Attachment 1



Source: https://x.com/SpanbergerForVA/status/1953977510527406244



Source: https://x.com/SpanbergerForVA/status/1953901028992254314



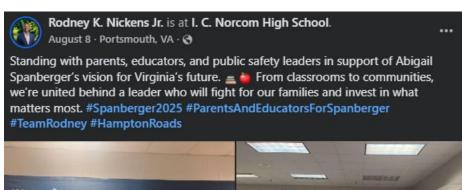
Source: https://www.facebook.com/share/p/1BMJWsca7u/



Source: https://www.facebook.com/share/p/1D3uzhgfZY/



Source: https://www.facebook.com/share/p/16b6MYpM8K/





Source: https://www.facebook.com/share/p/19iqkbvfpx/

Attachment 2

	_		
Catrina	Downey	/	

Re: Senator L Louise Lucas-Visit to IC Norcom High School-Friday, August 8, 2025

1 message

Katrina Downey < Tue, Jul 22, 2025 at 4:25 PM
To: Jerry Simmons
Cc: Ronald Hill
Cc: Ronald Hill
Indicate the second secon

Good afternoon! Thank you!

On Tue, Jul 22, 2025 at 3:20 PM Jerry Simmons <

Dr. Bracy, superintendent, has approved Senator L. Louise Lucus' use of IC Norcom High School, Friday, August 8, 2025. The event will be held in the media center. It will begin at 10am. Please have members of the service crew arrive at IC Norcom at 9am to assist the team from Senator Lucas' office with the setup for the event.

In addition, please work with our lawn care service to ensure the grounds are manicured for that day, with shrubs trimmed, mulch down, grass cut, ect. Please secure 50 folding chairs for the event. I will provide more details as we get closer to Friday, August 8, 2025. Thank you in advance for overseeing this event. Let me know if you have questions.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68

http://ppsk12.us

PORTS MOUTH
SAME TO STREET

PORTSMOUTH PUBLIC SCHOOLS AGREEMENT FOR RENTAL OF SCHOOL FACILITY

SECTION A -							ment fiftee	en (15) da;	ys prior to ev	ent or it wil	l not be proc	essed.
NAME OF ORG												
NAME OF FACT AREA(S)	LITY TO I	BE RENTE	D_Librar	y, 217 Classr	oom		PURPOS	Β		 -		
DATE(S)			HOURS	9:30	am X nm	T то р.	ATE(S).8.	8.2025		тот	JRS 3:00	
ANTICIPATED	ATTENDA	NCE men	nhais	WILL TH	TERE BE	A CHAR	GE FOR	ADMI\$\$J	NOE	YES [] (if	yes, see = 7	below)
WILL FOOD SE								7 91 B	005			
IAS AVAILAB												
APPLICATION the person whose	e signature a	appears bel	low is an a	uthorized r	epresental	ive of the	organizati	on. We h	ave received	a conv of th	é Portsmont)	Public
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agreemen to the eve	nt will be ca ent, the use	ncelled an agreement	d said orga will be sul	nization w	ill not be a aoproval l	illowed to by Princin	use reque	sted facilit erations D	ved five (5) d ty. If paymen epartment	t is made le	ss than five (5) days prio
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The reque	esting organ	rization my	ist provide	proof of fi	nancial ab	ility to pa	v for all cl	arges, inc	luding but no oof of insura	ot limited to	, any damage	s to school
as an add	itional insu	red if requ	ested. Ore	anization i:	s responsil	ble for all	fees incur	red for use	of facility b	evend the sc	one of the so	reement
In accord	ance with F	ortsmouth	City Code	Chapter 3:	5. Article	IX. if an a	dmission o	charge is r	equired for a	n event in P	ortsmouth, a	Admission
admissio	n is subject	to this tax.	and by sig	ening this a	pplication	, the nerse	on or groun	agrees to	Public Schoo pay such tax	and to con	act the Ports	arging mouth
8) All audio	o visual, so	und and el	lectronic e	quipment	in require is to be p	d forms at rovided b	nd arrange y organiza	for payme ation. Or	ent of the tax ganization w	prior to the rill not be a	event date llowed to us	e facility
audio vis	ual, sound	or electro	nic eanim	ment.					ons on School			
10) Providing utility fo	g a 48- hour	notice of c	anceliation	i; failure to	do so sha	Il obligate	said orga	nization to	pay one (1)	hour of cust	odial labor a	nd associate
-,	ele Trowbridge		0	(Poor Manne	7				_, have read	and agree	to all of the a	bove terms.
Authorized Repr Address	esentative's	Signature	<u> </u>							Date:	7/31/2025	i
									Tel	lephone		
SECTION B	- FACILITY	/ USE CO	OSTS (OP	ERATION	IS DESIG	NEE W	LL COMP	UTE ALL	COSTS)			
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Start-Up Fee Auditorium				Custodial			\$31,00	\$0.00				
Cafeteria				Food SVC Worker					Utility Fee Extended	# of Hours	Hourly Rate	Cost
Gym				Security					(4 p.m. & later)	Tioura	- iluio	
Classroom			 	Officers	<u> </u>				 			
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Other:			_				Total Due:	\$0.00				
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ESTIMATED F						Initials)	- ISE THE I	PACII IT	ν.			
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to inquire about filling out the paperwork for

Fwd: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

Norcom message	,
Catrina Downey Co. Teesha Sanders Co. Teesha Sander	Mon, Aug 4, 2025 at 6:16 AM
Good morning,	
Please see the attached building use agreement request. After you take action, please	ase return it to me.
Thank you,	
Katrina	
From: Annabelle Trowbridge @abigailspanberger.com> Date: Thu, Jul 31, 2025 at 4:26 PM Subject: Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at To: Katrina Downey Cc: Jerry Simmons — Sophia Shapiro @abig	at I.C. Norcom gailspanberger.com>
Hi there,	
Please see attached for the Rental Agreement. Thanks so much!	
Best, Annabelle	
On Thu, Jul 31, 2025 at 3:33 PM Katrina Downey Good afternoon Ms. Trowbridge,	wrote:
Please complete Section A of the attached Rental Agreement and return it to me a have any questions, please feel free to contact me. Have a great evening!	t your earliest convenience. If you
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Katrina Downey	
On Thu, Jul 31, 2025 at 3:19 PM Annabelle Trowbridge Thanks Dr. Jerry, and hello Ms. Katrina!	wrote:
Is there paperwork I can fill out ahead of August 8?	
Best, Annabelle	
On Thu, Jul 31, 2025 at 3:14 PM Jerry Simmons Good Afternoon:	wrote:

Please contact Ms. Katrina Downey at |

the use of IC Norcom, Friday, August 8, 2025. Thanks so much.

Attachment 3



Teesha Sanders <

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

So far I have 20 teachers. How many would you like?

Teesha Sanders

Principal

I.C. Norcom High School





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On Wed, Aug 6, 2025 at 4:28 PM Annabelle Trowbridge < @abigailspanberger.com> wrote:

Hi there!

