.~~

~~Adopted by School Board: August 21, 1980~~

~~Amended by School Board: July 16, 1991~~

~~Amended by School Board: October 20, 1992~~

~~Amended by School Board: May 25, 2004~~

~~Srivener's Amendments: July 30, 2013~~

~~Amended by School Board: August 19, 2014~~

Repealed by School Board: 2019

## **COMMUNITY RELATIONS**

### **~~Community Engagement/Volunteers: Mentorship Program~~**

#### **~~A. Generally~~**

~~The Department of Media and Communications, through its Office of Community Engagement, will support the development and implementation of school-based mentorship programs for students.~~

#### **~~B. Objectives~~**

- ~~1. To provide students with social, emotional and additional academic support;~~
- ~~2. To provide enrichment opportunities for students with particular focus on career readiness, technical and life skills;~~
- ~~3. To connect students with positive role models and motivational programs; and~~
- ~~4. To improve student attendance and engagement.~~

#### **~~Legal Reference:~~**

~~Code of Virginia § 22.1-253.13:1, as amended. Standard 1. Instructional programs supporting the Standards of Learning and other educational objectives.~~

~~Adopted by School Board: October 20, 1992~~

~~Amended by School Board: May 25, 2004~~

~~Amended by School Board: May 9, 2006~~

~~Scrivener's Amendments: July 30, 2013~~

~~Amended by School Board: August 19, 2014~~

Repealed by School Board: June 2019