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## **VISION STATEMENT**

The vision of the Virgin Islands Board of Education [Board or VIBE] is to insure that each student and the community are provided with the best education to enhance academic achievement, pride, and self-worth through programs of quality academic and vocational instruction, including our history and culture.

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## **MISSION STATEMENT**

The Virgin Islands Board of Education [Board] is committed to its vision and will provide the transformation of the structure of existing public education through:

- Governance over the Public Education System
  - Improved student, parent, teacher relationships
  - Comprehensive community engagement
  - Standards that promote high academic achievement
  - Creation of an environment that is conducive to effective communication
  - Enhanced quality of professional development for all staff
  - Provision of adequate resources to achieve our vision, goals, and objectives.
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## **ROLE OF BOARD AND MEMBERS (POWERS, PURPOSES, DUTIES)**

### **POWERS AND DUTIES**

The Board's primary goal is devising policies and rules and regulations to educate all students to become competent, literate, responsible citizens, capable of making successful life choices within the global community. This shall be the basic factor motivating the Board's execution of its powers and duties which are enumerated in Title 17 of the Virgin Islands Code.

(17 V.I.C. §21- Power and Duties of the Board)

The Board is responsible for the general policy and direction of education in the Virgin Islands. This broad authority shall be exercised in accordance with the Federal Constitution, the Revised Organic Act, Virgin Islands laws and regulations. The Board may execute any powers delegated by law to it and shall discharge any duty imposed by law upon it.

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### **§21. POWERS AND DUTIES OF BOARD**

- (a) The Virgin Islands Board of Education has authority and jurisdiction to:
1. Recommend the establishment of public schools; prescribe general regulations and orders; adopt curricula and courses of study; recommend laws and amendments; recommend appropriations required for the operation of the public schools and the Department of Education; and in general to do anything necessary for the proper establishment, maintenance, management, and operation of the public schools of the Virgin Islands;

2. Cooperate with the Office of Education, within the United States Department of Health, Education and Welfare, in the administration of all Acts of Congress relating to general education, and administer all provisions of this Code relating there to, as well as any other legislation pursuant there to enact by the Legislature;
3. Approve plans for cooperating with the Federal Government in carrying out any or all phases of the educational program in which it may find cooperation to be desirable;
4. Provide for the proper administration of funds which may be appropriated by Congress and apportioned to the Virgin Islands for any and all education purposes;
5. Approve or disapprove, subject to the final approval of the Governor, the recommendations made by the Commissioner of Education to the administrator of the Personnel Merit System, under section 121 of this title, with respect to the qualifications of teachers, librarians, supervisors, and other professional personnel of the Department;
6. Approve or disapprove, subject to the final approval of the Governor, the rules and regulations proposed by the Commissioner of Education, under section 121 of this title, for the certification, selection, determination of salaries ( subject to Schedule III in section 551 of the Title 3), and appointment of teachers, librarians, supervisors, and other professional personnel of the Department;
7. Do all things necessary to entitle the Virgin Islands to receive the benefits of all funds appropriate to the Virgin Islands under the Act of Congress referred to in this section;
8. Bring court proceeding for enforcement of rights and the collection of accounts, and to this end may contract for such personal services as are deemed necessary by the Board;
9. Promulgate rules and regulations for the certification of all elementary, secondary and post secondary educational institutions; and
10. Prepare the budget for the Board for submission to the Director of the Office of Management and Budget

Other sections of the Virgin Islands Code assign further responsibilities to the Board and they are as follows:

11. To visit each school while in session at least once a year (17 VIC, § 22);
12. To hear complaints regarding school matters (17 VIC, § 23);
13. To prescribe courses of study upon the recommendation of the Commissioner (17 VIC, § 41);
14. To approve free textbooks used in the schools (17 VIC, § 42);
15. To hear appeals pertaining to student expulsion and/or suspension (17 VIC, § 91);
16. To prescribe rules and regulations and establish criteria for the certification, selection, and appointment of teachers, supervisors, principals, librarians and other professionals of the Department of Education. Certification licensing and holders to teach in the public schools of the Virgin Islands shall be issued solely by the Board. Only persons whom these certifications have been issued may be considered by the Board of Education for the eligible list. The Commissioner shall prescribe rules and regulations subject to the approval of the Board and the Governor for the determination of salaries (17 VIC, § 121);
17. To approve the dismissal of any professional employee (17 VIC, § 127);
18. To approve a leave of absence granted any employee (17 VIC, § 128);
19. To approve standards and procedures for evaluating professional personnel (17 VIC, § 129);

20. To administer loan and scholarship programs for students and teachers and approve grants (17 VIC, §§ 184) (c) to 190 (x); and
  21. To promulgate rules and regulations to operate nonpublic schools within the Territory of the Virgin Islands (17 VIC, § 194).
- (b) The Board shall perform such other function as many be prescribed or required by local or Federal law.
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### **GOVERNANCE FUNCTIONS**

3. V.I. C, Chapter 7, § established the Virgin Islands Board of Education as an independent agency. The Board shall consider and approve or disapprove matters submitted it by the Department of Education and public and is committed to establishing policies to govern territorial activities. The Board shall prescribe bylaws for its own governance.

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### **EXECUTIVE FUNCTIONS**

The Virgin Islands Board of Education shall meet at least quarterly to conduct official business. No official action may be taken at a Board meeting unless a quorum is present. The Executive Committee which is comprised of the Chairman, Vice Chairperson and Secretary of the Board shall have general supervision of the affairs of the Virgin Islands Board of Education between its business meetings. The Executive Director or designee shall serve as the chief executive officer of Board. The Board delegates to the Executive Director or designee the authority to carry out Board decisions and to make and carry out any decisions which it delegates. The Executive Director or designee shall be fully responsible for the proper use of this authority. The Board retains ultimate responsibility for the performance of any powers of duties delegated.

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### **JUDICIAL FUNCTIONS**

#### **§ 23. HEARING BY BOARD; COMPULSORY ATTENDANCE OF WITNESSES**

- (a) The Virgin Islands Board of Education shall have the power, and it shall e the duty thereof, to hear complaints and appeals within 30 days of the date of the act complained of, to issue subpoenas, summon and examine witness regarding school matters, to compel their attendance at any meeting of the Board, and the Chairman or Secretary may administer oaths and take sworn testimony regarding such matters. No subpoena shall be returnable in less than five days and no person shall be denied the right or representation by counsel.
- (b) All the appeals and complaints made to the Board of Education shall bi in writing and subscribed and sworn to
- (c) All decision rendered by the Board of Education in appeal cases or on complaints shall be final, unless reviewed by the Governor.

#### **§ 91. Expulsion of Pupil; Appeal**

The Commissioner of Education may authorize or order the expulsion from the public school of any pupil guilty of gross misconduct or persistent disobedience, having bad habits, or being in a physical condition detrimental to the best interests in school, in accordance with regulations prescribe by the Virgin Islands Board of Education. Any parent aggrieved by such expulsion may appeal to the Board for review of such order within 30 days after the date therefore.

The Board convened, shall serve as a body of appeal for grievances, complaints and criticisms in accordance with Board policies and negotiated employee agreements.

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### **Board Standards**

The Board believes that it should hold itself to high standards of performance, accountability and conduct in order to meet the public election of each member.

Therefore, these Board Standards provide a framework for effective policy making and keep the Board's focus on student achievement.

Regular efforts will be made to orient new board members in meeting those standards, provide on-going Board development opportunities to assist all board members in meeting those standards, and assess Board performance to measure the Board's effectiveness in meeting them.

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### **Board Membership**

Board members shall be elected for four-year term in accordance with procedures established by Virgin Islands Law. (cf. 3 V.I.C § 97 & 18 V.I.C § 2)

#### **§ 97. Virgin Islands Board of Education**

- a) The Virgin Islands Board of Education, referred to as the "Board" in the remainder of this section is established as an independent agency.
- b) The Board of Education shall consist of nine elected members. Four (4) shall be elected by the qualified electors of the district of St. Croix. Four (4) shall be elected by the qualified electors of St. Thomas- St. John district. One member shall be elected at large by the qualified electors of the Virgin Islands from the Virgin Islands as a whole, provided that such member shall be a person who is bona fide resident of St. John.
- c) The term of office for each member shall be four (4) years beginning on the first of Monday of the January following the election
- d) No person is eligible to be a member of the Board unless he meets the same eligibility qualifications for a member of the Legislature, as prescribe in section 6 (b) of the Revised Organic Act of the Virgin Islands, except that the final sentence of said section 6 (b) does not apply.
- e) The members of the Board shall elect a Chairman and Vice-Chairman from among its number at the first meeting after each election. A Chairman or Vice-Chairman may be replaced by the members of the Board.
- f) Each member of the Board of Education shall receive the sum of \$50 for each day or part therefore spent in the performance of his official duties. In addition thereto, each member shall be reimbursed for necessary travel and other expenses actually incurred n the discharge of his duties as ember of the Board of Education.
- g) The Governor of the Virgin Islands shall fill any vacancy in the office of a member of the Board of Education subject to the approval of the Legislature, except that the person appointed to such vacancy shall be resident of the same island as the member whose office is vacant. The person appointed to such vacancy shall serve for the remainder of the term.
- h) The quorum of the Board shall be majority of its members. No official action may be taken by the Board unless at a regular meeting, or a meeting called by the Chairman or by the members of the Board at which a quorum is present y affirmative vote of a majority f its members.

