

Date: December 5, 2019  
For ACTION \_\_\_\_  
For INFORMATION \_\_\_\_  
Board Agenda: Yes \_\_\_\_  
No \_\_\_\_

**FROM:** Jennifer Abbruzzese, Director of Policy & Board Initiatives

**THROUGH:** Dr. Gregory C. Hutchings, Jr., Superintendent of Schools

**TO:** The Honorable Cindy Anderson, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Revisions to A, B, C, D, E and F Policies/Regulations

**SUMMARY:**

Policy revisions from the following classifications were discussed on November 14, 2019 at the Board's first Policy Work Session of the school year:

A Policies: Foundation and Basic Commitments

B Policies: Board Governance and Operations

C Policies: General School Administration

D Policies: Fiscal Management

E Policies: Support Services

F Policies: Facilities Development

These revisions have primarily been driven by changes to the Code of Virginia and Virginia Board of Education regulations. However, some have also been initiated by ACPS to either reflect current practice or the changing needs of the school division. Finally, some have been included to comply with the state of Virginia's five-year policy review cycle.

The chart below outlines the policies and regulations from Policy Work Session #1 that are proposed for School Board approval.

<b>SY 2019-20 Policy Work Session #1</b>
<b>Light Blue Fill = ≥ 5 Years Since Policy Last Reviewed</b>
<b>Yellow Fill = ACPS-Initiated Revision</b>
<b>White Fill = Statutory/Regulatory Revision</b>

<b>Policy/ Reg.</b>	<b>Title</b>	<b>Statute/ Reg. Revised</b>	<b>ACPS Last Revised</b>	<b>Revision</b>
<b>AC</b>	Nondiscrimination	Feb 2018	May 2015	Policy and Cross References updated; minor text revisions.
<b>AF</b>	Comprehensive Plan	Feb 2019	Dec 2014	Policy updated; minor text revisions.
<b>AFA</b>	Evaluation of School Board Operational Procedures	Feb 2019	Jun 2018	Policy updated; minor text revisions.
<b>BBFA</b>	Conflict of Interests and Disclosure of Economic Interests	July 2019 May 2018	Dec 2018	Policy updated to reflect amendment of Va. Code § 22.1-3119 by SB 1491. Policy and Legal Reference updated to reflect enactment of Va. Code § 2.2-3132 by SB 1430.
<b>BDA</b>	Regular School Board Meetings	July 2018	Oct 2017	Policy updated to reflect amendment of Va. Code § 2.2-3707 and enactment of Va. Code § 2.2-3708.2 by HB 907; revised to reflect ACPS practice.
<b>BDCA</b>	Calling and Certification of Closed Meetings	July 2019	Oct 2017	Policy and Legal References updated to reflect amendment of Va. Code § 2.2-3714 by SB 1554.
<b>BDDF</b>	Voting Method	July 2019	Dec 2014	Policy updated; minor text revisions.
<b>BDDG</b>	Minutes	Feb 2019	Oct 2017	Policy updated to reflect content of Legal References. Cross References and Legal References updated; minor text revisions.

<b>BG/GBD</b>	<b>Board-Staff Communications</b>	Feb 2019	Apr 2014	Policy and Legal References updated; revised to reflect ACPS practice.
<b>BHD</b>	School Board Member Compensation and Benefits	Feb 2019	Oct 2017	Policy and Legal References updated.
<b>BHE</b>	School Board Member Liability Insurance	Feb 2019	Apr 2015	Minor text revisions
<b>CBA</b>	Qualifications and Duties for the Superintendent	Feb 2019	Oct 2018, June 2018	Policy updated. Legal References updated based on amendments to Board of Education regulations that became effective in August 2018.
<b>CMA</b>	Quality Profiles	July 2018	Nov 2010	Policy renamed and updated to reflect amendments to the Standards of Accreditation. Legal References updated.
<b>DA</b>	Management of Funds	May 2018	Dec 2015	Policy updated to reflect content of Legal References.
<b>DAB</b>	<b>Operating Fund Balance</b>		May 2016	ACPS-initiated revisions
<b>DGC</b>	School Activity Funds	Feb 2019	Dec 2015	Policy and Legal References updated; minor text revisions.
<b>DGC-R</b>	<b>Student Activity Funds Manual</b>		Jul 2011	ACPS-initiated revisions
<b>DJA</b>	<b>Purchasing Authority</b>	Feb 2014	May 2016	ACPS-initiated revisions
<b>DJA-R</b>	<b>Procurement Manual</b>			ACPS-initiated revisions
<b>DJB</b>	Petty Cash Funds	Feb 2019	Dec 2015	Policy updated to reflect Legal Reference.
<b>DJB-R</b>	Petty Cash Fund Regulations		Aug 2015	No revisions; attached for review.

