

# **Isle of Wight County School Board**

## **By-Laws and Rules of Procedure**

Proposed January 12, 2023

### **Article 1 – PURPOSE AND BASIC PRINCIPLES**

#### **SEC 1-1 PURPOSE OF BY-LAWS AND RULES OF PROCEDURE**

- A. To enable the School Board to transact business efficiently, transparently, and expeditiously, affording the opportunity for citizens to witness and participate in the operations of the Isle of Wight County Schools;
- B. To protect the rights of each individual Board Member, in representing his/her constituents;
- C. To preserve the spirit of cooperation among Board members; and
- D. To determine the will of the Board on all matters brought before it by each and every member.

#### **SEC 1-2 PURPOSE OF BY-LAWS AND RULES OF PROCEDURE**

- A. Only one subject may claim the attention of the Board at one time;
- B. Each item presented for consideration is entitled to full and free discussion;
- C. Every member has rights equal to every other member;
- D. The will of the majority must be carried out, and the rights and opinions of the minority must be preserved and respected;
- E. Each member shall remain respectful of fellow board members, even in times of disagreement, in speech and in behavior; and
- F. Each member shall remain respectful of the citizens of Isle of Wight County, who provide their input through public comments and correspondence to their board members.

### **Article 2 – THE SCHOOL BOARD**

Adopted by the Isle of Wight County School Board January 12, 2023

## **SEC 2-1 SCHOOL DIVISION LEGAL STATUS**

The Constitution of Virginia provides that the General Assembly establish a system of free public elementary and secondary schools for all children of school age throughout the state, and seek to ensure that an educational program of high quality is established and continually maintained. The General Assembly requires that such an educational system be maintained and administered by the Board of Education, the Superintendent of Public Instruction, division superintendents and school boards. The Board of Education divides the Commonwealth into school divisions of such geographical area and school-age population as will promote the realization of the standards of quality and will periodically review the adequacy of existing school divisions for this purpose. The supervision of schools in Isle of Wight County School division is vested in Isle of Wight County School Board.<sup>1</sup>

## **SEC 2-2 SCHOOL BOARD LEGAL STATUS**

- A. The School Board of Isle of Wight County derives its authority from the Constitution and laws of Virginia.
- B. The Isle of Wight County School Board members are officers of the Commonwealth.
- C. The Isle of Wight County School Board governs the school division.
- D. The School Board is a corporate body whose title is Isle of Wight County School Board.<sup>2</sup>

## **SEC 2-3 SCHOOL BOARD POWERS AND DUTIES**

- A. The School Board adopts policy to provide for the day-to-day supervision of schools;
- B. Ensures that the school laws are properly explained, enforced and observed;
- C. Secures, by visitation or otherwise, as full information as possible about the conduct of the public schools in the school division and takes care that they are conducted according to law and with the utmost efficiency;
- D. Cares for, manages and controls the property of the school division and provides for the erecting, furnishing, equipping, and non-instructional operating of necessary school buildings and appurtenances and the maintenance thereof by purchase, lease, or other contracts;
- E. Provides for the consolidation of schools or redistricting of school boundaries or adopts pupil assignment plans whenever such procedure will contribute to the efficiency of the school division;
- F. Insofar as not inconsistent with state statutes and regulations of the Board of Education, operates and maintains the public schools in the school division and determines the length of the school term, the studies to be pursued, the methods of teaching and the government to be employed in the schools;
- G. Performs such other duties as are prescribed by the Board of Education or are imposed by law;
- H. Obtains public comment through a public hearing not less than ten days after reasonable notice to the public in a newspaper of general circulation in the school division prior to providing:
  - a. for the consolidation of schools;
  - b. 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
  - c. 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 fifteen percent or more of the pupils in average daily membership in the affected school.

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<sup>1</sup> Constitution of Virginia, art. VIII, §§ 1, 5, 7; Code of Virginia, 1950, as amended, §§ 22.1-2, 22.1-28

<sup>2</sup> Constitution of Virginia, article VIII, § 7. Code of Virginia, 1950, as amended, §§ 22.1-2, 22.1-28, 22.1-31, 22.1-71.  
Adopted by the Isle of Wight County School Board January 12, 2023

- i. 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;
- I. Surveys, at least annually, the school division to identify critical shortages of teachers and administrative personnel by subject matter, and school bus drivers and reports such critical shortages to the Superintendent of Public Instruction and to the Virginia Retirement System or requests the superintendent to conduct such survey and submit such report to the School Board, the Superintendent of Public Instruction, and the Virginia Retirement System; and
- J. Ensures that the public schools within the school division are registered with the Department of State Police to receive electronic notice of the registration or reregistration of any sex offender within the school division pursuant to Va. Code § 9.1-914.