That is excellent news! Do you know how many teachers there are?

On Wed, Aug 6, 2025 at 4:24 PM Teesha Sanders <t > wrote: Good afternoon. I have invited teachers to the event. I will also speak with them the morning of August 8th.

Thanks

Teesha Sanders

Principal

I.C. Norcom High School





Confidentiality Statement:

Attachment 4



Friday, Oct. 24, 2025 Victoria Manning

Ms. Manning -

This letter is to acknowledge your request for information dated Friday, Oct. 17, 2025, and received in my office that day via email.

You requested:

- The facility-use or rental application submitted for that event, including the date received and name of applicant.
- 2. Any approvals and correspondence from the school board, school principal, Building Services, district administrators, or the Superintendent's Office regarding the event.
- Records of payment for rental, custodial, or security fees, including invoices, receipts, or waivers.
- 4. A copy of the certificate of insurance or proof of coverage submitted for the event.
- 5. Any security arrangements or coordination documents related to the event (including emails or memos between PPS staff and local law enforcement).

The event was closed to the public, did not charge guests and occurred mid-day when school buildings were already open, so there were no facility or custodial fees. In addition, the organization provided its own security staffing. Consequently, there were no charges from the division/payment received from the organization. As such, there are no records responsive to items 3 and 5.

There are also no records responsive to item 4.

The rest of the records responsive to your request are attached. Please note duplicate copies of responsive records held by other custodians were not separately produced because identical versions are included in the production.

If you have additional questions, feel free to contact me at	
Thank you.	

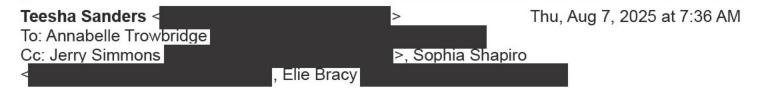
Sincerely,
Dr. Lauren Nolasco, APR
Chief Communications Officer
Portsmouth



Teesha Sanders <

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message



Good morning. I just want to confirm that you all will only be utilizing the library tomorrow. If you need another space, there are two multimedia/lecture rooms available inside the library. Thanks.

Teesha Sanders

Principal

I.C. Norcom High School





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On Wed, Aug 6, 2025 at 4:11 PM Annabelle Trowbridge wrote:

Hi Dr. Jerry,

Thank you so much for connecting us. Hello Ms. Sanders! I just wanted to reach out to see if you were able to invite the teachers from your staff to join the Education event on Friday? We would love for them to attend and are happy to send over formal invitation language to you if helpful. Looking forward to it!

Best, Annabelle

On Wed, Aug 6, 2025 at 1:20 PM Jerry Simmons

> wrote:

Good Afternoon Annabelle:

I have copied Ms. Sanders, who is the principal of IC Norcom High School. Since the event is being held there, and it is the first day back for teachers, Ms. Sanders will be better positioned to assist with teachers/staff attending the event. I have copied Dr. Bracy, Superintendent, on this response as well. Thanks so much.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools

On Wed, Aug 6, 2025 at 9:55 AM Annabelle Trowbridge wrote:

Hi Dr. Jerry,

I hope you are doing well! I just wanted to reach out to see if you were able to invite the teachers from your staff to join the Education event? We would love for them to attend and are happy to send over formal invitation language to you if helpful!

Best, Annabelle

On Mon, Aug 4, 2025 at 6:19 AM Katrina Downey wrote:

Good morning,

I am in receipt of your email. I forwarded the building request to the Principal, and I will let you know when I receive her response. Have a great day!

Thank you,

Katrina

On Thu, Jul 31, 2025 at 4:26 PM Annabelle Trowbridge

wrote:

Hi there,

Please see attached for the Rental Agreement. Thanks so much!

Best, Annabelle

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Good afternoon Ms. Trowbridge,

Please complete Section A of the attached Rental Agreement and return it to me at your earliest convenience. If you have any questions, please feel free to contact me. Have a great evening!

Thank you,

Katrina Downey

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Is there paperwork I can fill out ahead of August 8?

Best,

Annabelle

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Good Afternoon:

Please contact Ms. Katrina Downey at inquire about filling out the paperwork for the use of IC Norcom, Friday, August 8, 2025. Thanks so much.

All the best,

Dr. Jerry L. Simmons Chief Operations Officer Department of Auxiliary Services Portsmouth Public Schools

On Thu, Jul 31, 2025 at 2:52 PM Annabelle Trowbridge wrote:

Hi Dr. Jerry,

Thank you for the call! Please share this RSVP invite link with any teachers who are interested: https://www.mobilize.us/spanbergerforgovernor/event

Additionally, please feel free to send me any paperwork that I can help fill out. Thank you again, looking forward to next Friday!

Best, Annabelle

On Wed, Jul 30, 2025 at 3:59 PM Annabelle Trowbridge

> wrote:

Hi Dr. Jerry,

I just sent a calendar invite for tomorrow, Thursday, at 2:30 PM for a quick call. Please feel free to add folks on your end.

Best, Annabelle

On Wed, Jul 30, 2025 at 2:16 PM Jerry Simmons

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Good Afternoon Sophia:

I hope all is well. If we can jump on a quick call, Thursday of this week, or Monday, August 4, 2025. I would like for Mr. Ron Hill, the coordinator of our building services department to hear what is needed and the logistics for the Friday, August 8, 2025 visit. Thanks so much.

All the best,

Dr. Jerry L. Simmons
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Department of Auxiliary Services
Portsmouth Public Schools

On Wed, Jul 30, 2025 at 1:43 PM Sophia Shapiro > wrote:

Thank you so much for connecting us! Adding my colleague @Annabelle Trowbridge who will handle all the paperwork on our end.

Dr. Simmons, please let us know what you need from us and we will get right on it!

On Wed, Jul 30, 2025 at 12:59 PM Katrina Downey wrote:

Good afternoon,

I acknowledge receipt of your email. Have a great afternoon!

Thank you,

Katrina

On Wed, Jul 30, 2025 at 12:56 PM Susan Patterson wrote:

Good afternoon Sophia,

I hope you're doing well. Following the initial meeting held at I.C. Norcom with Jake Rubenstein regarding the request for Gubernatorial Candidate Abigail Spanberger to hold a ceremony at the school, I wanted to connect you with Dr. Jerry Simmons, Chief Operations Officer for Portsmouth Public Schools (copied on this email).

Dr. Simmons and his team will now be the primary contacts to assist with the coordination of this event moving forward. He will work directly with you to support all logistical planning related to the use of the facility.

Dr. Simmons, please meet Sophia Shapiro, who will now be taking the lead on behalf of the campaign team.

Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
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Department of Auxiliary Services
2801 Turnpike Road, Suite 68

Portsmouth, Virginia 23707



Thank you,

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Teesha Sanders <teesha.sanders@portsk12.com>

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message



Good morning!

We will need one additional room where we can film content before and after the event - but we have no preference as to where it is.

