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PLEASE NOTE:
Due to the format of this manual, documents can be updated, added, deleted, etc. as necessary. If you have any suggested changes, please contact VSBA at 1-800-446-8722.
# TABLE OF CONTENTS

## Foreword

### Section 100: The School Board Clerk
- 101- Responsibilities
  - 101.1- Responsibilities
  - 101.2- Virginia Law
- 102- Clerk’s Job Description and Evaluation
  - 102.1- Clerk’s Job Description and Evaluation
  - 102.2- Sample Job Description from a Large Urban School Division
  - 102.3- Sample Job Description from an Urban School Division
  - 102.4- Sample Job Description from a Small Suburban School Division
  - 102.5- Sample Job Description from a Rural School Division
  - 102.6- Sample Clerk’s Evaluation
- 103- Becoming a Notary
  - 103.1- Becoming a Notary
  - 103.2- Application for Appointment as a Notary Public

### Section 200: The School Board
- 201- Excerpts from *An Overview of School Board Service*
  - 201.1- Excerpts from *An Overview of School Board Service*
- 202- Powers and Duties
  - 202.1- Code of Virginia Citation
- 203- New School Board Members
  - 203.1- New Board Member Orientation

### Section 300: Before the Meeting
- 300.1- Introduction
- 301- Public Meetings
  - 301.1- Legal Requirements for Public Meetings
  - 301.2- Who Do I Notify for Regular and Special Meetings?
- 302- Public Hearings
  - 302.1- Public Hearings
  - 302.2- Tips for a Successful Public Hearing
- 303- Annual Organizational Meeting
  - 303.1- Annual Organizational Meeting Legal Requirements
  - 303.2- Oath of Office
- 304- Agendas
  - 304.1- Agendas
  - 304.2- Example Public Meeting Agenda 1
  - 304.3- Example Public Meeting Agenda 2
  - 304.4- Example Public Hearing/Work Session Agenda
  - 304.5- Legal Information for Closed Meetings
- 305- School Board Meeting Readiness
  - 305.1- School Board Meeting Readiness for Clerks
  - 305.2- The School Board Meeting
  - 305.3- Follow-Up After the Board Meeting
  - 305.4- Seating the Board
Section 400: In the Meeting
401- Parliamentary Procedure
   401.1- Parliamentary Procedure
   401.2- Parliamentary Motions Guide
402- Resolutions
   402.1- Resolutions
   402.2- Sample School Board Resolution
403- Minutes
   403.1- Minutes
   403.2- Legal Requirements for Meeting Minutes
   403.3- Sample School Board Policy on Minutes
   403.4- More Minutes Tips
   403.5- Sample Public Meeting Minutes
   403.6- Sample Work Session Minutes
404- Recording Votes
   404.1- Recording Votes

Section 500: After the Meeting
501- Working with the Public
   501.1- Working with the Public
502- Archival of Public Records
   502.1- Archival of Public Records
   502.2- Virginia Public Records Act
   502.3- Library of Virginia

Section 600: Legal Information
600.1- Introduction
601- Freedom of Information Act (FOIA)
   601.1- Freedom of Information Act (FOIA)
602- Conflict of Interests Act
   602.1- Conflict of Interests Act
603- Virginia Public Records Act
   603.1- Virginia Public Records Act
604- Statement of Economic Interest
   604.1- Statement of Economic Interest

Section 700: Superintendent Searches
701- Superintendent Searches
   701.1- Superintendent Searches
   701.2- Legal Information on the Appointment and Term of Superintendent
   701.3- Procedure for Appointment of a School Division’s Superintendent by the
           Virginia Board of Education

Section 800: The Virginia School Boards Association
800.1- Introduction
801- Overview of the VSBA
   801.1- Overview of the VSBA
802- VSBA Services
   802.1- VSBA Services
Section 900: Appendix

901- Frequently Asked Questions
902- Dates of Recognition
903- Character Education Words
904- Information at Your Fingertips
905- VSBA BDDH Policy (Public Participation)
906- Membership Information Example
907- Example of Due Dates Document
908- Glossary
909- Acronyms
The publication of this manual for school board clerks will assist clerks in learning more about their position. Whether or not this manual is read on the first or the 400th day on the job clerks will find information that can help them become more efficient and effective. It is meant to be a “living, breathing, ever-evolving” manual that can be added to as needed.

The duties of school board clerks vary hugely from school division to school division in Virginia. The Code of Virginia states that the, “…… clerk shall discharge, under the general direction of the division superintendent, such other duties in connection with the business of the school division as may be required of him by the school board or the Board of Education”.

With so little legal direction one can see that the job description is open to evolving into one that meets the needs of each local school board. Many times that job description has changed over the years based on “what has always been done” and “whatever it takes to get the job done” into a formal list of requirements, education and functions. When a newly-hired clerk replaces a predecessor, the VSBA often will receive a call from that person or even the superintendent requesting advice, guidelines, or as one superintendent candidly admitted, “my just-retired clerk knew what to do and made the office spin right along while I did my own job. Help me VSBA to educate our new clerk!”

Obviously, the VSBA considers school board clerks and deputy clerks to be valuable members of the local and VSBA team. School board clerks provide to the VSBA regularly much needed information related to themselves, board members and superintendents. Recognizing the contribution of school board clerks and deputy clerks, the VSBA Board of Directors several years ago expanded the VSBA Academy categories to include recognition for attendance at VSBA meetings and conference to clerks as well. Details are included in this manual.

Each year in November school board clerks and deputy clerks are invited to participate in the “VSBA Workshop for School Board Clerks” which is held in conjunction with the VSBA Annual Convention for board members. It is during those days that networking, learning new skills and sharing ideas takes place. This is in-service training for clerks to learn how to do their job even better. Plan to attend!

Frank E. Barham
Executive Director
101: Responsibilities

102: Clerk’s Job Description and Evaluation

103: Becoming a Notary

“There’s a group here to see you about a Class Action!”
100: The School Board Clerk

101.1: Responsibilities

A clerk of the board must be appointed at the annual organizational meeting of the school board and his or her compensation fixed. The board also may appoint a deputy clerk who shall be empowered to act in all matters in case of the absence, or inability to act, of the clerk or otherwise as provided by resolution of the board. The clerk or deputy clerk can be appointed only on recommendation of the division superintendent of schools. In some counties and cities, the division superintendent serves as clerk of the board.

The duties of the clerk of the board are specified by law. In general, the clerk must keep a record of the meetings and proceedings of the board, a record of all receipts and disbursements, a record of all his or her official acts, a file of vouchers, contracts, and other official papers, and, under the general direction of the superintendent, perform such other duties as may be required by the school board, or the Board of Education.

The clerk is not a member of the board. He or she attends board meetings to record the proceedings and to supply the records and other information which the board may need. It is not his or her function to give advice and counsel to the board, to participate in discussion, or to make the decisions. Unless especially authorized, he or she should not give out information about what happened in the meetings or discuss outside of a meeting anything which transpired in it. His or her function is to discharge certain specified duties under the direction of the division superintendent and the board.

101.2: Virginia Law

§ 22.1-77. Duties of clerk. — The clerk of the school board shall keep in a separate volume the minutes of the meetings of the school board, including all bids submitted on any building, material, supplies, work, or project to be let to contract by such school board, and in another volume a receipt and disbursement record as prescribed by the Board of Education and shall keep on file vouchers, contracts and other official papers. They shall be subject to such periodic examinations as shall be prescribed or approved by the Board of Education. The clerk shall discharge, under the general direction of the division superintendent, such other duties in connection with the business of the school division as may be required of him by the school board or the Board of Education. (Code 1950, § 22-53; 1980, c. 559.)

102.1: Clerk’s Job Description and Evaluation

On the following pages you will find samples of school board clerk’s job descriptions and evaluations. Please use the examples as a reference only; all divisions operate differently and have different requirements for the position.
102.2: Sample Job Description From a Large Urban School Division

Please note: No two school divisions are the same. Each clerk will have different responsibilities and job descriptions depending on their division. Please use this example of an actual existing job description as a reference only.

EXECUTIVE ASSISTANT TO THE SCHOOL BOARD

Definition

Performs highly responsible and confidential work as principal staff assistant for the chairman of the School Board and School Board members; acts in the legal capacity of clerk of the School Board; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

- Makes decisions essential to the administrative organization and management of School Board activities and meetings regarding matters related to the School Board administrative functions
- Attends School Board regular meetings, special meetings, public hearings, and work sessions, as required, documenting actions and discussions
- Creates and edits minutes of School Board meetings and maintains approved legal records of all School Board actions, as required by the Code of Virginia
- Schedules, attends, and provides essential administrative support for closed session meetings, ensuring confidentiality of materials and compliance with legal requirements
- Develops the annual School Board meeting calendar, determining necessary schedule changes throughout the year
- Develops and/or coordinates all agendas for School Board meetings and work sessions and ensures that all appropriate topics are scheduled
- Plans and organizes School Board conferences, ensuring that all logistical, administrative, and program details are complete
- Works to improve the efficiency of the School Board office and to better provide services to the School Board members and the public
- Personally handles oral or written inquiries, including substantive or sensitive questions requiring research or technical knowledge, and provides oral or written responses on behalf of, or for signature by, the School Board chairman or School Board members, as necessary and directed by the Superintendent or school board.
- When directed by the Superintendent or School Board, acts as liaison with the School Board attorney; monitors activities to ensure that School Board actions are disseminated in a complete, accurate, and appropriate manner
- Validates all legal records requiring the signature of the clerk of the board; manages the School Board Office budget; and oversees the administrative activities and operations assigned to the School Board office.
Education/Experience/Skills

Any combination of education and experience equivalent to a bachelor’s degree in business, public, or educational administration, plus six years of progressively more responsible experience as an executive or confidential assistant, two of which shall have required independent judgment and oversight/supervisory responsibilities. Can demonstrate knowledge of, or interest in, issues affecting education; knowledge of practices, procedures, and policies of the School Board and its administrative office; experience responding to local and state officials and the general public; ability to analyze and interpret data and reach sound conclusions; ability to work independently; effective organizational skills; and ability to communicate effectively, both orally and in writing. Must be available to work evenings when School Board meetings are in session, as required.
102.3: Sample Job Description From an Urban School Division

Please note: No two school divisions are the same. Each clerk will have different responsibilities and job descriptions depending on their division. Please use this example of an actual existing job description as a reference only.

GENERAL DEFINITION OF WORK:

Provides support to School Board members and acts as a liaison for the Board to the Superintendent. Performs complex paraprofessional duties requiring thorough knowledge of School Board operations and a general knowledge of school division operations and functions; these duties are directly related to the School Board’s identified initiatives and special programs. Responsible for all activities related to School Board meetings. Maintains all official records of the Board. Contacts are made at all organizational levels inside and outside the school division. Handles sensitive, confidential material. Must handle contact with internal and external customers with professionalism, empathy and competency. Has responsibility for the entire administrative function of the School Board which includes follow through on directives from the School Board; receives general supervision; does related work as required.

ESSENTIAL FUNCTIONS:

- Serves as the interface between the Superintendent and School Board members on correspondence, inquiries, and requests for information.
- Responds to telephone calls to the Office of the School Board which may include calls of a sensitive or confidential nature from parents, school administrators, or local, officials.
- Establishes and maintains relationships with other offices, schools and governing agencies.
- Signs all legal and official documents requiring the signature of the School Board Clerk, including contracts, resolutions, minutes and other documents; 
- Oversees all activities related to School Board meetings to include assistance in developing the agenda, preparing and distributing board packets and all required information prior to meetings, preparing meeting room arrangements;
- Ensures that reports prepared by staff for School Board members and/or board meetings are accurate and ready for distribution;
- Notifies internal and external stakeholders of any regular and special meetings of the Board;
- Attends all meetings of the School Board;
- Notifies appropriate parties of Board action;
- Advises the Board Chairman of Board action requiring attention;
- Drafts School Board correspondence as requested by the School Board Chairman and Superintendent;
- Records and maintains official records of all actions of the School Board, including property bids submitted or projects that lead to contracts by the School Board, receipts and disbursements, vouchers, contracts and other official papers;
- Maintains a receipt and disbursement record as prescribed by the Board of Education;
- Supervises and assists in the arrangement for registration, accommodations and associated travel for Board members to local, state and national meetings including collecting receipts and submitting them for travel reimbursement;
- Responds to requests for division policy information, assures adopted policies are accurate and refers specific policy questions to the appropriate department;
- Prepares expense reports/reimbursements for individual School Board Members;
• Assists Board members with the preparation of articles and presentations related to the role of the School Board or topics of interest in xxxxx County Schools;
• Provides direction to Deputy Clerk as needed on daily work activities;
• Coordinates appointments to Board Committees;
• Coordinates commendation requests;
• Assists in the preparation of News Releases, Public Service Announcements;
• Assists in the development and execution of public information policies, protocols, procedures, and related materials;
• Identifies opportunities for the School Board to communicate with internal and external stakeholders and follows through on those opportunities as directed by the School Board;
• Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the functions and organization of the school division; thorough knowledge of departmental activities, procedures, and organization. Considerable skill in typing, use of dictating equipment and other automated office systems. Considerable skill in operating personal computers, using spreadsheet, database, and word processing software; ability to research and prepare reports; ability to communicate effectively, both orally and in writing; ability to work under pressure; ability to establish and maintain effective working relationships with officials, other employees, and the general public.

SPECIAL REQUIREMENTS/RESPONSIBILITIES

Custodian for the seal of the School Board; Shall be bonded for $10,000; certified notary public.

EDUCATION AND EXPERIENCE:

Any combination of education and work experience equivalent to graduation from a two-year college.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Duties are normally performed in an office and meeting setting. Frequent sustained operation of office equipment, to include transcribing and word processing software on office computers is required. Sitting for extended periods of time during meeting is required. Regular travel throughout the city to attend school board meetings and to attend to school board business is necessary. Regular contact with members of the school board, particularly the chairperson, is necessary. Frequent contact with the division superintendent and senior staff is necessary. Occasional contact with senior government officials, on behalf of the school board chairperson is necessary for the purpose of exchange of information.

EVALUATION:

Will be evaluated by the Superintendent with the concurrence of the School Board members on the ability and effectiveness to carry out the responsibilities as outlined.
102.4: Sample Job Description from a Small Suburban School Division

Please note: No two school divisions are the same. Each clerk will have different responsibilities and job descriptions depending on their division. Please use this example of an actual existing job description as a reference only.

TITLE: CLERK OF THE SCHOOL BOARD

QUALIFICATIONS:
1. Post secondary education preferred
2. Computer and word processing skills
3. Excellent oral and written communication skills
4. Ability to prioritize, organize, and perform work independently
5. Ability to deal with public relations problems courteously and tactfully

JOB GOAL: To assist the School Board by executing expeditiously the instructions of the Board so that the Board may devote maximum attention to the responsibility of policy formation.

EXAMPLES OF TASKS PERFORMED:
1. Gives public notice for all School Board meetings.
2. Prepares the meeting room for School Board meetings and attends meetings held in public session.
3. Prepares the minutes for the permanent record.
4. Prepares correspondence for Superintendent and Board and sends weekly mailing of general correspondence to School Board members.
5. Reviews and signs all State and Federal reports as required for reimbursement.
6. Reviews, signs, and seals all contracts after Board approval.
7. Prepares monthly School Board agenda and takes responsibility for delivery to Board members.
8. Prepares itineraries for the School Board members, keeping a complete record of the professional activities, travel expenses, and reimbursement documentation.
9. Gives a bond in such sum as required for the duties of the office.
10. Maintains a complete filing system.
11. Orders and maintains office supplies and professional materials as needed.
12. Maintains a high level of confidentiality in and outside the office.
13. Performs such other tasks and such other responsibilities as may be assigned by the Board and Division Superintendent from time to time.