DJFB	Contract Execution		Apr 2016	ACPS-initiated revisions
DL	Payroll Procedures	July 2019	Dec 2015	Policy updated to reflect amendment of Va. Code § 22.1-296 by HB 1652/ SB1005.
DLB	Salary Deductions	Feb 2019	Apr 2016	Policy updated; minor text revisions.
DM	Cash in School Buildings	Feb 2019	Dec 2015	Legal References updated.
DO	Non-Locally Funded Programs	Feb 2019	Apr 2016	Policy updated; minor text revisions.
EA	Support Services	Feb 2018	Oct 2015	Legal Reference and Cross Reference updated.
EBA	Building and Grounds Inspection	Feb 2018	Oct 2009	<b><u>POLICY DELETED</u></b> to avoid duplication of Policies EB School Crisis, Emergency Management and Medical Emergency Response Plan and EC Buildings and Grounds Management and Maintenance.
EBB	Threat Assessment Teams	July 2019	Jun 2017	Policy updated based on amendment to Va. Code § 22.1-79.4 by HB 1734/SB 1213.
EBCBA	Electronic Room Partitions	July 2019	N/A	<b><u>NEW POLICY</u></b> reflecting the amendment of Va. Code § 22.1-138 by HB 1753.
EC	Buildings and Grounds Management and Maintenance	Feb 2018	Mar 2016	Policy, Legal References and Cross References updated. Text in second paragraph of this policy was originally in Policy EB.
ECA	Inventory and Reporting of Loss or Damage	Feb 2019	Nov 2015	Policy updated; minor text revisions.

<b>ECAB</b>	Vandalism	Feb 2019	May 2016	Policy and Legal References updated; minor text revisions.
<b>EDC</b>	Authorized use of School-Owned Facilities and Materials	Feb 2019	Apr 2016	Title of Policy, Policy and Legal References updated.
<b>EF</b>	Food Service Management	Feb 2019	Oct 2015	Legal References and Cross References updated.
<b>efd</b>	Food Sanitation Program	Feb 2019	Mar 2016	Cross References added; minor text revisions.
<b>EI</b>	Insurance Management	Feb 2019	Apr 2016	Legal References updated; minor text revisions.
<b>FEA</b>	Educational Facilities Specifications	July 2019 Feb 2019	Apr 2016	Policy updated to reflect amendment of Va. Code § 22.1-138 by HB 1725; minor text revisions.
<b>FEG</b>	Construction Planning- change to "Planning, Design & Construction"	July 2019	Apr 2016	Policy updated to reflect amendment of Va. Code § 22.1-140 by HB 1738; ACPS-initiated revisions.
<b>FEG-R</b>	CIP Regulations- change to "Policy FEGA"			ACPS-initiated revisions.

The following policies will return for Board approval in 2020 to align with adoption of the 2025 Strategic Plan.

<b>Policy/ Reg.</b>	<b>Title</b>	<b>Statute/ Reg. Revised</b>	<b>ACPS Last Revised</b>	<b>Revision</b>
<b>AD</b>	Educational Philosophy	Feb 2018	Dec 2013	Cross References updated.
<b>AE</b>	School Division Goals and Objectives	Feb 2019	Oct 2015	Policy updated; minor text revisions.

The following policies will return for Board approval at a later date once staff responses to Board Member questions from the November 14, 2019 Work Session have been completed.

Policy/ Reg.	Title	Statute/ Reg. Revised	ACPS Last Revised	Revision
EB	School Crisis, Emergency Management and Medical Emergency Response Plan	July 2019 Feb 2018	Sep 2017	Policy updated to reflect amendment of Va. Code § 22.1-279.8 by HB 1737/SB1220. Cross References updated.
EBCA	Safety Drills	July 2019 Feb 2018	Sep 2017	Policy updated to reflect enactment of Va. Code § 22.1-137.3 by HB 1732/SB1215; ACPS-initiated revisions.

**BACKGROUND:**

The Code of Virginia § 22.1-253.13:7 and Policy BF require the School Board to maintain and follow up-to-date policies, and that all policies shall be reviewed at least every five years and revised as needed.

**RECOMMENDATION:**

The Superintendent recommends that the School Board approve the attached revisions to A, B, C, D, E and F Policies and Regulations.

**IMPACT:**

By reviewing policies periodically, the School Board ensures that ACPS operations are aligned to support excellence and high performance.

**ATTACHMENTS:**

Revisions to A, B, C, D, E and F Policies/Regulations listed above

**CONTACT:**

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