**§ 97A. EXPEDITIOUS FILLING OF VACANCIES**

For the purpose of promoting effective management of the Board of Education and the faithful execution of the laws of the Virgin Islands, the Governor of the Virgin Islands shall act expeditiously to submit to the Legislature the appointment of members to fill vacancies in the membership of the said Board resulting from expiration of term or other cause.

**§ 98. MEETING OF BOARD; QUORUM PROCEDURE**

- (a) The Virgin Islands Board of Education shall fix the dates for its regular meetings which shall be held at least once every two months. The Board shall hold special meeting as may be required. All regular meeting of the Board shall be open to the public. The Chairman shall call special meeting upon the written request of three members, upon the written request of the Commissioner, and the Chairman may call such a meeting on his own motion.
- (b) The business which the Board is authorized to transact shall be done at regular or special meetings, at which not less than five members are present, and no act shall be valid unless voted for by an affirmative vote of a majority of the members present, and a true record made of such votes.
- (c) The Board shall adopt rules and regulations for the conduct of its proceedings. It shall keep a record book of its meetings. The minutes shall be certified by the Secretary.
- (d) Any measure adopted or any decision reached by the Board shall be set forth in writing as an order of the Board. Each order shall be transmitted by the Chairman to the Commissioner for his guidance and distribution to interested parties

Any person eligible to be a voter in the district is eligible for Board membership. However, an employee of the Department of Education elected to the Board must resign his/her position with the Department in order to qualify for Board membership.

**§ 7. PROHIBITION OF DUAL CANDIDATES**

In any general, primary, or special election, no person's name may appear on a ballot as candidate for more than one (1) of the following offices:

- (1) Governor;
- (2) Lieutenant Governor;
- (3) Delegate to Congress;
- (4) Senator;
- (5) Board of Education; and
- (6) Board of Elections.

Whenever it is impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who receive the tie votes of the time and place where lots shall be cast to determine the winner.

**§ 2. ELIGIBILITY OF GOVERNMENT PERSONNEL FOR PUBLIC OFFICE**

Person employed in the legislature, executive or judicial branches of the Government of the United States Virgin Islands shall be eligible for nomination as candidates for public office, but any such person who becomes a candidate shall be granted and shall take a leave of absence from his governmental duties from date of filing of his nomination petition or nomination paper until the date of the ensuing general election unless, if he is a candidate at the primary election, he fails to be nominated there at, in which case his leave of absence may terminate immediately after such primary. Persons becoming candidates may use accrue or accumulated annual leave or sick leave in taking such leave of absence, however, sick leave may not be used in the absence of such certification of sickness as it is required by the Government pursuant to Title 3, section 583,

subsection (b) of the Code. Persons taking such leave of absence who have no accrued or accumulated annual leave shall do so without apply to Government employees becoming candidates for party offices or serving as party officers or serving as party officers, to candidates for the Virgin Islands Code, or candidates for the Board of Education, as provided for under section 97 as provided for under section 41 of Title 3 of the Virgin Islands Code, or candidates for the Board of Elections for the Virgin Islands, as provided under section 41 of Title 18 of such Code, except that no employee or official of the Board of Education and no employee or official of the office of the Supervisor of Elections and no required by this section; and if elected may not serve as an employee or official, as the case may be during his incumbency.

*Note: Pursuant to 3 V.I.C. § 2, a Board member may not be employed by the Department of Education*

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### **RESIGNATION**

A Board member who wishes to resign may do so by submitting his/her written resignation to the Board. The Board shall declare the board member's seat vacant upon acceptance of the resignation. The Board may accept the resignation with a deferred effective date.

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### **BOARD VACANCIES**

The board shall declare a vacancy on the Board for any actions which disqualify a member from service in accordance with Virgin Islands laws.

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### **OATHS OR AFFIRMATION**

Board members, before taking office shall sign the following oath of affirmation:

“ I do solemnly swear ( or affirm) that I will support and defend the Constitution of the Unites States as is applicable to the Virgin Islands and the Organic Act of the Virgin Islands and that I will honestly, faithfully, and impartially discharge my duties as a Virgin Islands Board of Education member to the best of my ability.”

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### **ORIENTATION**

The Board invites all Board candidates to attend public Board meetings during the period of their candidacy so that insofar as possible, new members will be prepared to discuss and cast informed votes on matters before the Board from the time that they are worn into office.

The Executive Director or designee shall cooperate impartially with all candidates in providing them with information about educational activities and Board policies.

The Board and the Executive Director or designee shall help each newly elected member to understand the Board's commitment to board standards, operations and the Board's functions, policies and procedures as soon after election as possible. Incoming members are encouraged to read the Board's policies and informational materials on the function of the Board and the school system, to visit school facilities, as needed o become oriented to Board service

The incoming member may attend workshops for newly elected members, as designated by the Board. The Board will provide opportunities for board training including workshops for newly elected members.

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### **BOARD DEVELOPMENT**

The public entrusts the Board with the setting policies for its Department of Education. The Board recognizes that in order to live up to that public trust they must strive to meet the board standards they have adopted for themselves. Board members, like teachers and administrators, need in-service training to assist them in meeting those standards. As part of their job, Board Members need to participate in professional development activities that help them understand their responsibilities, stay abreast of new developments in education, and learn new ways to cope effectively with the problems they confront.

Board members are strongly encouraged to attend at least one or more Board development activities each year.

Board members shall report on the development activities they attend at regular Board meeting as soon as possible.

Funds for Board development shall be budgeted annually. Such activities may include state, regional, and national workshops, conferences, conventions, such as those offered by the National School Board Association.

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### **REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS**

#### **STIPEND**

The Board views Board services as voluntary contribution to the community and accepts a stipend as presently provided in Virgin Islands Law.

#### **REIMBURSEMENT OF EXPENSES**

Board members shall be reimbursed for expenses incurred in attending any meeting or in activities concerning official business of the Board when so authorized by the Board.

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### **CONFLICT OF INTEREST**

In order to instill public confidence in public office and provide public accountability, Board members and designated employees shall adhere to applicable conflict of interests, provisions of the Virgin Islands Code, and any financial disclosure requirements applicable. Board members and designated employees shall inform the Executive Director of any conflicts due to any special relations or financial interests.

Board members shall disclose any financial interest in any issue before the Board and shall refrain from participating in any decision related to a disclosed interest unless authorized to do so by the Board.

### **CHAIRMAN**

The Board Chairman shall preside at all Board meetings. He/she shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Recognized persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure or designate someone to rule on such procedure; and
8. Put motions to a vote, and state clearly the results of the vote.

The Chairman shall have all the rights of any member of the Board including the right to move, second, discuss, and vote n all questions before the Board.

The Chairman shall also perform other duties as directed by the Board, and Territorial laws, rules and regulations, and policies of the Board, including the duty to:

1. Sign all instruments, acts, and orders necessary to carry out Territorial requirements and the will of the Board;
2. Prepare the Board's agendas in consultation with the Executive Director or designee;
3. Appoint and disband all committee's, subject to Board approval;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Excuse Board member absences from regular Board meeting ;
6. Confer with the Executive Director or designee on crucial matters which may occur between Board meeting
7. Be responsible for the orderly conduct of all Board meeting; and
8. Share informational mail with other Board members.

When the Chairman resigns or is absent or disabled, the vice Chairman shall perform the Chairman's duties. When both the Chairman and Vice Chairman are absent or disabled, the Secretary shall perform the Chairman's duties.

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### **VICE CHAIRMAN**

The duties of the Vice Chairman shall be:

1. Serve as presiding officer in the absence of the Chairman; and
2. Perform any other duties assigned by the Board

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### **SECRETARY**

The duties of the Secretary shall be to:

1. Certify or arrest to actions taken by the Board when required;
2. Maintain such other records or reports as required by law;
3. Sign the minutes of the Board meetings following their approval;

4. Sign documents as directed by the Board on behalf of the district, and sign all other items which require the signature of the clerk;
5. Serve as presiding officer in the absence of the Chairman and Vice Chairman;
6. Sign checks; and
7. Perform any other duties assigned by the Board.

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### **BOARD COMMITTEES**

The Board may establish committees of the Board as deemed necessary. The membership of these committees is limited to less than a majority of the whole Board. The Board shall establish written charges or duties for Board committees.

The Chairman may be a member of any committee. The Executive Director or designee may serve as an advisor to any committee at the discretion of the Board.

Committees may actively seek input and participation by parents/ guardians, staff, community and students, and may consult with local public boards and agencies.

Committees shall act in an advisory capacity, making recommendations to the Board. No committee action shall be binding on the full Board. The Board as whole shall have the final consideration in all matters.

Committee meetings are subject to the Territorial Open Meetings Act (cf 3 V.I.C. § 254)

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### **STANDING COMMITTEES**

The Virgin Islands Board of Education shall have standing committees to address the operations of the Board which shall include committees on:

- Professional Staff Certification and Higher Education Committee
- Policies, Rules and Regulations Committee
- School Plants and Facilities Committee
- Public and Private Sector Liaison Committee

#### ***Standing Committee Membership***

The Chairperson of the Board of Education shall appoint a committee chairperson of each standing committee from its members.