PHYSICAL EFFORT: Average amount of walking and standing. Requires normal hearing, memory, ability to write and to speak, and correctable vision.

HAZARDS: Work involves exposure to normal, everyday hazards.

UNUSUAL DEMANDS: Work is performed throughout the school facilities and may be required to conduct after regular office hours.

TERMS OF EMPLOYMENT: Twelve-month year.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.
102.5: Sample Job Description from a Small Rural School Division

Please note: No two school divisions are the same. Each clerk will have different responsibilities and job descriptions depending on their division. Please use this example of an actual existing job description as a reference only.

Clerk of the Board

Key Duties and Responsibilities

1. Attend all school board meetings.
2. Keep a record of all board meetings in the form of minutes.
3. Write and disseminate board resolutions and other communications as directed.
4. Provide a monthly financial accounting to the School Board of all expenditures and claims for payment.
5. Prepare correspondence, make travel arrangements, do research, call reminders, and perform any other tasks as needed for board members.
6. Assist the Superintendent in the preparation of meeting agendas.
7. Maintain the BoardDocs database with meeting agendas and information, the school division’s policy manual and code of conduct, as well as related news items and Superintendent’s weekly communiqués to board members.
8. Oversee and maintain all school board records.
9. Serve as Records Officer for school division. Keep abreast of changes in Records Retention and Disposition Schedules and distribute to clerical/secretarial staff as necessary.
10. Coordinate in-services for clerical and secretarial staff as appropriate.
11. Prepare and execute all employees’ contracts.
12. Function as contact person for all requests for information in compliance with the Freedom of Information Act.
13. Assist the Assistant Superintendent for Human Resources/Administration with updates and revisions to the School Board Policy Manual.
# 102.6: Sample Clerk’s Evaluation

## EVALUATION OF CLERK OF SCHOOL BOARD
### 2008-2009 SCHOOL YEAR

<table>
<thead>
<tr>
<th>JOB SPECIFIC KNOWLEDGE AND SKILLS</th>
<th>EXCEEDS EXPECTATIONS</th>
<th>MEETS EXPECTATIONS</th>
<th>IMPROVEMENT NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Coordinates agendas for School Board meetings; assembles and prints Board books and closed session materials for each meeting.</td>
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<td>2. Maintains records and minutes as prescribed by the Code of Virginia.</td>
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<td>3. Prepares correspondence and reports for School Board members.</td>
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<td>4. Prepares resolutions for official actions by the School Board, distributes to appropriate offices and maintains permanent copies.</td>
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<td>5. Arranges for registration, accommodations and associated travel for Board members to conferences.</td>
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<td>6. Processes travel reimbursement for School Board members.</td>
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<td>8. Performs other responsibilities assigned by the School Board.</td>
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**Commendations/Comments:**

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<tr>
<th>PROFESSIONAL SKILLS</th>
<th>EXCEEDS EXPECTATIONS</th>
<th>MEETS EXPECTATIONS</th>
<th>IMPROVEMENT NEEDED</th>
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</thead>
<tbody>
<tr>
<td>1. Demonstrates loyalty, dependability, and requires minimal supervision.</td>
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<td>2. Adheres to standards of confidentiality.</td>
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<td>3. Demonstrates initiative and good judgment.</td>
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<td>4. Responds appropriately to changes/emergency situations.</td>
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<td>5. Maintains professional standards and demonstrates creativity and resourcefulness.</td>
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<td>6. Participates in workshops and in-services and applies knowledge and skills to job responsibility.</td>
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<td>7. Uses correct grammar in oral and written communications.</td>
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<td>8. Follows established School Board policies and procedures.</td>
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**Commendations/Comments:**
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<tr>
<th>HUMAN RELATIONS AND COMMUNICATION SKILLS</th>
<th>EXCEEDS EXPECTATIONS</th>
<th>MEETS EXPECTATIONS</th>
<th>IMPROVEMENT NEEDED</th>
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<tbody>
<tr>
<td>1. Maintains a cordial and effective relationship with School Board members.</td>
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<td>2. Recognizes and is sensitive to the individual needs of School Board members.</td>
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<td>3. Applies technical skills to oral and written communication to effectively convey complex data and information.</td>
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<tr>
<td>4. Provides accurate information to the community concerning School Board matters; responds appropriately to requests for information.</td>
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<td>5. Demonstrates courteous and professional telephone procedures.</td>
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<tr>
<td>6. Maintains an atmosphere of cooperation and open communication.</td>
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</table>

Commendations/Comments:

__________________________________________  ____________________________
Signature of School Board Chairman          Date________________________

__________________________________________  ____________________________
Signature of School Board Clerk             Date________________________
103.1: Becoming a Notary

Many school board clerks find themselves being asked to become a Notary Public. The Commonwealth of Virginia Notary Public Handbook defines a notary as a public officer "who acts as an official, unbiased witness to the identity and signature of the person who comes before the notary for a specific purpose. The person may be taking an oath, giving oral or written testimony, or signing or acknowledging his or her signature on a legal document. In each case, the notary attests that certain formalities [as required by law] are observed." Often times School Board Clerks will be asked to notarize official school district documents, and it proves to be useful to have a notary public in the Central Office.

Anyone wishing to become a notary public for the Commonwealth of Virginia must submit a completed application for appointment as notary to the Office of the Secretary of the Commonwealth along with a fee of $45.00 made payable to the Treasurer of Virginia. Notary applications are available on-line (see link below) or at your local circuit court.

The applicant should receive notice that their application has been approved within 3 weeks of receipt. The notary then has sixty days to present themselves to the court of their choosing to take their oath of office and pick up their commission certificate. At that time, the clerk of court will require an additional fee of $10.00 which should be made payable to the court.

A commission as notary is good for four years. The process for renewing a commission is the same as applying for an original commission.

Please note, if you are a notary whose commission expires in January, submit your application in January. Applications received prior to January will be processed in a way wherein your commission will expire one year earlier than anticipated.

An example of the notary application is included, please be sure to visit the website to receive the most up-to-date application.

*Information on this page was adapted from the Secretary of the Commonwealth’s website which can be found online at: [http://www.commonwealth.virginia.gov/OfficialDocuments/Notary/notary.cfm](http://www.commonwealth.virginia.gov/OfficialDocuments/Notary/notary.cfm)*
103.2: Application for Appointment as Notary Public

Commonwealth of Virginia
Secretary of the Commonwealth

Application for Appointment as Notary Public

Instructions:

1. PRINT LEGIBLY OR TYPE ALL ANSWERS. APPLICATION MUST BE COMPLETED FRONT AND BACK.
   All questions must be answered or the application will be returned.

2. Make check or money order for $45.00 payable to the Treasurer of Virginia. Each application must be accompanied by a check.
   Checks must note the name(s) of each applicant on the face of the check.

3. Return this application completed in full with your check or money order to: Notary Clerk, Office of the Secretary of the Commonwealth, P.O. Box 1795, Richmond, VA 23218-1795.

Part 1: (Please circle one: Male, Female)

(Please circle one: New Applicant, Renewal)

1. Name: ____________________________________________ If renewing, is this a name change? Yes □ No □
   As your commission will read (Must be the same as the name on your state issued ID)

2. ____________________________________________ 3. Date of Birth: _____/_____/_____

4. Home Address: ___________________________________________________________
   Number & Street or Post Office Box City/Town State Zip Code
   If renewing, is this home address a new address? Yes □ No □

5. Please Check One (If Applicable): Unemployed □ Retired □ Student □ Self-Employed □

6. Present Employer (If Applicable): __________________________________________________________________________

7. Business Address:
   Number & Street or Post Office Box City/Town State Zip Code
   If renewing, is this business address a new address? Yes □ No □

8. Preferred Mailing Address (Please Check One): Home □ or Business □

9. (____) _________________________ 10. (____) ________________________ 11. (____) ________________________
   Home Telephone Number Work Telephone Number Cell Phone Number

12. ______________________________
    Circuit Court in which you wish to receive your commission.

13. Please Check:

   Yes □ No □ Are you at least 18 years old?
   Yes □ No □ Do you read and write English?
   Yes □ No □ Have you ever been convicted of a felony? Failure to answer this correctly will subject you to criminal penalties and automatic revocation of your commission. Provide Date(s), Court(s), and Offense(s) for each felony conviction, If yes: ________________________________
   Date(s) of Conviction(s) Court(s) Offense(s)
   Yes □ No □ Have your Civil Rights been restored by a Governor following felony conviction(s)?
   If yes, please provide documentation of your Restoration of Rights with your application.
   Yes □ No □ Are you currently serving as a Notary Public in Virginia?

The Certificate evidencing your appointment as Notary Public contains the following words: “… in the year of our Lord...”
If you would like to have these words omitted from your certificate, check this box. □
Part 2: Please put your initials next to each statement indicating that you understand the information provided.

_____ A Virginia Notary Public must be familiar with and understand everything contained in “The Handbook for Virginia Notaries Public.” The handbook is located on the following website: http://www.commonwealth.virginia.gov/OfficialDocuments/Notary/notary.cfm

_____ A notary must always be completely satisfied with the identity of the person whose signature is being notarized. A notary is not obligated to notarize a person’s signature without being sure that the person is who he or she claims to be. Always check identification and be satisfied that the identification is valid. Never accept the word of a third party as being sufficient for identification to justify notarizing a person’s signature.

_____ A notary is not required to charge a fee for his or her services, but if a fee is charged; it cannot be for more than $5.00 for each document notarized.

_____ A notary is not authorized to perform marriages or certify birth, marriage or death certificates nor any act that constitutes the practice of law.

_____ A notary must provide the following items on each document notarized:
1. The name of the county or independent city in which the document is signed.
2. The date it is signed.
3. Notary’s statement
4. The notary’s signature
5. The date the notary’s commission expires
6. The notary’s registration number
7. A seal or stamp

_____ A notary must notarize a signature that is on a different page than the notary statement without the proper certificate wording on the same page as the signature.

_____ A notary must notify the Secretary of the Commonwealth’s Office with any changes to the information provided on this application.

_____ If there are any changes to the notary law, the information will be available by July 1 of every year on our website http://www.commonwealth.virginia.gov/OfficialDocuments/Notary/notary.cfm or by calling the Secretary of the Commonwealth’s Office.

Part 3:
I the undersigned Applicant do hereby swear (or affirm) that the information supplied herein is true and complete, to the best of my knowledge and belief.

Signature of Applicant __________________________________________
(This signature must match the name used in signing ALL notarized documents)

City/County of __________________________

State/Commonwealth of __________________________

Acknowledged and sworn to before me this ___________ day of __________________________, 200____

____________________________________________________
Signature of Virginia Notary or other officer authorized to administer oaths

____________________________________________________
Expiration Date __________________________

Notary Registration Number (or official title if not a notary) __________________________

NOTE: By law, you must claim your commission within 60 days after it is issued. If you fail to do so you must submit a new application and a new fee to become a Notary. If you have not received a notice of your commission within four weeks call the Secretary of the Commonwealth’s Office at (804) 692-2536 or by emailing to socmail@governor.virginia.gov

*The Commonwealth of Virginia requests that each Notary Public Applicant submit a Social Security Number on a voluntary basis. This number is used as a unique number for the applicant and recipient identification in processing forms for application and appointment.

(Public Law 93-579, referred to as the Federal Privacy Act, became effective September 27, 1975. Section 6(b) of this law requires that any Federal, State or Local Agency which requests an individual to disclose his/her Social Security Number inform the individual whether that disclosure is mandatory or voluntary, by which statutory or other authority the number is solicited, and what uses could be made of it.)

Revised June 2008
201: Excerpts from *An Overview of School Board Service*

202: Powers and Duties

203: New School Board Members

“I had no idea this is how you intended to ‘automate’ our school board meetings!”
It is difficult to summarize the nature of school board service, because although the authority of local school boards in Virginia is clearly defined by state law, the nature of the commitment and the qualities needed to effectively carry out that authority are more complex. The school board derives its power and authority from the Constitution and statutes of the Commonwealth of Virginia, as well as from the regulations of the State Board of Education.

The primary responsibility of the school board is policy-making. The school board is charged to establish and review all policies which govern the school system and to ensure that these policies are executed appropriately. The school board hires, evaluates, and offers direction to the superintendent in the formulation of system-wide goals and methods of implementing school policy.

Careful and judicious policy-making and the provision for accountability by the chief school administrator are the chief functions of the school board, but the importance of the fact that these duties are a board function cannot be overstated. Board members have no individual authority other than their vote at a formal board meeting. Outside of an official meeting, an individual board member is an ordinary citizen with no more authority than any citizen, and it is important that board members respect this limitation of power.

Board meetings may conclude or begin with a closed session where the board acts as a “court of appeals” for students, teachers, other staff, or citizens who may have grievances of policy questions, or who may be involved in a disciplinary case. These sessions require thorough consideration of the evidence, absolute confidentiality, and respect for the rights of all persons involved. Whether rendering a decision in this kind of situation or voting on policy and program matters, board members are required to make judgment calls which are rarely simple or clear-cut, and they need to demonstrate impartiality and objectivity.

There is a “bottom line” to school board service- it is the children! The individuals who accept an appointment to the school board or who seek an elected position must first, last, and always care deeply about the children in their community, ALL of the children. They must be people who believe in the value and potential of improving every child’s life and the future of our world through more and better education. They must believe that a first-class, progressive public school system is not the special interest of school-aged children and their families. It is in everyone’s interest to support their local schools. It is a tough job, but it’s an honor to be selected to do it!
A school board shall:

1. See that the school laws are properly explained, enforced and observed;

2. Secure, by visitation or otherwise, as full information as possible about the conduct of the public schools in the school division and take care that they are conducted according to law and with the utmost efficiency;

3. Care for, manage and control the property of the school division and provide for the erecting, furnishing, equipping, and noninstructional operating of necessary school buildings and appurtenances and the maintenance thereof by purchase, lease, or other contracts;

4. Provide for the consolidation of schools or redistricting of school boundaries or adopt pupil assignment plans whenever such procedure will contribute to the efficiency of the school division;

5. Insofar as not inconsistent with state statutes and regulations of the Board of Education, operate and maintain the public schools in the school division and determine the length of the school term, the studies to be pursued, the methods of teaching and the government to be employed in the schools;

6. In instances in which no grievance procedure has been adopted prior to January 1, 1991, establish and administer by July 1, 1992, a grievance procedure for all school board employees, except the division superintendent and those employees covered under the provisions of Article 2 (§ 22.1-293 et seq.) and Article 3 (§ 22.1-306 et seq.) of Chapter 15 of this title, who have completed such probationary period as may be required by the school board, not to exceed 18 months. The grievance procedure shall afford a timely and fair method of the resolution of disputes arising between the school board and such employees regarding dismissal, suspension, or other disciplinary actions and shall be consistent with the provisions of the Board of Education’s procedures for adjusting grievances except that there shall be no right to a hearing before a fact-finding panel;

7. Perform such other duties as shall be prescribed by the Board of Education or as are imposed by law;

8. Obtain public comment through a public hearing not less than 10 days after reasonable notice to the public in a newspaper of general circulation in the school division prior to providing (i) for the consolidation of schools; (ii) the transfer from the public school system of the administration of all instructional services for any public school classroom or all noninstructional services in the school division pursuant to a contract with any private entity or organization; or (iii) in school divisions having 15,000 pupils or more in average daily membership, for redistricting of school boundaries or adopting any pupil assignment plan affecting the assignment of 15 percent or more of the pupils in average daily membership in the affected school. Such public hearing may be held at the same time and place as the meeting of the school board at which the proposed action is taken if the public hearing is held before the action is taken. If a public hearing has been held prior to the effective date of this provision on a proposed consolidation, redistricting or pupil assignment plan which is to be implemented after the effective date of this provision, an additional public hearing shall not be required;
9. (Expires July 1, 2010) At least annually, survey the school division to identify critical shortages of teachers and administrative personnel by subject matter, and report such critical shortages to the Superintendent of Public Instruction and to the Virginia Retirement System; however, the school board may request the division superintendent to conduct such survey and submit such report to the school board, the Superintendent, and the Virginia Retirement System; and

10. Ensure that the public schools within the school division are registered with the Department of State Police to receive from the State Police electronic notice of the registration or reregistration of any sex offender within that school division pursuant to § 9.1-914.