If we were to use the multimedia room would it be very loud if there are folks in the library space?

Best, Sophia

On Thu, Aug 7, 2025 at 7:36 AM Teesha Sanders > wrote:

Good morning. I just want to confirm that you all will only be utilizing the library tomorrow. If you need another space, there are two multimedia/lecture rooms available inside the library. Thanks.

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I.C. Norcom High School





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Teesha Sanders < >

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message



Good morning. Those rooms are sound proof. If that doesn't work, I can provide you a classroom.

Teesha Sanders

Principal







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www.ppsk12.us



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Portsmouth Public Schools
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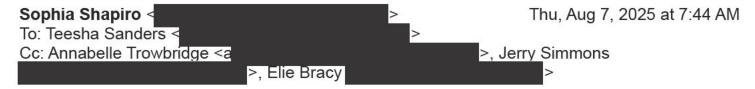




Teesha Sanders <teesha.sanders@portsk12.com>

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message



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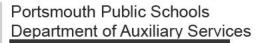
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10/17/25, 2:45 PM	Portsmouth Public Schools Mail - Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norco



Teesha Sanders

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message



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Teesha Sanders

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Teesha Sanders

Thu, Aug 7, 2025 at 7:46 AM

To: Sophia Shapiro

Cc: Annabelle Trowbridge <annabelle@abigailspanberger.com>, Jerry Simmons

, Elie Bracy

Thank you. Have a great day!

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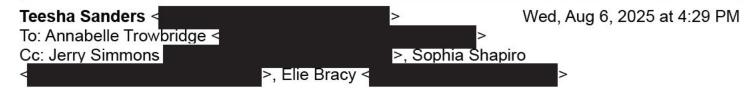
10/17/25, 2:50 PM	Portsmouth Public Schools Mail - Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norco





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1 message



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On Wed, Aug 6, 2025 at 1:20 PM Jerry Simmons wrote:

Good Afternoon Annabelle:

I have copied Ms. Sanders, who is the principal of IC Norcom High School. Since the event is being held there, and it is the first day back for teachers, Ms. Sanders will be better positioned to assist with teachers/staff attending the event. I have copied Dr. Bracy, Superintendent, on this response as well. Thanks so much.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools

On Wed, Aug 6, 2025 at 9:55 AM Annabelle Trowbridge wrote:

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On Mon, Aug 4, 2025 at 6:19 AM Katrina Downey > wrote:

Good morning,

I am in receipt of your email. I forwarded the building request to the Principal, and I will let you know when I receive her response. Have a great day!

Thank you,

Katrina

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Hi there,

Please see attached for the Rental Agreement. Thanks so much!

Best, Annabelle

On Thu, Jul 31, 2025 at 3:33 PM Katrina Downey

> wrote:

Good afternoon Ms. Trowbridge,

Please complete Section A of the attached Rental Agreement and return it to me at your earliest convenience. If you have any questions, please feel free to contact me. Have a great evening!

Thank you,

Katrina Downey

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> wrote:

Thanks Dr. Jerry, and hello Ms. Katrina!

Is there paperwork I can fill out ahead of August 8?

Best,

Annabelle

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> wrote:

Good Afternoon:

Please contact Ms. Katrina Downey at to inquire about filling out the paperwork for the use of IC Norcom, Friday, August 8, 2025. Thanks so much.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools

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Hi Dr. Jerry,

Thank you for the call! Please share this RSVP invite link with any teachers who are interested: https://www.mobilize.us/spanbergerforgovernor/event

Additionally, please feel free to send me any paperwork that I can help fill out. Thank you again, looking forward to next Friday!

Best, Annabelle

On Wed, Jul 30, 2025 at 3:59 PM Annabelle Trowbridge

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Hi Dr. Jerry,

I just sent a calendar invite for tomorrow, Thursday, at 2:30 PM for a quick call. Please feel free to add folks on your end.

Best, Annabelle

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wrote:

Good Afternoon Sophia:

073

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Dr. Simmons, please meet Sophia Shapiro, who will now be taking the lead on behalf of the campaign team.

Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

http://ppsk12.us



Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707



Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707





Teesha Sanders >

Attendance Requested

1 message

Teesha Sanders

To: Parrish Armstrong

Christina Murphy

Kimberly Johnson

Chimere Daughtry

Chimere Daughtry

Chimere Daughtry

Nathaniel Parker

Wed, Aug 6, 2025 at 4:06

PM

Chimere Archambeau

Chimere Daughtry

Nathaniel Parker

Nathaniel Parker

Good afternoon. Senator Lucas is hosting an education event and is requesting teachers to attend. The event is in our library. If you can attend, please do so and bring a few colleagues. Thanks.

Good Afternoon Annabelle:

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Best,

Annabelle

078

Teesha Sanders

Principal

I.C. Norcom High School





Confidentiality Statement:

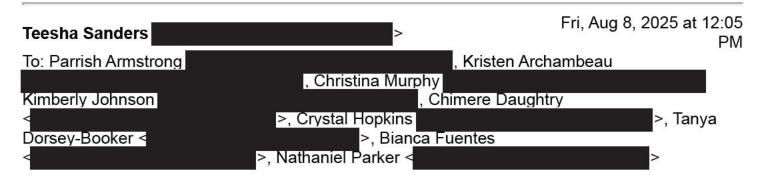
The information conveyed in this communication is intended for the use of the original addressee(s), and may be legally privileged, confidential, and/or exempt from disclosure under applicable law. If this communication was not addressed or copied to you, then you have received it in error and are strictly prohibited from reading, copying, distributing, disseminating, or transmitting any of the information it conveys. If you received this communication in error, please destroy all electronic, paper, and other copies, and notify the sender of the error immediately. Accidental transmission of this communication is not intended to waive any privilege or confidentiality protected under Virginia's Freedom of Information Act.



Teesha Sanders < >

Re: Attendance Requested

1 message



Do not worry about attending. Abort mission.

Teesha Sanders

Principal

I.C. Norcom High School





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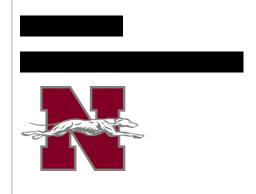
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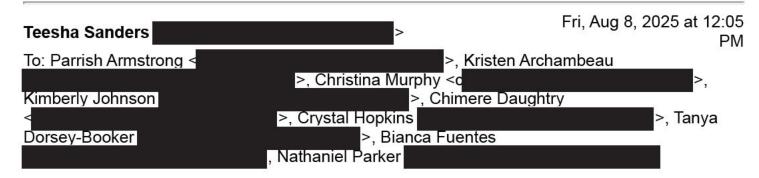
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Teesha Sanders >

Re: Attendance Requested

1 message



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Principal

I.C. Norcom High School





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I.C. Norcom High School





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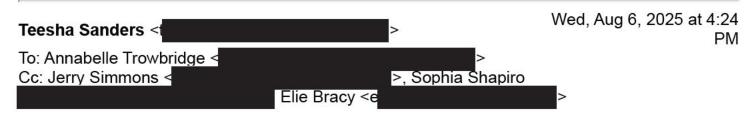
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Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message



Good afternoon. I have invited teachers to the event. I will also speak with them the morning of August 8th.