## **SEC 2-4 BOARD MEMBERSHIP**

- A. Authority
  - a. The Isle of Wight County School Board is a body corporate, and in its corporate capacity is vested with all the powers and charged with all the duties, obligations, and responsibilities imposed upon school boards by law and may sue, be sued, contract, be contracted with, and purchase, take, hold, lease and convey school property, both real and personal. School Board members have no authority or duties except such as may be assigned to them by the School Board as a whole.<sup>3</sup>
- B. Qualifications
  - a. At the time of appointment or election to office, each member of the School Board must be a qualified voter and a bona fide resident of the school division and district which the member represents and meet any other criteria set forth in state law. If a board member shall cease to be a resident of the school division or that district which the member represents, the member's position on the School Board shall be deemed vacant.
  - b. No employee of the School Board may serve on the Board.<sup>4</sup>
- C. Oath of Office
  - a. All new school board members qualify by taking the oath prescribed for officers of the Commonwealth on or before the day of the initial meeting of the new school board. Failure to take the oath of office within the time allowed by law renders the office vacant.<sup>5</sup>
- D. Removal From Office
  - a. Any school board member may be removed from office in accordance with the provisions of Sections 24.2-230 through 24.2-238 of the Code of Virginia.<sup>6</sup>
- E. Vacancies
  - a. Vacancies occurring in the membership of the School Board, including the position of tie breaker, if any, are filled as provided by law.<sup>7</sup>

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<sup>3</sup> Code of Virginia, 1950, as amended, § 22.1-71.

<sup>4</sup> Code of Virginia, 1950, as amended, sections 22.1-29, 22.1-30, 22.1-57.3.

<sup>5</sup> Code of Virginia, 1950, as amended, sections 15.2-1522, 15.2-1524, 24.2-228, 49-1, 49-3.

<sup>6</sup> Code of Virginia, 1950, as amended, Sections 24.2-230 through 24.2-238.

<sup>7</sup> Code of Virginia, 1950, as amended, §§ 2.2-2802, §§ 2.2-2802, 15.2-410, 15.2531, 15.2-837, 15.2-627, 22.1-39, 22.1-40, 22.1-44, 22.1-47, 22.1-50, 22.1-53, 22.1-57.3, 24.2-226, 24.2-228.

## Article 3 – MEETINGS

### SEC 3-1 TIME AND LOCATION OF REGULAR, WORK, and SPECIAL SESSION MEETINGS

A. The time and place of regular meetings and work sessions of the Isle of Wight County School Board (hereinafter referred to as "the Board") shall be established at each annual organizational meeting. Such regular meetings shall be held in the Westside Elementary School Auditorium on the second (2<sup>nd</sup>) Thursday of the month unless otherwise set by the Board. Such meetings shall begin at 5:00 p.m. for closed session purposes only, with all other matters to be heard and considered at 6:00 p.m. Should the Board subsequently change the date, time, or place of a regular meeting, it shall comply with the requirements of §2.2-3707 of the Code of Virginia (1968, as amended).

B. **Work session meetings** shall be held on the fourth (4<sup>th</sup>) Thursday of every month, at the same place as regular meetings, and shall begin at 6:00 p.m. unless otherwise set by the Board. The purpose of such work sessions shall be to allow the Board an opportunity to discuss potential items for consideration at a future board meeting, to further review items held over by the Board from a regular meeting or other items as may come before the Board at a regular meeting in the future. The Board shall not take any action to approve or deny any item before it during a work session, reserving such action solely to its regular meetings.

C. **Special session meetings** shall be held as needed for matters which require immediate action due to time constraints, deadlines, fiscal policies, emergencies, or items that could or should not be considered during a regular meeting, including public hearings.

D. All Meetings will be announced in accordance with Policy BDDA.

### SEC 3-2 CONTINUED MEETINGS

When schools are closed or when the Chair in consultation with the Superintendent, determines that weather or other conditions create a hazard for members to attend the regularly scheduled meeting, he/she shall reschedule the meeting and shall notify all board members, school officials, and the press as promptly as possible. All items previously advertised shall be conducted at the continued meeting and no further advertisement is required.