203.1: New Board Member Orientation

New board members often look to the school board clerk for guidance and information for their new position. Below are lists of items that are important (and also required by law) to give to new school board members. It is also important for your new board members to attend a VSBA New Member Orientation either in February or July.

Legal Information Needed
Va. Code § 2.2-3100 et seq. - Conflict of Interests Act
Va. Code § 2.2-3700 et seq. - FOIA
Va. Code § 42.1-76 et seq. – Public Records Act

From the Desk of a Current School Board Clerk:

In our Division newly elected Board Members receive the following:
1. Division Policy Book
2. Budget Book
3. VSBA Orientation Conference Information
4. VA Law Book
5. Character Education Words
6. A list of closed Meeting Motions (attached)
7. School Calendar
8. Crisis Management Plans
9. Student Code of Conduct
10. Handbooks:
   • Title I
   • Elementary Parent Handbook
   • Faculty book for each school
   • General School Division/Individual School Handbook
11. Directory of the School Division
300: Before the Meeting

301: Public Meetings

302: Public Hearings

303: Annual Organizational Meeting

304: Agendas

305: School Board Meeting Readiness

“This school board meeting is nothing. You should see us when we get organized!”
300: Before the Meeting

300.1 Introduction

School boards have many types of meetings that take place throughout the year. Beginning with an organizational meeting in January or July, the school board determines a schedule of business meetings and takes the oath of office (see later in the section for more information). The most common type of meeting that occurs is the traditional Public Business meeting.

There are opportunities to hold additional meetings about specific topics which are called “work sessions”. At these work sessions, no votes are taken, but they are open to the public and the public must be notified. Please note that work sessions are meetings and FOIA notice must be given.

301.1: Legal Requirements for Public Meetings
(From The Virginia Freedom of Information Act)

§ 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes. —

A. All meetings of public bodies shall be open, except as provided in §§ 2.2-3707.01 and 2.2-3711.

B. No meeting shall be conducted through telephonic, video, electronic or other communication means where the members are not physically assembled to discuss or transact public business, except as provided in § 2.2-3708, 2.2-3709 or as may be specifically provided in Title 54.1 for the summary suspension of professional licenses.

C. Every public body shall give notice of the date, time, and location of its meetings by placing the notice in a prominent public location at which notices are regularly posted and in the office of the clerk of the public body, or in the case of a public body that has no clerk, in the office of the chief administrator. All state public bodies subject to the provisions of this chapter shall also post notice of their meetings on their websites and on the electronic calendar maintained by the Virginia Information Technologies Agency commonly known as the Commonwealth Calendar. Publication of meeting notices by electronic means by other public bodies shall be encouraged. The notice shall be posted at least three working days prior to the meeting. Notices for meetings of state public bodies on which there is at least one member appointed by the Governor shall state whether or not public comment will be received at the meeting and, if so, the approximate point during the meeting when public comment will be received.

D. Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided members of the public body conducting the meeting.

E. Any person may annually file a written request for notification with a public body. The request shall include the requester's name, address, zip code, daytime telephone number, electronic mail address, if available, and organization, if any. The public body receiving such request shall provide notice of all meetings directly to each such person. Without objection by the person, the public body may provide electronic notice of all meetings in response to such requests.
F. At least one copy of all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body.

G. Nothing in this chapter shall be construed to prohibit the gathering or attendance of two or more members of a public body (i) at any place or function where no part of the purpose of such gathering or attendance is the discussion or transaction of any public business, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any business of the public body or (ii) at a public forum, candidate appearance, or debate, the purpose of which is to inform the electorate and not to transact public business or to hold discussions relating to the transaction of public business, even though the performance of the members individually or collectively in the conduct of public business may be a topic of discussion or debate at such public meeting. The notice provisions of this chapter shall not apply to informal meetings or gatherings of the members of the General Assembly.

H. Any person may photograph, film, record or otherwise reproduce any portion of a meeting required to be open. The public body conducting the meeting may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings.

301.2: Who Do I Notify for Regular and Special Meetings?

<table>
<thead>
<tr>
<th>Types of Meetings</th>
<th>Publish</th>
<th>Post</th>
<th>Notice to Interested Parties</th>
<th>Notice to Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Special</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>VSBA Conferences*</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*VSBA Meetings and conferences are meetings of the membership and are not required by Freedom of Information Act (FOIA) to be announced to the public. (FOIA is explained in Section 600, item 601.1)

Chart Defined:

Publish- Not required by law, however school divisions should publish meeting schedules in local newspapers as a legal notice.

Post- As required by FOIA. Ask your Superintendent where and when meetings are usually posted.

Notice to Interested Parties- Annually, members of the community (reporters, interested parties) may ask to be personally notified about meeting information. This list must be updated annually.

Notice to Board- Ask your Superintendent how board members are usually notified. By email? Phone? Both?

See Code of Virginia § 2.2-3707 (C) also known as The Virginia Freedom of Information Act (above) for information on publishing and posting meeting information.
302.1: Public Hearings

In addition to holding business meetings which are open to the public, school boards also hold public hearings. Public hearings provide a means by which school boards can listen to their communities’ opinions on various issues. The primary purpose of school board meetings is for the board to conduct its business. In contrast, the primary purpose of public hearings is for members of the public to share their opinions with the school board. Public hearings are usually limited to a single topic. School boards are required by law to hold public hearings on some topics, such as the school board’s budget. School boards also may choose to hold public hearings on additional topics.

When there is a legal requirement for a public hearing, the law also specifies what type of notice of the hearing must be given. For example, the statute that requires school boards to hold public hearings on the budget also specifies that notice must be given at least ten days prior to the hearing by publishing the notice in a newspaper in the division. Additional types of notice, such as putting an announcement on the school board’s website or mailing notice to local media and organizations that the board knows will be interested in the topic, are also appropriate. When boards hold public hearings that are not required by law, notice should be given in sufficient time that interested people will be able to attend. The notice should be designed to reach the people who will be most likely to be interested in the issues to be considered at the public hearing.

The room in which the hearing is held should accommodate a large number of people and have a microphone and podium available. The main concern is to provide an opportunity for all attending members of the public to speak if they so desire. Time limits should be placed on individual comments if many people are intending to testify, and the public should be advised that comments must relate to the matter at hand. Order and decorum should be maintained at all times. After calling the meeting to order and opening the hearing, the Chairman should introduce himself, state the purpose of the meeting and state the "ground rules" for the conduct of the hearing.

302.2: Tips For A Successful Public Hearing

- Be prepared! Don't come to the hearing cold.
- Prior to the hearing, make sure that timely and proper notice was provided.
- Have clear ground rules for conducting the hearing, and make printed copies available to the public.
- Make sure that all appearance of fairness issues are addressed.
- Be sure that the recording equipment is working properly and that there is an ample supply of blank tapes. Stop any testimony during tape changes.
- Make sure all witnesses identify themselves on the record and that all exhibits are properly identified for the record. Testimony that references an exhibit should identify the exhibit number.

302.3: Legal Requirements for Public Hearings

Notification requirements differ depending on the law that requires the public hearing to be held. Please refer to specific statutes for more information. Below is one example of a statute requiring a public hearing. Other examples include: Va. Code §§ 22.1-79 (8), 22.1-129.A, and 22.1-253.13:6.B.
§ 22.1-92. Estimate of moneys needed for public schools; notice of costs to be distributed.

A. It shall be the duty of each division superintendent to prepare, with the approval of the school board, and submit to the appropriating body or bodies appropriating funds for the school division, by the date specified in § 15.2-2503, the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the public schools of the school division. The estimate shall set up the amount of money deemed to be needed for each major classification prescribed by the Board of Education and such other headings or items as may be necessary.

Upon preparing the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the public schools of the school division, each division superintendent shall also prepare and distribute, within a reasonable time as prescribed by the Board of Education, notification of the estimated average per pupil cost for public education in the school division for the coming school year to each parent, guardian, or other person having control or charge of a child enrolled in the relevant school division, in accordance with the budget estimates provided to the local appropriating body or bodies. Such notification shall also include actual per pupil state and local education expenditures for the previous school year. The notice may also include federal funds expended for public education in the school division.

The notice shall be printed on a form prescribed by the Board of Education and shall be distributed separately or with any other materials being currently transmitted to the parents, guardians or other persons having control or charge of students. To promote uniformity and allow for comparisons, the Board of Education shall develop a one-page form for this notice and distribute such form to the school superintendents for duplication and distribution.

B. Before any school board gives final approval to its budget for submission to the appropriating body, the school board shall hold at least one public hearing to receive the views of citizens within the school division. A school board shall cause public notice to be given at least ten days prior to any hearing by publication in a newspaper having a general circulation within the school division. The passage of the budget by the local government shall be conclusive evidence of compliance with the requirements of this section.

(Code 1950, §§ 22-120.3, 22-120.5; 1959, Ex. Sess., c. 79, § 1; 1980, c. 559; 1986, c. 282; 1994, cc. 453, 788.)

303.1: Annual Organizational Meeting Legal Requirements

§ 22.1-72. Annual organizational meetings of school boards.

Each school board shall hold its annual organizational meeting for the purpose of establishing its regular meeting schedule for the ensuing year as follows: (i) in January or July, if the school board serves a city or town constituting a school division, regardless of whether its members are appointed or elected or any combination thereof; (ii) in July, if the school board serves a county constituting a school division and its members are solely appointed; or (iii) in January or July, if the school board serves a county constituting a school division and its members are elected in whole or in part.

A school board may also hold special meetings when necessary. Each school board shall fix its own procedure for calling and holding any special meeting.
303.2: Oath of Office

School Board Member


Before entering upon the duties of office, each person appointed to a school board shall take and subscribe the oath prescribed for an officer of this Commonwealth as provided in Chapter 1 (§ 49-1 et seq.) of Title 49.

(Code 1950, §§ 22-66, 22-91; 1980, c. 559.)

Clerk/ Superintendent

§ 49-1. Form of general oath required of officers.

Every person before entering upon the discharge of any function as an officer of this Commonwealth shall take and subscribe the following oath:

"I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as ______ according to the best of my ability, (so help me God)."

(Const., § 34; Code 1919, § 269; 1936, p. 49; 1971, Ex. Sess., c. 16; 1980, c. 320; 1988, c. 255.)

***Note: The Clerk of the School Board should take an oath each year of service. The oath that is administered to the Superintendent may also be administered to the school board clerk.

304.1: Agendas

The meeting agenda is the driving force behind any meeting that takes place. The agenda should be organized and detailed with enough information so that the board members and the public are aware of the items that will be discussed at the meetings. There are slight differences between the meeting agendas depending on if it is a public meeting, public hearing, or work session. Please see the following pages for examples. Do not forget that work sessions are meetings, and should be treated as such.

Please Note: All meeting agendas are different. The following examples should be used as a reference. Use what your specific board has determined as the template to follow.
I. Call to Order ..................................................................................................................5

II. Adoption of Agenda .....................................................................................................7

III. Open Public Comment ...............................................................................................9

IV. Consent Agenda ..........................................................................................................11

   A. Approval of July 2, 2008 Minutes .............................................................................13
   B. Approval of July 31, 2008 Financial Report ............................................................23
   C. Approval of Monthly Claims ....................................................................................31
   D. Approval of Personnel ..............................................................................................33

V. Action Items ................................................................................................................39

   A. Approval of Advisory Committee Members for 2007-2008 ..............................41
   B. Approval of the Evaluation Process Review ...........................................................47

VI. Information Items ......................................................................................................51

   A. Report of the Superintendent ..................................................................................53
   B. Report on the Quality Improvement Plan for Middleburg County Schools ........57
   C. Report on the Career and Technological Education Plan .....................................71
   D. Report on the Proposed Construction Plans for Middleburg Middle School ....85
   E. Other ......................................................................................................................87

Note 1: Public and staff comments are welcome during the discussion of each information item.

Note 2: No person may speak on an issue for more than 3 minutes; and no one may speak twice on an issue until all present have an opportunity to speak.

VII. New Business ............................................................................................................91

VIII. Adjournment ...........................................................................................................93

Note: Closed session may be held prior to or after the public meeting (proper notice must be given).
AGENDA

Award Ceremony at XXX Elementary School at 5:00 p.m.
Reception hosted by the XXX Committee - 6:30 p.m. at XXX prior to meeting.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CONSENT AGENDA
   a. Minutes
      i. April 2, 2009
   b. Claims
   c. Building Use
   d. Special Permissions
   e. Overnight Field Trips
   f. Religious Exemptions

IV. DELEGATIONS

V. CORRESPONDENCE

VI. ANNUAL PLAN FOR SPECIAL EDUCATION

VII. FEDERAL PROGRAM APPROVAL FOR THE ELEMENTARY AND SECONDARY EDUCATION ACT TITLES

VIII. AMERICAN RECOVERY AND REINVESTMENT ACT

IX. STAFF REPORTS
   a. Dr. XXX, Division Superintendent
      i. Dates of Interest
      ii. Update on RFP/Bids
   b. Mr. XXX, Assistant Superintendent for Personnel
      i. Resignations/Retirements
      ii. Resolution for Retirees
      iii. School Board Retirement Dinner – May 19, 2009
           Dinner at 6:00 p.m. – Holiday Inn, LOCATION
   c. Mr. XXX, Assistant Superintendent for Administration
      i. Distribute the Draft of the Policy Revisions for 2009-2010
   d. School Board Members

X. CLOSED MEETING: Va. Code § 2.2-3711 (subsection) (If needed)
MIDDLEBURG BOARD MEETING
PUBLIC HEARING & WORK SESSION
March 19, 2009
7:00 P.M.
Middleburg Middle School
Middleburg, Virginia

AGENDA
6:00 PM

I. PUBLIC MEETING CALL TO ORDER
   a. Motion to enter closed meeting (Va. Code §2.2-3711.A.7 attached)
   b. Motion to end closed meeting (copy of Va. Code attached)

II. RE-OPEN THE PUBLIC MEETING

III. PUBLIC HEARING REGARDING THE PROPOSED
     MIDDLEBURG COUNTY SCHOOL BOARD BUDGET FOR
     2009-2010

IV. ADJOURN THE PUBLIC HEARING

V. BUDGET WORK SESSION
§2.2-3711.A.7 Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, “probable litigation” means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

304.5 Legal Information on Closed Meetings

§ 2.2-3712. Closed meetings procedures; certification of proceedings.

A. No closed meeting shall be held unless the public body proposing to convene such meeting has taken an affirmative recorded vote in an open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting and (iii) makes specific reference to the applicable exemption from open meeting requirements provided in § 2.2-3707 or subsection A of § 2.2-3711. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of this chapter, the authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting.