1. The Chairperson shall appoint no more than four (4) members to a standing committee.
2. Ad hoc and liaison assignments are not considered to be standing committees.
3. Any member of the Board who is interested in serving on a standing committee shall notify the Chairperson promptly concerning their interest.
  - A. Each Board member must serve on at least two standing committees.
  - B. No Board member may serve on more than three standing committees.
  - C. No Board member chair more than one standing committee.
4. The standing committee members shall be designated by the Chairperson of the Board.
5. The Board Chairperson will serve as an ex-officio on all standing committees.
6. Any member of the Board may attend standing committee hearings; however they will be unable to participate.

7. Standing committee chairpersons and members on standing committees shall serve for the same term as the Board Chairperson

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Executive Director's office and available during normal business hours to the Board of Education, and the Chairperson shall be an ex-officio member of each committee.

The duties of the committee shall be outlined at the time of appointment shall be considered dissolved when its final report has been made to the Board of Education

All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

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### **AD HOC COMMITTEES**

Ad Hoc Committee members shall be designated in the first instance by the Chairperson. Any Board member interested in serving on an Ad Hoc committee shall notify the Chairperson promptly concerning his/her interest. Any member who is interested in attending Ad Hoc committee meetings may do so. They may not take part in the discussion.

In the event of vacancies on Ad Hoc committees, the Chairperson shall have the power to appoint new committee members. All appointments expire when the committee as a whole expires.

Upon completion of the assigned task, the committee will cease to function.

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### **BOARD REPRESENTATIVES**

The Board may appoint any of its members to serve on advisory committees or as its representative to other public agencies or organizations when the Board deems such appointments desirable, contingent on acceptance of the appointment by the member.

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### **BOARD MEMBERS**

#### **LIMITS OF BOARD MEMBERS' AUTHORITY**

The Board has board but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting. Individual Board members shall submit requests for research or administrative studies to the entire Board for consideration.

The Board is the unit of authority. The Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the Board or the Territory to any policy, act or expenditure.

No members of the Board shall be asked to perform any routine or clerical duties which may be assigned to an employee, nor shall any Board member become an employee of his/her Department of Education or the VIBE while serving on the Board.

A Board member should resign from the Board before seeking to secure VIBE or Department of Education employment. In no event shall a final decision for hire be made prior to receiving the Board member's resignation.

Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by the Board action.

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**(17 V.I.C. §22)**

**OBLIGATIONS OF MEMBERS**

Members of the Board must endeavor to attend all meeting, study all materials presented with the agenda prior to attuning the meeting, participate in the discussion of any items which come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons.

The Chairman may grant the abstention after receiving no objection from the Board. If an obligation is raised by any member of Board, a majority vote of the membership is required to grant the abstention. The abstention shall be so recorded and shall not be counted as either an affirmative or a negative vote.

The Board member should not subordinate the education of children and youth to any partisan principle, group interest, or the member's own personal interest.

The Board member should be prepared and willing to devote a sufficient amount of time to the study of problems of education in the district, the Territory, and the nation in order to interpret them to the people of the Territory.

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**POLICY MANUAL**

The Board has pledge to consider the will and needs of the community. Policy manuals developed, distributed and maintained for the purpose of communicating to interested parties the policies, regulations and bylaws within the VIBE and the Department of Education will operate.

The Board desires that the community and all school employees have access to the policy manual. The Board welcomes suggestions from the public regarding its adopted policies and regulations. A public copy of the manual shall be maintained in the Board's offices on each island and at each school in the territory so that students may examine it, staff and other interested parties during normal business hours.

The Executive Director or designee shall issue copies of the policy manuals to Board members, VIBE administrators, site administrators, recognized employee organizations, and other key Department personnel.

As necessary, the Board shall develop or revise policies and regulations in order to reflect new legislation and changing community views. The Executive Director or designee shall maintain procedures for distributing to all authorized manual holders copies of new or revised policies, bylaws and regulations after regulations after adoption. The Executive Director or designee shall annually arrange to have all policy manuals monitored during the month of October to ensure that they are current and complete. (*cf. Student Code of Conduct & Retention and Promotion Policy.*)

## **BOARD POLICIES**

The Board recognizes that one of its most important functions is to establish policies, which communicate its direction for the management and control of the schools. Policies are written statements adopted by the Board, which communicate the guidelines and limits within which the Executive Director or designee and staff may take discretionary action.

The Board encourages members of the community to contribute information and opinions for the Board's consideration and propose revisions to policy. Draft policy revision will be available to public, the Department of Education, and be posted at each school site.

The adoption of policy shall conform with § 21 of 17 V.I.C. Board bylaws governing agenda, meetings, and voting. Only those written statements adopted and recorded in the minutes shall constitute official Board policy.

Prior to adoption, policies shall normally be given two readings by the Board. At its second reading, the policy may be adopted by majority vote of all members of the Board. The Board may waive the second reading or may require additional readings.

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## **BOARD BYLAWS**

The Board shall adopt Board bylaws to govern the internal operations of the Board. When the need for a new bylaw or modification of an existing bylaw is recognized, the Executive Director or designee shall draft a new or modified bylaw for consideration by the Board.

Bylaws may be adopt and amended by a majority vote of all members of the Board at a regular Board meeting in the same manner as Board policies.

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## **ADMINISTRATIVE REGULATIONS**

The implementation of policies is an administrative task to be performed by the Department of Education or its designee who shall be held responsible for the effective administration and supervision of the entire school system.

*Note: The term "administrative regulations" refers to those written procedures which are reviewed or approved by the Board and placed in the policy manual. District "Rules" or "procedure" is used when Board review or approval is not required.*

The Commissioner of Education shall develop administrative regulations when required by law or its Board policy or when, in his/her judgment, Board endorsement of administrative procedures is desired.

Administrative regulations shall be consistent with Board policies, education-related laws, negotiated employee contracts, and rules and regulations of the Department of Education. The Board may review administrative regulations and required of any regulation which it finds inconsistent with Board policy.

Administrative regulations shall be included in the district's policy manual. District and site level procedure will be maintained in appropriate district and/or site locations and readily available to school personnel.

## SUSPENSION OF POLICIES, BYLAWS, ADMINISTRATIVE REGULATION

Note: Policies require frequent updating. The Board should not be forced into a position of strict adhere to policies that need revision or are out of compliance. By allowing the suspension of policy on the rare occasions when necessary, this optional policy ensures that the Board's capacity to govern will not be limited by out-of-date policies. The suspension is temporary measure to give the Board adequate time to study the issues resulting in the suspension.

Policies, bylaws and administrative regulations may be suspended for a specific purpose and limited time by majority vote. Suspension of any policy, bylaw or administrative regulation shall undergo the following consideration:

1. Polices , bylaws or administrative regulations shall be reviewed on their own merits rather than the circumstances of the moment
2. The Board shall decide whether the policy, bylaw or administrative regulations still reflects the intent of the Board and the law. If so, the suspension will be denied and the policy, bylaw or administrative regulation reaffirmed in the minutes.

## EXECUTIVE DIRECTOR OR DESIGNEE'S AUTHORITY

The Executive Director or designee may suspend all or part of any policy, bylaw or administrative regulation when it conflicts with state or federal law or regulations. The Executive Director or designee shall report the suspension to the Board. Suspension shall be valid until the policy, bylaw or administrative regulation is rescinded, amended or reaffirmed.

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## MEETINGS

3 V.I.C. 254 requires meetings of the Board to be open to the public except as followed by law and requires reasonable public notice of such meetings.

Meeting of the Board are conducted for the purpose of accomplishing board business. A meeting of the Board shall consist of any gathering of the members of the Board with (5) more members of the Board or a majority of the members, which ever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of board policy and territorial law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by the Virgin Islands Code Opening Meeting Act.

### *Electronic Mail Communication*

The Board believes that members electronically connected to other members are an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Board members via e-mail should conform to the same standards as other forms of communication (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record.

### ***Guidelines for Board E-mail Usage***

The Freedom of Information Act and Virgin Islands law mandate that all meetings of public bodies such as the Board be open to the public. It is the policy of the Board that e-mail shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of e-mail by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subject must always be maintained.

Any usage contrary to the aforementioned shall be reported immediately to the Executive Director and may result in the suspension and/or revocation of system access.

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### **PUBLIC STATEMENTS**

Before voting on any issue, all Board members shall be encourage to present whatever evidence they may feel important to the matter at hand. The Board shall fully consider the implications and relevancy of all information so presented. All opinions, reactions and positions shall be openly discussed, so that each member may understand all aspects of the issue before the Board makes its decision. Any Board member who wishes to criticize or oppose any specific Board action should do so during the Board meeting.

Once a Board decision has been reached, all Board members shall abide by that decision until it is amended or rescinded by subsequent Board action. When Board members express their opinions outside of the Board meeting, it is their responsibility to respect the democratic nature of Board decision-making and always identify personal viewpoints as such.

Public statements in the name of the Board shall be issued by the Board Chairman or, if appropriate, by the Executive Director or designee at the direction of the Board Chairman (cf. 3 V.I.C. § 254: *Open Meetings of Government Agencies Required. Disclosure of Confidential Information*).