### SEC 3-3 MEETING ADJOURNMENT

Meetings of the Board shall adjourn when all business before the body is complete, however it is not the Board's intent to begin a new agenda item after 9:00 p.m. unless and until a motion to extend the time has been offered and passed by a majority vote of the members present and voting. Any agenda item not conducted may be carried over to another meeting date.

### SEC 3-4 ANNUAL ORGANIZATIONAL MEETING

- A. The Board holds its annual organizational meeting during the first meeting in January of each year to complete the following tasks:
  - a. Elects one of its members as chair,
  - b. Approves a designee of the superintendent to attend meetings of the School Board in case of the superintendent's absence or inability to attend, and
  - c. Appoints, on the recommendation of the superintendent, a clerk of the School Board.
- B. Upon election, the chair immediately assumes office and presides over the remainder of the meeting.

Adopted by the Isle of Wight County School Board January 12, 2023

- C. In addition, the Board may:
  - a. Elect one of its members as vice-chair and
  - b. Appoint a deputy clerk
  - c. The vice-chair and deputy clerk, if any, are empowered to act in all matters in case of the absence or inability to act of the chair or clerk, respectively, or as otherwise provided by the Board.
  - d. Adopt By-Laws, Codes of Conduct, Protocols, and Rules & Procedures.
- D. The terms of the chair, clerk, vice-chair and deputy clerk are one year.<sup>8</sup>

### **SEC 3-5      REGULAR MONTHLY MEETINGS**

- A. The School Board transacts all business in public at School Board meetings.
- B. The School Board does not vote by secret or written ballot. However, nothing prohibits separately contacting the membership, or any part thereof, of the School Board for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting under the Virginia Freedom of Information Act.
- C. All meetings of the School Board are open to the public, except as otherwise permitted by law. No meeting is conducted through telephonic, video, electronic or other electronic communication means where the members are not physically assembled to discuss or transact public business, except as provided in Policy BDD Electronic Participation in Meetings from Remote Locations.
- D. The School Board gives notice of its meetings in accordance with Policy BDDA Notification of Meetings.
  - a. At least one copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to the members of the School Board for a meeting are made available for public inspection at the same time such documents are furnished to the members of the School Board.
- E. Any person may photograph, film, record or otherwise reproduce any portion of an open meeting. The School Board 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, but does not prohibit or otherwise prevent any person from photographing, filming, recording or otherwise reproducing any portion of an open meeting.
- F. The School Board does not conduct any open meeting in any building or facility where such recording devices are prohibited. Minutes of all regular School Board meetings are recorded in accordance with Policy BDDG Minutes.<sup>9</sup>
- G. Citizens have the right to comment on pending business unless the business is exempt under the Freedom of Information Act (FOIA).
  - a. Citizens comments at meetings are governed by Policy BDDH.

### **SEC 3-6      SPECIAL MEETINGS**

- A. The School Board holds special and continued meetings when necessary.
  - a. Special meetings are held when called by the chairman or when requested by two or more members.
  - b. Special meetings may be called provided each member is duly notified, or a reasonable attempt has been made to notify each member.
  - c. Only business that falls within the purposes set forth in the call of the meeting is transacted at a special meeting unless the members present unanimously agree to

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<sup>8</sup> Code of Virginia, 1950, as amended, §§ 22.1-72, 22.1-76.

<sup>9</sup> Code of Virginia, 1950, as amended, §§ 2.2-3707, 2.2-3708.2, 2.2-3710, 22.1-72 and 22.1-74.

consider additional items of business.

- i. Citizens have the right to comment on pending business unless the business is exempt under the Freedom of Information Act (FOIA).
  - ii. Citizens comments at meetings are governed by Policy BDDH.
- d. Notice, reasonable under the circumstances, shall be given contemporaneously with the notice provided to members of the School Board.<sup>10</sup>