B. The notice provisions of this chapter shall not apply to closed meetings of any public body held solely for the purpose of interviewing candidates for the position of chief administrative officer. Prior to any such closed meeting for the purpose of interviewing candidates, the public body shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within fifteen days thereafter.

C. The public body holding a closed meeting shall restrict its discussion during the closed meeting only to those matters specifically exempted from the provisions of this chapter and identified in the motion required by subsection A.

D. At the conclusion of any closed meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of that body, certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.

E. Failure of the certification required by subsection D to receive the affirmative vote of a majority of the members of the public body present during a meeting shall not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with the provisions of this
chapter. The recorded vote and any statement made in connection therewith, shall upon proper authentication, constitute evidence in any proceeding brought to enforce the provisions of this chapter.

F. A public body may permit nonmembers to attend a closed meeting if such persons are deemed necessary or if their presence will reasonably aid the public body in its consideration of a topic that is a subject of the meeting.

G. Except as specifically authorized by law, in no event may any public body take action on matters discussed in any closed meeting, except at an open meeting for which notice was given as required by § 2.2-3707.

H. Minutes may be taken during closed meetings of a public body, but shall not be required. Such minutes shall not be subject to mandatory public disclosure.

(1989, c. 358, § 2.1-344.1; 1999, cc. 703, 726; 2001, c. 844.)
305.1: School Board Meeting Readiness for Clerks

Some boards meet twice a month, some once a month. In some school divisions, boards take action on agenda items at every meeting. In some, while they reserve the right to act, they have one meeting that is primarily for gathering and discussing information, which will be acted on in the other monthly meeting. The following are some questions, whose answers depend on local practice, that you should ask yourself and fill in the blanks below. For those who use an electronic meeting format, there may be varying steps that you should take to prepare for your meetings.

Getting on the agenda

- Does board practice or policy allow:
  - Any board member to submit an item for inclusion on the agenda? If so, how? And are there timelines to be met? Are there limits on what will be accepted?
  
  Local practice: ____________________________________________________________

- Who are the key people involved in structuring the agenda:
  - Superintendent?
  - Superintendent and board chair?
  - Superintendent and board chair and board clerk?
  - Superintendent and board chair and board clerk and business manager?

  Local practice: ____________________________________________________________

- Who is responsible for collecting all information, suggestions and requests and actually preparing the agenda?

  Local practice: ____________________________________________________________

- Are past agenda items reviewed, up to and including the past 12 months, to ensure annual events are not overlooked?

  Local practice: ____________________________________________________________

- Do agenda items include policy, budget reference, comprehensive plan, and/or legal citations?

  Local practice: ____________________________________________________________

- Does the entire board approve items included in the agenda?

  Local practice: ____________________________________________________________

Distribution of the agenda

- How many days before a meeting do board members receive copies of the printed or electronic agenda and enclosures?

  Local practice: ____________________________________________________________

- Is a list of all enclosures provided for cross-reference?

  Local practice: ____________________________________________________________

- Are advance copies of the agenda provided to the media?

  Local practice: ____________________________________________________________

- What enclosures, if any, are provided to the public and media?

  Local practice: ____________________________________________________________
How are agenda items delivered to board members? Mail? Courier? Fax? Email?
Local practice: __________________________________________

Miscellaneous Considerations

- Does board policy or custom encourage board member to contact the superintendent for clarification of agenda items prior to the meeting?
  Local practice: __________________________________________

- Does the agenda contain specific previously drafted motions and resolutions?
  Local practice: __________________________________________

- Is the agenda reviewed and approved by the superintendent or board chair prior to sending it to all board members?
  Local practice: __________________________________________

- Is there a distinction on the agenda between action, consent and information items?
  Local practice: __________________________________________

Room Preparation

- Is there adequate seating for public?
  Local practice: __________________________________________

- Is there a separate seating area for the media?
  Local practice: __________________________________________

- Is there someone in charge of or knowledgeable about temperature controls?
  Local practice: __________________________________________

- Do board member and administrators have nameplates?
  Local practice: __________________________________________

- Are tablets, pen or pencils, etc., normally provided for board members and administrators?
  Local practice: __________________________________________

- Are copies of the agenda available to the public with biographical information about the board members and administrators?
  Local practice: __________________________________________

- Is a sign-up list maintained for the public?
  Local practice: __________________________________________

- Does your board post its public participation policy that allows the public to be present and to be heard at board meetings? (See VSBA sample policy BDDH in appendix)
  Local practice: __________________________________________
- Does seating maximize communication among board members and with the public? (horseshoe arrangement is recommended, examples are later in this section).
  **Local practice: _________________________________**

- Are water and other beverages available for board members and the public before, during and after the meeting?
  **Local practice: _________________________________**

- Is there a contingent plan to move meetings to a larger room if citizen participation is unusually high?
  **Local practice: _________________________________**

- Is the chairmen’s gavel, bell or other symbol of office or authority in place?
  **Local practice: _________________________________**

- Is the boardroom clock accurate?
  **Local practice: _________________________________**

- Are bulletin board and other display areas decorated with current student projects?
  **Local practice: _________________________________**

- Are microphones operational?
  **Local practice: _________________________________**

- Are the United States and Virginia flags prominently displayed?
  **Local practice: _________________________________**

- Is there a designated greeter at the doorway to welcome the public and to ensure everyone signs in?
  **Local practice: _________________________________**

- Do you rotate board meetings among various school buildings? (Optional, based on local practice).
  **Local practice: _________________________________**

- Is notice posted on the outside of the buildings in which the meetings will take place?
  **Local practice: _________________________________**

### 305. 2: The School Board Meeting

*Opening Events*

- Does the meeting open with the flag salute and/or moment of silence?
  **Local practice: _________________________________**

- Is there a roll call of both board members and administrators?
  **Local practice: _________________________________**
- Are reasons documented or announced for known absences?
  Local practice: 

- Is approval called for financial reports? (This can be included in the consent agenda.)
  Local practice: 

- Does the agenda include student and staff reports, recognition, commendations, etc.?
  Local practice: 

**Public Input**
- Has someone been designated to respond to comments or questions from the audience whether by thanking them or, where subsequent action is needed, by ensuring the appropriate district personnel are assigned to respond at a later time?
  Local practice: 

- Does board policy limit the time individuals or representatives of groups can address the board?
  Local practice: 

- Is the agenda rearranged, when necessary, to accommodate the issues the public has come to address?
  Local practice: 

**Motions and Voting**
- Has the district adopted *Robert's Rules of Order* or some other rule of Parliamentary Procedure?
  Local practice: 

- Does the board have a designated room for closed sessions or does the board require the public to stand outside?
  Local practice: 

- Is roll called on votes alphabetically, by seniority, etc?
  Local practice: 

**Minute Taking and Approval**
- Is a recording device used to assist in minute taking?
  Local practice: 

- Does the board chair repeat motions for convenience and accuracy?
  Local practice: 

- Are all attachments and enclosures in the minutes?
  Local practice: 

- How is the permanency of the minutes guaranteed?
  Local practice: 

Securing Quotes, Preparing and Opening Bids

- What is the board’s procedure for opening and awarding bids and for determining the “lowest possible bidder?”
  Local practice: ________________________________________________________________

- Who is responsible for returning bid bonds and deposits from unsuccessful bidders?
  Local practice: ________________________________________________________________

305. 3: Follow-Up After the Board Meeting

- Is a summary of board actions distributed to:
  - Staff?
    Local practice: ________________________________________________________________
  - Faculty?
    Local practice: ________________________________________________________________
  - Media?
    Local practice: ________________________________________________________________
  - Public?
    Local practice: ________________________________________________________________

- Who ensures that people affected by board decisions are notified?
  Local practice: ________________________________________________________________
Seating the Board

Board members must always be seated so that each person can see the face of every other board member.

Never seat a board in a straight line.

The body language people use is as important as their words.

Best Seating Arrangements

![Diagram of best seating arrangements]

Totally Unacceptable
400: In the Meeting

401: Parliamentary Procedure

402: Resolutions

403: Minutes

404: Recording Votes

"EXCUSE ME, BUT WHO CAST THE '10-4' VOTE?"
400: In the Meeting

401.1: Parliamentary Procedure

Parliamentary Procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?
Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order Newly Revised (10th Edition) is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business.

Below is a typical example:
1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of making motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:
1. Make Motions
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:
1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

There are two other motions that are commonly used that relate to voting.
1. Motion to Table -- This motion is often used in the attempt to "kill" a motion however this is inappropriate. This motion is to set aside a motion temporarily at the same meeting. Once the
motion is tabled, the option is always present, however, to "take from the table", for reconsideration by the membership.

2. Motion to Postpone Indefinitely -- This motion is used to kill a motion, by postponing it to an indefinite time.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, *BE COURTEOUS*. 
Parliamentary Motions Guide
Based on Robert's Rules of Order Newly Revised (10th Edition)

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>§21 Close meeting</td>
<td>I move to <strong>adjourn</strong></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§20 Take break</td>
<td>I move to <strong>recess for</strong></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§19 Register complaint</td>
<td>I rise to a <strong>question of privilege</strong></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§18 Make follow agenda</td>
<td>I call for the <strong>orders of the day</strong></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§17 Lay aside temporarily</td>
<td>I move to <strong>lay the question on the table</strong></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§16 Close debate</td>
<td>I move the <strong>previous question</strong></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§15 Limit or extend debate</td>
<td>I move that debate be limited to ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>§14 Postpone to a certain time</td>
<td>I move to postpone the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§13 Refer to committee</td>
<td>I move to refer the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§12 Modify wording of motion</td>
<td>I move to <strong>amend the motion by ...</strong></td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§11 Kill main motion</td>
<td>I move that the motion be <strong>postponed indefinitely</strong></td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§10 Bring business before assembly (a <strong>main motion</strong>)</td>
<td>I move that [or &quot;to&quot;] ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>

Jim Slaughter, Certified Professional Parliamentarian-Teacher & Professional Registered Parliamentarian
336-378-1899(W) 336-378-1850(F) P.O. Box 41027, Greensboro 27404
web site: [www.jimslaught.com](http://www.jimslaught.com)
Parliamentary Motions Guide
Based on Robert's Rules of Order Newly Revised (10th Edition)

Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

<table>
<thead>
<tr>
<th>YOU WANT TO:</th>
<th>YOU SAY:</th>
<th>INTERRUPT</th>
<th>2ND?</th>
<th>DEBATE?</th>
<th>AMEND?</th>
<th>VOTE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>§23 Enforce rules</td>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§24 Submit matter to assembly</td>
<td>I appeal from the decision of the chair</td>
<td>Yes</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§25 Suspend rules</td>
<td>I move to suspend the rules which ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§26 Avoid main motion altogether</td>
<td>I object to the consideration of the question</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§27 Divide motion</td>
<td>I move to divide the question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§29 Demand rising vote</td>
<td>I call for a division</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§33 Parliamentary law question</td>
<td>Parliamentary inquiry</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§33 Request for information</td>
<td>Point of information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
</tbody>
</table>

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

<table>
<thead>
<tr>
<th>YOU WANT TO:</th>
<th>YOU SAY:</th>
<th>INTERRUPT</th>
<th>2ND?</th>
<th>DEBATE?</th>
<th>AMEND?</th>
<th>VOTE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>§34 Take matter from table</td>
<td>I move to take from the table ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§35 Cancel previous action</td>
<td>I move to rescind ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2/3 maj. w/ notice</td>
</tr>
<tr>
<td>§37 Reconsider motion</td>
<td>I move to reconsider the vote ...</td>
<td>No</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

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web site: www.jimslaughter.com Side 2
402.1: Resolutions

At times during the year, for varying reasons, the school board may make a resolution. It is then up to the school board clerk to publicize and announce that resolution.

From the Desk of a Current School Board Clerk:

Sometimes formal resolutions are required for specific purposes, i.e., financial agreements, participation in United Way, commendations for state championships, etc. They are used to formalize agreements or to recognize achievements. They become part of the official minutes as an attachment.
RESOLUTION
HONORING PHILLIP A. NIEDZIELSKI-EICHNER

WHEREAS, Phillip A. Niedzielski-Eichner was elected as the Providence District representative to the Fairfax County School Board in November 2003 and has served with distinction since January 1, 2004, serving as Board chairman in 2005, as chairman of several of the Board’s standing committees—Strategic Planning and Evaluation, Facilities and Operations, Resource Management, and Linkage—and as budget liaison for the past two years; and

WHEREAS, he realized his vision as he led the School Board’s effort to establish a set of 21st century student achievement goals and to increase accountability for the performance of the school division through the bold and innovative strategic governance initiative; and

WHEREAS, Mr. Niedzielski-Eichner has been a hard-nosed champion for minority student achievement and worked determinedly to close gaps and promote the highest levels of achievement for all students; and

WHEREAS, he steered the School Board’s budget during unprecedented fiscal challenges to achieve responsible annual budgets that have been grounded in comprehensive program and operations evaluation and redesign; and

WHEREAS, he believes strongly that each of us has a responsibility to protect the Earth and has worked diligently with the Board to promote environmental stewardship throughout all Fairfax County schools and facilities; and

WHEREAS, Mr. Niedzielski-Eichner brought to the Board a notable record of community involvement, which included service as an at-large member of the Fairfax Park Authority Board, vice president and chair of the budget committee for the Fairfax County Council of PTAs, president and vice president of the Thomas Jefferson High School for Science and Technology PTSA, and president of Rocky Run Middle School PTA;

NOW, THEREFORE, BE IT RESOLVED that the Fairfax County School Board extends its highest commendation and deepest appreciation to Phillip A. Niedzielski-Eichner for his valuable contributions and dedicated service to the Board, to Fairfax County Public Schools, and to the children and citizens of Fairfax County—he will be missed!

Adopted: July 23, 2009

Chairman of the Board

Attest: ________________________________

Clerk of the Board
403.1: Minutes

Minutes of school board meetings are usually taken and prepared by the board clerk. The school board clerk is responsible for a well-kept, legal record of all official actions by the school board. In this section you will find sample copies of minutes as well as helpful hints for preparing school board minutes. Please use the samples as a reference only, as each school division has their own format of recording minutes.

Here are some suggested procedures and guidelines for preparing and preserving school board minutes.

- Minutes taken at a meeting are not the ‘official’ minutes until approved in a subsequent meeting.
- The minutes of the meeting-regular or special- must be preserved and safeguarded as the district’s official record of business transacted.
- The following format could be used in writing the official board meeting record: The school board of (your) school divisions met in regular session on (day), (month), (date), (year) at (time) p.m. in the boardroom located in (building), as advertised on (date) in (newspaper).
- Absence of members should be recorded. Arrivals after roll call has been taken and early departures should be recorded in the minutes by time notation.
- Exact copies of reports, records and other items may be photocopied or electronically placed onto the actual minute book pages and entered into the record as approved by the board.

From the Desk of a Current School Board Clerk:

When preparing the board packet for distribution, an extra copy is made which we call our “Official Minute Book”. The Official Minute Book is composed of the agenda, all of the supportive and accompanying information and a copy of the Board approved minutes signed by the Chair and Clerk of the Board. The entire packet is then put into a large binder and stored in a fire proof vault located at our high school.
§ 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes. —

I. Minutes shall be recorded at all open meetings. However, minutes shall not be required to be taken at deliberations of (i) standing and other committees of the General Assembly; (ii) legislative interim study commissions and committees, including the Virginia Code Commission; (iii) study committees or commissions appointed by the Governor; or (iv) study commissions or study committees, or any other committees or subcommittees appointed by the governing bodies or school boards of counties, cities and towns, except where the membership of any such commission, committee or subcommittee includes a majority of the governing body of the county, city or town or school board.

