

Date: June 7, 2018
For ACTION ____
For INFORMATION ____
Board Agenda: Yes ____
No ____

FROM: Jennifer Abbruzzese, Clerk of the Board & Policy Liaison

THROUGH: Lois F. Berlin, Ed.D., Interim Superintendent of Schools

TO: The Honorable Ramee Gentry, Chair, and
Members of the Alexandria City School Board

TOPIC: Policy Revisions: 6/7/18 School Board Meeting

SUMMARY:

Best Practices/School Division-Initiated Policy Revisions:

As part of the School Board's continuing policy review, we recommend that it approve the proposed policy revisions presented at the May 24, 2018 Board Meeting. (Hyperlinks to the current policies are included for reference.)

[Policy DAA: Investment Policy Statement](#)

Last reviewed in 2017, Policy DAA has been revised to reflect the Investment Advisory Board recommendation to combine the Domestic Equity and International Equity line items in the Asset Allocation Table on pg. 11 of the policy.

ACPS employees participate in a supplemental pension plan funded and managed through Principal Financial Group. The purpose of the Alexandria City School Board Retirement Plan (Plan) is to provide supplemental retirement benefits to employees of Alexandria City Public Schools. Statutory authority for the establishment and investment program of this Plan is provided by the Code of Virginia §51.1-800 through §51.1-803. Plan assets are invested and closely monitored by ACPS management and the Investment Advisory Board (IAB), with investment advice provided by both Principal Financial and Dahab Associates.

The Investment Policy Statement (IPS) establishes investment administration guidelines, delineates investment goals and objectives of the School Board, and outlines the roles and responsibilities of participants. This IPS was originally enacted on December 19, 2013 as Regulation DA-4. On April 21, 2016, the School Board reclassified this as Policy DAA.

On May 9, 2018, the Investment Advisory Board voted unanimously to submit a recommendation to the School Board amending the asset allocations on page 11 of the policy. The recommended change is to combine the Domestic Equity and International Equity line items within the policy statement to one Equity Asset Class.

This recommendation is being made to provide more flexibility to the Investment Advisory Board to transfer investments between domestic and international equity. Anticipated risks and

returns by asset class change with market conditions and this amendment will allow the IAB to react more efficiently. On May 19, 2018, the IAB also voted to decrease the Domestic Equity target by 5% and increase the International Equity target by 5% subject to School Board approval of combining these two asset classes within the allocation table.

[Policy IGBC: Parent/Guardian Involvement](#)

Last reviewed in 2015, Policy IGBC is being renamed, “Parent/Guardian and Family Engagement,” and the references to parent/guardian involvement throughout the policy have been expanded to include family engagement. These changes reflect the repeal of 20 U.S.C. § 6316 and the amendment of 20 U.S.C. § 6318 by the Every Student Succeeds Act (ESSA). The majority of the text previously included in this policy has been moved to the newly proposed [IGBC-R: Parent/Guardian and Family Engagement Regulations](#). The previous text was limited to Title I requirements for parent/guardian involvement. It has been expanded to create guidelines for family and community engagement throughout the school division. **Orange text reflects Board Member feedback.**

At the 5/24/18 Board Meeting, information was requested on the definition of “vital documents.” This definition has been removed, as the later reference to vital documents within the text of the policy had already been removed during the revision process. Inclusion of its definition should therefore have been removed as well.

Statutory/Regulatory/Triennial Review Policy Revisions:

Changes to the Code of Virginia impact School Board policies. As part of the Board’s continuing policy review, we recommend that it review the resulting statutory and regulatory policy revisions below, as well as those resulting from the Board’s triennial review. (Hyperlinks to the current policies are included for reference.)

[Policy AA: School Division Legal Status](#)

Last reviewed in 2013, this policy has been revised to reflect the Board of Education’s framework of school divisions within the state, and that the supervision of schools in Alexandria City is vested in the School Board. Policy AA’s legal and cross references have also been updated.

[Policy AFA: Evaluation of School Board Operational Procedures](#)

Last reviewed in 2014, Policy AFA has been renamed, “School Board Self-Evaluation,” as part of the Board’s triennial policy review to clarify that it relates to the Board’s annual self-evaluation, and not an annual review of its newly developed [School Board Operating Procedures](#).

[Policy BCA: School Board Organizational Meeting](#)

Last reviewed in 2014, this policy has been updated to reflect the current VSBA model as part of the Board’s triennial policy review. **Orange text reflects Board Member feedback.**

At the 5/24/18 Board Meeting, information was requested on whether there is a requirement to read the Standards of Conduct, Code of Ethics, Rules of Order and Bylaws aloud at the Organizational Board Meeting. While Policy BCA and Policy BDDE require that they be adopted annually, there is no requirement that they be read aloud.

[Policy BF: Board Policy Manual](#)

Last reviewed in 2015, this policy has been revised to reflect Board Member proposals to relax the triennial policy review requirement to align with the state mandated five-year policy review requirement.