## **SEC 3-7      CLOSED MEETINGS**

- A. Closed meetings may be held by the School Board or any committee thereof only in accordance with Virginia law, for purposes including the following:
- a. Discussion, consideration or interviews of prospective candidates for employment;
  - b. assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of the School Board.
  - c. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter which involves the teacher and some student, and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the School Board.
    - i. The School Board may not, however, discuss the compensation of Board members in closed session.
  - d. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student in the Isle of Wight County school system.
    - i. Any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents, or guardians so request in writing and such request is submitted to the presiding officer of the School Board.
  - e. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the School Board.
  - f. The protection of the privacy of individuals in personal matters not related to public business.
  - g. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.
  - h. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where if made public initially, the financial interest of the School Board would be adversely affected.
  - i. 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 School Board for purposes of this subsection, "probable litigation" means litigation which has been specifically threatened or on which the School Board or its legal counsel has a reasonable basis to believe will be commenced by or against a known party.
    - i. The closure of a meeting is not permitted merely because an attorney representing the School Board is in attendance or is consulted on a matter.
  - j. Discussion or consideration of honorary degrees or special awards.
  - k. Discussion or consideration of tests or examinations or other information used, administered, or prepared by a public body and subject to the exclusion in subdivision 4 of Va. Code § 2.2-3705.1.

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<sup>10</sup> Code of Virginia, 1950, as amended, sections 2.2-3707, 22.1-72

- l. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the School Board in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the School Board or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.
  - m. Discussion or consideration of medical and mental health records subject to the exclusion in subdivision 1 of Va. Code § 2.2-3705.5.
  - n. Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of Va. Code § 2.2-3705.2 where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.
  - o. Discussion or consideration of information subject to the exclusion in subdivision 11 of Va. Code § 2.2-3705.6 (the Public Private Education Facilities and Infrastructure Act) by the School Board or any independent review panel appointed to review information and advise the School Board concerning such information.
  - p. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the School Board.
  - q. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the School Board, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.
- B. The School Board or any committee thereof may permit nonmembers to attend a closed meeting of the Board or committee if such persons are deemed necessary or if their presence will reasonably aid the Board or committee in its consideration of a topic which is a subject of the meeting.
- C. School Board members may attend closed meetings held by any committee or subcommittee of the Board, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise the Board.
- a. School Board members shall in all cases be permitted to observe the closed meeting of the committee, subcommittee or entity. In addition to the requirements of Va. Code § 2.2-3707, the minutes of the committee or other entity shall include the identity of the School Board members who attended the closed meeting.<sup>11</sup>
- D. See Policy BDCA for information on calling and certification of a closed meeting and Policy BDCA-E for Sample Motion to go into a closed meeting and for certification of the same.

**SEC 3-8      PREPARATION OF THE AGENDA**

- A. The School Board Chair, with the assistance of the Vice-Chair and the Superintendent, shall prepare the proposed agenda for each meeting, at least seven days prior to the meeting.
  - a. Any School Board member may submit items for inclusion into the proposed agenda, not less than ten (10) days prior to the meeting.
    - i. All items provided by School Board members shall be incorporated into the agenda, unless it has already been planned to discuss that particular topic at the

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<sup>11</sup> Code of Virginia, 1950, as amended, §§ 2.2-3711, 2.2-3712.

following month's meeting.

1. School Board members submitting items for the agenda shall provide a brief synopsis of the item being submitted as well as formal justification, which shall be posted on BoardDocs for public viewing.
  2. School Board members submitting items for the agenda shall make all motions concerning their items and are responsible for answering questions from Board members and the public about the item.
- b. A copy of the proposed agenda and all agenda packets and materials shall be made available for public inspection at the same time such documents are provided to the School Board members, unless the materials are exempt from disclosure under the Virginia Freedom of Information Act.<sup>12</sup>
- B. All requests for additional information regarding meeting agenda items, prior to the meeting, shall be directed to the school board clerk. The clerk's response will be sent to the board members, cc the Superintendent.
- C. The School Board shall have one month to review all requests for spending.
- a. This shall include any request that will eventually result in the need for additional spending.

### **SEC 3-9 RULES OF ORDER**

- A. The Isle of Wight School Board shall be governed by Robert's Rules of Order, Newly Revised, 12<sup>th</sup> Edition.
- a. Each new member shall receive a paperback copy of Robert's Rules of Order, upon assuming office.

### **SEC 3-10 QUORUM AND METHOD OF VOTING**

- A. At any meeting, a majority of the Board will constitute a quorum.
- a. At the beginning of any meeting, the clerk shall conduct a roll call of members present and absent.
  - b. Voting will be conducted verbally or by using tablets, at the discretion of the Chair.
    - i. When vote is conducted verbally, the clerk shall call each member, by district, with the Chair voting last.
    - ii. When tablets are used for voting, the clerk shall read aloud how each member voted for the benefit of citizens watching online.
  - c. A tie vote shall result in the agenda item being voted on at the following regular meeting. In the case of a second tie vote, the motion fails.