Minutes, including draft minutes, and all other records of open meetings, including audio or audio/visual records shall be deemed public records and subject to the provisions of this chapter.

Minutes shall include, but are not limited to, (i) the date, time, and location of the meeting; (ii) the members of the public body recorded as present and absent; and (iii) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. In addition, for electronic communication meetings conducted in accordance with § 2.2-3708, minutes of state public bodies shall include (a) the identity of the members of the public body at each remote location identified in the notice who participated in the meeting through electronic communications means, (b) the identity of the members of the public body who were physically assembled at the primary or central meeting location, and (c) the identity of the members of the public body who were not present at the locations identified in clauses (a) and (b), but who monitored such meeting through electronic communications means. (1968, c. 479, § 2.1-343; 1973, c. 461; 1976, c. 467; 1977, c. 677; 1982, c. 333; 1989, c. 358; 1990, c. 538; 1993, c. 720; 1995, c. 562; 1999, cc. 696, 703, 726; 2000, c. 227; 2001, c. 844; 2004, cc. 730, 768; 2005, c. 352; 2007, c. 300.)

Virginia Code § 2.2-3707

§ 22.1-74. Minutes of meetings. — The minutes of all school board meetings shall be signed by the chairman and clerk. (Code 1950, § 22-52; 1980, c. 559.)

Virginia Code § 22.1-74
403.3: Sample School Board Policy on Minutes

Please use this as a reference only, as each school division has their own format of recording minutes. Minutes may be “summaries” of topics discussed but must record the actual vote on each action item. It is suggested that an audio recording or video, if possible, be kept on file for further review or reference.

SCHOOL BOARD GOVERNANCE AND OPERATIONS
MINUTES File: BDDG

Complete and accurate minutes of all open School Board meetings shall be recorded by the clerk, approved by the School Board in regular session, signed by the clerk and chairperson of the Board, and kept and stored in accordance with the provisions of the Code of Virginia.

Except as otherwise specifically provided by law, minutes and other official records of the School Board, including the School Board meeting agenda packets, shall be open to inspection and copying by any citizen of Virginia during the hours when the School Board office is regularly open to the public. Draft minutes and all other records of open meetings, including audio or audio/visual records, shall be deemed public records and subject to production pursuant to the Virginia Freedom of Information Act. The Superintendent is authorized to make a charge for the copying and search time expended by School Board employees in supplying requested records, provided such charges do not exceed the actual cost to the School Board in supplying these services.

Minutes may be taken during closed meetings of the School Board, but shall not be required. Such minutes shall not be subject to mandatory public disclosure.

Minutes are not required to be taken at deliberations of study commissions or study committees, or any other committee or subcommittees appointed by the School Board except where the membership of any such commission, committee or subcommittee includes a majority of the School Board.

Minutes shall include, but are not limited to:

- the date, time, and location of the meeting;
- the members of the School Board recorded as present and absent, and
- a summary of the discussion on matters proposed, deliberated or decided, and
- a record of any votes taken

Revised: June 19, 2008

Legal References: Code of Virginia, 1950, as amended, sections 2.2-3701, 2.2-3704, 2.2-3707, 2.2-3712, 22.1-74.

Cross References: BDC Closed Meetings KBA Requests for Information
© 5/08 VSBA
**403.4: More Minutes Tips:**

The form and type of meeting minutes reflect the type of meeting.

- Brief and informal for small meetings
  - Short agenda subjects
  - Typically uses an informal format
- Large meetings with formal wording
  - Traditional minute phrases
  - The tone is impersonal and objective.
  - The style is narrative.

When drafting minutes, consider these guidelines:

- Better to be too wordy than too brief on the initial draft. Unnecessary wording can be edited out of the rough draft later.
- Good minutes serve to refresh the recollection of members on points of fact.
- Minutes interpret approved actions.

These are basic mechanics that should be followed when drafting minutes.

- Every action item of business has a final outcome.
- Reporting actions taken is the single most important element of the final minutes.
- Minutes should identify the item of business, highlights of discussions resulting in an action, and the exact disposition of the item.
- Clearly indicate what was done, by whom, and why.
- No need to type word-for-word except to reflect motions or changes to policy or bylaws and to record a request made or statement.
- Reflect the official summary of what took place of what was DONE by the group, and not what was said or done by each member.
- Provide a clear summary report that reflects intent and action for historical accounting.

What documentation should be made part of the minutes to support each agenda item?

- It is important to attach supporting documentation for agenda action items.
- If a report, document, or correspondence is to be made a part of the minutes, the content is not written into the body of the minutes unless it is very short.
- A notation is made in the minutes stating that the material is “attached” and becomes part of the minutes.
The hallmark of meetings is communication involving face-to-face conversations, reports, comments, and a myriad of other exchanges. In translating this information, be aware of overused words.

- Eliminate the overuse of such words as “and”, “but”, “so”.

Follow these guidelines when recording motions.

- Motions and resolutions should be typed so they stand out and worded so that they can stand alone.
- All motions should be recorded verbatim; exact wording is important.
- Main motions should be recorded as adopted, referred, tabled, etc.
- Most motions require a second before being put to a vote. If there was no second, you will record that the motion failed for lack of a second, or that no second was necessary.
- A consent agenda often is used to take action with one (1) motion and vote to cover several consent items.

How are amendments to be handled?

- Robert’s Rules of Order provides there is no need to record amendments to motions that were considered. Only the final wording of the main motion and its outcome are needed.
- However, when an amendment appears controversial, there is potential merit and historical value in recording all the details, as follows:

Example…
“It was moved and seconded that an awards banquet be held on April 15, 2007.
It was moved and seconded to amend the motion by adding the words “with spouses included.”
It was moved and seconded to amend the amendment by inserting the words “or significant others” between “spouses” and “included.”

Should the minute taker speak up?

- Know your meeting chairperson and determine what would be the best approach if you need to share your input.
- Show restraint to know when to speak up and when to be quiet and let the meeting body find its own way.
- The recorder may need to address the Chairperson to request a repeat of the motion for clearer understanding.
What is your role as keeper of meeting minutes?

- Build trust and respect for your Board.
- Operate with integrity and honesty following established guidelines.

When in doubt about preparing meeting minutes, check with your superintendent, who may wish to contact the local board attorney or the VSBA staff attorney (1-800-446-8722).
A Business Session of the Charlottesville City School Board was held Thursday, March 19, 2009 in the Booker T. Reaves Media Center of Charlottesville High School.

09-094: Call of Meeting to Order: Chairman Michie called the Business Session portion of the meeting to order at 6:02 p.m.

09-095: Pledge of Allegiance to the Flag - The Board began its Business Session with the Pledge of Allegiance to the Flag of the United States of America.

09-096: Roll Call of Board Members

The following Board Members were present:
Mr. Edmund Michie
Ms. Colette Blount
Ms. Llezelle Dugger
Ms. Kathleen Galvin
Ms. Leah Puryear
Mr. Juandiego Wade

The following Board Members were absent:
Dr. Alvin Edwards (Away on Sabbatical)

The following Staff Members were present:
Mrs. Gertrude Ivory
Mr. James Henderson
Mr. Ed Gillaspie
Dr. Faye Giglio
Mr. Harley Miles
Ms. Linda Bowen
Ms. Carolyn Toms
Ms. Cass Cannon

The following Staff Members were absent:
Dr. Rosa Atkins

09-097: Approval of Proposed Agenda – Ms. Galvin made a motion to amend the proposed agenda for the purpose of discussing the rationale relative to our division’s mission and strategic plan, cost benefits and policy implications of Dr. Atkins’ invitation from the Mayor to join him as the division’s representative and several other community members on a trip to Ghana this spring to explore the possibility of another Sister City relationship. Ms. Blount seconded the motion. Ms. Galvin said it is a high honor that the Mayor has invited Dr. Atkins to attend; however, it is the Board’s responsibility as the guardian of the public trust to understand what the basis of the trip is and with that she would like a public discussion about the trip relative to our own strategic plan and mission of the school division.

Ms. Blount said she had spoken briefly with Dr. Atkins about the already established sister city connections we have with Italy and France. Though she is not sure of the views of the Sister City Committee, Dr. Atkins does have an interest in establishing a sister city relationship with a non-European
city as well. Ms. Blount thinks this is a very important opening focus on the many potential benefits for doing that. She finds interest in that connection, knowing anytime we expand our borders to open our doors and minds to connecting with not only with the adults of that community, but more importantly, the children of international communities, it enriches our students that much more and makes the world that much smaller.

Ms. Dugger noted that this is a Business Meeting and that’s how we billed it. She said this was an information item and if we had a discussion, it certainly would behoove us to have the folks present who could tell us about the trip as she does not know any more than the invitation that came in an email. She said she would not be prepared to discuss anything today because she does not know the background for the invitation other than an invitation was extended.

Mr. Michie said it would have been interesting to have had time to discuss it more and he was going to vote for the motion; however, it is a privately funded trip which makes a huge difference in his mind. Mr. Michie said he thought Dr. Atkins would learn some interesting things on her trip and again, she is an invited guest and it makes sense for her to accept the invitation from the city, but he would have enjoyed the opportunity to talk about it more.

Mr. Michie called for the vote on the motion to amend the agenda. Ms. Blount, Ms. Galvin and Mr. Michie voted aye. Ms. Dugger, Puryear and Mr. Wade voted nay; motion did not carry.

09-098: Consent Agenda – The consent agenda consisted of Minutes from the February 5, 2009 Work Session, February 19, 2009 Business Session, February 26, 2009 Special Business Session, Personnel Recommendations and Business, Financial, Routine Reports. Ms. Puryear made a motion to approve the consent agenda as presented. Mr. Wade seconded the motion and motion passed 6 ayes, 0 nays.

09-099: Student and Staff Recognitions – Dr. Beth Baptist presented this item to the Board. Six Charlottesville City schools were among those recognized under a new incentive program for schools and school divisions created by the Board of Education to advance Governor Kaine’s “competence to excellence” agenda.

A. Governor’s VIP Award for Educational Excellence - Johnson Elementary School earned the highest honor, the Governor’s Award for Educational Excellence. The school received a display banner and a signed resolution of commendation from Governor Kaine.

B. Virginia Index of Performance Award - Jackson-Via, Burnley-Moran, Greenbrier, and Venable Elementary schools earned the Board of Education’s VIP Excellence Award, the second-tier honor. These schools also have met all state and federal accountability benchmarks for at least two consecutive years and have made significant progress toward goals for increased student achievement and expanded educational opportunity set by Governor Kaine and the Board of Education. These schools received a signed resolution of commendation from Governor Kaine.

Buford Middle School earned the Board of Education’s VIP Competence to Excellence Award by meeting all state and federal benchmarks for at least two consecutive years and making progress toward Governor Kaine’s goals for increased achievement and expanded educational opportunity. Buford Middle School also received a signed resolution of commendation from Governor Kaine.

Mr. Michie recognized students from Mr. Daly’s, Mr. Terrell’s and Ms. Lewis’s Government classes who were present.

C. Charlottesville High School Recognitions – Thomas Taylor, Principal of Charlottesville High School, made this presentation to the Board. The Charlottesville Singers performed two selections. CHS student Airea Garland spoke about the Work Achieves Lasting Knowledge (WALK) Program and Jasmyn
Jones and Tanyqua Williams talked about The Scholars Program. In addition, Mr. Taylor read an extensive list of accomplishments of CHS students so far this year.

Mrs. Ivory recognized and thanked Ms. Dianna Poe and Mr. James Henderson for their leadership in initiating the WALK program.

09-100: Educational Highlights: Clark Elementary School Art Club - James Pierce, Principal of Clark Elementary School introduced Art Teacher Aaron Eichorst who, along with Clark students, shared with the Board many of the activities the club has been involved in this year. The club’s activities were funded through the PTO, Second Street Gallery, and a Shannon Grant. Students meet after school and have worked on many projects such as ceramics, sculpture and print making and drawing skills.

09-101: Comments from Members of the Community – There were none.

09-102: Board Member Comments – Mr. Wade reported that he, Mr. Michie and Mr. Henderson attended the VSBA Regional Forum in Culpeper. He also attended the Parks and Recreation Advisory Committee meeting and received an update on the construction of the pools at Meade Park and Smith Center. He also attended the CDBG Task Force meeting and they are in the process of distributing funds for housing, summer programs and other projects.

Mr. Miche noted that at the regional meeting, there was a nice presentation from Loudoun County’s technical education team.

Mr. Wade added that also at the forum there was an art competition and one of our Greenbrier students won first place in the elementary level. The art will be displayed at the VSBA and Virginia Department of Education offices for a year.

Ms. Galvin attended the Housing Advisory Committee meeting. They realized they needed to provide more detail to the CDBG Task force for funding and they will be formulating objectives and performance measures to go along with the goals of the committee. She also reported on the CHRA Redevelopment Committee meeting. The committee has not finalized the contract with the consultant for the master plan; consequently, things are slowing down including getting the youth initiative up and running because they cannot begin to start articulating what the phases and goals are until the contract is figured out.

09-103: Action Items – There were none.

09-104: Comments from Members of the Community – There were none.

09-105: Board Member Comments – Mr. Michie reminded Board Members of the luncheon with City Council tomorrow with a closed session to follow. He also proposed a date of Wednesday, April 22, 2009 as “School Board in Schools Day”. Board will contact Ms. Bowen to let her know which schools they want to visit.

Mr. Michie also reported that he and Ms. Galvin participated in a conference call with MGT of America to follow-up on some questions one of which was had they considered options other than closing an elementary school. One of the thoughts was to move 5th grade back to the elementary schools and possibly closing one of the middle schools. MGT said that was not something they looked at because the elementary schools were so small, that is where they focused. MGT was asked if they would consider the cost savings of closing a middle school if that is where the community discussion ends up, so the Board has that information going into the community discussions. That was not within the scope of the MGT review and would cost approximately $4,000. Mr. Michie said staff wanted to move forward and he
thinks other Board Members feel it would be beneficial to have that information at hand so we will be moving forward.

Ms. Dugger reported on the CATEC meeting last night. Several CATEC students won regional contests and will be going to Hampton to compete at the state level.

Mr. Michie said Ms. Dugger was elected Vice-Chair of the VSBA Regional Committee.

Ms. Blount reminded everyone of the upcoming Parent University March 28th at Walker Upper Elementary School.

Ms. Galvin asked that an item be added to a future agenda related to the purpose of the Sister Cities Program with the city in general. Every year we wind up visiting this issue and she thinks that is due to lack of policy. She would appreciate the opportunity to develop a policy related to the schools mission and strategic plan with the Sister City idea so we don’t have confusion about it.

Mr. Michie said it seemed a good topic for future discussion. The city has formed a commission that Mrs. Ivory is on and he assumes at some point they will present to the Board. Mrs. Ivory added that the committee has been developing its by-laws and are ready to begin strategic planning. They will be going to the community to get some input.

09-106: Superintendent Comments – There were none.

09-107: Adjournment – Ms. Puryear made a motion to adjourn. Ms. Blount seconded the motion and meeting adjourned at 9:09 p.m.

______________________________________________________
Edmund Michie, Chair                                      Linda Bowen, Clerk
A special meeting (budget work session) of the Gloucester County School Board was held on Thursday, January 29, 2009, in the Peasley Middle School auditorium. The Chairperson called the meeting to order at 7:00 p.m.