At the 5/24/18 Board Meeting, information was requested on the policy review cycles of local jurisdictions, beyond the mandated five-year review by Va. Code § 22.1-253.13:7, revisions driven by other statutory and regulatory changes, or the changing needs of each school division.

	ACPS	Arlington	Fairfax	Falls Church	Loudon	Manassas	Prince William
Policy Review Cycle	Every 3 years	Every 5 years	Every 5 years	Every 5 years	Every 5 years	Every 5 years	Every 5 years

[Policy BFC: Policy Adoption](#)

Last reviewed in 2015, this policy has been updated to reflect the current VSBA model as part of the Board’s triennial policy review.

[Policy CA: Administration Goals](#)

Last reviewed in 1996, this policy has been updated to reflect the current VSBA model as part of the Board’s triennial policy review.

[Policy CBA: Qualifications and Duties for the Superintendent](#)

Last reviewed in 2015, this policy has been updated to reflect the current VSBA model as part of the Board’s triennial policy review.

At the 5/24/18 Board Meeting, information was requested on the newly added requirement in II. 1. A. (pg. 1) for the Superintendent to attend Board Meetings. This seemingly new requirement was actually an editing error. It is an existing requirement already included in ACPS’ (and VSBA’s) current policy.

[Policy CBB: Appointment and Term of the Division Superintendent](#)

Last reviewed in 2009, the word “Division” is being removed from the title of this policy for nomenclature uniformity with the other “C” policies relating to the Superintendent. As part of the Board’s triennial review, it has also been updated to reflect the amendment of Va. Code §22.1-60 by HB 81.

At the 5/24/18 Board Meeting, information was requested on the new 180-day extension discussed in Policy CBB. On March 2, 2018, the Governor enacted into law HB 81, which unanimously passed both houses of the Virginia General Assembly in February 2018. This law requires the Virginia State Superintendent of Public Instruction, upon the request of a school

board, to grant up to an additional 180 days to appoint a new division superintendent. The new law, which becomes effective July 1, 2018, states in part, *“A school board that has not appointed a superintendent within 120 days of a vacancy shall submit a written report to the Superintendent of Public Instruction demonstrating its timely efforts to make an appointment. Upon request, a school board shall be granted up to an additional 180 days within which to appoint a division superintendent.”*

When ACPS underwent its superintendent search in 2017, it complied with the existing notification requirement, as an appointment had not yet been made within the first 120 days. ACPS was required, in its letter to Dr. Staples, to “demonstrate its timely efforts to make an appointment.” (See attachment.)

After July 1, 2018, school boards that have not appointed a new superintendent in a timely manner will be required to provide the same 120-day notification demonstrating their efforts and progress in filling the position, and could then also request a 180-day extension in a similar manner. Under the amended §22.1-60, the State Superintendent would be required to grant the extension.

[Policy CBD: Superintendent’s Contract, Compensation and Benefits](#)

Last reviewed in 2004, this policy has been updated to reflect the current VSBA model as part of the Board’s triennial policy review. Its legal references have also been updated to reflect amendment of the Virginia Freedom of Information Act by HB 1539 in 2017. **Orange text reflects Board Member feedback.**

At the 5/24/18 Board Meeting, information was requested on the effect of staggered elections on Policy CBD. Specifically, how would they affect the prohibition on renegotiating the Superintendent’s contract between a School Board election (*November*) and the new Members’ swearing-in (*January*)? Va. Code §22.1-60 provides, *“No school board shall renegotiate a superintendent’s contract during the period following the election or appointment of new members and the date such members are qualified and assume office.”* It includes no exceptions to the requirement for staggered Boards. Therefore, in any election year, the Superintendent’s contract could not be renegotiated between November and January. (The exact dates of the election and swearing-in would apply.)

[Policy CBE: Severance Benefits](#)

Last reviewed in 2009, Policy CBE is being renamed, “Superintendent’s Severance Benefits,” to clarify whose severance benefits the policy relates to and for nomenclature uniformity with other “C” policies related to the Superintendent. It has been revised as part of the Board’s triennial policy review.

[Policy CH: Policy Implementation](#)

Last reviewed in 2007, this policy has been updated to reflect the current VSBA model as part of the Board’s triennial policy review.

[Policy CHD/BFE: Administration in Policy Absence](#)

Last reviewed in 2015, this policy has been updated to reflect the current VSBA model as part of

the Board's triennial policy review.

BACKGROUND:

The Code of Virginia § [22.1-253.13:7](#) requires that each local school board shall maintain and follow up-to-date policies, and that all policies shall be reviewed at least every five years and revised as needed. In addition, the Alexandria City School Board's Policy BF provides that policies will be reviewed at least every three years and revised as needed.

RECOMMENDATION:

The Superintendent recommends that the School Board approve the attached policies.

IMPACT:

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

ATTACHMENTS:

Proposed revisions to attached policies

CONTACT:

Jennifer Abbruzzese, 703-619-8314