Reasonable public notice shall be given for all meetings of the Board in accordance with law, and shall be posted for the public before the meeting. Such notice shall include the date, time , and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used.

The Board may adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be mailed the annual calendar of regular Board meeting and shall be notified of any changes to the calendar.

The Board shall hold 1 (one) regular meeting each month. Notice of regular meeting shall be posted 4 (four) calendar days prior to the meeting.

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### **SPECIAL MEETINGS**

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Except in cases of an emergency, notice of special meetings shall be delivered at least 24 hours before the meeting to all Board members, the Executive Director, and to the local media. This notice shall specify the date, time and place of the meeting.

Notice of special meeting shall include a statement of the purpose of the meeting. No business may be transacted other than that stated in the notice of the meeting.

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### **EMERGENCY SPECIAL MEETINGS**

The Board of Chairman or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If in that event telephone services are not functioning, the notice requirement is waived. As soon after the meeting as practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

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### **TELECONFERENCES**

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at meetings of members attending by teleconference shall be taken by roll call. The Board also authorizes the use of teleconferences for Board meeting when receiving public comment or testimony and during Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at teleconference facilities used for the Board meeting.

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### **EXECUTIVE SESSIONS**

Prior to entering an executive session, the Board first shall meet in open session. At this open meeting, the Board shall enter an executive session only after a majority of the Board votes to accept a motion to enter the executive session. The motion shall clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Unless stated in the motion for executive session, or auxiliary to the main question, no other subject may be discussed in that executive session.

*Note: 3 V.I.C. 254 sets forth a strong state policy favoring open meetings and the narrow construction of the exceptions to the public meeting law.*

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## **AGENDA/MEETING MATERIALS**

### **CONSTRUCTION OF AGENDA**

The Board Chairman and the Executive Director shall prepare an agenda for each meeting of the Board. Board members may place any item on the agenda no later than three working days before the scheduled meeting date.

All agendas shall include the meeting time and place and description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

Any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Executive Director with supporting documents and information, if any, at least seven working days before the scheduled meeting date.

When constructing the agenda, the Board Chairman and Executive Director will decide whether a request is within the subject matter jurisdiction of the Board and whether the agenda item is appropriate for discussion in open or executive session.

The Board may also give members of the public the opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the action on such matters at that meeting.

All public communication with the Board is subject to requirements of relevant Board policies and administrative regulations.

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### **BOARD MEMBER PREPARATION**

A copy of the agenda shall be forwarded to each Board member at least two days before each regular meeting date, together with the Executive Director or designee's report, minutes to be approved, copies of communications, reports from committees, staff, citizen and others, and other available documents pertinent to the meeting.

When special meetings are called, the Executive Director or designee shall make every effort get the agenda and support materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Executive Director or designee to obtain specific information on agenda items.

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### **MEETING CONDUCT**

The Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by agenda adopted by the Board members and other designated persons.

#### ***Parliamentary Procedure***

Board meetings shall be conducted by the Chairman in a manner consistent with adopt Board bylaws and generally accepted parliamentary procedures under Robert's Rules of Order.

### **Quorum**

A majority of the number of filled positions on the Board constitutes a quorum.

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.

### **Abstentions**

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains because of a conflict of interest or any other reason, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

### **Public Participation**

Because the Board has a responsibility to conduct board business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board when the Board conducts a public hearing or town meeting.

1. The board shall give members of the public an opportunity to address the Board either before or during the Board consideration of each agenda item.
2. At a time so designated on the agenda, members of the public also may bring before the Board matters that are not listed on the agenda. The Board may refer such a matter to the Executive Director or designee or take it under advisement. The matter may be placed on the agenda of a subsequent Board meeting for action or discussion by the Board.
3. A person wishing to be heard by the Board shall first be recognized by the Chairman. He/she shall then identify himself/herself and proceed to comment as briefly as the subject permits.
4. With Board consent, the Chairman may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the Chairman may indicate the time and place when it should be presented.
5. No oral presentation shall include charges or complaints against the Department of Education or any of its staff or any employee of the Board, including the Executive Director, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against the Department of Education and/or employees must be submitted to the Board under the provisions of the Board policy and administrative regulations related to such complaints. (3 V.I.C. § 23 *Complaints Concerning School Personnel*.)
6. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and other the room cleared if necessary.

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### **BOARD MINUTES**

The Board Secretary or designee shall keep minutes and record all official Board actions. Official Board minutes and the master copy of the policy manual shall be stored in a fire-proof location and the Board's main office in St. Thomas and St. Croix.

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with agenda for the next regular meeting, and will be available for public review at the district offices.

### ***Recording of Votes***

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

### ***Recording Devices***

A video or audio tape recording may be made at any open Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

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## **MEMBERSHIP IN ASSOCIATIONS**

Membership in recognized associations such as should be maintained by the Board for several reasons, including:

1. The in service education benefits to our staff and the Board which come from participation in meetings, conferences, clinics and conventions.
2. Access to the communication media of such associations, such as newsletters, periodicals and advisory services.
3. Representation in actions affecting education in general and the school districts in particular.

The Board in maintaining such membership in no way abdicates its authority.

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## **BOARD SELF-EVALUATION**

Effective, efficient and ethical Board operations are an integral part of creating a successful educational program. In order to measure progress towards meeting board standards its stated goals and objectives, the Board will annually schedule a time and place at which all its members may participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal operations and performance of the Board. The Board members shall develop goals and objectives against which the Board will be evaluated. A self-evaluation instrument will be based on these goals and objectives and not on goals set for the district.

Each Board member will complete the self-evaluation instrument independently. The ensuing evaluation will be based on the resulting composite picture of the Board strengths and weaknesses. The Board will discuss the tabulated results as a group.

The evaluation process should include the establishment of strategies for improving Board performance. Revised priorities and new goals will be set for the following year's evaluation.

The Board may invite the Executive Director or others to participate in the evaluation and suggest specific criteria to measure Board success in meeting board standards, goals, and objectives as a governing body.

The Board recognizes that adequate opportunities for Board member orientation and in service are an essential component of conducting meaningful self-evaluation. The evaluation process may include suggestions for continued Board member development.

**APPENDIX A**

**TITLE 17**

**EDUCATION**

**CHAPTER ANALYSIS**

1. Classification of Schools
3. Virgin Islands Board of Education
5. Public Schools
7. School Year and Holidays
8. Automobile Driver Education and Training
9. School Attendance
10. School Health Program
11. Teachers and Other Personnel
13. Special Nutrition
15. Scholarships
17. Private, Parochial and Denominational Schools
19. Kindergartens; day Care Centers
21. Adult Education
23. Vocational Education and Vocational Rehabilitation
24. Education of the Handicapped
25. Veteran's Education
26. United States Virgin Islands Maritime Academy
27. Hospitality Training School
29. Scouting
30. Educational and Cultural Trips
- 30A. Junior Reserve Officers' Training Program
31. Apprenticeship Standards
33. University of the Virgin Islands
35. The University of the Virgin Islands Fund
36. Academic and Cultural Awards Endowment
37. Compact for Education
39. [Repealed].
41. Career day
42. Conflict Resolution

**Chapter 3. Virgin Islands Board of Education**

**SECTION 3 ANALYSIS**

41. Course of Study
- 41a. Bilinual education program

42. Free school books; responsibility for return.
43. Failure to submit registers, reports, etc.
44. Care of school buildings, equipment, supplies etc.
45. Use of school buildings and properties
46. High school equivalency program
47. Industrial-art training in St. John-Curriculum.
48. Priority in industrial-art training
49. Teachers and equipment for industrial-art training in St. John.
50. Rules and regulations to effectuate sections 47-51
50. Rules and regulations to effectuate sections 47-51
51. Availability of funds for carrying out sections -51
52. Inclusion of ninth grade at Cruz Bay School
53. Availability of funds for purposes of sections 52 and 53
54. Musical bands within high schools- Instructors and equipment.
55. Availability of funds for bands
56. Rules and regulations to effectuate sections 54-56
57. Alcohol Education Week-Designation.
58. Instructions concerning use of alcoholic beverages and narcotics
59. Duty of Commissioner of Education.
60. Observance of alternate week
- 60a. Athletic fields and recreational facilities.

## **Chapter 7. School Year and Holidays**

### **SECTION ANALYSIS**

61. Period of school year.
62. Public school holidays
63. Holidays for schools other than public.
64. Religious holidays; pupils absence excused.
65. Summer school

## **Chapter 9. School Attendance**

### **Subchapter I. General Provisions.**

81. Admission and transfer of pupils
82. Compulsory school attendance; age of pupils; exceptions.
83. Hours of daily attendance.
84. Home instruction
85. Attendance at private, parochial and denominational school
86. Parental responsibility; excuse for absence.
87. Punishment of pupils by school authorities.
88. Penalties affecting parents and employers.
89. Apprehension of, and manner of dealing with truant.
90. Dismissal or transfer of pupils
91. Expulsion of pupils; appeal
92. Notice for registration of children reaching school age.
93. Information on pupils available to Police Department
94. Census of school children.

95. Appoinment of attendance officers.
96. School information furnished to Department of Education
97. Furnishing birth certificates.
98. Confidentiality of student records.

