

FY 2020 Budget Questions – Group 2
March 7, 2019

The following questions were received from Mr. Wilk on Thursday, February 21:

1. What is the current School Board reimbursement policy?

Response: The current School Board reimbursement policy is outlined in Policy 115, “Compensation and Reimbursement of School Board Members.” A copy of the policy is attached.

2. What is the school system car usage policy? For example, if a board member required a district car for a school visit would they be permitted to use a district vehicle?

Response: The School Division currently has six “pool vehicles” for use mainly by central office staff to carry out their duties (Human Resources recruiting trips, staff attending professional development/conferences, school visits, etc.) These six vehicles are scheduled on a first come, first served basis. In the past, School Board members have occasionally used pool vehicles to attend conferences associated with their School Board duties.

3. What is the school system compensation package? (for School Board members)

Response: The current compensation package for School Board members includes salary, health insurance at employee rates, and 403b (deferred compensation) participation. Salary for a board member is currently \$12,000 and \$13,100 for members and the Chair respectively. The Proposed 2020 Budget includes a salary adjustment for the first time in 19 years. The adjustment is based on the average increase all Division employees have enjoyed over the past 19 years. The proposed salary for a board member beginning in FY 2020 is \$26,520 and \$28,520 for members and the Chair respectively.

4. What is the current job description of a board member? Does it say anywhere in that job description that a board member must visit schools?

Response: The School Division does not have a job description for School Board members because School Board members are elected, not hired.

See attached Virginia Code § 22.1-79, Powers and duties. (under Chapter 7. General Powers and Duties of School Boards). School Board members are also subject to any School Board policies that have already been approved.

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Compensation and Reimbursement of School Board Members

The Prince William County School Board may pay each of its members an annual salary not to exceed the amount set forth in the Code of Virginia. Each School Board member shall be paid according to regular payroll procedures as provided by policy and regulation.

School Board members may be reimbursed for expenses related to the performance of their official duties in accordance with law and with the policies and regulations governing reimbursement for employees, including Regulation 382.01-1, "Employee Reimbursement." Expenses for which School Board members may be reimbursed, or which will be paid for directly by PWCS, include the following:

- Mileage to and from official School Board functions and activities outside a member's district (other than local School Board meetings), including attendance at local, state, and national programs providing educational or professional development activities for school boards.
- Other transportation costs associated with a School Board member's attendance at such activities, programs, or official School Board functions, including parking, baggage fees, tips, airfare, rapid transit, subway, taxi, or similar modes of transportation.
- Lodging reimbursement for accommodations for overnight travel associated with a Board member's attendance at such programs, activities, or official School Board functions.
- Meals for working meetings related to official School Board business and/or associated with approved travel.
- Work-related supplies and materials necessary for a School Board member to carry out the business of the School Board.
- Internet and related technology fees when necessary for the School Board member to communicate with others on the business of the School Board.

All supplies, materials, furnishings, technology, and other property which is provided to School Board members, or for which members are reimbursed, remains the property of the Prince William County Public Schools and must be returned to PWCS upon the School Board member's departure from office.

School Board members must comply with all requirements of Regulation 382.02-1 in order to obtain approval and reimbursement of such expenses.

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Compensation and Reimbursement of School Board Members (continued)

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this policy.

This policy and any related regulations shall be reviewed at least every five years and revised as needed.

Legal Reference: Virginia Code § 22.1-32.

Adopted: October 21, 1992
Reviewed: October 17, 2018

PRINCE WILLIAM COUNTY SCHOOL BOARD

§ 22.1-79. Powers and duties

A school board shall:

1. See that the school laws are properly explained, enforced and observed;
2. Secure, by visitation or otherwise, as full information as possible about the conduct of the public schools in the school division and take care that they are conducted according to law and with the utmost efficiency;
3. Care for, manage and control the property of the school division and provide for the erecting, furnishing, equipping, and noninstructional operating of necessary school buildings and appurtenances and the maintenance thereof by purchase, lease, or other contracts;
4. Provide for the consolidation of schools or redistricting of school boundaries or adopt pupil assignment plans whenever such procedure will contribute to the efficiency of the school division;
5. Insofar as not inconsistent with state statutes and regulations of the Board of Education, operate and maintain the public schools in the school division and determine the length of the school term, the studies to be pursued, the methods of teaching and the government to be employed in the schools;
6. In instances in which no grievance procedure has been adopted prior to January 1, 1991, establish and administer by July 1, 1992, a grievance procedure for all school board employees, except the division superintendent and those employees covered under the provisions of Article 2 (§ 22.1-293 et seq.) and Article 3 (§ 22.1-306 et seq.) of Chapter 15 of this title, who have completed such probationary period as may be required by the school board, not to exceed 18 months. The grievance procedure shall afford a timely and fair method of the resolution of disputes arising between the school board and such employees regarding dismissal or other disciplinary actions, excluding suspensions, and shall be consistent with the provisions of the Board of Education's procedures for adjusting grievances. Except in the case of dismissal, suspension, or other disciplinary action, the grievance procedure prescribed by the Board of Education pursuant to § 22.1-308 shall apply to all full-time employees of a school board, except supervisory employees;
7. Perform such other duties as shall be prescribed by the Board of Education or as are imposed by law;
8. Obtain public comment through a public hearing not less than 10 days after reasonable notice to the public in a newspaper of general circulation in the school division prior to providing (i) for the consolidation of schools; (ii) the transfer from the public school system of the administration of all instructional services for any public school classroom or all noninstructional services in the school division pursuant to a contract with any private entity or organization; or (iii) in school divisions having 15,000 pupils or more in average daily membership, for redistricting of school boundaries or adopting any pupil assignment plan affecting the assignment of 15 percent or more of the pupils in average daily membership in the affected school. Such public hearing may

be held at the same time and place as the meeting of the school board at which the proposed action is taken if the public hearing is held before the action is taken. If a public hearing has been held prior to the effective date of this provision on a proposed consolidation, redistricting or pupil assignment plan which is to be implemented after the effective date of this provision, an additional public hearing shall not be required;

9. (Expires July 1, 2020) At least annually, survey the school division to identify critical shortages of teachers and administrative personnel by subject matter, and report such critical shortages to the Superintendent of Public Instruction and to the Virginia Retirement System; however, the school board may request the division superintendent to conduct such survey and submit such report to the school board, the Superintendent, and the Virginia Retirement System; and

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

Code 1950, §§ 22-72, 22-97; 1954, cc. 289, 291; 1956, Ex. Sess., c. 60; 1959, Ex. Sess., c. 79, § 1; 1966, c. 691; 1968, c. 501; 1970, c. 71; 1971, Ex. Sess., c. 161; 1972, c. 511; 1975, cc. 308, 328; 1980, c. 559; 1985, c. 8; 1987, c. 402; 1991, cc. 553, 668; 1994, c. 596; 1996, cc. 485, 790, 798; 1997, c. 382; 2004, c. 563; 2006, cc. 857, 914; 2009, c. 459; 2013, cc. 588, 650.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.