



Duval County Public Schools

May 9, 2014, Policy Handbook Review Committee

ATTENDANCE AT THIS POLICY HANDBOOK REVIEW COMMITTEE MEETING with Dr. Nikolai Vitti, Superintendent, Ms. Karen Chastain, Chief Officer of Legal Services, Ms. Becki Couch, Chairman, Dr. Constance Hall, Board Member, Ms. Paula D. Wright, Board Member and Ms. Ashley Smith Juarez participated via telephone as she was out of town.

Call Meeting To Order

[CALL MEETING TO ORDER](#)

Minutes: The Chairman called the meeting to order at 9:39 a.m.

Items To Be Discussed

[POLICY HANDBOOK REVIEW](#)

Minutes:

Present:

Dr. Dana Kriznar, Chief of Strategic Planning
Ms. Latrell Edwards, Chief Financial Officer
Mr. Paul Soares, Chief of Operations
Ms. Wendy LeHockey, Chief of Staff
Mr. Stephen Bright, Executive Director, Business Services
Mr. David Ford, Executive Director, General Services

Discussion among Board members and staff as to using Schedule Option A which would require two (2) meetings per month or Schedule Option B, having one (1) meeting per month. The conclusion was to select Option B, 9:00-12:00, on the following dates:

June 16, 2014	Chapter 4 - Curriculum & Instruction
July 22, 2014	Chapter 1 - Philosophy Chapter 2 - SB Governance & Organization Chapter 3 - School Administration
Aug. 26, 2014	Chapter 5 - Students
Sept. 23, 2014	Chapter 6 - Human Resource Services
May 9, 2014	Chapter 7 - Business Services
Oct. 16, 2014	Chapter 8 - Auxiliary Services
Nov. 13, 2014	Chapter 9 - School/Community Relations & Interlocal Agreements Chapter 10 - Anti-Discrimination & Harassment

Policy 7.10 - School Budget System:

Ms. Edwards said we're planning on changing the language. The statute has 3%. Add language to be balanced with goals and objectives. We'll look at various districts and their language.

Pages 4 and 5 - different categories for fund balance. We don't use "C". The "committed" can go into "restricted; separate allocation.

Mr. Bright said the usage or release of funds; "committed" give you the option. You need a minimum fund balance.

Dr. Hall asked to elaborate on #3. Mr. Bright said the restricted dollars are spent first; assigned funds are for contract encumbrances; reallocate those funds. Spend unassigned only in the General Fund for a rainy day; last.

Dr. Hall asked regarding #4 - What if the Board and Superintendent don't agree? Mr. Bright said the Fund Balance is the Board's decision.

Ms. Couch said to fix the language. The Superintendent shall make the recommendation to the Board and upon agreement, align it with the state statute.

Dr. Hall requested having an index as we go through these policies; something like a reminder as an action item for the policy. Ms. Edwards said to use this document as our template.

Ms. Couch said that Ms. Chastain will work with Dr. Kriznar. It's good to say 3% and add language that allows us to set above that; not closing ourselves in.

Ms. Edwards said we'll go back and look at it and add in the flexibility.

Ms. Couch said like Teacher Pay for Performance; the costs are greater than anticipated.

#5 - Dr. Hall asked if this is General? Who highlights, explains and adopts? Ms. Edwards we'll provide the Budget Amendments. You'll know every month of the changes.

Dr. Hall requested more specifics.

Policy 7.14 Applications for State or Federally Funded Programs:

Ms. Chastain said my office will check the underlines and dates. We'll take care of those technical changes.

Discussion on approval of a proposal prior to its submission by the Superintendent. Dr. Hall asked when applying for a federal grant, who signs off for the intent? Shouldn't there be an amount before the intent to apply? Is there somewhere the Board must approve it?

Ms. Chastain said not that she's aware.

Ms. Couch suggested that we look at other districts and see if there's a recording and/or quarterly report for communication.

Ms. LeHockey asked how do we notate what the Board wants due to a time limit? Ms. Edwards said the ESEA waiver - not tied to funding. We may need to discuss this in two areas. It is not always applicable to funding.

Ms. Wright said when the Superintendent approves something, shouldn't he notify the Board. This would give us more connectivity; no approval, just notification - a threshold for \$100,000. No approval but notification by email would work.

Dr. Hall said we need to understand it. We used to do an Intent to Apply and Receipt of Funds. We need a template not to hinder nor stop the process.