## **Article 4 – OFFICERS**

### **SEC 4-1 CHAIR AND VICE-CHAIR**

- A. The Chair shall preside over all meetings of the Board, to perform such other duties as may be prescribed by law or by action of the School Board, and to sign all legal documents approved by the School Board.
- a. The chairman, as a member of the School Board, has a vote on all matters before the School Board which comes to a vote, but does not have an additional vote as chairman in case of a tie.
- B. The vice-chairman, if present, presides in the absence of the chairman, and is empowered to act in

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<sup>12</sup> Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-78.



all matters in case of the absence or inability of the chairman to act or as provided by resolution of the School Board.

- a. If neither the chairman nor vice-chairman is present, a majority of Board members present, if they constitute a quorum, shall elect one from among themselves to chair the meeting.<sup>13</sup>
- C. The Chair shall recommend appointments to standing or ad hoc Board Committees, which will be approved by majority vote of the Board.

## **SEC 4-2 CLERK**

- A. The Clerk and Deputy Clerk may be appointed annually, on the recommendation of the Superintendent.
  - a. The Clerk and Deputy Clerk, if any, are each bonded in an amount no less than ten thousand dollars (\$10,000), and the School Board pays the premiums for each bond.
  - b. Effective on the date these bylaws are approved, the Clerk becomes an employee of the Board and reports directly to the Chair.
- B. Duties of the Clerk shall include:
  - a. Keep in a bound volume a permanent record of all the meetings and proceedings of the School Board and keep other official papers.
  - b. Notify members and the public of all regular and special meetings of the School Board and be present at all such meetings unless otherwise directed.
  - c. Be custodian of the official seal of the School Board.
  - d. Perform such duties as are or may be prescribed by statutes, by regulations of the State Board, by the local board, and by the School Board Chair.
    - i. Provides assistance to the Superintendent, as needed.
  - e. Sign all legal documents.
  - f. Keep the policy manual up to date with the addition of new policies or amendments, suspensions, deletions, or additions to existing policies and provide replacement sheets for all existing policy manuals.
    - i. In addition to maintaining a hard copy policy manual in the clerk's office, see "Board Policy Manuals" section.
  - g. Ensure all Requests for Information (RFI) from School Board members are responded to in the same timeframe as Freedom of Information (FOIA) requests.
    - i. Board members DO NOT pay for RFI's for FOIA requests.
  - h. Other duties consistent with the position, as assigned.
- C. All members cc the clerk on emails to the superintendent
  - a. Clerk shall develop and maintain a tracking mechanism to keep track of all requests from board members to the Superintendent and other action items.

## **SEC 4-3 PARLEMENTARIAN**

- A. The School Board Attorney shall serve as the Parliamentarian for the purpose of interpreting these By-Laws and Rules of Procedure, *Robert's Rules of Order* and the Code of Virginia, as may be directed by the Chair, or as required as a result of a point of order raised by any one or more Board member.

### **Article 5 – CONDUCT OF BUSINESS**

## **SEC 5-1 PRESERVATION OF ORDER**

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<sup>13</sup> Code of Virginia, 1950, as amended, §§ 22.1-72, 22.1-76.

- A. The Chair shall be responsible for preserving order and decorum.
- B. Board members shall not speak until recognized by the Chair.
  - a. Board members shall address the Chair or address other members through the Chair. After being recognized by the Chair, a board member shall not be interrupted, except when a point of order is called or when requested to yield the floor by another member.