Thanks

Teesha Sanders

Principal

I.C. Norcom High School





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On Wed, Aug 6, 2025 at 4:11 PM Annabelle Trowbridge wrote:

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Department of Auxiliary Services

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Thank you,

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Hi there,

Please see attached for the Rental Agreement. Thanks so much!

Best,

Annabelle

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Good afternoon Ms. Trowbridge,

Please complete Section A of the attached Rental Agreement and return it to me at your earliest convenience. If you have any questions, please feel free to contact me. Have a great evening!

Thank you,

Katrina Downey (757) 393-8607

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> wrote:

Thanks Dr. Jerry, and hello Ms. Katrina!

Is there paperwork I can fill out ahead of August 8?

Best.

880

Annabelle

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All the best,

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Department of Auxiliary Services
Portsmouth Public Schools

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I acknowledge receipt of your email. Have a great afternoon!

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Good afternoon Sophia,

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Best regards,

10/17/25, 2:43 PM

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

Thank you,

Katrina Downey

Executive Associate to the Chief Operations Officer

Portsmouth Public Schools

Department of Auxiliary Services

2801 Turnpike Road, Suite 68

Portsmouth, Virginia 23707

http://ppsk12.us



Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707



Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707





Teesha Sanders

Fwd: Senator L Louise Lucas-Visit to IC Norcom High School-Friday, August 8, 2025

1 message

Teesha Sanders

Tue, Aug 5, 2025 at 8:05

To: Deildra Batten <

FYI.....please share with security as well. Thanks.

Teesha Sanders

Principal

I.C. Norcom High School





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From: Katrina Downey

Date: Tue, Jul 22, 2025 at 4:25 PM

Subject: Re: Senator L Louise Lucas-Visit to IC Norcom High School-Friday, August 8, 2025

To: Jerry Simmons

CC: Ronald Hill

Sanders

Clarence Brown

Subject: Re: Senator L Louise Lucas-Visit to IC Norcom High School-Friday, August 8, 2025

Michael Hines

Clarence Brown

Good afternoon! Thank you!

On Tue, Jul 22, 2025 at 3:20 PM Jerry Simmons wrote:

Dr. Bracy, superintendent, has approved Senator L. Louise Lucus' use of IC Norcom High School, Friday, August 8, 2025. The event will be held in the media center. It will begin at 10am. Please have members of the service crew arrive at IC Norcom at 9am to assist the team from Senator Lucas' office with the setup for the event.

In addition, please work with our lawn care service to ensure the grounds are manicured for that day, with shrubs trimmed, mulch down, grass cut, ect. Please secure 50 folding chairs for the event. I will provide more details as we get closer to Friday, August 8, 2025. Thank you in advance for overseeing this event. Let me know if you have questions.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools

Thank you,

Katrina Downey

Executive Associate to the Chief Operations Officer Portsmouth Public Schools Department of Auxiliary Services 2801 Turnpike Road, Suite 68

Portsmouth, Virginia 23707



Katrina Downey <	
reading bounds	

Fwd: ML Schedules Application for New Account

1 message

Katrina Downey <katrina.downey@portsk12.com>

@abigailspanberger.com

Thu, Jul 17, 2025 at 12:35 PM

Good afternoon Ms. Eichmann,

I am in receipt of your request for a new account in ML Schedules aka MasterLibrary. We are not allowed to rent to individuals. If you represent an authentic organization, you may resubmit your request using the name of the organization. If you have any questions, please contact me. Have a great afternoon!

Thank you,

Katrina

------ Forwarded message ------

From: ML Schedules Software <DoNotReply@masterlibrary.com>

Date: Thu, Jul 17, 2025 at 11:57 AM

Subject: ML Schedules Application for New Account

To: <katrina.downey@pps.k12.va.us>

Rebecca Eichmann has submitted a request for Rebecca Eichmann to be assigned to the following Classification: CLASS 2.

Approve

Decline

Primary Manager:

Rebecca Eichmann

Email:

@abigailspanberger.com

Group Phone:

Group Address

Application Reason:

Thank you for your timely response.

This is a system-generated email. Please do not reply to this email.

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707







Senator L Louise Lucas-Visit to IC Norcom High School-Friday, August 8, 2025 1 message Tue, Jul 22, 2025 at 3:20 PM To: Ronald Hill Cc: Elie Bracy Michael Hines Teesha Sanders

Good Afternoon Mr. Hill:

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All the best,

Dr. Jerry L. Simmons Chief Operations Officer Department of Auxiliary Services Portsmouth Public Schools

Katrina Downey	
Natrina Downey	4

Re: Senator L Louise Lucas-Visit to IC Norcom High School-Friday, August 8, 2025

1 message

Katrina Downey < Tue, Jul 22, 2025 at 4:25 PM
To: Jerry Simmons
Cc: Ronald Hill
Cc: Ronald Hil

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All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68

http://ppsk12.us

PORTS MOUTH
PUBLIC SCHOOLS
SHINING BRIGHTER TOGETHER

Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Susan Patterson

Wed, Jul 30, 2025 at 12:56 PM

@abigailspanberger.com

Cc: Elie Bracv

Jerry Simmons

Katrina Downey

Good afternoon Sophia,

I hope you're doing well. Following the initial meeting held at I.C. Norcom with Jake Rubenstein regarding the request for Gubernatorial Candidate Abigail Spanberger to hold a ceremony at the school, I wanted to connect you with Dr. Jerry Simmons, Chief Operations Officer for Portsmouth Public Schools (copied on this email).

Dr. Simmons and his team will now be the primary contacts to assist with the coordination of this event moving forward. He will work directly with you to support all logistical planning related to the use of the facility.

Dr. Simmons, please meet Sophia Shapiro, who will now be taking the lead on behalf of the campaign team.

Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools



Katrina Downey

Re: Introduction to Dr. Jerry Simmons – Coordination Norcom 1 message	on for Upcoming Event at I.C.
Jerry Simmons	Wed, Jul 30, 2025 at 2:16 PM
To: Sophia Shapiro Cc: Katrina Downey Annabelle Trowbridge Patterson Elie Bracy	e <, Susan
Good Afternoon Sophia:	
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All the best,	
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Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707





Invitation: [8.8] I.C. Norcom <> ASFG @ Thu Jul 31, 2025 2:30pm - 3pm (EDT)

1 message

Annabelle Trowbridge abigailspanberger.com>
Reply-To: Annabelle Trowbridge <

Wed, Jul 30, 2025 at 3:59 PM

To: I

Join with Google Meet

Meeting link

meet.google.com/biq-uqir-xko

Join by phone

More phone numbers

When

Thursday Jul 31, 2025 · 2:30pm - 3pm (Eastern Time - New York)

Guests

Annabelle Trowbridge - organizer

portsk12.com

Sophia Shapiro

portsk12.com @portsk12.com

@portsk12.com

View all guest info

Reply for @portsk12.com

Yes

Νo

Maybe)

More options

You are receiving this email because you are subscribed to calendar notifications.	To stop receiving these emails, go to
Calendar settings, select this calendar, and change "Other notifications".	