ROLL CALL

The Deputy Clerk took roll, and the following persons were recorded as present: Ann F. Burruss, Chairperson; George R. (Randy) Burak, A. J. (Jay) McGlohn, Jr., Jean E. Pugh, Ph.D., and Kevin M. Smith, Members; H. Ben Kiser, Ed.D., Superintendent of Schools; Donna P. Owen, Ed.D., Assistant Superintendent for Instructional Services; John E. Hutchinson, Assistant Superintendent for Administrative Services; and Betty Jane Duncan, Deputy Clerk. Starr F. Belvin, Member, and Anita F. Parker, Vice-Chairperson, were absent.

PRESENTATION ON PAGE MIDDLE SCHOOL CONVERSION STUDY – Mr. Duane Harver, representative of RRMM Architects, provided an update on the Page Middle School conversion study being conducted by the firm. His presentation included a general review of the building/site and progress achieved on the concept development and study of the site usage. After reviewing the preliminary data presented, Board members made several suggestions for consideration: 1. A playground area should be included for use in the Head Start program. 2. Could the football field remain in place for community use, possibly utilizing the athletic field fronting the highway for parking? 3. Could the BMP area be relocated to another part of the property and retain the use of the athletic field/track? A final presentation on the conversion study will be made at the March School Board meeting. (Copy of presentation attached to minutes)

DISCUSSION OF FY’09 PROPOSED BUDGET

Dr. Kiser highlighted points for consideration in planning and developing the 2009-2010 school operating budget. Topics of discussion included planning guidelines and assumptions used in preparing this year’s budget, possible areas of reduction to accommodate projected loss of revenue (both compensation and non-compensation areas), options on financing health insurance for current and retired employees, capital needs, cafeteria operations and debt service. Dr. Kiser reviewed the budget calendar which schedules the formal budget presentation at the February 10th meeting of the Board. (Copy of handout attached to minutes)

ADJOURNMENT

At 8:42 p.m., there being no further business, a motion was made by Mr. McGlohn, seconded by Mr. Burak, and unanimously approved to adjourn the special budget work session meeting of January 29, 2009, until the next monthly meeting on Tuesday, February 10, 2009, at 7:00 p.m. at the Colonial Courthouse.

By:  
Ann F. Burruss, Chairperson  
Betty Jane Duncan, Deputy Clerk
§ 22.1-75. Procedure in case of tie vote. — In any case in which there is a tie vote of the school board of any school division when all the members are not present, the question shall be passed by until the next meeting when it shall again be voted upon even though all members are not present. In any case in which there is a tie vote on any question after complying with this procedure or in any case in which there is a tie vote when all the members of the school board are present, the proceedings thereon shall be in conformity with the proceedings prescribed below, except that the tie breaker, if any, appointed pursuant to § 15.2-410, 15.2-531, 15.2-627, 15.2-837, 22.1-40, 22.1-44, 22.1-47, or 22.1-57.3, whichever is applicable, shall cast the deciding vote.

In any case in which there is a tie vote of the school board, the clerk shall record the vote; immediately notify the tie breaker to vote; and request his presence, if practicable, at the present meeting of the board. However, if that is not practicable, the board may adjourn to a day fixed in the minutes of the board or, in case of a failure to agree on a day, to a day the clerk fixes and enters in the minutes. At the present meeting or on the day named in the minutes, the tie breaker shall attend. He shall be entitled to be fully advised on the matter upon which he is to vote. If not prepared to vote at the time, he may require the clerk to enter an order adjourning the meeting to some future day, not to exceed thirty days, to be named in the minutes. He may have continuances, not to exceed thirty days, entered until he is ready to vote. When he votes, the clerk shall record his vote; the tie shall be broken; and the question shall be decided as he votes. If a meeting for any reason is not held on the day named in the minutes, the clerk shall enter on the minute book a day within ten days as a substitute day and notify all the members, and this shall continue until a meeting is held. After a tie has occurred, the tie breaker shall be considered a member of the board for the purpose of counting a quorum for the sole purpose of breaking the tie. (Code 1950, § 22-70; 1972, c. 129; 1980, c. 559; 1981, c. 246; 1995, c. 56; 2006, c. 29; 2007, c. 100.)
500: After the Meeting

501: Working with the Public

502: Archival of Public Records
500: After the Meeting

501.1: Working with the Public

The following pages will give you an idea about how the clerk of the school board deals with public, confidential material and difficult situations. The vignettes are meant to spark conversations and thoughts about certain situations.

Overview of Clerk’s Job

- The daily activities of the Administrative Assistant affect the perceptions of all constituents.
- First person to say hello by phone or in person in the office.
- Establishes the office persona.
- May give and receive information that is outside of personal areas of expertise.

What Do You Say?

- A parent enters with a resolute look on her face and requests to see the Superintendent IMMEDIATELY. What can you do to make the encounter more productive for the parent and the Superintendent?
Who Do You Work For?

The Board Chair and the Superintendent are at odds and it is getting worse. The Chair is directing you to do one thing and the Superintendent is telling you to do the opposite. What do you do?

What Can You Share?

The hot issue in your system is the recently fired football coach. You've overheard the board discussing details, then at a social event, people (including your spouse) discuss inaccurate information. Should you correct them or keep quiet?
502.1: Archival of Public Records

School board clerks are often charged with the task of records retention. To address some of your concerns included in this section you will find the Virginia Public Records Act and information on the Library of Virginia.

502.2: Virginia Public Records Act

Below are excerpts from the Virginia Public Records Act. A guidebook as well as the entire act may be found at: http://www.lva.virginia.gov/forms/Vpra.pdf

§ 42.1-79. Records management function vested in The Library of Virginia.

A. The archival and records management function shall be vested in The Library of Virginia. The Library of Virginia shall be the official custodian and trustee for the Commonwealth of all public records of whatever kind, and regardless of physical form or characteristics, that are transferred to it from any agency. As the Commonwealth’s official repository of public records, The Library of Virginia shall assume ownership and administrative control of such records on behalf of the Commonwealth. The Library of Virginia shall own and operate any equipment necessary to manage and retain control of electronic archival records in its custody, but may, at its discretion, contract with third-party entities to provide any or all services related to managing archival records on equipment owned by the contractor, by other third parties, or by The Library of Virginia.

B. The Librarian of Virginia shall name a State Archivist who shall perform such functions as the Librarian of Virginia assigns.

C. Whenever legislation affecting public records management and preservation is under consideration, The Library of Virginia shall review the proposal and advise the General Assembly on the effects of its proposed implementation.

(1976, c. 746; 1986, c. 565; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2005, c. 787; 2006, c. 60.)

§ 42.1-87. Archival public records.

A. Custodians of archival public records shall keep them in fire-resistant, environmentally controlled, physically secure rooms designed to ensure proper preservation and in such arrangement as to be easily accessible. Current public records should be kept in the buildings in which they are ordinarily used. It shall be the duty of each agency to consult with The Library of Virginia to determine the best manner in which to store long-term or archival electronic records. In entering into a contract with a third-party storage provider for the storage of public records, an agency shall require the third-party to cooperate with The Library of Virginia in complying with rules and regulations promulgated by the Board.
B. Public records deemed unnecessary for the transaction of the business of any state agency, yet
demed to be of archival value, may be transferred with the consent of the Librarian of
Virginia to the custody of the Library of Virginia.

C. Public records deemed unnecessary for the transaction of the business of any county, city, or
town, yet deemed to be of archival value, shall be stored either in The Library of Virginia or
in the locality, at the decision of the local officials responsible for maintaining public records.
Archival public records shall be returned to the locality upon the written request of the local
officials responsible for maintaining local public records. Microfilm shall be stored in The
Library of Virginia but the use thereof shall be subject to the control of the local officials
responsible for maintaining local public records.

D. Record books deemed archival should be copied or repaired, renovated or rebound if worn,
mutilated, damaged or difficult to read. Whenever the public records of any public official are
in need of repair, restoration or rebinding, a judge of the court of record or the head of such
agency or political subdivision of the Commonwealth may authorize that the records in need
of repair be removed from the building or office in which such records are ordinarily kept, for
the length of time necessary to repair, restore or rebind them, provided such restoration and
rebinding preserves the records without loss or damage to them. Before any restoration or
repair work is initiated, a treatment proposal from the contractor shall be submitted and
reviewed in consultation with The Library of Virginia. Any public official who causes a record
book to be copied shall attest it and shall certify an oath that it is an accurate copy of the
original book. The copy shall then have the force of the original.

E. Nothing in this chapter shall be construed to divest agency heads of the authority to determine
the nature and form of the records required in the administration of their several departments
or to compel the removal of records deemed necessary by them in the performance of their
statutory duty. (1976, c. 746; 1994, cc. 64, 955; 2005, c. 787; 2006, c. 60.)

502.3: Library of Virginia

Under the authority of the Virginia Public Records Act, Records Analysis Services (RAS) at
the Library is responsible for ensuring that public records are maintained and available
throughout their life cycle. RAS supports localities and state agencies with the efficient and
economical management of their public records by publishing Records Retention & Disposition
Schedules, presenting workshops, monitoring the disposal of non-permanent records, and
assisting with the transfer of permanent records to the Archives.

For more information on the Library of Virginia, please visit:
http://www.lva.virginia.gov/agencies/records/
601: Freedom of Information Act (FOIA)

602: Conflict of Interests Act

603: Virginia Public Records Act

604: Statement of Economic Interest
600: Legal Information

600.1: Introduction

Do not worry, the school board clerk is not expected to be an attorney. This section is provided as a quick reference only! For advice or clarification, ask your superintendent who may refer you to the school board’s attorney. If a school board member asks for more than where to locate this information, refer the board member to the superintendent.

601.1: Freedom of Information Act (FOIA)

§ 2.2-3700. Short title; policy.

A. This chapter may be cited as "The Virginia Freedom of Information Act."

B. By enacting this chapter, the General Assembly ensures the people of the Commonwealth ready access to public records in the custody of a public body or its officers and employees, and free entry to meetings of public bodies wherein the business of the people is being conducted. The affairs of government are not intended to be conducted in an atmosphere of secrecy since at all times the public is to be the beneficiary of any action taken at any level of government. Unless a public body or its officers or employees specifically elect to exercise an exemption provided by this chapter or any other statute, every meeting shall be open to the public and all public records shall be available for inspection and copying upon request. All public records and meetings shall be presumed open, unless an exemption is properly invoked.

The provisions of this chapter shall be liberally construed to promote an increased awareness by all persons of governmental activities and afford every opportunity to citizens to witness the operations of government. Any exemption from public access to records or meetings shall be narrowly construed and no record shall be withheld or meeting closed to the public unless specifically made exempt pursuant to this chapter or other specific provision of law. This chapter shall not be construed to discourage the free discussion by government officials or employees of public matters with the citizens of the Commonwealth.

All public bodies and their officers and employees shall make reasonable efforts to reach an agreement with a requestor concerning the production of the records requested.

Any ordinance adopted by a local governing body that conflicts with the provisions of this chapter shall be void.


For the entire Act, please refer to the Code of Virginia. You may find the code online at http://leg1.state.va.us/000/src.htm
602.1: Conflict of Interests Act

§ 2.2-3100. Policy; application; construction.

The General Assembly, recognizing that our system of representative government is dependent in part upon (i) citizen legislative members representing fully the public in the legislative process and (ii) its citizens maintaining the highest trust in their public officers and employees, finds and declares that the citizens are entitled to be assured that the judgment of public officers and employees will be guided by a law that defines and prohibits inappropriate conflicts and requires disclosure of economic interests. To that end and for the purpose of establishing a single body of law applicable to all state and local government officers and employees on the subject of conflict of interests, the General Assembly enacts this State and Local Government Conflict of Interests Act so that the standards of conduct for such officers and employees may be uniform throughout the Commonwealth.

This chapter shall supersede all general and special acts and charter provisions which purport to deal with matters covered by this chapter except that the provisions of §§ 15.2-852, 15.2-2287, 15.2-2287.1, and 15.2-2289 and ordinances adopted pursuant thereto shall remain in force and effect. The provisions of this chapter shall be supplemented but not superseded by the provisions on ethics in public contracting in Article 6 (§ 2.2-4367 et seq.) of Chapter 43 of this title and ordinances adopted pursuant to § 2.2-3104.2 regulating receipt of gifts.

This chapter shall be liberally construed to accomplish its purpose.


For the Entire Chapter, please reference the Code of Virginia. You may find the code online at http://leg1.state.va.us/000/src.htm

603.1: Virginia Public Records Act

§ 42.1-76. Legislative intent; title of chapter.

The General Assembly intends by this chapter to establish a single body of law applicable to all public officers and employees on the subject of public records management and preservation and to ensure that the procedures used to manage and preserve public records will be uniform throughout the Commonwealth.

This chapter may be cited as the Virginia Public Records Act.

(1976, c. 746.)

For the entire Act, please reference the Code of Virginia. You may find the code online at http://leg1.state.va.us/000/src.htm
604.1: Statement of Economic Interest

The clerk of the school board maintains the files for the Statement of Economic Interest of school board members. All members of local governing bodies and school boards of any city, county, or town with a population greater than 3,500 and all other local officials and employees who are designated by the local governing body are required to file a Statement of Economic Interest form (usually by January 15 each year).

The Statement of Economic Interest form can be downloaded at http://www.commonwealth.virginia.gov/ in PDF and Word format.
“I wonder what kind of super powers he possesses?”
700: Superintendent Searches

701.1: Superintendent Searches

For advice on how to get started on this very important task, the school board should seek advice from the VSBA. There are deadlines and timelines which must be met as outlined below. For more information on VSBA services, please see Section 800 of this Manual.

701.2: Legal Information on the Appointment and Term of Superintendent

§ 22.1-60. Appointment and term of superintendent; certain contractual matters.

A. The division superintendent of schools shall be appointed by the school board of the division from the entire list of eligibles certified by the State Board. All contract terms for superintendents shall expire on June 30. The division superintendent shall serve for an initial term of not less than two years nor more than four years. At the expiration of the initial term, the division superintendent shall be eligible to hold office for the term specified by the employing school board, not to exceed four years.

The division superintendent shall be appointed by the school board within 180 days after a vacancy occurs. In the event a school board appoints a division superintendent in accordance with the provisions of this section and the appointee seeks and is granted release from such appointment prior to assuming office, the school board shall be granted a 60-day period from the time of release within which to make another appointment.

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.

B. 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.

C. Whenever a superintendent’s contract is being renegotiated, all members of the school board shall be notified at least 30 days in advance of any meeting at which a vote is planned on the renegotiated contract unless the members agree unanimously to take the vote without the 30 days notice. Each member’s vote on the renegotiated contract shall be recorded in the minutes of the meeting.

701.3: Procedure for Appointment of a School Division’s Superintendent by the Virginia Board of Education

Approved by the Virginia Board of Education on March 22, 2006

In the event that a school board fails to appoint a division superintendent within the time prescribed by Sections 22.1-60 and 22.1-66 of the Code of Virginia, the Virginia Board of Education shall appoint the division superintendent. The procedures for the appointment of such division superintendent by the Virginia Board of Education shall be as follows:

1. An individual appointed as a division superintendent must hold a valid divisions superintendent license issued by the Virginia Board of Education prior to the appointment.

