



E-AGENDA MANAGER

## Duval County Public Schools

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November 13, 2014, Policy Handbook Review - Committee Meeting

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

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

Call Meeting To Order

[Call Meeting To Order](#)

Minutes: The meeting was called to order at 9:11 a.m.

Items To Be Discussed

[Policy Handbook Review](#)

Minutes:

Dr. Dana Kriznar, Assistant Superintendent of Strategic Planning, along with staff reviewed Chapters 5 and 6 with the Committee. Discussion included the following:

## Chapter 5- Students

- 5.13 - Career and Technical Educational Programs. - Since we do not have Post Secondary Schools this will be deleted this policy.
- 5.64 - Students with HIV, AIDS and Other Communicable Diseases. Still under review. Ms. Kriznar sent the entire policy to the Department of Health, they will review and get back with us. 5.84
- Student Accident Insurance - David Ford, Executive Director, General Services, is recommending repealing this. This is a product we make available mainly for students who participate in sports. We offer it but it is not mandatory. This is accident insurance only.

## Chapter 6 Human Resource

- 6.01- Employment of Personnel Change - Add Superintendent or his delegate.
- 6.02 - Employment of Personnel - These changes were made as part of the Affordable Health Care Act. David Ford, Executive Director, General Services spoke on this policy. The district must offer coverage to a percentage of full time employees 70% in 2014, 95 % in 2015. We are offering it to 98% of our employees currently. If we were outside the requirement we would have to pay \$2,000.00 per employee. We are defining employment.
- 6.06 - Nepotism/Favoritism - Board Member Paula Wright has concerns about employees who are related. Karen Chastain, Chief of Legal Services, explained that an employee cannot supervise a relative directly. Sonita Young, Chief Officer, Human Resources, stated a relative cannot be a part of the screening committee. Employees' are hired based on the recommendation of the committee.
- 6.07 -Recruitment of Facility and Administrative Staff - Human Resources would like to put in a reference back to the Equity Policy. Change guidance counselors to school counselors. Also under Monitor and Evaluation update to reflect the District's Equity Policy and adds a specific reporting date. This will give us a specific date for the Oversight Calendar.
- 6.08- Sunsetting Positions - This policy concerns open positions. Ms. Kriznar asked how long would the job be open if the position is not occupied at which point would we sunset it. At that point it would not have to come back to the Board. Board Member Ashley Smith Juarez had two concerns. The first was that when a position is upgraded we have been leaving the previous position open. We need to add a line that says if the job description is upgraded or downgraded, the former job description should be eliminated. The consensus was to hold a position open no longer than 12 months. Karen Chastain asked to revise this to 365 days. It only affects non-certificated employees. Board Member Constance Hall stated we need to be more efficient. Board Member Ashley Smith Juarez asked do we have anything in policy that governs the redirection of lapse salary dollars? Karen Chastain said it depends on where the money came

from. Dana Kriznar, Assistant Superintendent of Strategic Planning, asked if we need a report on how much is in lapse salaries and how are they used? Board Member Ashley Smith Juarez stated in Section 6 we currently have 15 days for the exceptions of an appointment. Andrew McCrimmon, Executive Director, Employee Support, was asked if this has been an issue and he indicated that it does delay the appointment. Karen Chastain asked if we could shorten it to 10 calendar days. The consensus is to change it to 5 business days. We will bring this back if there is an issue.

- 6.09 - Noncertificated Instruction Personnel The changes are typos and grammar. Board Member Ashley Smith Juarez asked that Section H be tabbed differently.
- 6.11 - Open Hiring/Equal Opportunity and Affirmative Action - In this section under open hiring, add a reference to the Equality Policy, also change supervisor to affirmative action.
- 6.12 -Employment of Athletic Coaches Who Are Not Full Time Employees Of The School Board- Update title to what the contract shows. Board Member Ashley Smith Juarez requested information on Title IX. Board Member Constance Hall stated that Andrew Post, Chief, Accountability and Assessment, was to provide us with a list of coaches salaries.
- 6.15 - Paraprofessionals - Script change.
- 6.16 - Copyrights and patents - Karen Chastain will look into this policy further.

Board Member Constance Hall departed at 10:35 a.m.

- 6.23 - Employment of Employees after Resignations - Karen Chastain, Chief of Legal Services, requested adding or a written agreement.
- 6.23 - Employment of Retired Personnel - Karen Chastain stated her concern is if a settlement agreement has been reached and it goes through litigation. The policy currently reads the Superintendent shall develop administrative procedures to implement this policy. Add or his/her designee.
- 6.28 -Probationary Status For Educational Support Personnel - Add a dash between non-instructional.
- 6.35 - Staff Training - Add a dash between non-instructional.
- 6.42 - Assessment of Employees - Insert "performance pay" for "overall pay".
- 6.43 - Instructional Employee Performance Criteria - Add his or hers.
- 6.45 - Personnel Files - IV. C. - Strike until "ten (10) days" and add "for the period of time specified in Section 1012.31, Florida Statutes". VII - Strike "Pursuant to Florida Statute, a letter will be sent to the employee notifying him/her that someone has reviewed the file".
- 6.47 - Work Year and Work Day - Insert a dash between work- year and work- day.
- 6.51 - Leave of Absence - Strike "Chief of Human Resource Services". Add "Superintendent or his/her designee". Strike "The Chief may approve such". Add "Approval of such employment may occur".
- 6.53 - Approval of Leaves- Add to I- "School Board designates

the Superintendent as its designee for approval and acceptance of the. Strike "Leave requires approval of the School Board".

- 6.60 - Illness or Injury in the Line of Duty - Add "from an approved medical doctor".
- 6.65 - Professional Leave - Add "or his/her designee"
- 6.72 - Violation of Local, State and / or Federal Laws - Self Reporting - Add "Or his/her designee"
- 6.73 - Suspension and Dismissal - Adds a pretrial intervention program. This is a practice not a policy.

Board Member Ashley Smith Juarez left the meeting at 11:05 a.m.

Chairman Becki Couch arrived at the meeting at 11:10 a.m.

- 5.44 - Student Attendance Boundary Changes - Board Chairman Becki Couch discussed her concerns with the timeline. I want to make it clear the Academic Community Excellence policy is be used for boundary changes.
- 6.75 - Resignations - Update to delegate the authority for the acceptance of resignations to the Superintendent or his/her designee, adds language regarding exit interviews for employees leaving the District, and adds a quarterly reporting requirement.
- 6.78 -Deferred Retirement Option Program - Add defer annual leave payment.
- 6.80 -Professional Ethics Delete the Office of Professional Standards.
- 6.85 - Political Activities for Employees - This policy will come back under Chapter 8
- 6.89 - Compensation Strategy - Change to Core Values.
- 6.91 - Terminal Annual Leave Pay - A change in the language
- 6.93 - Terminal Sick Leave pay - Change to align with Chapter on Core Values.
- 6.94 - Group Health and Hospitalization Insurance - Mis-numbered.

Adjournment

[Adjournment](#)

Minutes:

The meeting was adjourned 12:07 p.m.

CSM

We Agree on this

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Superintendent

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Chairman