Forwarding this invitation could allow any recipient to send a response to the organizer, be added to the guest list, invite others regardless of their own invitation status, or modify your RSVP. Learn more

☐ ir	ivite.ics K			



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Re: Introduction to Dr. Jerry Simmons – Coordi Norcom 1 message	nation for Upcoming Event at I.C.
Annabelle Trowbridge	Wed, Jul 30, 2025 at 3:59 PM
To: Jerry Simmons Cc: Sophia Shapiro Cc: Sophia Shapiro Elie Bracy Cc: Sophia Shapiro	ey < Susan Patterson
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I acknowledge receipt of your email. Have a great afternoon!	
Thank you,	
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Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxillary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707





Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message Annabelle Trowbridge Thu, Jul 31, 2025 at 2:52 PM To: Jerry Simmons Cc: Sophia Shapiro Katrina Downey Susan Patterson Elie Bracy Hi Dr. Jerry, Thank you for the call! Please share this RSVP invite link with any teachers who are interested: https://www.mobilize.us/ spanbergerforgovernor/event Additionally, please feel free to send me any paperwork that I can help fill out. Thank you again, looking forward to next Friday! Best, Annabelle On Wed, Jul 30, 2025 at 3:59 PM Annabelle Trowbridge wrote: Hi Dr. Jerry. I just sent a calendar invite for tomorrow, Thursday, at 2:30 PM for a quick call. Please feel free to add folks on your Best. Annabelle On Wed, Jul 30, 2025 at 2:16 PM Jerry Simmons wrote: Good Afternoon Sophia: I hope all is well. If we can jump on a guick call, Thursday of this week, or Monday, August 4, 2025. I would like for Mr. Ron Hill, the coordinator of our building services department to hear what is needed and the logistics for the Friday, August 8, 2025 visit. Thanks so much. All the best, Dr. Jerry L. Simmons Chief Operations Officer Department of Auxiliary Services Portsmouth Public Schools On Wed, Jul 30, 2025 at 1:43 PM Sophia Shapiro Thank you so much for connecting us! Adding my colleague @Annabelle Trowbridge who will handle all the paperwork on our end. Dr. Simmons, please let us know what you need from us and we will get right on it! On Wed, Jul 30, 2025 at 12:59 PM Katrina Downey wrote: Good afternoon,

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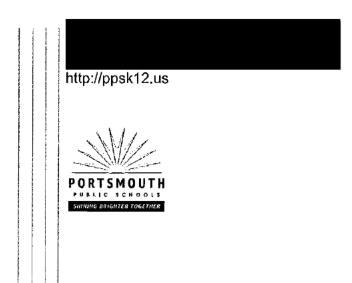
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Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1	message
•	message

Jerry Simmons <
To: Annabelle Trowbridge <

Thu, Jul 31, 2025 at 3:14 PM

Cc: Katrina Downey

Good Afternoon:

Please contact Ms. Katrina Downey at use of IC Norcom, Friday, August 8, 2025. Thanks so much.

All the best,

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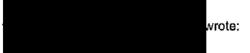
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2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

http://ppsk12.us

PORTSMOUTH
PUBLIC SCHOOLS
SHIPPING DRIGHTER TOCETHER

Katrina Downey

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

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PORTS MOUTH



|--|

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1 message

Katrina Downey < Thu, Jul 31, 2025 at 3:32 PM
To: Annabelle Trowbridge
Cc: Jerry Simmons Sophia Shapiro <

Good afternoon Ms. Trowbridge,

Please complete Section A of the attached Rental Agreement and return it to me at your earliest convenience. If you have any questions, please feel free to contact me. Have a great evening!

Thank you,

Best, Annabelle

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Thank you,

Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth Virginia 23707

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PORTSMOUTH PUBLIC SCHOOLS AGREEMENT FOR RENTAL OF SCHOOL FACILITY

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FORM NO. 03200000 REVISED 07-09 DO NOT ALTER



Katrina Downey

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Annabelle Trowbridge
To: Katrina Downey
Cc: Jerry Simmons
Sophia Shapiro

Hi there,

Please see attached for the Rental Agreement. Thanks so much!

Best, Annabelle

On Thu, Jul 31, 2025 at 3:33 PM Katrina Downey wrote:

Good afternoon Ms. Trowbridge,

Please complete Section A of the attached Rental Agreement and return it to me at your earliest convenience. If you have any questions, please feel free to contact me. Have a great evening!

Thank you,

Katrina Downey

On Thu, Jul 31, 2025 at 3:19 PM Annabelle Trowbridge < wrote: Thanks Dr. Jerry, and hello Ms. Katrina!

Is there paperwork I can fill out ahead of August 8?

Best, Annabelle

On Thu, Jul 31, 2025 at 3:14 PM Jerry Simmons < wrote:

Please contact Ms. Katrina Downey at the paperwork for the use of IC Norcom, Friday, August 8, 2025. Thanks so much.

All the best,

Dr. Jerry L. Simmons Chief Operations Officer Department of Auxiliary Services Portsmouth Public Schools

On Thu, Jul 31, 2025 at 2:52 PM Annabelle Trowbridge
| Hi Dr. Jerry,

Thank you for the call! Please share this RSVP invite link with any teachers who are interested: https://www.mobilize.us/spanbergerforgovernor/event

Additionally, please feel free to send me any paperwork that I can help fill out. Thank you again, looking forward to next Friday! Best, Annabelle On Wed, Jul 30, 2025 at 3:59 PM Annabelle Trowbridge < wrote: Hi Dr. Jerry, I just sent a calendar invite for tomorrow, Thursday, at 2:30 PM for a quick call. Please feel free to add folks on your end. Best. Annabelle On Wed, Jul 30, 2025 at 2:16 PM Jerry Simmons < wrote: Good Afternoon Sophia: I hope all is well. If we can jump on a quick call, Thursday of this week, or Monday, August 4, 2025. I would like for Mr. Ron Hill, the coordinator of our building services department to hear what is needed and the logistics for the Friday, August 8, 2025 visit. Thanks so much. All the best. Dr. Jerry L. Simmons Chief Operations Officer Department of Auxiliary Services Portsmouth Public Schools On Wed, Jul 30, 2025 at 1:43 PM Sophia Shapiro < Thank you so much for connecting us! Adding my colleague @Annabelle Trowbridge who will handle all the paperwork on our end. Dr. Simmons, please let us know what you need from us and we will get right on it! On Wed, Jul 30, 2025 at 12:59 PM Katrina Downey wrote: Good afternoon, I acknowledge receipt of your email. Have a great afternoon! Thank you, Katrina On Wed, Jul 30, 2025 at 12:56 PM Susan Patterson wrote: Good afternoon Sophia, I hope you're doing well. Following the initial meeting held at I.C. Norcom with Jake Rubenstein regarding the request for Gubernatorial Candidate Abigail Spanberger to hold a ceremony at the school, I wanted to connect you with Dr. Jerry Simmons, Chief Operations Officer for Portsmouth Public Schools (copied on this email).