2. The Virginia Board of Education shall appoint the division’s superintendent if the school board has not appointed the divisions superintendent within 180 (calendar) days after a vacancy occurs. However, in the event a school board appoints a divisions superintendent in accordance with the provisions of Section 22.1-60 of the Code of Virginia and the appointee seeks and is granted a release of such appointment prior to assuming office, the school board shall be granted a 60-day period (calendar days) from the time of release within which to make another appointment.

3. A school board that has not appointed a superintendent within 120 (calendar) days of a vacancy shall submit a written report, containing at least a status report with a timeline for making the appointment prior to 180 (calendar) days, to the Superintendent of Public Instruction demonstrating its timely efforts to make an appointment.

4. The school board immediately shall notify the Virginia Board of Education, in writing, of its failure to appoint a division superintendent within the time prescribed by Section 22.1-60 of the Code of Virginia. Within 30 calendar days after the time prescribed by Section 22.1-60 of the Code of Virginia for the local school board to appoint the divisions superintendent, the school board must submit in writing its preferred candidate(s), not to exceed three, for the divisions superintendent position.
800: The Virginia School Boards Association

801: Overview of the VSBA

802: VSBA Services
800: The Virginia School Boards Association

800.1: Introduction

The VSBA staff always says the following to new board members at its orientation, “Your best source of advice is your superintendent. Your second best source is the VSBA.” The same can be said to school board clerks! The VSBA considers school board clerks to be essential in a partnership that, if communication and cooperation flow, will result in board members who make decisions in the best interest of the children.

801.1: Overview of the VSBA

The Virginia School Boards Association is a private, voluntary, nonpartisan, self-supporting organization whose primary mission is the advancement of education through the unique American tradition of local citizen control of, and accountability for, the Commonwealth’s public schools. In this way, education policy is decided by the local school boards who are directly accountable to the community. VSBA promotes quality education through services to local school boards. It represents school boards’ interests before the legislature, state agencies, Congress and other state and national regulatory bodies. Membership in the VSBA represents the Commonwealth’s school boards, who in turn, govern the schools attended by 100% of the public school children in Virginia.

802.1: VSBA Services

Reminder: It’s easy to get in touch with VSBA call 800-446-8722. Here are descriptions of specific VSBA services.

VSBA Center for Board Development
The VSBA Center for School Board Development offers individualized team-building development activities designed for school boards in a professional environment. Sessions may include: strategic planning, team building, the importance of trust, defining appropriate roles on a school board, evaluations, etc. A brochure outlining possible topics is available to share with interested board members. For more information or to schedule a session, please contact Barbara Coyle, VSBA Deputy Executive Director or Samantha Staebell, VSBA Coordinator of Board Development.

VSBA School Board Academy
The VSBA School Board Academy offers a variety of meetings, conferences and activities that are of interest to board members, superintendents, and clerks. Approved by the State Board of Education, the Academy provides inservice opportunities statewide. For a full listing of programs, please visit the VSBA website at www.vsba.org. The Academy assigns credits for attendance at events and participation in governance activities. Awards are presented at the conclusion of the Academy year (June 30). School board clerks are also eligible to earn credits in the VSBA School Board Academy. For more information please contact Barbara Coyle, VSBA Deputy Executive Director or Samantha Staebell, VSBA Coordinator of Board Development.

Publications
VSBA publications are designed to provide useful, accurate information to school board members and superintendents on a regular basis. Through such publications, VSBA members enhance their
professional development by becoming increasingly knowledgeable about the complex issues related to school governance. Keep a look out for the VSBA Monthly E Newsletter and a variety of special publications. For questions regarding VSBA publications, please contact Gina Patterson, VSBA Assistant Executive Director.

Research and Information
The VSBA Research and Information Service conducts research, surveys and provides information about particular issues/topics upon request by a Virginia school board member or superintendent. Your superintendent can request information or individual survey questions. More information is available on the VSBA website. For questions on research, please call Herb Cottrill, VSBA Director of Research and Information Services.

Insurance Services
The VSBA Insurance Services Programs offer loss control and behavioral based safety programs that are unlike any other. In fact, VSBA is one of only two programs in the country that offer this type of safety training. We provide our members with simple, yet effective, common sense awareness and skills to observe and manage the kinds of attitudes and behaviors that can cause injury to any employee or loss of property. The school board can receive more information about the VSBA Insurance Pools by calling Harry Ward, VSBA Director of Insurance Services.

Legal and Policy Services
VSBA employs a full-time attorney for regular consultation and legal research. The staff attorney is available to school board members and Superintendents for limited consultation. The VSBA Legal Assistance Fund offers assistance in legal cases that have a statewide impact on school board authority. Participating members are eligible to receive financial aid, *amicus curiae* (friend of the court) briefs prepared by the VSBA Special Legal Counsel, or a combination of these services. For more information on these services, please contact Elizabeth Ewing, VSBA Director of Legal and Policy Services.

Superintendent Search Services
The VSBA Superintendent Search Assistance provides thorough and professional services throughout the search process, all at a cost that is considerably less than that of private consultants. The goal is to promote a match that makes for an effective policy-making team. From advertising to screening to consultation, the VSBA helps to ensure that this vitally important decision is a sound one. For more of what you need to know about Superintendent Searches, please see the Superintendent Search section of this manual. For questions about VSBA Superintendent Search Services, please contact Gina Patterson, VSBA Assistant Executive Director.

Legislative Services
VSBA communicates regularly with members of the General Assembly and Congress on high priority issues such as school financing, standards of quality, etc. Efforts include presenting formal testimony at public hearings, providing comments on specific bills before House and Senate committees, and routinely meeting with individual legislators regarding the needs of local school divisions. For more information on legislative issues, call Elizabeth Ewing, VSBA Director of Legal & Policy Services, Pat Lacy, VSBA Special Counsel or Dick Pulley, VSBA Chief Lobbyist.
**VSBA Database**

Each school board clerk has the responsibility to report to the VSBA data manager information about the division’s school board members, superintendent, deputy superintendent and the school board clerk. Information should be updated immediately when a change takes place. Data that is reported to VSBA includes name, email address, home address, telephone number, position on the board, when elected/appointed, gender, race, etc. For further information about the VSBA data base call Herb Cottrill or Annie Jessie at 1-800-446-8722.

A monthly reminder to update the database is sent to each school board clerk. The reminder contains information related to every member on the board, superintendent, and clerk.

All information is updated online by going to [http://www.vsba.org/MEmbershipdatabase/memberupdate.htm](http://www.vsba.org/MEmbershipdatabase/memberupdate.htm)

And entering the password and userid of Clerk. When one enters the form page you will be asked for individual information related to YOUR school division (password, your name, etc.)

An explanation of all the steps in maintaining your database is contained in a video in this manual and may also be viewed on the Clerks Homepage at [http://www.vsba.org/boardclerks.html](http://www.vsba.org/boardclerks.html)
901: Frequently Asked Questions

Below is a quick Q & A to answer a few questions you might have as a school board clerk. Each question was answered by a current school board clerk based on his/her experiences.

**Q**: Who exactly is the Clerk of the School Board?

**A**: The official record keeper of the School Board. For an overview of the clerk’s job description and duties, please see Section 100.

**Q**: What is my job description?

**A**: Job descriptions differ from division to division. It is important to discuss your specific job description with your Superintendent. For sample job descriptions, please view Section 100 of this Manual.

**Q**: How long do I need to keep records?

**A**: Minutes are kept indefinitely (forever) - other records, refer to The Library of Virginia’s Records Retention Rules which are discussed in Section 500.

**Q**: What do I include in the minutes?

**A**: All actions of the School Board. Suggestions and examples of what to include in meeting minutes can be found in Section 400.

**Q**: Why are there two copies of everything?

**A**: There are two copies of everything so that when someone has research something, it is not necessary to use the “official” book and jeopardize losing or damaging the official record.

**Q**: What do I do with tapes or other recordings of the meetings?

**A**: You should keep recordings of meetings for as long as the written minutes are kept or until the meeting minutes are approved. Some divisions keep the tapes on file for the public to listen to if they were not able to attend the meeting.

**Q**: What do I say when the local newspaper calls?

**A**: Screen the call and if authorized and qualified to respond, do so (carefully) or refer the caller to the appropriate staff member. Ensure that someone responds. Try to avoid a headline which includes "calls to the district office were not returned." For more information on answering the media, please see Section 500.

**Q**: What does it mean to go into "closed session"?
A: A closed session is a private meeting of the School Board and staff, not open to the public, for discussions related to personnel, student personnel, real or potential litigation, etc.

Q: What goes on the meeting agenda?

A: Date, time, location, call to order, roll call, business to be discussed, public comment period, consent agenda, superintendent's report; School Board members' items. Basically all business to be discussed at said meeting. Sample agenda can be found in Section 300.

Q: What is a consent agenda?

A: Some boards use consent agendas as a time saving measure to approve documents and/or appointments as a group rather than individually. Some items that typically go into the consent agenda included approval of minutes, approval of financial reports and approval of appointment.

Q: What requirements for professional development must school board members meet?

A: Virginia law establishes that each school board must require its members to participate in professional development every year. It is entirely up to each school board to decide how much professional development each member must complete. It is also entirely up to each school board to decide what professional development activities meet the requirement. (Va. Code § 22.1-253.13:5.D).

Q: What happens when there is an unexpected vacancy on an elected school board?

A: It is very common for a vacancy to arise because, for example, a board member moves out of the division because of a job change. Filling the vacancy is a two-step process. In the first step, the board itself appoints an interim replacement within 45 days of the office becoming vacant. (See Va. Code § 24.2-228). In the second step a replacement who will serve out the remainder of the term is elected in a special election. (See Va. Code § 24.2-226).

Q: What happens when there is an unexpected vacancy on an appointed school board?

A: The body which made the original appointment will appoint a replacement.

Q: Is there any formal training for a school board clerk?

A: School Board Clerks have an annual workshop during the VSBA Annual Convention in Williamsburg, Virginia. At this workshop you are able to network with other clerks and attend sessions that will help you succeed as a school board clerk.
**902: Dates of Recognition**

The following is a sample list of events that the Virginia Department of Education recognizes annually.

**January**
- Virginia School Principals Appreciation Week

**February**
- Black History Month
- VSBA School Board Appreciation Month
- VSBA School Board Clerk Recognition Week
- National School Counselor Appreciation Week

**March**
- National Nutrition Month
- National School Breakfast Week
- Read Across America Day
- National Foreign Language Week
- Tornado Preparedness Day

**April**
- Autism Awareness Month
- National Library Week
- National Volunteer Week
- Support Employee Recognition Week
- Earth Day
- Days of Remembrance of the Victims of the Holocaust

**May**
- National Physical Fitness and Sports Month
- Teacher Appreciation Week (First Full Week in May)
- School Nutrition Employee Appreciation Week
- School Nurse Day

**September**
- America’s Legislators Back to School Week

**October**
- Read for the Record
- Custodian Appreciation Week
- National School Lunch Week
- Read Aloud to a Child Week
- National School Bus Safety Week

**November**
- VSBA Take Your Legislator to School Month
- Celebration of School Psychologists’ Week
- Geography Awareness Week
- International Education Week

*This is a sampling of past recognition dates. Please see the State Superintendent’s Memo for the most up-to-date list of recognitions.*
903: Character Education Words

In an effort to promote character education some school boards have adopted a “word of the month” to exemplify the traits of ethic and good character. Below is one sample.

From the Desk of a Current School Board Clerk:

Our school division includes the word of the month on our agendas, emails, websites, etc.

Each school division implements this in their own way. In addition, each division has different choices of values. See statute 22.1-208.01. It explains it in detail.

“Values of the Month”

September…………………Fairness
October…………………..Responsibility
November……………….Honesty
December………………..Kindness
January…………………..Courage
February………………….Respect
March…………………..Perseverance
April…………………..Cooperation
May…………………..Dependability
June……………………Forgiveness
July……………………Patriotism
August……………………Patience

§ 22.1-208.01. Character education required.

A. Each school board shall establish, within its existing programs, a character education program in its schools. The purpose of the character education program shall be to instill in students civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems, and develop civic-minded students of high character. The components of each program shall be developed in cooperation with the students, their parents, and the community at large. The basic character traits taught may include (i) trustworthiness, including honesty, integrity, reliability, and loyalty; (ii) respect, including the precepts of the Golden Rule, tolerance, and courtesy; (iii) responsibility, including hard work, economic self-reliance, accountability, diligence, perseverance, and self-control; (iv) fairness, including justice, consequences of bad behavior, principles of nondiscrimination, and freedom from prejudice; (v) caring, including
kindness, empathy, compassion, consideration, generosity, and charity; and (vi) citizenship, including patriotism, the Pledge of Allegiance, respect for the American flag, concern for the common good, respect for authority and the law, and community-mindedness.

Classroom instruction may be used to supplement a character education program; however, each program shall be interwoven into the school procedures and environment and structured to instruct primarily through example, illustration, and participation, in such a way as to complement the Standards of Learning. The program shall also address the inappropriateness of bullying, as defined in the Student Conduct Policy Guidelines adopted by the Board of Education pursuant to § 22.1-279.6.

This provision is intended to educate students regarding those core civic values and virtues which are efficacious to civilized society and are common to the diverse social, cultural, and religious groups of the Commonwealth. Consistent with this purpose, Virginia's civic values, which are the principles articulated in the Bill of Rights (Article I) of the Constitution of Virginia and the ideals reflected in the seal of the Commonwealth, as described in § 1-500, may be taught as representative of such civic values. Nothing herein shall be construed as requiring or authorizing the indoctrination in any particular religious or political belief.

B. The Board of Education shall establish criteria for character education programs, consistent with the provisions of this section. To assist school divisions in implementing character education programs and practices that are designed to promote the development of personal qualities as set forth in this section and the Standards of Quality and that will improve family and community involvement in the public schools, the Board of Education shall also establish, within the Department of Education, the Commonwealth Character Initiative. The Board shall provide resources and technical assistance to school divisions regarding successful character education programs and shall (i) identify and analyze effective character education programs and practices and (ii) collect and disseminate among school divisions information regarding such programs and practices and potential funding and support sources. The Board may also provide resources supporting professional development for administrators and teachers in the delivery of any character education programs.

C. The Board of Education shall award, with such funds as are appropriated for this purpose, grants to school boards for the implementation of innovative character education programs.

**904: Information At Your Fingertips**

Below is a list of items that current school board clerks recommend keeping close by at all times. Examples of some of this information can be found in the following pages.

- Name, phone and email of all School Board Members
- School Calendar, present and future
- List of Division’s schools, Principal’s names and phone numbers
- List of Central Office staff, phone number, email address and their areas of responsibility
- School board meeting calendar
- Superintendent’s calendar
- Local Emergency Plan
- Neighboring school divisions’ contact information
- VSBA Calendar of Events
From the Desk of a Current
School Board Clerk:

I keep a 3-ring binder for calendar backup and use 1-31 tabs. If there's an email about a meeting, I put that in and note in the top right hand corner the date and time (6/23 10:00 am) or if there's a schedule of meeting dates, I put a copy of each meeting date behind the correct numerical tab. That way if the Superintendent can't remember if he has a meeting or how it came about, I can refer to the calendar backup to verify or respond and don't have to go digging through emails or files.

