

Date: February 18, 2021  
For ACTION  X  
For INFORMATION        
Board Agenda: Yes  x  
No      

**FROM:** Jennifer Abbruzzese, Director of Policy & Board Initiatives  
**THROUGH:** Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools  
**TO:** The Honorable Meagan Alderton, Chair, and  
Members of the Alexandria City School Board  
**TOPIC:** Revisions to C, D, G, I and J Policies and Regulations

**ACPS 2025 STRATEGIC PLAN GOAL:**

Goal 1: Systemic Alignment

**SUMMARY:**

As part of the Board’s continuing policy review cycle, policies and regulations from the following classifications were reviewed at the January 28 and February 10, 2021 School Board work sessions.

- C Policies: General School Administration
- D Policies: Fiscal Management
- G Policies: Personnel
- I Policies: Instructional Program
- J Policies: Students

The revisions are primarily driven by changes to the Code of Virginia and Virginia Board of Education regulations. However, some have 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 requirement.

The following chart outlines the policy and regulatory revisions.

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Light Blue Fill = ≥ 5 Years Since Policy Last Reviewed

Yellow Fill = ACPS-Initiated Revision

White Fill = Statutory/Regulatory/VSBA Revision

Policy/ Reg.	Title	Statute/ Reg./VSBA Revised	ACPS Last Revised	Revision
CBG	Evaluation of the Superintendent	Feb 2018	June 2015	Revised to reflect new <i>Superintendent's Evaluation Procedures</i> (latest revision Nov. 2020). <b>Orange text reflects feedback from the 1/28/21 Work Session.</b>
CL	Administrative Reports	Deleted by VSBA in 2012	Oct 1996	<b>Recommended for deletion</b> to prevent duplication of matters addressed in <a href="#">Policy CBA: Qualifications and Duties for the Superintendent.</a>
CM	School Division Annual Report	May 2015	Oct 2015	No recommended changes, recommended for affirmation per 5-year review cycle.
DB	Annual Budget	Feb 2020	Dec 2015	Legal References updated.
DG	Custody and Disbursement of School Funds	Feb 2015	Dec 2015	Legal and cross references updated.
DGB DGB-R	Authorization of Procurement and Credit Card Use	Not a VSBA policy	Dec 2015 (DGB-R: Sept 2015)	Revised to reflect current ACPS practice: legal and cross references updated.
DGD	Funds for Instructional Materials and Office Supplies	Feb 2014	Dec 2015	Legal and cross references updated.
DI	Financial Accounting and Reporting	Feb 2020	Dec 2015	Cross References updated.
DIA	Reporting Per Pupil Costs	May 2012	Dec 2015	Minor textual revisions.

<b>DJ</b>	Small Purchasing	May 2020	Oct 2018	Policy updated to reflect amendment of Va. Code § 2.2-4303 by HB 452/SB 650.
<b>DJF</b>	Purchasing Procedures	May 2020	April 2016	Policy updated to reflect amendment of Va. Code § 22.1-296.1 by HB 392.
<b>DJFA</b>	Purchasing Procedures-Construction Services	Not a VSBA policy	April 2016	No recommended changes. Reviewed per upcoming 5-year deadline to align with the overall financial policies review cycle.
<b>DJG</b>	Vendor Relations	May 2017	Dec 2015	Minor textual change; cross references updated.
<b>DK</b>	Payment Procedures	Feb 2014	May 2016	Cross references updated; reviewed per upcoming 5-year deadline to align with the overall financial policies review cycle.
<b>DLC DLC-R</b>	<u>Policy</u> : Expense Reimbursements/ <u>Reg</u> : Travel Regulations and Business Meals Procedures	May 2013	Dec 2015 (DLC-R: Aug 2013)	(DLC) Minor textual revisions; (DLC-R) has been updated to reflect current ACPS practice.
<b>DN</b>	Disposal of Surplus Items	Feb 2020	April 2016	Policy and Legal References updated.
<b>GC</b>	Licensed Staff	May 2018	June 2017; discussed further at 1/30/20 work session	Policy updated to reflect amendment of Va. Code § 22.1-299 by HB 1125/SB 349.
<b>IGBC-R</b>	Family and Community Engagement Regulations	May 2017	June 2018	Regulation IGBC-R updated to reflect new Title I policy requirements. Policy IGBC has no proposed revisions, but is <a href="#">linked here</a> for reference. <b>Orange text reflects feedback from the 2/10/21 Work Session.</b>

<b>JM</b>	Management of Student Behaviors in Emergency Situations	July 2020	June 2015	Revised to reflect new Virginia Board of Education (VBOE) Seclusion and Restraint Regulations effective January 1, 2021. <b>Orange text reflects feedback received since the 2/10/21 Work Session.</b>
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**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 the School Board approve the attached policy and regulatory revisions.

**IMPACT:**

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

**ATTACHMENTS:**

C, D, G, I and J policies listed above

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