Dr. Simmons and his team will now be the primary contacts to assist with the coordination of this event moving forward. He will work directly with you to support all logistical planning related to the use of the facility.

Dr. Simmons, please meet Sophia Shapiro, who will now be taking the lead on behalf of the campaign team.

Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth Virginia 23707

http://ppsk12.us



Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68

nup.#ppsk1z.us



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PORTSMOUTH PUBLIC SCHOOLS AGREEMENT FOR RENTAL OF SCHOOL FACILITY

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Katrina Downey		
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Fwd: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

message	
Katrina Downey	Mon, Aug 4, 2025 at 6:16 AM
Good morning,	
Please see the attached building use agreement request. After you take action, please	return it to me.
Thank you,	
Katrina	
Forwarded message From: Annabelle Trowbridge Manager @abigailspanberger.com> Date: Thu, Jul 31, 2025 at 4:26 PM	
Subject: Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C To: Katrina Downey Cc: Jerry Simmons Sophia Shapiro @abigails	C. Norcom panberger.com>
Hi there,	
Please see attached for the Rental Agreement. Thanks so much!	
Best, Annabelle	
On Thu, Jul 31, 2025 at 3:33 PM Katrina Downey Good afternoon Ms. Trowbridge,	te:
Please complete Section A of the attached Rental Agreement and return it to me at you have any questions, please feel free to contact me. Have a great evening!	ur earliest convenience. If you
Thank you,	
Katrina Downey	
On Thu, Jul 31, 2025 at 3:19 PM Annabelle Trowbridge Thanks Dr. Jerry, and hello Ms. Katrina!	wrote:
Is there paperwork I can fill out ahead of August 8?	
Best, Annabelle	
On Thu, Jul 31, 2025 at 3:14 PM Jerry Simmons Good Afternoon:	rote:
Please contact Ms. Katrina Downey at the use of IC Norcom, Friday, August 8, 2025. Thanks so much.	bout filling out the paperwork for

1	Dr. Jerry L. Simmons Chief Operations Officer Department of Auxiliary Services Portsmouth Public Schools
(On Thu, Jul 31, 2025 at 2:52 PM Annabelle Trowbridge Hi Dr. Jerry,
	Thank you for the call! Please share this RSVP invite link with any teachers who are interested: https://www.mobilize.us/spanbergerforgovernor/event/
	Additionally, please feel free to send me any paperwork that I can help fill out. Thank you again, looking forward to next Friday!
	Best, Annabelle
	On Wed, Jul 30, 2025 at 3:59 PM Annabelle Trowbridge Hi Dr. Jerry,
	I just sent a calendar invite for tomorrow, Thursday, at 2:30 PM for a quick call. Please feel free to add folks on your end.
	Best, Annabelle
	On Wed, Jul 30, 2025 at 2:16 PM Jerry Simmons · wrote: Good Afternoon Sophia:
	I hope all is well. If we can jump on a quick call, Thursday of this week, or Monday, August 4, 2025. I would like for Mr. Ron Hill, the coordinator of our building services department to hear what is needed and the logistics for the Friday, August 8, 2025 visit. Thanks so much.
	All the best,
	Dr. Jerry L. Simmons Chief Operations Officer Department of Auxiliary Services Portsmouth Public Schools
	On Wed, Jul 30, 2025 at 1:43 PM Sophia Shapiro Thank you so much for connecting us! Adding my coneague @Annabelle Trowbridge who will handle all the paperwork on our end.
	Dr. Simmons, please let us know what you need from us and we will get right on it!
	On Wed, Jul 30, 2025 at 12:59 PM Katrina Downey Good afternoon,
- CONTORNEO CONTORNO	I acknowledge receipt of your email. Have a great afternoon!
	Thank you,

All the best,

On Wed, Jul 30, 2025 at 12:56 PM Susan Patterson Good afternoon Sophia,

wrote:

I hope you're doing well. Following the initial meeting held at I.C. Norcom with Jake Rubenstein regarding the request for Gubernatorial Candidate Abigail Spanberger to hold a ceremony at the school, I wanted to connect you with Dr. Jerry Simmons, Chief Operations Officer for Portsmouth Public Schools (copied on this email).

Dr. Simmons and his team will now be the primary contacts to assist with the coordination of this event moving forward. He will work directly with you to support all logistical planning related to the use of the facility.

Dr. Simmons, please meet Sophia Shapiro, who will now be taking the lead on behalf of the campaign team.

Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards,

Elic Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



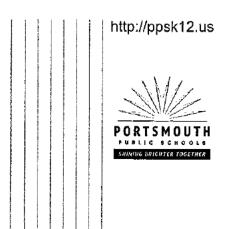
Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxilliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707



Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth Virginia 23707

http://ppsk12.us



Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth Virginia 23707

http://ppsk12.us



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PORTSMOUTH PUBLIC SCHOOLS AGREEMENT FOR RENTAL OF SCHOOL FACILITY

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REVISED 07-09 DO NOT ALTER

Norcom 1 message	n to Dr. Jerry Simm	ions – Coordination foi	Upcoming Event at I.C.
Katrina Downey <ka< th=""><th>trina.downey@portsk12.com></th><th>></th><th>Mon, Aug 4, 2025 at 6:19 AM</th></ka<>	trina.downey@portsk12.com>	>	Mon, Aug 4, 2025 at 6:19 AM
To: Annabelle Trowbr Cc: Jerry Simmons	age <	Sophia Shapiro <	
Good morning,			
I am in receipt of your response. Have a	ur email. I forwarded the buil great day!	ding request to the Principal, and	I will let you know when I receive her
Thank you,			
Katrina			
On Thu, Jul 31, 202 Hi there,	5 at 4:26 PM Annabelle Trowl	bridge ·	wrote:
Please see attach	ned for the Rental Agreement.	Thanks so much!	
Best, Annabelle			
	025 at 3:33 PM Katrina Down เ Ms. Trowbridge,	еу	wrote:
Please complete	e Section A of the attached R ions, please feel free to conta	ental Agreement and return it to r act me. Have a great evening!	ne at your earliest convenience. If you
Thank you,			
	2025 at 3:19 PM Annabelle T	rowbridge <	wrote:
	erry, and hello Ms. Katrina! rwork I can fill out ahead of Ai	ugust 8?	
Best, Annabelle			
On Thu, Jul 3 Good After	11, 2025 at 3:14 PM Jerry Sim noon:	mons ·	wrote:
Please con for the use	tact Ms. Katrina Downey at ka of IC Norcom, Friday, August	atrina.downey@portsk12.com to i 8, 2025. Thanks so much.	nquire about filling out the paperwork
All the best	1		