## **SEC 5-2 ORDER OF BUSINESS**

- A. At regular meetings of the Board on the second (2<sup>nd</sup>) Thursday of the month, the order of business shall generally be as follows:
  - a. Call to Order- Roll Call of Members
  - b. Approval of Agenda for Closed Session
  - c. Motion to Enter Closed Session
  - d. Identify Individuals Requesting to Speak in Closed Session
  - e. Reconvene in Open Session
  - f. Certification of Resolution of Compliance
  - g. Moment of Silence / Invocation
  - h. Pledge of Allegiance
  - i. Chairman's Welcome
  - j. Citizens Comments on Proposed Agenda Items
  - k. Approval of Agenda for Open Session
  - l. Isle of Wight Achievers
  - m. Special Presentations
  - n. Citizens Comments (Non-Agenda Items)
  - o. Presentations by the Superintendent Staff
    - i. Issues that may require future approval of the board
  - p. Reports from the Superintendent Staff
    - i. Informational only; will not require action by the board
      - 1. E.g. Fuel consumption; Construction updates
  - q. Report from the Superintendent
  - r. Action on Closed Session Items
  - s. Action on Old Business
    - i. Approval of Consent Agenda
      - 1. Prior Meeting's Minutes, Financials, Donations, and Approved Field Trips
      - 2. Any other noncontroversial items
    - ii. Anything held over from previous meetings, that are ready to be voted on.
  - t. Action on New Business
    - i. New Policies, Policy Updates, & Policy Revisions
      - 1. Policies for First Read will be read by the clerk.
        - a. Board members can table a policy, by a majority vote, for discussion in a work session or for review by a policy committee, if the board establishes one.
      - 2. Policies for Second Read will be discussed by the board prior to voting
        - a. Policies will be voted on one-by-one
          - i. If a policy does not pass by a majority vote, the current policy will remain in force.
            - 1. If another version of the policy is presented for consideration, it will be read by the Clerk and

posted with other First Read items.

3. Regulations & Exhibits
  - u. Board Member Comments
    - i. Committee Reports
    - ii. Participation in activities, acting in official capacity
    - iii. Board Member Comments
  - v. Adjournment
- D. Board members will not generally respond to questions by citizens during the meeting but may ask for amplifying information to better understand the issue at hand, with the concurrence of the Chair.
- a. The Chair, or a Board member designated by the Chair, may respond to administrative type questions posed by citizens during the meeting, particularly when such a response is helpful for the community to better understand an item on the agenda.
  - b. At the discretion of the Chair, written responses to public comments will be drafted by the Clerk, who will send it to the Superintendent and each Board member for consensus.
    1. The Board member who represents the citizen who made the comments must be in full agreement with the contents of the letter.
    - ii. After consensus is reached, the Board member who represents that citizen shall sign or authorize his or her signature be placed on the letter, prior to mailing.
    - iii. On some occasions, it may be more appropriate for a Board member to craft his or her own response.
      1. Chair must concur with the Board member and the letter must still have the concurrence of the board.
      2. The same steps (outlined above) are followed to send the response to the citizen.

## **Article 6 – TRANSPARENCY**

### **SEC 6-1 COMMUNICATIONS**

- A. Board members are elected to serve the public and therefore, must respect the public's interest in its activities and actions.
  - a. While it's often easier to discuss issues on the telephone, the primary method of communication for the record is email.
    - i. When it's not feasible to send an email, phone calls will suffice as long as at least one of the parties involved sends a follow-up email summarizing the conversation, including but not limited to, the topics discussed and any points of agreement or disagreement.
  - b. When communicating with the Superintendent, email is the primary method of communication.
    - i. There will be times when an email will not be feasible or additional amplification is needed.
      1. When email is not feasible or the best method of communication, phone calls are appropriate.
- B. All reports, particularly financial reports, are to be as detailed as possible, for the average citizen to understand.

### **SEC 6-2 BOARD SELF-EVALUATION**

- A. The Board will conduct an annual self-evaluation in July of each year.

#### **Article 7 – POLICY**

#### **SEC 7-1 BOARD POLICY MANUALS**

- A. The School Board is guided by written policies that are readily accessible to the Board, division employees, students, parents, and citizens. All division policies are reviewed at least every five years and revised as needed.
  - a. The official record of current school policies and regulations are located on the IWCS website. and are available to employees and the public.
    - i. Bound, printed copies of the policies and regulations are available at the Central Office, each school library, and Isle of Wight Public Libraries, for citizens who do not have online access. I don't think we need hard copies anywhere outside of central office. Seems like an un-necessary administrative burden. Each public library provides access to a computer and internet, so individuals could print policies if needed.
      - 1. The Central Office and each school library shall maintain a printed copy of the policies and regulations for a period of 5 years.
      - 2. The Clerk shall provide one bound printed copy of all policies, district regulations, and individual school regulations to any School Board member who requests one prior to the first day of school, each school year. Again, I don't think this is necessary, nor do I want to lug around a huge binder.
        - a. This can be a single volume or multiple volumes, at the discretion of the Superintendent.
      - 3. The Clerk shall provide a printed copy of the policies and regulations to any citizen who requests them, for a fee that does not exceed the actual cost of production.
  - b. The superintendent ensures that an annual announcement is made at the beginning of the school year and, for parents of students who enroll later in the academic year, at the time of enrollment, advising the public regarding the availability of the policies and regulations.

