



# Duval County Public Schools

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August 11, 2015, Policy Handbook Review Committee Meeting

Ms. Cheryl Grymes, Chairman  
Ms. Ashley Smith Juarez, Vice-Chairman  
Ms. Becki Couch  
Mr. Jason Fischer  
Dr. Constance S. Hall  
Mr. Scott Shine  
Ms. Paula D. Wright  
Dr. Nikolai Vitti, Superintendent

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD: Vice-Chairman Ashley Smith Juarez and Board Members Becki Couch, Constance Hall were present. Karen Chastain, Chief of Legal Services, were also present.

Call Meeting To Order

[CALL MEETING TO ORDER](#)

Minutes: The meeting was called to order at 2:41 p.m.

Items To Be Discussed

[CHAPTER 8](#)

Minutes:

Paul Soares, Assistant Superintendent, Operations, reviewed Policy 8.25 on use of Plug- In Electric Vehicle (PEV) Charging.

- Policy 8.25 - The Board would have to authorize the use of charging-

- at-work and for employees to reimburse the district for use.
- The cost will be \$10.00 per month for use. Ready for Board vote in October.

## CHAPTER 2

Minutes:

Dana Kriznar, Assistant Superintendent, Strategic Planning reviewed the following policy. Discussion followed.

- Policy 2.20 - Professional Development and Standards For Certificated Personnel. See attachment for new language.
  - Looked at Professional Development Plans from other districts and pulled information together to create the changes. This is a complete overhaul of the policy.
  - The Master In-Service Plan must be completed annually by September 1 and Board approved by October 1.
  - There are two different plans in this policy. A Master Inservice plan that lists all the components in the District and the Annual Professional Development Plan. The Master Inservice Plan is a five-year plan but the state mandates us to continue to update the plan yearly. The plan runs from July 1 through June 30.
- Policy 2.21 - Professional Development Inservice For Non-Instructional Personnel.
  - This plan includes all school-based personnel. Changes are listed in the attachment. Ready for Board vote in October.
- Policy 2.26 - Board Meeting Protocol And Format.
  - Time and Place of Meeting- (e)- added the word "position" between "Chairperson and Vice-Chairman" and after "Vice-Chairman."
  - Discussion Agenda - Added Superintendent Travel. This policy is ready for Board vote in October.
- Policy 2.35 - This new policy is included in the attachments to the minutes. Ready for Board vote in October.

Vice-Chairman Ashley Smith Juarez arrived at 3:24 p.m.

- Policy 2.20 - Karen Chastain, Chief of Legal Services, suggested following the language: "the Superintendent or his designee shall develop administrative procedures that are cost neutral to make the Master Inservice training available to Duval County retired personnel." This policy will come back to the Committee.
- Policy 2.16-2.19 - Other Board policies have been reviewed and no alignment was found. Our district used the Center For Reform of School Systems (CRSS) to facilitate this policy previously.

Board Member Hall suggested the Committee do some prework with Cathy Mincberg, President and CEO for the Center of Reform of School Systems. We need a facilitator to work through the Theory of Action and to create several scenarios.

## CHAPTER 7

Minutes:

Board Member Becki Couch discussed the following policy.

- Policy 7.90 - Board Member Couch discussed the conversation for this policy from a previous meeting concerning a change in authorization to Human Resources. She explained that the problem with having Human Resources be the point person is you do not want the department that has the claim against them verifying and approving the settlement. If most of the claims are coming from Human Resources, this is an issue.

Karen Chastain, Chief of Legal Services, recommended the following change to Policy 7.90- Instead of the "Superintendent or his designee" take out, "Superintendent or" and define the district's Risk Manager as "that district employee whose job function is the direct responsibility for the Risk Management Program." If there is a vacancy the recommendation would be made by the Districts counsel.

Adjournment

## ADJOURNMENT

Minutes:

The meeting was adjourned at 4:39 p.m.

CSM

We Agree on this

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Superintendent

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Chairman