Dr. Jerry L. Simmons Chief Operations Officer

	Department of Auxiliary Services Portsmouth Public Schools
	On Thu, Jul 31, 2025 at 2:52 PM Annabelle Trowbridge Hi Dr. Jerry,
	Thank you for the call! Please share this RSVP invite link with any teachers who are interested: https://www.mobilize.us/spanbergerforgovernor/event/
	Additionally, please feel free to send me any paperwork that I can help fill out. Thank you again, looking forward to next Friday!
	Best, Annabelle
	On Wed, Jul 30, 2025 at 3:59 PM Annabelle Trowbridge Hi Dr. Jerry,
	I just sent a calendar invite for tomorrow, Thursday, at 2:30 PM for a quick call. Please feel free to add folks on your end.
	Best, Annabelle
	On Wed, Jul 30, 2025 at 2:16 PM Jerry Simmons Good Afternoon Sophia:
	I hope all is well. If we can jump on a quick call, Thursday of this week, or Monday, August 4, 2025. I would like for Mr. Ron Hill, the coordinator of our building services department to hear what is needed and the logistics for the Friday, August 8, 2025 visit. Thanks so much.
	All the best,
ANALYSIS OF THE PROPERTY OF TH	Dr. Jerry L. Simmons Chief Operations Officer Department of Auxiliary Services Portsmouth Public Schools

	On Wed, Jul 30, 2025 at 1:43 PM Sophia Shapiro wrote: Thank you so much for connecting us! Adding my colleague @Annabelle Trowbridge who will handle all the paperwork on our end.
	Dr. Simmons, please let us know what you need from us and we will get right on it!
	On Wed, Jul 30, 2025 at 12:59 PM Katrina Downey Good afternoon,
	I acknowledge receipt of your email. Have a great afternoon!
	Thank you,
	Katrina
THE REAL PROPERTY.	On Wed, Jul 30, 2025 at 12:56 PM Susan Patterson wrote:

Good afternoon Sophia,

I hope you're doing well. Following the initial meeting held at I.C. Norcom with Jake Rubenstein regarding the request for Gubernatorial Candidate Abigail Spanberger to hold a ceremony at the school, I wanted to connect you with Dr. Jerry Simmons, Chief Operations Officer for Portsmouth Public Schools (copied on this email).

Dr. Simmons and his team will now be the primary contacts to assist with the coordination of this event moving forward. He will work directly with you to support all logistical planning related to the use of the facility.

Dr. Simmons, please meet Sophia Shapiro, who will now be taking the lead on behalf of the campaign team.

Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

http://ppsk12.us



--Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

http://ppsk12.us



Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth Virginia 23707

http://ppsk12.us



PORTSMOUTH PUBLIC SCHOOLS AGREBMENT FOR RENTAL OF SCHOOL FACILITY bleid & submitted to the Constitute State of School Facility

SECTION A							rnent fiftee	m (15) day	ys prior to ev	ent or it wil	l not be proc	essed,
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Conflict at I. C. Norcom High School

1 message

Katrina Downey
To: Jerry Simmon
Co: Ronald Hill

Wed, Aug 6, 2025 at 3:42 PM

Good afternoon Dr. Simmons,

Please find attached the building request from HR to use Room 217 at I. C. Norcom on Friday, August 8, 2025. They are scheduled to use Room 217 tomorrow and Friday for Title IX Training. Louise Lucas' group has also requested to use Room 217 on Friday. I told Ms. Batten that Dr. Bracy has approved the group using the building, and HR will probably be bumped out. I think Ms. Jackson needs to be notified by you. :-)

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

http://ppsk12.us

PORTS MOUTH
PUBLIC SCHOOLS
SMRING BRIGHTER TOGETHER

BUILDING REQUEST - HR.pdf 30K



Lauren Nolasco >

Fwd: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Elie Bracy, III
To: Lauren Nolasco

Fri, Oct 24, 2025 at 3:09 PM

FYI

Elie Bracy, III, Ed.D.
Division Superintendent
Portsmouth Public Schools
P.O. Box 998
801 Crawford Street
Portsmouth, VA 23705-0998

------ Forwarded message ------From: Elie Bracy

Date: Tue, Jul 29, 2025 at 5:29 PM

Subject: Introduction to Dr. Jerry Simmons - Coordination for Upcoming Event at I.C. Norcom

To: Susan Patterson <

Hello Susan,

Please clean this email up for me. Thank you.

Good morning Sophia,

I hope you're doing well. Following the initial meeting held at I.C. Norcom with Jake Rubenstein regarding the request for Gubernatorial Candidate Abigail Spanberger to hold a ceremony at the school, I wanted to connect you with Dr. Jerry Simmons, Chief Operations Officer for Portsmouth Public Schools.

Dr. Simmons and his team will now be the primary contacts to assist with the coordination of this event moving forward. He will work directly with you to support all logistical planning related to the use of the facility.

Dr. Simmons, please meet Sophia Shapiro, who will now be taking the lead on behalf of the campaign team.

Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards, Elie Bracy, III, Ed.D. Division Superintendent Portsmouth Public Schools P.O. Box 998 801 Crawford Street Portsmouth, VA 23705-0998

Attachment 5

File: KG-P

RENTAL OF SCHOOL FACILITIES

The use of school facilities by various local citizen groups, local school community organizations, and the departments of the City of Portsmouth and other governmental agencies, is in the best interest of the general public.

Recognizing this fact, the Portsmouth City School Board encourages the use of public-school facilities. The following rental procedures have been adopted by the School Board and delegated to the superintendent (or designee) to regulate the use of school division property. Reference to a "local citizen group or local community organization", for purposes of this policy only, shall mean, by way of example only and not intended to be a limitation, school-sponsored student organizations, PTA-related activities, school employee groups, neighborhood civic organizations, neighborhood little leagues, United Way (and similar) organizations, class reunion activities, and any departments of the City, State, or Federal governments that, (i) in the case of an company, and entity's principle office address is within the City of Portsmouth and (ii) in the case of an unincorporated club or other organization, one that is located in the City of Portsmouth and whose primary purpose is to benefit Portsmouth Public Schools or its student body.

I. Application and Approval

The school division uses an online system to manage school and building rental requests. Requests submitted by paper or phone will not be considered. The online system is linked under the "Community" tab on the Portsmouth Public Schools website: https://www.ppsk12.us/community/school and building rentals

Permission for the use of facilities may be granted, in the sole discretion of the Superintendent or designee, to local citizen groups or local community organizations whose activities relate to education, politics, culture, religion, or recreation and benefit, in the sole discretion of the Superintendent or designee, the City of Portsmouth community. Requests for use of a facility must be made at least 16 working days prior to the date of the event or the request will not be processed. Users of school facilities must have security provided by uniformed officers from the Portsmouth Police Department or the Portsmouth Sheriff's Department; it is the responsibility of the user of the facility to obtain and provide proof to the School Division that security is in place as provided below.