#### **SEC 7-2 WAIVERS**

- A. The School Board shall not waive any bylaw.
  - a. If it's found that any bylaws have negative unintended consequences, that bylaw can be changed by a majority vote at two consecutive regular monthly meetings.
    - i. Special meetings cannot be called for the purposes of waiving a bylaw.
- B. The School Board shall not waive any policy without having a majority vote at two consecutive meetings to do so.
  - a. Special meetings cannot be called for the purposes of waiving a bylaw.
  - b. If waiting to have a second vote will do irrevocable harm to Isle of Wight County Schools, the Chair will publicly certify that an immediate vote is necessary and call for a vote to waive policy.
    - i. Certification of an emergency vote must pass by 4/5 vote
    - ii. The Chair must have written justification for the waiver posted on the Isle of Wight County Schools website, within seven days of the vote.
  - c. No policy shall be waived for the benefit of a single individual.
  - d. No policy shall be waived for the benefit of the School Board.

## Article 8 - PERSONNEL

### SEC 8-1 SCHOOL DIVISION PERSONNEL RIGHTS TO APPEAL TO THE BOARD

- A. Notwithstanding guidance included or not included in policy, all Isle of Wight County School employees have the right to appear before the School Board after exhausting all potential remedies starting at their immediate supervisor through the Superintendent or his or her designee.

## Article 9 - REPORTING

### SEC 9-1 SCHOOL DIVISION ANNUAL REPORT

- A. The School Board, with the assistance of the superintendent, makes a report covering the work of the schools for the year ending the preceding June 30, to the Board of Education according to a timeline and on forms supplied by the Superintendent of Public Instruction.<sup>14</sup>

### SEC 9-2 ACTS OF VIOLENCE AND SUBSTANCE ABUSE

- A. The Superintendent shall provide a cumulative report of acts of violence and substance abuse to the Board on a quarterly basis, at a minimum.
  - a. Incidents shall be reported in the same format as reported to the Department of Education, broken down by school.<sup>15</sup>

### SEC 9-3 WORK ORDERS AND REPAIRS

- A. The Superintendent shall provide a summary of ALL pending work orders each month and all completed repairs.
  - a. Reporting shall be provided to the School Board via an Excel Spreadsheet (pdf copy posted for public view)
  - b. Reporting on pending work orders shall include reason for work order, date of initial report, school, name of individual submitting report, impact of school operations, expected timeframe to complete repairs.
  - c. Reporting on completed repairs shall include reason for work order, date or initial report, school, and date of completion.

## Article 10 – PUBLIC ENGAGEMENT

### SEC 10-1 OTHER PUBLIC MEETINGS

- A. The Superintendent is authorized to hold meetings of any type, with students, teachers, staff, and parents of students.
  - a. Neither the Superintendent nor his staff is authorized to hold any meeting for the general public, without the express, prior approval of the School Board.
- B. All Public meetings pertaining to school system will be authorized by the School Board only.

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<sup>14</sup> Code of Virginia, 1950, as amended, section 22.1-81

<sup>15</sup> Code of Virginia, 1950, as amended, §§ 8.01-47, 22.1-279.3:1, 22.1- 279.9  
Adopted by the Isle of Wight County School Board January 12, 2023

- a. School Board members are encouraged to hold Town Hall meetings with their constituents on a regular basis.
- b. School Board members are encouraged to visit each school and interact with the faculty, staff, and students.
- c. School Board members are encouraged to attend extra-curricular activities, particularly in the schools where their constituents' children attend.
- d. School Board members are encouraged to accept invitations to public events, to support community engagement.

## **Article 11 – TRAINING**

### **SEC 11-1 BOARD MEMBER TRAINING**

- A. School Board members are encouraged to attend professional School Board member training, from organizations including the Virginia School Board Association (VSBA), the School Board Member Alliance (SBMA), the Family Foundation, the Noah Webster Educational Foundation, or any other reputable organization that provides professional training to School Board members.

