



E-AGENDA MANAGER

Duval County Public Schools

September 14, 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 and Paula Wright were present. Ms. Karen Chastain, Chief of Legal Services, was also present.

Call Meeting To Order

[CALL MEETING TO ORDER](#)

Minutes: Meeting was called to order at 10:10 a.m.

Public Comment

Items To Be Discussed

[CHAPTER 1](#)

Minutes:
Policy 1.30 - Theory of Action

Vice-Chairman Ashley Smith Juarez opened the meeting with discussion

regarding Theory of Action - Chapter 1, having Center for Reform of School System (CRSS) assist with the process. The Board Office, will reach out to Dr. Cathy Mincberg, CEO of CRSS, to schedule a meeting. Vice-Chairman Smith Juarez would like any information needed before the meeting be prepared beforehand so that decisions can be made to complete Chapter 1 during the meeting with Dr. Cathy Mincberg.

Board Member Becki Couch wanted to know the practice for reviewing policies people have brought to her attention for discussion. Vice-Chairman Smith Juarez stated any Board Member can bring up change to policy to the Board and would like to set up a process with the committee. Board Member Couch has received a few complaints regarding Stanton, Paxon, and James Weldon Johnson with the timing of summer school versus the time courses have to be completed. The District lost a family to a charter school because of the timing. She would like to review policies, chapter 4 and 5, again prior to August. The Committee agreed to review again in January. After the Theory of Action is complete we will come back to review the Management Oversight Calendar.

Ms. Karen Chastain, Chief of Legal Services, reviewed Policy 5.46, Section V, Magnet Schools and Choice Programs. She will check the revision made during the December 8, 2014 meeting.

Chapter 1, District Philosophy

The Strategic Plan has not been reviewed in 10 months. Board Policy states it should be completed quarterly. The Strategic Plan was updated with core values but is due for a new Strategic Plan revision. The Theory of Action will drive Strategic Plan revision---it needs to be updated and the public notified. The Board may have to change the timeline. It could be reviewed after the Theory of Action.

Speakers:

Board Member Becki Couch
Board Member Paula Wright
Vice-Chairman Ashley Smith Juarez

[CHAPTER 2](#)

Minutes:

[Policy 2.20 - Professional Development and Standards for Certificated Personnel](#)

Ms. Christine Dahnke, Executive Director ESOL & World Languages, received an email from the state and they are deciding on the policy, but it is currently on hold. In accordance with Florida State Statute 1012.98, the district comprehensive plan will be updated annually. It needs to be defined to the Board by September 1 and then to the State by October 1.

Suggestions for funding to be added as a result with student achievement. It should use the same language as first paragraph. There is a possibility of bringing it to the November Board meeting.

Speakers:

Vice-Chairman Ashley Smith Juarez

Board Member Paula Wright

Board Member Becki Couch

Karen Chastain, Chief of Legal Services

Christine Dahnke, Executive Director ESOL & World Languages

CHAPTER 6

Minutes:

Policy 6.47 - Work Year and Work Day

- Work year and work day policy amendments, provisions for alternative work assignments at home.
- Will this apply to teachers, is there a policy needed.
- Employee would need to be monitored.
- Not responsible for any at home costs.
- Would like to review when Ms. Sonita Young, Assistant Superintendent Human Resources, is available to clarify other policies.
- How will it be administered?
- Will there be consequences if project is not complete? Policy will not replace Temporary Duties Elsewhere (TDE).

Speakers

Vice-Chairman Ashley Smith Juarez

Board Member Paula Wright

Board Member Becki Couch

Karen Chastain, Chief of Legal Services

Dana Kriznar, Chief Officer, Staff & Strategic Partnership

Board Member Connie Hall arrived at 10:55 a.m.

OVERSIGHT CALENDAR

Minutes:

Oversight Calendar

As a committee, our work moving forward is based on recommendations to

the Board during Governance, on how to approach recommendations and how to incorporate them into the Oversight Calendar as it is drafted now and the ongoing review.

- What are the Committees thoughts on the cycle for off-site recommendations that might come forward? Recommendations could be received from the Superintendent, constituents and off-site during those two years and how are they incorporated into the Oversight Calendar.
- Adding a plan in the spring as well as the fall, nothing in May would have to be done in April.
- Oversight Calendar needs to be less wordy and have a common template that departments and divisions will use and not mind reading.
- Three-year plan - how does the Board mandate, do we require a three-year plan including certain elements and components to assure certain things are included? The Board needs a three-year plan quickly, an evolving plan, to look back and see what was previous and has a three-year project out, plan needs to tie into the budget so there is an understanding.
- SWOT analysis is not a plan and the reason why there is no academic growth, there is a process and not a plan.
- What do we want to see in the policy that is part of the plan~ table of contents, page numbers, tied to the budget, common template, organizational chart, positions, goals and objectives—for at least three years including student achievement, a timeline that is beneficial and including a section on “asks” like needs assessment.
- How do you determine from SWOT analysis a focus and the success from the accountable level~maybe the Secret Shopper program.
- Is there an executive summary that would lay out the plan?
- Goals and objectives should be tied to strategic planning and be workshopped and not a report but discussed on a quarterly basis. Workshops should be intended for the public so they can see the Board working cohesively. The committee expressed concerns the public is not seeing certain items because items are being sent via e-mail.
- Items to be considered for workshop-all the plans, student discipline calendar, reports, agenda items, and strategic planning-should be discussed on a quarterly basis, not just a report.
- QEA plan part of the academic piece how it's broken down, programmatic changes to the Board, October 1 utilization report due.
- Strategic Plan/Academic Accountability should be done together, main purpose, allows to see connectivity.