### **Subchapter II. Free Bus Transportation**

101. Rules and regulations covering free transportation generally.
102. Manner of applying for free transportation; means of compensating, etc.
103. School bus operators shall be qualified
104. Student transportation discount card

### **Chapter 10. School Health Program**

#### **SECTION ANALYSIS**

111. Establishment of school health program, medical and dental tests
112. Student health records.
113. Medical questionnaires.
114. Reports furnished by parents or guardians
115. Reports and recommendations to parents or guardians.
116. Rules and regulations.

### **Chapter 11. Teachers and Other Personnel**

Pay plan for teachers, principals, supervisors, and other professional personnel of the Department of Education, see section 554 of Title 3.

Personnel Merit System laws as subject to this chapter; see action 457 of Title 3.

#### **SECTION ANALYSIS**

121. Qualifications, certificates, and appointments.
122. Endorsement of teachers' certificates from other jurisdictions.
123. Temporary certificates and emergency appointments
124. Right to appointment.
125. Appointments as probational.
126. Licenses to teach in schools other than public schools
127. Dismissal or detention of professional personnel.
128. Leaves of absence.
129. Annual rating of professional personnel.
130. Authority to discipline children.
131. Hiring of new department employees.

### **Chapter 15. Scholarships**

Training government employees, see section 671 et seq.of Title 3

#### **SECTION ANALYSIS**

161. Special secondary scholarships for students from St. John.
162. 169. Repealed. July 7, 1959, No. 489, § 1(a), Sess. L. 1959, p. 129.
171. Territorial Scholarship Fund; composition and preservation; use; appropriations.
172. Scholarship grants; kinds and amounts.
- 172A. [Repealed.]

173. Eligibility for scholarship
174. In-service training scholarships.
175. Scholarships and leaves for teachers.
176. Scholarship contract; loans; renewals.
177. Registration of scholarship; review of applications and programs; rules and regulations.
178. 179. [Reserved for future use]
180. Nursing and other scholarships; studies; number; high school graduates; territorial scope.
181. Selection of students for nursing and other scholarships; standards; conditions; cancellation
182. Amounts and scope of nursing and other scholarship; payments.
183. Scholarship board; rules and regulations of Commissioner
184. Appropriation of funds for nursing scholarships.
- 184a. Additional nursing scholarships.
- 184b. Practical nursing scholarships
- 184c. Bennie and Martha Benjamin Foundation Scholarship
185. Edward Wilmot Blyden Scholarship for education beyond high school.
186. Same; college entrance test; selection of student.
187. Appropriation of funds; time of commencement.
188. Albert Ragster, Sr., Scholarship fund for vocational-technical education.
190. Morris F. de Castro Fellowship; Government Employee of the Year.
- 190a. Music scholarships.
- 190b. Department of Finance Scholarships.
- 190c. Scholarships for exceptional children.
- 190d. Ann Schrader Scholarship for Police Science.
- 190e. Adam Peterson Scholarship Fund
- 190f. D. Hamilton Jackson Scholarship Fund
- 190g. Claude O. Markoe Scholarship Fund
- 190h. Richard Nicholas Callwood Scholarship for police Science and Administration
- 190i. The Bombardine Scholarship for Music
- 190j. Willhelmina Lewis Memorial Fellowship
- 190k. Amadeo Francis, Sr., Scholarship for the study of Mathematics, Science, and Computer Science
- 190l. Walter I.M. Hodge Scholarship for Political Science, Agricultural Sciences, Animal Husbandry, and Veterinary Science
- 190m. Hilda England Guidance Counselor Scholarship.
- 190n. Virgin Islands National Guard Scholarship Fund.
- 190o. Evadney Peterson Health Scholarship
- 190p. Mariel Cassandra Newton Scholarship Fund for Police Science and Administration.
- 190q. School Nurse Practitioner Scholarship.
- 190r. James Albert Peterson, Jr., Scholarship Fund for Vocational-Technical Education Studies.
- 190s. Lew Muckle Scholarship
- 190t. Terence A. Todman Scholarship Fund for International Affairs.
- 190u. Valedictorian and Salutatorian Awards
- 190v. Gene Edmund Cerge Athletic Scholarship.

- 190w. Dr. Wilburn A. Smith, Jr. Scholarship Fund for Teacher Education.
- 190x. Caroline Felicia Adams Aviation Scholarship
- 190y. Kenneth Harrigan Scholarship
- 190z. Ruth E. Thomas Scholarship Fund for Teacher Education.
- 190aa. Virgin Islands Fish and Game Scholarship.

Chapter 17. Private, Parochial and Denominational Schools

SECTION ANALYSIS

- 191. Subsidies for private schools.
- 192. Certificate of accreditation for parochial or private schools; display.
- 193. Inspection of accredited schools.
- 194. Certificate of operation

Chapter 21. Adult Education

SECTION ANALYSIS

- 240. Adult Education
- 241. Evening courses for adults.
- 242. Use of Department facilities; fees; rules and regulations
- 243. Adult Education Fund
- 244. Adult Education Scholarship program
- 245. Coalition for the Advancement of Adult Education.

Chapter 25. Veterans Education

SECTION ANALYSIS

- 301. Veterans educational and recreational program
- 302. Tuition
- 303. Program opens to persons other than veterans
- 304. Duties of Commissioner and Board
- 305. Agreements with Veterans' Administration
- 306. Transportation for veterans.
- 307. Return transportation
- 308. Amount allowed for transportation.
- 309. Tax exemption on transportation
- 310. [Repealed.]
- 311. Appropriation
- 312. Attendance at academic or vocational courses without fee or charge

## APPENDIX B

### Code of Ethics

As member of the Board, I shall promote the best interests of the School districts as a whole, and, to that end, I shall adhere to the following educational and ethical standards:

- ◆ Bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, and court orders pertaining to schools;
- ◆ Make decisions in terms of the educational welfare of all children in the district, regardless of ability, race, creed, ethnicity, sex, or social standing;
- ◆ Recognize that decisions must be made by the Board as a whole and make no personal promise to take private action that may compromise the board;
- ◆ Focus board action on policy making, goal, setting, planning, and evaluation;
- ◆ Support school and Board personnel in the proper performance of their duties;
- ◆ Hold confidential all matters pertaining to school/Board that, in desired, may needlessly injure individuals or the schools, and respect the confidentiality of information that is privileged under applicable law;
- ◆ Attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
- ◆ Endeavor to make policy decisions only after full discussion at publicity held Board meetings, render all decisions based on the available facts, and refuse to surrender that judgment to individuals or special groups;
- ◆ Encourage the free expression of opinion by all Board members and seek systematic communications between the board and students, staff, and all elements of the community;
- ◆ Communicate to Board members at appropriate times expressions of the public reaction to the board policies and school programs;
- ◆ Become informed about current educational issues by individual study and though participation in programs providing needed information, such as those sponsored by state and national school boards associations;
- ◆ Refrain from using my Board position for personal or partisan gain;
- ◆ Make certain the Board remains responsive to the community; and
- ◆ Remember always that my first and greatest concern must be the educational welfare of all the students attending the public schools of the Virgin Islands.

### ***Making a Complain***

Any Board member can file a complaint against another Board Member if they have information that a member or members violated the Ethics Code. A complaint must provide facts showing that the conduct violates one of the Code's prohibitions or requirements. No particular form or format is required, but a complaint must be in writing. Violations of the Code are subject to a one-year statute of limitations. A complaint must be made within one year of the violation.

### ***Grounds for a Complaint***

The ethics Code contains rules of conduct for Board Members that were adopted by all Board Members. It is a contract that all Board Members shall follow and have determined that they accept regarding penalties and or fines. The code includes several specific rules, e.g., a prohibition against private financial interests in public contracts, and general prohibition against the use of their public position for their own private financial gain or that of another. It is not enough to complain that a member made a wrong decision or was negligent, incompetent, insensitive, unethical or hostile. The conduct must violate one of the rules set forth in the Ethics Code.

### ***Investigative Panel***

Complaints shall be filed with the executive director. Once the executive director receives a written complaint, it is referred to an investigative panel, comprised of three Board members. The panel first reviews the complaint to determine if the facts alleged in the complaint, if true, could violate the Ethics Code. If not, the complaint is dismissed without an investigation and without notifying the person complained about. If the facts alleged could constitute a violation of the Code, the panel, assisted by staff members and investigative personnel, will conduct an investigation. The person complained against will be given a copy of the complaint and may make a personal appearance before the panel, or simply make a written response to the complaint. When the investigation is completed, the panel determines whether there is probable cause to believe a material violation of the Ethics Code occurred. If not, the complaint is dismissed. If the investigative panel finds probable cause, the Panel's staff prepares a statement of charges against the person accused.

### ***Confidentiality***

To protect against public disclosure of unwarranted or frivolous complaints, the Code requires that, to the extent possible, all information relating to a filed complaint be kept confidential until the investigative panel has finished its investigation and found probable cause. The Panel is not even permitted to acknowledge the existence of a complaint until the investigative panel has found probable cause, although it may, at the written direction of the person complained against, release information relating to an investigation. Investigations by the Panel's investigators are conducted as discretely as possible. The necessity of interviewing witness and obtaining records will, however, alert some members of the public to the existence of an investigation.