Requests must be submitted by reputable and established local citizen groups or local community organizations; each of which, as a condition of using the school facility shall execute a contract which requires, among other things, that the user will be held responsible for the payment of charges, compensation for damages to property, and shall use the property in conformity with regulations on the application. In no case shall school property be leased to individuals. Requests must be submitted by an authorized representative of the local citizen group or local community organization. The submitted and approved request shall be a binding agreement between the applicant and the School Board.

Once a request is submitted, it flows through four levels of approval: (1) the building principal at the school being requested; (2) the Coordinator of Building Services; (3) the Master Library District Administrator; and (4) the Superintendent or designee.

II. Fees, Payment Procedures

The Superintendent (or designee) shall establish a minimum schedule of fees and may make additional adjustments to the fees as deemed necessary or desirable in the sole discretion of the

File: KG-P Page 2

Superintendent. The minimum schedule and additional adjustments shall be based on the facility being used, the size of the group, the length of time for which the facility will be used, the number in attendance, and special equipment needs.

All estimated fees must be paid in full at least five (5) working days in advance of the event or the event will be canceled. The local citizen group or local community organization whose name appears on the application shall be held responsible for any damages to school property and equipment stemming from their use. For prolonged contractual agreements, payments may be paid monthly in advance. Failure to comply with this procedure shall be justification for withholding permission for subsequent use of a school facility.

In general, the following fees, but without limitation to other fees that arise, will apply:

- (1) A full rental fee shall be charged to all paying classifications, with the exception of the rental fee for those local citizen groups or local community organizations qualifying for a rental facility fee waiver under #3 below. The fee reflects the areas requested (cafeteria, auditorium, gymnasium, classroom, multi-purpose room, track, stadium, etc.), the size of the facility requested, and the length of time the facility is used (hourly rates).
- (2) Personnel fees shall be charged to all paying classifications as follows:

Custodial services are needed to clean an area after use, assist in the school kitchen (cafeteria personnel must be paid if kitchen facilities are used), assist with lighting and audio equipment, unlock and lock doors, set up tables and chairs, and other services. The number of custodians will be determined by the Facility Zone Supervisors in Building Services. Electronic technicians may be required for certain events, which will result in additional fees. **Custodial/staff fees may not be waived.**

Rental of facilities by large groups of organizations, which require the services of more than one custodian will result in additional personnel fees. Custodial services requested on holidays will require an additional overtime compensation fee.

(3) Local citizen groups or local community organizations (that have been granted 501 (c) (3) status by the Internal Revenue Service) will not be charged a rental fee for using facilities under #1 above. These organizations will be responsible for payment of fees for custodial and/or cafeteria services and other extra personnel and security. Groups requesting the use of facilities for profit activities (fundraiser, etc.) will be required to pay all associated fees (e.g. facility use fee, custodial fee, cafeteria fee, fee for extra personnel) unless the activity is conducted by a school employee group and it will benefit school-age children enrolled in Portsmouth Public Schools. Notwithstanding anything herein to the contrary, any local citizen group or local community organization that charges a fee for the event is not eligible for a fee waiver.

All requests for a waiver fee must be submitted at the time the application to use the facility is made. All such requests for fee waivers must be in writing, using the Request for Waiver which is attached and made a part of this policy and can be obtained From the Department of School Facilities. Within ten working days of receiving the request for waiver, the Superintendent (or designee) will respond to the applicant, either approving or denying the request, using the Fee Waiver Request Form.

File: KG-P Page 3

(4) In accordance with Portsmouth City Code Chapter 35, Article IX, if an admission charge is required for an event in Portsmouth, an Admission Tax (equal to 10% of the admission charge) is levied. Any person or group using a Portsmouth Public School facility for an event charging admission are subject to this tax, and by submitting an application, the person or group agrees to pay such tax and to contact the Portsmouth Commissioner of Revenue, 393-8779, to obtain the required forms and arrange for payment of the tax.

(5) Church services by established religious groups may be scheduled in school facilities on a temporary basis for specifically planned events, emergency conditions or for organizational efforts of a group to build or expand a church facility. This accommodation is extended to religious organizations located within the city limits of the City of Portsmouth.

Church groups must renew their application for use of facilities every six (6) months, if the rental is long-term. Authorization for renewal will be based upon the progress of the building, and the expansion or revitalization of the church's existing facility.

NOTE: FEES FOR CUSTODIAL OR CAFETERIA SERVICES OR EXTRA PERSONNEL CANNOT BE WAIVED.

III. Cancellations

The public schools program has first priority in the use of facilities. In the event a conflict should arise, the building principal reserves the right to cancel an organization's reservation up to five (5) days in advance of the scheduled date of the activity for good cause. Use of School agreements will automatically be cancelled when schools close due to inclement weather or emergency conditions and all fees will be refunded.

Organizations must provide a 48-hour cancellation notice in order to avoid a penalty fee. Failure to do so shall obligate the organization to pay a \$30.00 fee that covers a portion of time spent by the custodian to open the building and/or prepare for the event. The balance of fees paid will be refunded.

IV. Food Services

The use of the cafeteria dining rooms may be granted with or without the use of kitchen facilities. Organizations will have access to the kitchen provided the cafeteria manager or designee is present. When planning an event that uses cafeteria equipment, the cafeteria manager and area food service supervisor must be involved in the planning, operation, and supervision of the project.

Groups may request the school system's food service department to cater activities.

V. Protection of School Property

5/24 PORTSMOUTH PUBLIC SCHOOL DIVISION

File: KG-P Page 4

For use of indoor facilities, an employee of Portsmouth Public Schools shall be on duty at the school property at times when the school facilities are in use. No equipment or furnishings may be used or moved without the consent of the employee in charge if such usage is not in conformity with the contracted agreement.

Local citizen groups or local community organizations will be required to provide proof of insurance (in the form of a Certificate of Insurance) naming Portsmouth Public Schools as an additional insured with general Commercial Liability limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

Permitted community members must arrange necessary security for events, which are open to the general public, through either the Portsmouth Police Department or Portsmouth Sheriff's Office. Proof of service must be verified in writing (email acceptable) by the Portsmouth Police Department or the Sheriff's Office. **The security requirement will not be waived**.

The sale or consumption of food and/or beverages will be limited to the cafeteria area only. Use of alcoholic beverages shall be prohibited in all schools at all times. Tobacco use on school property is also prohibited.

Any signage posted for the event must be removed immediately following the end of the event.

The submitting organization is responsible for ensuring that all City ordinances for the use of public facilities are not violated (i.e., parking, fire codes, safety, occupancy, signage, etc.).

Approved: August 4, 1998
Revised: October 16, 2000
Revised: September 28, 2006
Revised: April 10, 2014

Revised: September 6, 2018
Revised: February 2020
Revised: June 6, 2024