

Date: November 14, 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: Policy Work Session #1: Revisions to A, B, C, D, E and F Policies/Regulations

SUMMARY:

As part of the Board's continuing effort to improve Board Meeting efficiency, policy revisions will be presented at four Work Sessions during SY 2019-20. At this first policy Work Session, 44 policies and regulations have been revised from the following policy manual classifications:

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 are primarily 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 proposed for review at Policy Work Session #1:

SY 2019-20 Policy Work Session #1

Light Blue Fill = ≥ 5 Years Since Policy Last Reviewed

Yellow Fill = ACPS-Initiated Revision

White Fill = Statutory/Regulatory Revision

Policy/ Reg.	Title	Statute/ Reg. Revised	ACPS Last Revised	Revision
AC	Nondiscrimination	Feb 2018	May 2015	Policy and Cross References updated; minor text revisions.
AD	Educational Philosophy	Feb 2018	Dec 2013	Cross References updated.
AE	School Division Goals and Objectives	Feb 2019	Oct 2015	Policy updated; minor text revisions.
AF	Comprehensive Plan	Feb 2019	Dec 2014	Policy updated; minor text revisions.
AFA	Evaluation of School Board Operational Procedures	Feb 2019	Jun 2018	Policy updated; minor text revisions.
BBFA	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.
BDA	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.
BDCA	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.

BDDF	Voting Method	July 2019	Dec 2014	Policy updated; minor text revisions.
BDDG	Minutes	Feb 2019	Oct 2017	Policy updated to reflect content of Legal References. Cross References and Legal References updated; minor text revisions.
BG/GBD	Board-Staff Communications	Feb 2019	Apr 2014	Policy and Legal References updated; revised to reflect ACPS practice.
BHD	School Board Member Compensation and Benefits	Feb 2019	Oct 2017	Policy and Legal References updated.
BHE	School Board Member Liability Insurance	Feb 2019	Apr 2015	Minor text revisions
CBA	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.
CMA	Quality Profiles	July 2018	Nov 2010	Policy renamed and updated to reflect amendments to the Standards of Accreditation. Legal References updated.
DA	Management of Funds	May 2018	Dec 2015	Policy updated to reflect content of Legal References.
DAB	Operating Fund Balance		May 2016	ACPS-initiated revisions
DGC	School Activity Funds	Feb 2019	Dec 2015	Policy and Legal References updated; minor text revisions.

DGC-R	Student Activity Funds Manual		Jul 2011	ACPS-initiated revisions
DJA	Purchasing Authority	Feb 2014	May 2016	ACPS-initiated revisions
DJA-R	Procurement Manual			ACPS-initiated revisions
DJB	Petty Cash Funds	Feb 2019	Dec 2015	Policy updated to reflect Legal Reference.
DJB-R	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.
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.

EBA	Building and Grounds Inspection	Feb 2018	Oct 2009	POLICY DELETED 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.
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.
EBCBA	Electronic Room Partitions	July 2019	N/A	NEW POLICY 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.
ECAB	Vandalism	Feb 2019	May 2016	Policy and Legal References updated; minor text revisions.
EDC	Authorized use of School-Owned Facilities and Materials	Feb 2019	Apr 2016	Title of Policy, Policy and Legal References updated.
EF	Food Service Management	Feb 2019	Oct 2015	Legal References and Cross References updated.

FFD	Food Sanitation Program	Feb 2019	Mar 2016	Cross References added; minor text revisions.
EI	Insurance Management	Feb 2019	Apr 2016	Legal References updated; minor text revisions.
FEA	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.
FEG	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.
FEG-R	CIP Regulations- change to "Policy FEGA"			ACPS-initiated revisions.
Total Policies/Regs. Reviewed = 44				

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 review 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:

- School Year 2019-2020 Policy Review Schedule
- Revisions to A, B, C, D, E and F Policies/Regulations listed above

CONTACT:

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