### ***Hearing Board***

The five Board members or less not involved in the investigation constitute a hearing board to adjudicate the case. Their decision is based on evidence taken at a private evidentiary hearing prosecuted by the Board's attorney. It is not necessary for the complainant to appear at hearing, except as a witness. A complainant need not be represented by counsel at the hearing.

If five of members of the hearing board find beyond a reasonable doubt that the accused has committed a material violation of the Ethics Code, the board can imposed any of these sanctions:

1. Public reprimand;
2. Cease and desist order;
3. Order of restitution; or
4. Fines not to exceed \$ 1,000 per violation
5. Suspension of member's voting privilege at Board meetings, not to exceed 90 days.

The Board may also recommend to the appropriate governmental authority that the person be discharge or removed from office.

In addition to these sanctions, a violation of some of the provisions of the Ethics Code may constitute a misdemeanor and/r a criminal violation with penalties. The Board has no criminal jurisdiction,, but if its proceeding uncover evidence of a criminal violation of any nature; the Board can defer its own action and refer the matter to the Attorney General's office for criminal action.

#### ***Conciliation Agreement***

The Ethics Code authorizes the panel to enter into conciliation agreements with persons who are the subject of an investigation. This agreement permits a person to acknowledge having violated the Code and accept specific penalties provided by the Code. The inconveniences, expense attendant notoriety of hearing are avoided. Such Agreements can be entered into at any stage of an investigation or proceeding. The cooperation of the accused and the savings of time and expense are matters to be considered by the Panel in establishing the penalties to be imposed. Although hearing can be avoided by the Agreement, the Agreement itself must be made distributed to the entire Board.

#### ***Bad Faith Complaint***

If the Panel finds in favor of the member accused and that the complaint was brought in bad faith, the Panel may order he member who made the complaint to reimburse the accused for all actual costs incurred, including the accuser's attorney fees. The member may pursue a civil cause of action for compensatory damages, punitive damages, costs and attorney fees

All of the members of the Virgin Islands Board of Education have carefully read this Code of Ethics and voluntarily agree to its contents without reservation.

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## **APPENDIX C**

### **Description of Staff Positions**

#### **ATTORNEY**

The Board may use the services of private attorneys to meet its needs. The Board-appointed legal counsel shall render legal advice and/or opinions to the Executive Director or designee and the Board and perform other administrative duties as assigned by the Board and Executive Director or designee.

## **EXECUTIVE DIRECTOR-BOARD OF EDUCATION**

### **INTRODUCTION**

This is a standard position description for use by the Board of Education of the Virgin Islands. Under the direction of the chairperson of the Virgin Islands Board of Education, performs high-level professional and administrative work involving the setting of policies for personnel and teacher certification for the Department of Education and financial aid and Guaranteed Student Loan for the students seeking in the territory or aboard. This is a classified position under an independent agency.

### **DUTIES**

Plans and develops operating procedures and policies which support the goals and objectives of the Board of Education. Organizes workshops and community information programs to enhance Education services. Supervises and evaluates the fiscal operations of the two district boards

Interprets and disseminates federal mandates, regulations and guidelines to program and student participants, public and private.

Consults regularly with district directors, commissioner of education, superintendent of education, in developing the general philosophy on operational matters.

Develops budgets in accordance with Office of Management and Budget or Board of Education Guidelines and Policies.

Lobbies with senators, Delegates to Congress and National School Board Association (NSBA) to secure funds locally and in congress for educational purposes.

Monitors federally funded Guaranteed Student Loan Programs (GSL) and the Territorial Student Financial Aid and reports to the Board makes recommendations.

Reviews teacher's applications, recommends certifications.

Develops and examines policies, rules, regulations and makes recommendation on matters pertaining to legislation, administration and interagency.

**Executive Director**

-2-

Monitors the collection of outstanding delinquent territorial loans.

**DUTIES**

Processes financial loans of grants from the Territorial Grant and Loan funds and Federal Aid funds.

Participates in evaluation of the curriculum, grading requirement/system. Promotion and graduation requirements and recommends changes.

Prepares Board plans and all required reports.

Collects and analyzes data to determine the effectiveness of the Territorial Student Loan and Grant Programs and make recommendations for improvements.

Directs and evaluates local and federal compliance with approved programs and activities.

Confers, attends meetings on and off-island with federal officials, educational officials and other governmental representatives on education (Board) issues

Performs other related duties as may be required.

Conducts hearing with teachers, students, parents, relative to educational problems.

**FACTOR 1- KNOWLEGDE REQUIRED BY THE POSITON**

- Knowledge of the Territorial Student Financial Aid and Grant Law
- Knowledge of the Educational Laws and Regulations of the Virgin Islands Title 3 and 17 of the Code
- Knowledge of the Federal Assistance and guidelines for Guaranteed Student Loan program.
- Knowledge of V.I. Board Policies, rules, regulations, and established methods of record keeping, fiscal, personnel and procurement procedures
- Knowledge of the principles and practices involved in organizing, directing and supervising the work of other
- Skill in maintaining records and reports.  
Ex: federal-GSL and Territorial Financial Aid

## **Executive Director**

**-3-**

- Skill in the reviewing of the requirement for certifying teachers-professionals
- Ability to make independent judgment
- Ability to organize and direct the work of both districts.
- Ability to plan and access immediate and long term goal
- Ability to monitor for compliance with policies, procedures
- Ability to review, evaluate and recommend changes
- Ability to develop and maintain effective working relationship with other-publicly and privately in government and non-government.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to acquire new knowledge, skills and, techniques required to maintain correctness in education.

### **FACTOR 2- SUPERVISORY CONTROL**

Incumbent works under the general supervision of the chairperson of the Board of Education. Work is reviewed through observances, monthly reports, annual reports, conferences and annual performance evaluations.

### **FACTOR 3- GUIDELINES**

Guidelines of the position include agency and governmental local and federal regulations, directives, initiatives executive orders, legislative acts and bills, contractual agreements, V.I. Code, rules and regulations, Board of Education policy manual, personnel and budgetary policy manual.

### **FACTOR 4- COMPLEXITY**

Duties are administrative, professional and technical and require independent judgment.

Executive Director

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#### **FACTOR 5- SCOPE AND EFFECT**

The purpose of this position is to participate to a high degree in formulating and determining policy to ensure that policies, mandates, laws, rules and regulations and applicable federal and local laws are followed in certification of teachers, and the processing of Territorial Financial Aid, Guaranteed Student loan and the collection of funds from students after completion of educational studies.

Additionally provides technical assistance, information and resource when and where possible to support implementation of programs to meet the educational of programs to meet the educational objectives of the Board of Education and the educational department.

#### **FACTOR 6- PERSONAL CONTACTS**

Contacts are with commissioner, assistant commissioner, insular superintendent, principals, teachers, student, banks, colleges, learning institution, universities, personnel office, other Board of Education, and the general public using phone, letters, fax.

#### **FACTOR 7-PURPOSE OF CONTACTS**

To provide information, assistance and support, gather information, monitor and evaluate programs, resolve problems and make recommendations for improving the system.

#### **FACTOR 8- PHYSICAL DEMANDS**

Work requires patience, stamina, sitting, standing, bending, pressure environment and travel.

#### **FACTOR 9- WORK ENVIRONMENT**

Work is performed in a small non air-conditioned office.

#### **MINIMUM QUALIFICATIONS**

1. Graduations from an accredited institution of higher learning with a bachelor's degree (master's degree preferred in Education, Public Administration, Business Administration or related areas.
2. At least four (4) years of satisfactory supervisory experience.

## **EXECUTIVE ASSISTANT**

### **DEFINITION:**

Under the general supervision of the Executive Director, an employee in this class performs highly responsible and specialized fiscal and managerial work, such as the development of departmental programs and policies. Work also involves the interpretation and implementation of departmental laws, policies, rules and regulations.

Supervision received takes the form of discussions, conferences, and reviews of reports submitted. Performance of work is in accordance with established laws, rules and regulations.

### **EXAMPLES OF WORK:**

Assists in formulating long-range plans and programs designed to achieve the statutory objectives of the department;

Assists in developing complete budgetary control procedures for the preparation and submission of the department's budget;

Coordinates the administration of the departmental budget;

Assists in the preparation of regular and special departmental budget reports;

Prepares documents effecting personnel actions, such as NOPA's and personnel requisitions;

Provides guidance in regards to personnel and budgetary matters;

Acts as departmental personnel officer in ensuring compliance with laws, rules and fiscal management and other functions;

Coordinates necessary arrangements for travel with the Executive Secretary;

Supervises the maintenance of expenditures and budgetary controls of accounts and prepares monthly financial statements and reports and makes bank deposits; and

Performs other related work as required.

**Executive Assistant**  
**Pg-2**

**REQUIREMENTS:**

**Education and Experience**

A Master's degree in business or public administration and four years of responsible administration and four years of responsible administrative experience, dealing with personnel and/or budgetary matters; **OR**

A Bachelor's degree in business or public administration and six years of responsible administrative experience, dealing with personnel and/or budgetary matters; **OR**

Related working experience may be substituted for the required formal training on a one year ration, provided such substitution does not go below the 12<sup>th</sup> grade.