Ms. Couch said intent notification over \$100,000, amount and impact, purpose and grantee agency. What are the expected outcomes?

Dr. Hall said "In the opinion" of the Superintendent and staff - not opinion. It should be "recommendation" and not "opinion" - fix that.

Policy 7.29 Debt Management:

Mr. Bright said Certificates of Participation - debt management which is part of normal budgeting.

Ms. Chastain said this is expressly an authorized way of borrowing. Transactions will come back to the Board. We looked at various districts, as well.

Ms. Couch spoke about 4(b) Long Term Debt. Mr. Bright said if the millage goes up, we'll have to modify. The state already bonds PECO; you wouldn't double bond. If Board members have further questions, please email and copy the Sub Committee.

Policy 7.31 School Food Service Funds:

Ms. Wright asked if there was a timeline and Mr. Paul Soares said we have written procedures and a contract which details the procedures.

Policy 7.76 Payments to Contractors during Construction:

Mr. Paul Soares said he would provide a link to the Board.

Policy 7.85 Property Management, Inventories and Property Records:

Mr. Soares said inventory takes place once a year. Items costing more than \$750 become an asset. A is chosen at the school level. We do have administrative procedures in textbook inventories.

Dr. Hall mentioned Loss and Damage reports. Mr. Soares said he would provide those reports.

Ms. Couch said relative to III. (page 16), to provide a timeline and to tie the procedure into the policy, annually, in accordance to the Policy Manual.

Policy 7.40 Facsimile Signature, Warrants & Electronic Funds Transfer:

Mr. Stephen Bright said some practices were not in compliance even though we had plenty of control. We needed to be more compliant with specific state statutes and who is authorized in a specific position/signature. These changes are forthcoming.

Ms. Latrell Edwards said all language from Miami-Dade is included. Mr. Bright said we'll have an agenda item giving you a list of the names on each contract.

Dr. Hall referred to III. The Vice Chair-Person having no authority. Ms. Edwards said in the absence of the Chair, to sign for the Vice-Chair. Ms. Edwards said we will go back and look at the language so that we don't contradict.

Ms. Couch said to be very specific; clean up with some language with priority to the Chair if he/she is unable to execute, if in an emergency, the Vice Chair can sign.

Ms. Edwards said we will do broad research and if appropriate, define the language.

Chief of Staff Wendy LeHockey said to align it to the policy; Chapter 2.00 School Board Governance and Organization; 2.23 Organization and Officers of the Board, II.

7.70 Purchasing II (I) Florida Administrative Purchasing Policies:

Ms. Edwards said this could take a session all by itself; it encompasses everything and we'll need to bring it back.

Ms. Chastain said we are making sure our alignment is consistent and that changes would be recommended.

Mr. Soares asked whether to change or adopt?

Policy 7.41 Authority to Sign Contracts, Agreements and Memoranda of Understanding:

Ms. Couch said to add some language about notifying the members and keeping the amount to \$100,000.

Ms. Chastain said contracts over \$100,000 go to the Board for approval.

Ms. Wright said I'd like some language that the Superintendent can sign a contract and the Board would be out of the loop. What language could we change? There are supplemental programs attaching and the district is responsible for everything.

Ms. Couch said this could have an impact on Collective Bargaining. The district is to collect the dollars. If a teacher takes the money and leaves the district mid-year, where does the responsibility lie? We need to be protected from that burden.

Ms. Chastain said we'll look for an objective measure and financial obligation.

Ms. Wright asked about programs resulting from QEA; how do we support partnerships and is the district fully protected?

Ms. Chastain said some of you have different opinions; challenging. What is the financial impact? Is it objective of subjective?

Dr. Hall said we've never done this, before. We need to work on it. The costs may not be \$100,000 but could be inkind. A partnership would be extremely lucrative. We need to craft something on this.

Ms. Couch said to throw it down and we can work through it. We need to align the language and talk about using an inkind; directing jointly being spent.

Mr. Soares asked if we should proceed with language?

Ms. Couch said one agreed upon; move forward but do not do as a whole chapter.

Ms. Juarez suggested that we could address this more quickly after the next review.

Ms. Edwards said to review the quick pieces and go to the next. We'll plan to come back with a wrap up. Ms. LeHockey suggested sending it to the committee three days prior to the June 16 meeting for review.

Adjournment

[ADJOURNMENT](#)

Minutes:

The meeting adjourned at 11:49 a.m.

Isd

We Agree on this

Superintendent

Chairman