School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
November 3, 2025

# Standard Operating Procedure
# School Board Member Professional Development

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## PURPOSE:

To determine the process for identifying and registering for high quality professional development opportunities for School Board Members.

## SCOPE:

Per *Virginia Code* §22.1-253.13.5(D), *"each local school board shall require (i) its members to participate annually in high-quality professional development at the state, local, or national levels on governance, including, but not limited to, personnel policies and practices; the evaluation of personnel, curriculum, and instruction; use of data in planning and decision making; and current issues in education as part of their service on the local board and (ii) the division superintendent to participate annually in high-quality professional development activities at the local, state, or national levels, including the Standards of Quality, Board regulations, and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents."*

Each year, School Board Members will have funds set aside for General and Legislative Professional Development, with additional funds set aside for the Legislative Committee of the Whole Chair and Vice Chair. The Clerk's Office will work with School Board Members to track their Professional Development opportunities from July 1st through June 30th in order to ensure compliance with state requirements.

## ROLES:

School Board Members: School Board Members (SBM) are responsible for: 1) establishing the number of hours and criteria for acceptable SBM high-quality professional development; 2)

completing high-quality professional development in accordance with the standards set by the Board; and 3) providing proof of completion to the Clerk's Office for compliance tracking purposes. School Board Members will work with the Clerk's Team and Support Tech II in order to register for any trainings/conferences and to secure travel and lodging. Additionally, School Board Members will be responsible for submitting a professional development compliance report to the Clerk by June 30 of each fiscal year.

Clerk's Team: The Clerk and Deputy Clerks will help support the registration process, securing lodging and transportation, and tracking all completed professional development for School Board Members. For annual state, local, and national conferences, the Clerk's Team will provide timely notice of dates and survey the School Board Members on attendance. The Clerk will also track each Board Member's compliance with state law regarding Conflict of Interest and Freedom of Information Act training.

Support Tech II: The Support Tech II will be responsible for registration and booking of lodging and transportation for the School Board Members for all Professional Development opportunities. The Support Tech II will be responsible for tracking budget expenditures for School Board Members so they do not exceed their annual budgets for General and Legislative Professional Development.

## TIMELINE:

July 1st - June 30th: Each School Board Members' budget for both General and Legislative Professional Development will run from July 1st through June 30th, following the fiscal year calendar of Fairfax County Public School.

July: The Clerk Team will research and send out notices regarding dates for known local, state, and national conferences with a survey for attendance. School Board Members will complete the survey in order to facilitate early registration and to secure lodging and transportation at the conference rate, as needed.

January (or within two months of assuming office): Completion date target for trainings pertaining to the Conflict of Interest (COI) Act and the Virginia Freedom of Information Act (FOIA). School Board Members shall take updated COI and FOIA training every two years during each term.

June: The Clerk Team, with support from the Support Tech II, will review all School Board Members' budgets and completion of Professional Development. The Clerk will obtain each School Board Member's professional development compliance report by June 30th of each year for that fiscal year and compile a list of completed professional development for that fiscal year. The Clerk will then use this information to report to the state for compliance with the Standards of Quality around Professional Development.

## GUIDELINES:

- Each School Board Members elected to the Fairfax County School Board need to complete the Conflict of Interest Act training through the Virginia Conflict of Interest and Ethics Advisory Council and the Virginia Freedom of Information Act (FOIA) training provided by the Virginia Freedom of Information Advisory Council or any training provided by Division Council around FOIA within two months of assuming office and at least once every two calendar years thereafter. It is important that every Board Member notifies the Clerk when they complete a training session.

- The School Board Clerk is responsible for keeping a record of the completion dates of each Board Member's required FOIA and COIA training. This information is a public record and must be retained for five years.

- In addition to the Conflict of Interest and FOIA training mandated by the Code of Virginia, each School Board Member shall complete five (5) hours of high-quality professional development annually in areas of governance; the evaluation of personnel, curriculum, and instruction; use of data in planning and decision making; or current issues in education.

- Acceptable professional development sources include, but not limited to:

    - Attendance at a local, state, or national education or school board association annual conference.
    - Trainings or workshops, including webinars, provided by entities such as the Virginia School Board Association (VSBA), National School Boards Association (NSBA), Public School Leaders Network (PSLN) or comparable associations or entities.
    - In-service activities such as School Board retreats, Fairfax County Public Schools professional development or conferences such as Leadership Kick Off, Equity Symposium, or other comparable events/conferences.

- Completion of all School Board Member Professional Development to satisfy the *Virginia Code* requirement is reported to the Virginia Department of Education as part of each school board's annual SOQ Compliance Data Certification.