**Know ledges, Skills and Abilities**

Know ledges of the practices and principles of supervision;

Knowledge of the principles and techniques of personnel administration;

Knowledge of the principles and techniques of modern office equipment;

Knowledge of accounting;

Ability to assign and supervise the work of subordinates;

Ability to express oneself, clearly and concisely, orally and in writing;

Ability to prepare statistical reports;

Ability to establish and maintain personnel records filing system;

Ability to prepare budgetary reports; and

Ability to establish and maintain effective working relationships with all persons contacted during the course of work.

## **EXECUTIVE SECRETARY**

### **DEFINITION:**

This is technical administrative work at full performance level.

Work in this class involves the performance of responsible administrative, management and staff assignments for the Executive Director of the Board of Education. An employee is expected to use his/her knowledge, experience and judgment in the application and interpretation of rules and regulations.

Supervision is exercised over clerical staff.

### **EXAMPLES OF WORK:**

Functions as a staff assistant to the Executive Director; assists in the planning, development and execution of operating procedures and policies;

Collects, sorts, and assembles departmental and wide information and prepares reports therefore for such assignments as budget estimates, annual and other periodic reports including findings, conclusions and recommendations;

Directs and conducts a variety of studies and investigations of problems affecting agency operations; advises supervisor of problems and possible solutions;

Coordinates the preparation of packages for all Board meetings;

Relays information to individual officers, explains policies, laws and regulations so as to promote compliance;

Performs liaison work between agencies and representatives of other organizations; confers with superior and officials from agencies in the development, interpretation and installation of programs and procedures; interprets discusses and explains agency programs;

Maintains weekly, monthly and annual calendar of activities of the agency;

Receives telephone and personal callers, and exercises judgment in screening those, which can be handled by supervisor's subordinates or other officers and tactfully refers them, appropriately;

## **EXECUTIVE SECRETARY**

**Pg 2**

Makes necessary arrangements for travel to include schedule of visits and hotel reservations; notifies departments, agencies and officials to be visited;

Plans, coordinates and supervises the work of subordinate staff personnel;

Recommends to supervisor, improved policies and procedures; assures that new and revised policies and procedures are properly implemented;

Responsible for maintaining an acceptable filing system and having minutes of agency ready and in place.

Responsible for organizing regular/special meetings and hearing for this agency;

Handles mail to and from Executive Director and forwards assignments to staff;

Prepares a variety of correspondence for Executive Director's signature;

Types all correspondence originating with the Board members and/or Executive Director; and

Performs all other related work as required.

### **DESIRABLE EDUCATION/EXPERIENCE:**

Graduation from recognized college or university with major work in business Administration; **OR**

Completion of the 12<sup>th</sup> grade supplement by courses in secretarial studies and at least 10 years of progressively responsible working experience including at least 5 of which must have been at an administrative or supervisory level.

### **KNOWLEDGES, SKILLS, & ABILITIES:**

Knowledge of modern office practices and procedures;

Knowledge of the elements of composition;

Knowledge of legal terminology and procedures;

EXECUTIVE SECRETARY

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Ability to determine the importance of correspondence received;  
Ability to work effectively under the pressures of office emergencies;  
Ability to establish and maintain effective working relationships with co-workers  
and other persons contacted during the course of the work; and  
A high degree of skill in oral communications.

## **RESEARCH & EVALUATION SPECIALIST**

### **DEFINITION:**

An employee in this class performs under the general supervision of the Executive Director.

Performs, reviews, and evaluates selected education projects. This employee prepares and carries out the review/evaluation design based on the project's educational objectives and activities. The employee conducts surveys to obtain information and interprets this based on the projects' objectives. Assists in refinement and modification of program objectives as necessary. In conjunction with Executive Director, develops alternate plans for achieving program goals.

### **EXAMPLES OF WORK (Not All Inclusive):**

Gathers evaluation information by means of classroom observation, questionnaires, consultation with educational personnel and other instruments;

Analyzes statistical information, prepares written narratives summarizing results of analysis;

Makes constructive recommendations based on sound educational theory;

Writes evaluation reports for publication and distribution including editing reports for accuracy, completeness and applicability;

Conducts needs assessments as required by federal as well as local rules and regulations.

Collects, analyzes and compares data and trends; prepares reports including observations, conclusions, and recommendations;

Visits St. Thomas/St. John schools on monthly basis and serves as the liaison between the Board and the schools;

Conducts Teacher Certification activities;

Compiles monthly, annual evaluation and statistical reports;

**Research & Evaluation Specialist**  
**Pg.-2**

- Assists in preparation of quarterly newsletter;
- Design and constructs graphs, charts and statistical reporting forms;
- Transcribes minutes of teacher certification meeting and have them ready for the Executive Secretary's review and distribution; and
- Performs all other related duties as requested.

**DESIRABLE**  
**EDUCATION & EXPERIENCE:**

B.A. degree with courses in research statistics and social or behavioral sciences preferably supplement by post graduate studies and three years experience in the application of research and evaluation methods and techniques including at least two in a supervisory capacity.

**KNOWLEDGES, SKILLS & ABILITIES:**

- Knowledge of the theory, principles and techniques used in the field of research and evaluation;
- Knowledge of recent methods used in accumulating, analyzing and evaluating data;
- Ability to plan and outline the procedures necessary for the compliance of reports;
- Ability to recognize the need for and to initiate research and evaluation studies and projects to furnish administrators with current and timely information;
- Ability to prepare and maintain accurate records; and
- Ability to establish and maintain effective working relationships with individuals and groups.

## **MESSENGER/MAINTENANCE ENGINEER**

### **DEFINITION:**

This position involves driving duties, messenger tasks and repair and maintenance work to the office complex and some equipment.

### **EXAMPLES OF WORK (Not all inclusive)**

Delivers messages, documents, packages and other items to offices and Departments, walking or using vehicles.

Drives Board members and staff members to and from destinations

Maintains the storerooms and inventory of supplies

Performs a variety of building and grounds maintenance jobs involving a combination of skills in carpentry, plumbing electrical painting and/or masonry

Cleans Board's vehicles

Perform other duties as required

### **EDUCATION/EXPERIENCE**

High School Diploma and a minimum of three years in at least two of the building or mechanical trades

### **KNOWLEDGE, SKILLS & ABILITIES**

Considerable knowledge of the principles and techniques of at least two of the building or mechanic trades and some knowledge of a variety of the other related trades

Knowledge of the methods practices, tools, and materials of several of the building or mechanic trades

Skill in the use of a wide range of tools and shop equipment used in the building or mechanic trades

Ability to make inspection, to determine the need for repairs, and to perform or assist in performing a variety of repairs needed for proper maintenance of buildings, grounds and equipment.

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**MESSENGER/MAINTENANCE ENGINEER (CONT'D)**

Ability to establish and maintain effective working relationships with co-workers and all other persons contacted during the course of the workday

Ability to understand and follow oral and/or written directions

Some knowledge of office practices and procedures

## **DIRECTOR OF BUSINESS/FINANCE**

### **DEFINITION:**

This is a standard position description for use by the Board of Education of the Virgin Islands. Under the direction of the Executive Director, performs high level professional and administrative work involving recommending the setting of policies and the agency as a whole. This is a classified position under an independent agency.

### **DUTIES:**

Prepares short/long range plans and identifies goals for continued development and implementation of the Board of Education programs;

Plans and develops operating procedures which support the goals and objectives of this agency;

Organizes workshops and community informational programs to enhance the dissemination of financial aid programs information;

Supervises and evaluates the Office of Student Aid to include reviewing student applications for correctness in accordance with the local guidelines and deposits;

Consults regularly with the Executive Director in developing the general philosophy and operational matters;

Provides budget information to Executive Director in accordance with the Office of Management & Budget or Board of Education guidelines policies;

Participates in all matters involving Student Financial Aid with Executive Director and the Board;

Prepares board plans and required financial aid and on-going reports;

Collects and analyzes data to determine the effectiveness of collections and payments made to students, colleges or universities;

Confers and attends meetings on and off-island with local as well as educational officials, banks, lending institutions and other government representatives;

Directs and evaluates local compliance with approved programs and activities;

Performs all assigned functions in the absence of the Executive Director; and all other related duties as required.

## **DIRECTOR, BUSINESS/FINANCE**

**Pg. 2**

### **KNOWLEDGES, SKILLS/ABILITIES:**

Knowledge of the Territorial Student Financial Aid laws, rules and regulations;

Knowledge of the Education Laws and regulations of the Virgin Islands Titles 3 and 17, VIC;

Knowledge of Virgin Islands Board policies, rules and regulations and established methods of record keeping and fiscal control;

Knowledge of the principles and practices involved in organizing, directing and supervising the work of others;

Skill in maintaining records and reports;

Skill in reviewing applications;

Ability to make independent judgments;

Ability to plan and access immediate and long term goals;

Ability to organize and direct the work of others;

Ability to monitor for compliance with policies and procedures;

Ability to review, evaluate and recommend changes;

Ability to develop and maintain effective working relationships with others- publicity, privately, government and non- government;

Ability to express ideas, clearly and concisely, both orally and in writing;

Ability to understand new knowledge, skills and techniques required to maintain correctness in education;

Ability to work under the general supervision of the Executive Director. Work is reviewed through conferences, observations, monthly reports, annual reports and performance evaluations.