Agenda Preparation

- Will consult with Ms. Michelle Begley, Board Internal Auditor, to place on a calendar regarding dates and timelines for agenda preparation.
- Committee expressed concerns regarding when information is received, not having access to the e-agenda system once agenda is published, too many changes once agenda is published and answers

not received in a timely manner.

- Board Members should have access to staff to get information to make decisions and not have to go through Superintendent. If information is being filtered through one person, a respect of others time and position should be considered.
- How does the Board help the Superintendent understand that staff are resources and it allows us as Board Members to do our jobs more efficiently. Majority of this job is done from home and every resource should be available.
- Consider having a workshop on the agenda process and training for the Board and Leadership team so they can understand the agenda process. Have someone who knows the complete agenda process do training on the agenda process for the Board and the Leadership team so everyone has the same information.
- The Board is more than streaming meetings and voting, they are elected to do a job. The Board needs to be able to articulate to the public.
- The Committee will work on how it is related to the Oversight Calendar and how the agenda items come to the committee meetings and making sure timeline is adequate for review.
- Sample policies randomly selected, very brief, language may be adequate, the resource kit Michigan is using is awesome.
- Require Superintendent to have professional development. The Board should be guiding and supporting the Superintendent and not just voting on recommendations.
- Guide the Superintendent to be more objective with the recommendations presented, showing pros and cons.
- The Board has received emails and calls on what we are doing academically strong. The Board has been used as a model and has value as a Board when we are on the same page. There are opportunities to go and share what we have done as a district.

Policy 2.30 - Participation in Organization Activities - Rewrite using Broward policy as a resource, maybe change title, include sharing information received from professional development travel.

Policy 2.12 - Orientation of Board Members - There are current policies existing separately, do we combine?

Policy 5.46 - Magnet Schools and Choice Programs - To be reviewed in January.

Policy 2.20 - Professional Development and Standards for Certificated Personnel - There is a slight revision to reporting date, bring to the Board for November meeting.

Policy 6.47 - Work Year and Work Day - To be brought back to the Committee when Ms. Sonita Young is available.

Other workshops and updates are incorporated with Board Development in Chapter 1, District Philosophy.

- Adding to Professional Development, attend conference in January.
- The Committee suggested new Board members be responsible for receiving professional development in the following areas; operating in the Sunshine, ethics of Constitutional officers, and governance.
- The Superintendent should be responsible for receiving professional development in the following areas; Sunshine Law training, training between the Board and the Superintendent, and Florida School Board Association (FSBA) training.
- Karen Chastain will draft the language and bring back to the Committee.
- Update manual created by Bonnie Cole, is this something staff needs to bring back?

Outstanding Policies 5.46, 2.12, 2.30 and accompanying tool kit are all being considered in January 2016 for Committee Review.

There were concerns expressed about work not being valued as it should be. If people do not get their way they will bring it up in a regular meeting and if it is not valued by everyone it becomes frustrating. All Board Members are welcome to attend subcommittee meetings. Discussion is necessary; how do we address what is important? There needs to be discussion and description of what happens in the policy review.

Ms. Cathy Maycott will put together from past minutes, time spent in hours, starting from the first meetings and number of meetings. There needs to be a list of topics of things not completed or requested and keep a tasks list that can be reviewed and checked off. She can confirm with Board Members to see if request has been completed.

Board Policy 6.47, Work Year and Work Day - The Committee will reconvene and discuss on how to move forward with the policy. The Committee will bring to the subcommittee in December for agenda review in January, Policy and Review meeting and February agenda meeting.

The Committee should be back on track to start Chapter 2, School Board Governance and Organization for February for the March committee meeting for the vote at the April meeting. Vice-Chairman Ashley Smith Juarez will draft a skeleton before the governance discussion and will send to Ms. Dana Kriznar and Ms. Karen Chastain.

Policy 7.90 - Risk Management Insurance

- Policy does not state how to maintain and operate a fund but should be done.
- Staff will check other district polices as a reference and bring

recommendations for January review in December.

Board Member Hall expressed concern regarding employee notifications.

- Employees were notified June 30 they would no longer be in a position July 1.
- Does statute state that by March 15, something happens with evaluations? Ms. Karen Chastain will research.

Board Member Couch wanted information and clarification regarding the Charter School Financial Statement Report.

- Has something been received as policy or does it have to be a policy.
- Report needs to be added as a standing expectation and should the report be quarterly.

Resignations

- The Board wants a quarterly report on resignations not to include names just numbers and categories, this should be added to Oversight Calendar as a reminder.

Next meeting for Policy Handbook Review Committee will be in December.

Adjournment

ADJOURNMENT

Minutes:
Meeting was adjourned at 12:59 p.m.

NS

We Agree on this

Superintendent

Chairman