I also use what I will call my "bible" that is a 3-ring binder and it houses all sorts of annual information (see below) that I keep a file copy of all pertinent information in and it's so easy to reference and it's all in one handy spot:

- Accounts Payable Schedule
- Administrative Council Meeting Schedule
- Annual School Admin. Data (DOE)
- Authorization of Signatures of Absence of Supt.
- Board of Supervisors Listing
- Diversity Advisory Council (DAC) Meeting Schedule
- Educational Foundation Meeting Schedule
- Rotary Membership
- Instructional Team Meeting Schedule
- Legislators (Local)
- Management Team Meeting Schedule
- Special Education Board Meeting Schedule
- Pay Day Information
- Principals' Meeting Schedule
- PTA Presidents Listing
- Region Superintendents Meeting Schedule
- SAC (Student Advisory Committee) Reps
- Salary Scales
- SB Agenda Due Dates
- SB Agenda Review Meeting Schedule
- SB Appointments to Boards/Commissions
- SB Meeting Dates
- SB Members' Information
- School Calendar
- Superintendent's Advisory Council Meeting Schedule
- VASS Conferences
- VSBA/NSBA Conferences (I print the calendar of conferences for that year)
PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Any citizen may address the Board at any regular meeting. Persons wishing to appear before the School Board are requested to contact the superintendent, the School Board chairman, or their designee for placement on the agenda.

The chairman is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented and length of time for such presentation. No one will be allowed to make additional presentations until everyone has an opportunity to make an initial presentation.

A reasonable period of time, as determined by the School Board, will be allocated at each regular meeting for citizens to present matters of concern.

Adopted:

_______________________________________________________________________
_______________________________________________________________________

XXX SCHOOL BOARD
2009 MEMBERSHIP INFORMATION
(Effective January 13, 2009 - December 31, 2009)
Approved @ January 13, 2009 Annual Organizational Board Meeting

XXX. Chairperson
Address
XXX, Virginia XXXXX
XXX-XXXX (Home)
Replaced XXXX, who did not win re-election
E-mail Address: XXXXXXX

XXX. Vice Chairperson
Address
XXX, Virginia XXXXX
XXX-XXXX (Home)
Replaced XXXX, who did not seek re-election
E-mail Address: XXXXXXX

XXX. Member
Address
XXX, Virginia XXXXX
XXX-XXXX (Home)
Replaced XXXX, who did not win re-election
E-mail Address: XXXXXXX

XXX. Member
Address
XXX, Virginia XXXXX
XXX-XXXX (Cell)
Replaced XXXX who resigned June, 1995;
Re-Elected November, 2003 (ran unopposed); and
November, 2007 (ran unopposed)
E-mail Address: XXXXXXX

XXX. Member
Address
XXX, Virginia XXXXX
XXX-XXXX (H)
Replaced XXXX, who did not seek re-election in
2003; Re-Elected to SB Fall 2007 (ran unopposed)
E-mail Address: XXXXXXX

Member At Large
Current Term Expires: December 31, 2009
Elected to SB Fall of 2003-Took Office Jan. 2004
Re-Elected to SB Fall of 2005
Serving First Year as Chair (2009)
Served 2 Year as Vice Chairperson (2007+2008)

XXX District
Current Term Expires: December 31, 2009
Elected to SB Fall of 2005-Took Office Jan. 1, 2006
Serving First Year as Vice Chairperson (2009)

XXX District
Current Term Expires: December 31, 2009
Appointed by School Board on October 4, 2006
Officially Took Oath of Office on 10/11/06.
Elected to SB November 2007 (ran unopposed) to fill
the unexpired term of former SB member (deceased).

XXX District
Current Term Expires: December 31, 2011
First Elected to SB Fall of 1999-Took Office Jan. 2000,
Served 4 years but did not win re-election in 2003.
Re-Elected to SB Nov. 2007-Took Office 1/1/2008
Served 1 Year as Vice Chairperson (2003)

XXX District
Current Term Expires: December 31, 2011
Elected to SB Fall of 1995-Took Office Jan. 1996
Original Appointment Date: 7/1/95
Served 4 Years as Chair (1999+2000+2005+2006)
Served 1 Year as Vice Chairperson (1998)

XXX Point District
Current Term Expires: December 31, 2011
Elected to SB Fall of 1995-Took Office Jan. 1996
Original Appointment Date: 6/30/88 (Region),
12/20/91, retro. to 7/1/91 (At Large), and reappointed
6/26/95 to 12/31/95 as Member At Large by XXXX.
Served 3 Years as Chair (7/93-12/96)
Served 1 Year as Vice Chairperson (1992-1993)

XXX At Large
Current Term Expires: December 31, 2011
Elected to SB Fall of 2003-Took Office Jan. 2004
Served 2 Years as Chair (2007+2008)
Served 1 Year as Vice Chairperson (2006)
### DUE DATES FOR SUBMISSION OF ALL SCHOOL BOARD AGENDA ITEMS TO SCHOOL BOARD CLERK FOR 2009

Please mark these dates in your calendars and have your respective staff submit their items to you early enough (your decision) to allow sufficient time to review, sign, etc., before submitting to me by noon of the due date.

All Monthly Meeting Dates Occur on Second Tuesday of the Month

<table>
<thead>
<tr>
<th>MONTHLY MEETING DATE</th>
<th>DATE ITEMS DUE TO CLERK BY NOON</th>
<th>SCHEDULED AGENDA PREPARATION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13, 2009</td>
<td>Thursday, December 18, 2008</td>
<td>Monday, January 5, 2009</td>
</tr>
<tr>
<td>February 10, 2009</td>
<td>Thursday, January 29, 2009</td>
<td>Monday, February 2, 2009</td>
</tr>
<tr>
<td>March 10, 2009</td>
<td>Thursday, February 26, 2009</td>
<td>Monday, March 2, 2009</td>
</tr>
<tr>
<td>April 14, 2009</td>
<td>Thursday, March 26, 2009</td>
<td>Monday, March 30, 2009</td>
</tr>
<tr>
<td>May 12, 2009</td>
<td>Thursday, April 30, 2009</td>
<td>Monday, May 4, 2009</td>
</tr>
<tr>
<td>June 9, 2009</td>
<td>Thursday, May 28, 2009</td>
<td>Monday, June 1, 2009</td>
</tr>
<tr>
<td>July 14, 2009</td>
<td>Wednesday, July 1, 2009</td>
<td>Tuesday, July 7, 2009</td>
</tr>
<tr>
<td>August 11, 2009</td>
<td>Wednesday, July 29, 2009</td>
<td>Monday, August 3, 2009</td>
</tr>
<tr>
<td>September 8, 2009</td>
<td>Thursday, August 27, 2009</td>
<td>Monday, August 31, 2009</td>
</tr>
<tr>
<td>October 13, 2009</td>
<td>Thursday, October 1, 2009</td>
<td>Monday, October 5, 2009</td>
</tr>
<tr>
<td>November 10, 2009</td>
<td>Thursday, October 29, 2009</td>
<td>Monday, November 2, 2009</td>
</tr>
<tr>
<td>December 8, 2009</td>
<td>Tuesday, November 24, 2009</td>
<td>Monday, November 30, 2009</td>
</tr>
<tr>
<td>January 12, 2010</td>
<td>Tuesday, December 22, 2009</td>
<td>Monday, January 4, 2010</td>
</tr>
</tbody>
</table>

END:dcg 6/18/08  SB AGENDA DUE DATES.202
908: Reports Given to the School Board

Below is a list of reports that clerks are asked to give the school board throughout the year. **Please note each school division functions very differently. What may be a report drafted by the clerk in one division may come from elsewhere in another division. Please discuss annual reports with your Superintendent.**

Meeting Minutes
Career and Technical Education Plan
Special Education Plan
Gifted Education Plan
SOL Pass Rates
Strategic Plan
Capital Improvement Plan
Economic Statements by School Board
Financial Records
Enrollment Records
Administrative Policy Changes
Annual School Report
Budget Analysis
Board Travel
Bills payable
Field Trip Requests
Employment List
Home Schooling List
Monthly financial statements
Resolutions
Superintendent Goals and Benchmarks
VSBA Academy Credits
Yearend Financial Report
DOE Educational Registry Report for the divisions
Annual Pay Plan
Crime/Discipline Report
School Board Meeting Attendance
Buildings Use Summary
Insurance Renewals
Report on School Board Goals
Grants Updates
**909: Glossary**

**Academic intervention** – Services required of the school district to provide extra help to students who are not yet meeting the learning standards.

**Accountability** – Requiring school districts and states to ensure that schools meet their goals/standards.

**Achievement Test** – A test which measures the extent to which a student has acquired and can demonstrate certain skills and proficiencies which are usually a result of instruction.

**Adequate yearly progress (AYP)** – The measure each state must establish to determine the progress of all students and students in certain specified accountability groups in each public school and school district within the state toward attaining proficiency in state assessments.

**Ad-Hoc** – A committee formed for a specific purpose, for a limited length of time.

**Alternative assessment** – Any testing instrument other than standardized, multiple-choice questions, such as short-answer response and extended response, observation, individual or group performance assessment, and portfolios.

**Amicus Brief** – A written document prepared by a counsel to support a position in a court case. This is often referred to as a “friend of the court” brief which is submitted to provide support to a case.

**Appropriation** – An authorization from the local appropriating body to make expenditures and to incur obligations for specific purposes.

**Assessment** – Measuring or judging the learning and performance of students or teachers.

**Average daily attendance (ADA)** – The aggregate days of attendance during a given reporting period divided by the number of days school is in session during that period.

**Benchmark** – A detailed description of a specific level of performance expected of students at particular ages, grades or developmental levels, typically used to monitor progress toward meeting performance goals within and across grade levels.

**Block grants** – Federal or state funding distributed in a lump sum directly to states or localities to administer and direct programs.

**Bylaws** – Collection of rules adopted by the school board for the regulation of its own organization. They must not conflict with statue, but may be more specific than statue.

**Categorical aid** – State or federal aid which is intended to finance or reimburse a specific category of instructional or supporting program or to aid a particular target group of pupils.

**Caucus** – A closed meeting for the members of a political party for the purpose of determining policy for the party.

**Charter school** – An public school established under state charter school law.

**Closed Session** – A portion of the school board meeting that is not open to the public.

**Cohort** – A group of students who share the same statistical or demographic characteristic, such as grade level.
Community-Based Learning – Students, faculty, administrators, and community members working together to create new learning opportunities within local communities but generally outside traditional learning institutions.

Continuing Contract– Increased job security for teachers after three years of satisfactory service.

Core curriculum – The body of knowledge that all students are expected to learn.

Data-driven decision making – Analyzing varied forms of data to identify educational strengths and/or weaknesses to plan for and implement improvements in student achievement as well as monitoring trends, and using this information to make decisions about the effectiveness of continuation or changes in district practices, curriculum, programs, procedures and policies.

Deficit – The amount by which total expenditures exceed total revenues for the fiscal year. Virginia school divisions cannot have a deficit.

Demographic data – Information describing the students and citizens of a school district; usually includes characteristics such as race, age, gender, income, educational level, birth rate and profession.

Distance learning – A semester or year-long course taken and/or taught simultaneously in two or more locations using video and computer technology.

Education policy – Governing principles that serve as guidelines or rules for decision making and action in setting and achieving educational objectives.

Freedom of Information Act (FOIA) – A law that gives the public access to government records and meetings, as a way to foster increased understanding of and participation in government. The law provides a list of the kinds of records and meetings that are exempted.

Gifted and Talented – Also known as Talented and Gifted (TAG) Programs that offer supplemental, differentiated, challenging curriculum and instruction for student identified as being intellectually gifted or talented.

Grandfather Clause – A part of an agreement which exempts certain persons from provisions or transactions in the agreement.

Head Start – A federal preschool child development program of the Office of Economic Opportunity which provides a comprehensive program of education, medical care, social services, and nutritional help for preschool children from disadvantaged backgrounds.

Inclusion – Educating students with disabilities as appropriate in a regular classroom setting along with students without disabilities.

Individualized education program (IEP) – A written statement outlining the plan for providing an educational program for a disabled student based on the unique needs of that student.

In-Service Training – A general term used to describe efforts to promote employees’ professional growth and development while on the job.

Local Autonomy – The power the state grants to local school division to make many of their own decisions, administer their own schools, etc.

Magnet School – A school that offers enriched curriculum in one or more subject areas.
**Needs Assessment** – In education, an evaluation to determine whether the present curriculum is achieving the intended results.

**Performance-Based Assessment** – Tests which measure students’ abilities to perform tasks and solve problems rather than choosing answers from a number of possibilities.

**Outcomes-Based Education** – Student-centered, results oriented instructional design created on the basis of students’ mastery of prescribed learning outcomes or academic goals.

**Rubric** – Used to evaluate student performance on specific tasks that cannot be scored by machine; specific descriptions, usually three or four, of what a particular task looks like at several different levels of performance.

**Standardized Test** – A test whose scores are based on a representative sample of test-takers. Standardized tests typically rely on multiple-choice questions and uniform testing conditions.

**Standing Committee** – A regularly constituted committee of a school board usually appointed by the board chair for a definite period of time.

**Voucher** – A way to allocate and distribute education money directly to parents to pay for their children’s education in a public or private school.
**910: Acronyms**

AASA – American Association of School Administrators
ADA – Average Daily Attendance
ADD/ADHD – Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder
AED – Automated External Defibrillators
AFT – American Federation of Teachers
AGE – Average Grade Enrollment
AIS – Academic Intervention Services
AP Program – Advanced Placement Program
ASBO – Association of School Business Officials
ASCD – Association for Supervision and Curriculum Development
AYP – Adequate Yearly Progress
BEDS – Basic Educational Data System
CETA – Comprehensive Employment and Training Act
COL – Cost of Living
CRT – Criterion-Referenced Test
DARE – Drug Abuse Resistance Education
DDD – Data-Driven Decision Making
E&O – Errors and Omissions insurance
ECS – Education Commission of the States
ELA – English Language Arts
ELL – English Language Learners
EPIC – Effective Parenting Information for Children
ERIC – Educational Resources Information Center
ESEA – Elementary and Secondary Education Act
ESL – English as a Second Language
ETS – Educational Testing Service
FERPA – Family Educational Rights and Privacy Act
FTE – Full Time Equivalent
GAO – General Accounting Office
GASB – Governmental Accounting Standards Board
GED – General Education Diploma
HQT – Highly Qualified Teachers
IDEA – Individuals with Disabilities Education Act
IEP – Individualized Education Program
IPEL – Institute for Political and Legal Education
LEA – Local Education Agency
LEP – Limited English Proficiency
LOTE – Language Other Than English
LRE – Least Restricted Environment
LRE – Law-Related Education
NAEP – National Assessment of Educational Progress
NAESP – National Association of Elementary School Principals
NAPT – National Association for Pupil Transportation
NASBE – National Association of State Boards of Education
NASSP – National Association of Secondary School Principals
NBPTS – National Board for Professional Teaching Standards
NCATE – National Council for Accreditation of Teacher Education
NCES – National Center for Education Statistics
NCLB – No Child Left Behind Act
NEA – National Education Association
NSBA – National School Boards Association
P-16 – Pre-Kindergarten-16
PAC – Political Action Committee
POB – Program Oriented Budgeting
PTA – Parent-Teacher Association
PTO – Parent-Teacher Organization
RTI – Response to Intervention
SAT – Scholastic Aptitude Test
SED – State Education Department
SES – Supplemental Educational Services
SIN – School In Need of Improvement
SOL – Standards of Learning
SRAP – School Requiring Academic Progress
STEM – Science, Technology, Engineering and Math
STW – School-to-Work
TIMSS – Third International Mathematics and Science Study
TO – Table of Organization
UFT – United Federation of Teachers
USDOE – U.S. Department of Education
VASS – Virginia Association of School Superintendents
VEA – Virginia Education Association
VRS – Virginia Retirement System
VSBA – Virginia School Boards Association
YRE – Year-Round Education