**DIRECTOR, BUSINESS & FINANCE**

**Pg. 3**

**MINIMUM QUALIFICATIONS:**

Masters degree in Business Administration, Accounting or any directly related field; **OR** Bachelor's degree in Business Administration, Accounting or any directly related field and three years of experience involving the interpretation of financial policies in regard to financial aid programs, or managing a budget of performing work in substantially similar position.

## **STUDENT AID OFFICERS**

### **INTRODUCTION:**

This is a standard position for use by the Board of education under the direction of the Director of Business and Finance; performs administrative work involving student aid and collection difficulty. This is a classified position.

### **DUITES:**

- Ensures financial aid applications are complete;
- Ensures accuracy of computer generated eligible student lists to be presented to the Board members for financial aid awards;
- Prepares monthly reports on balances for each Board member based on allotments for financial award;
- Prepares and maintains accounting records and files related to repayment of student loans;
- Reviews all night depositories before the deposits are made;
- Prepares monthly collections reports;
- Prepares quarterly collections reports to reflect current and past due balances;
- Responsible for the implementation of acceptable collection system in attempts to ensure accounts are current;
- Reconciles payroll deduction reports;
- Posts payments on a monthly basis to students' account;
- Prepares coupons annually;
- Prepares annual report;
- Prepares SSIG awards for Board approval;
- Prepares all reports for SSIG to be submitted to the U.S. Department of Education;
- Conducts ongoing financial aid workshops for students;
- Answering phone inquiries regarding the Territorial Loan/ grant Program;
- Maintains an acceptable filing and record keeping system; and performs all other related duties as requested.

## **STUDENT AID OFFICERS**

**Pg. 2**

### **KNOWLEDGES, SKILLS & ABILITIES**

Knowledge of the principles, techniques and guidelines required for administering a financial aid program;

Ability to prepare reports

Ability to develop and maintain effective working relationships with employees, students, etc.;

Ability to understand and follow oral and written instructions; and

Ability to express ideas clearly and concisely, both orally and in writing

This employee works under the supervision of higher-level officer, who assigns duties. Work is reviewed for accuracy and corrections upon completion. Employee is expected to use some judgment.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in Business Administration, accounting or any related field; or two years of academic education in business, accounting or any related field and three years experience involving collection or control of funds; or one year academic education in business, accounting or any related field and two years experience involving collection or control of funds serving in various capacities which calls for financial responsibilities.

## **STUDENT AID ASSISTANT**

### **INTRODUCTION:**

This is a standard position for use by the Board of Education, involving general, clerical and administrative support work in processing applications for financial assistance, collection of loan payments. Work requires knowledge of the procedures/techniques involved in carrying out grant-in-aid and student loans and office operations. This is classified position under an independent agency.

### **DUTIES (Not All Inclusive):**

- Enters financial aid application information on the computer;
- Prepares documents to be submitted to the Department of Finance;
- Prepares checks to be mailed out to students;
- Collects monies in the form of cash, checks or money orders;
- Prepares daily bank deposits and daily summary and daily collection reports;
- Files all required documents and maintains accurate records, and performs clerical duties;
- Answers mail and/or telephone inquiries as it pertains to student aid; and
- Performs all other related duties as requested.

### **KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of the principles, techniques and guidelines required for administering a financial aid program;

Knowledge of rules and procedures established by the Board of Education;

Ability to prepare reports;

Ability to communicate clearly and concisely, both orally and in writing; and

Ability to deal effectively with persons during the course of work.

This employee works under the supervision of a higher-level officer who assigns duties. Work is reviewed for accuracy and correctness upon completion. Employee is expected to use some judgment.

**Student Aid Assistant**  
**Pg 2**

**DESIRABLE QUALIFICATIONS:**

Associate degree in Business Administration, Accounting or any closely related field; or one-year academic education in business, accounting or any closely related field and two years experience involving clerical and administrative duties; or one year of academic education in business, accounting or any closely related field and 10 years experience involving clerical and administrative duties.

## **CLERK/CUSTODIAN**

### **DEFINITION:**

This is routine work involving clerical and custodial tasks, requiring little judgment.

### **Examples of Work (not all inclusive)**

Types simple forms, envelopes, and letters etc.

Assists with filing and other simple clerical tasks including running copies and collating documents

Open incoming and stamp outgoing mail, logs all student aid incoming mail

Logs all student aid mail

Performs custodial duties for office complex including:

Vacuuming all rugs

Sweeping and mopping all floors, hallways and porches

Dusting and polishing all furniture

Dusting all blinds, corners and ceilings

Emptying all waste baskets

Cleaning all bathrooms

Stocking all bathrooms with required supplies

Performs other related work as required

### **EDUCATION/ EXPERIENCE**

Completion of the eight grade.

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**KNOWLEDGES, SKILLS & ABILITIES**

Some knowledge of office practices and procedures

Ability to follow specific instructions, and learn simple and repetitive tasks readily

Ability to perform routine and light manual tasks.

Knowledge of materials, methods and techniques of custodial work

## ADMINISTRATIVE ASSISTANT

### DEFINITION:

This is staff work in coordinating activities on the island of St. Croix.

An employee in this class is responsible for facilitating management by attending to a variety of administrative details, which are necessary to ensure a smooth operation. Work requires the use of considerable initiative and judgment. Direction is received from the Executive Director who reviews work through conferences, written reports and results achieved.

### DUTIES (Not All Inclusive):

Supervises the work of subordinate personnel on the island of St. Croix, assigns and reviews work for accuracy and completeness;

Coordinates the student financial aid and collections programs on St. Croix and serves as an integral member of the management team to provide substantive technical administrative advice in decisions affecting activities supporting program efforts;

Identifies, analyzes and develops administrative policies and procedures for effective administrative operation. Prepares work plans and schedules, and interests regulations and policies;

Studies departmental operational methods and makes recommendations to supervisor, in order to improve workflow simplify reporting procedures or implement cost reduction;

Conducts studies and collects information on problems, analyzes findings; makes reports of practical solutions;

Collects, analyzes, and compares data and trends; prepares reports including observations, conclusions, and recommendations;

Reviews and prepares correspondence relating to agency operations for Executive Director's signature;

Coordinates preparation of operating reports such as time and attendance records, budgetary expenditures and other statistical data. Compiles data for and prepares periodic and special reports;

Coordinates the transcription of minutes when the meetings are held on the island of St. Croix for submission on the Executive Secretary on St. Thomas; and

## **Administration Assistant**

### **Pg. 2**

Visits St. Croix schools on monthly basis and serves as the liaison between the board and the schools;

Conducts Teacher Certification activities for St. Croix;

Complies monthly, annual evaluation and statistical reports;

Designs and constructs graphs, charts and statistical reporting forms;

Assists in preparation of quarterly newsletter; and

Performs other related duties as required.

### **KNOWLEDGES, SKILLS & ABILITIES:**

Knowledge of the principles and practices of public administration;

Knowledge of modern office procedures, practices and equipment;

Knowledge of research techniques and report writing;

Knowledge of the principles of supervision, and the ability to supervise the work of other;

Knowledge of the principles of accounting, personnel and business administration, purchasing, and budget preparation;

Ability to analyze, interprets, and report research findings;

Ability to initiate and install administrative procedures and evaluate their effectiveness; and

Ability to interpret properly and to make decisions in accordance with laws, regulations, and policies.

### **DESIRABLE QUALIFICATIONS:**

Graduation from four-year college or university with major course work in political science, public or business administration, or related field, plus four years managerial experience dealing either personnel, procurement and budgetary matters; OR Considerable experience in public or business administration, personnel, budgetary or procurement, (at least eight (8) years) which includes at least one year experience as an Administrative Officer III or related capacity.

## **ADMINISTRATIVE SECRETARY II**

### **DEFINITION:**

Under general supervision, performs highly responsible secretarial and limited administrative work for St. Croix Board Office and makes decision within a defined scope.

An employee, in this class, performs a variety of clerical and secretarial functions for the management of the office and is expected to ensure continued functioning of the office in the absence of the supervisor.

### **EXAMPLES OF WORK (Not All Inclusive)**

Takes and transcribes minutes, screens calls and callers, and maintains activities calendars

Types all reports, correspondence, etc.

Interprets and explains rules, regulations, and policies to employees in other offices, and to other persons contacting the office

Assembles and disseminates information

Maintains an effective and filing system

Receives, sorts and logs incoming mails

Maintains storeroom and inventory of supplies and equipment

Prepares non technical reports for supervisor's review

Performs other related work as required

### **REQUIREMENTS:**

#### Education and Experience

Two years' experience as an Administrative Secretary its equivalent or I.

#### Knowledge, Abilities, and Skills

Considerable knowledge of the policies, rules, regulations, and procedures, affecting operation of the Board

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**ADMINISTRATIVE SECRETARY II (CONT'D)**

Considerable knowledge of the principles and practices of office management

Ability to exercise good judgment in carrying out and interpreting existing laws, rules, and regulations and to apply Board policies to daily work problems, through knowledge of the principles and practices of office management

Ability to analyze the operation of the office and recommend methods for improving the coordination and general administration

Ability to prepare fairly complex reports on operations, budget estimates and inventories

Ability to establish and maintain effective working relationships with all persons contacted in the course of work

Skill as a typist, and where necessary, as a stenographer

Skill in computer operations





