



E-AGENDA MANAGER

Duval County Public Schools

September 23, 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
Mr. Ms. Paula D. Wright
Dr. Nikolai Vitti, Superintendent

ATTENDANCE AT THIS MEETING: Committee Members - Board Chairman Becki Couch, and Board Members Constance S. Hall, Ashley Smith Juarez, and Paula D. Wright, were present. Ms. Karen Chastain, Chief of Legal Services, was also present.

Call Meeting To Order

[CALL MEETING TO ORDER](#)

Minutes:

The Chairman called the Meeting to order at 9:10 a.m.

Items To Be Discussed

[1. CHAPTER 7 - SCHOOL BUDGET SYSTEM - 4TH REVIEW](#)

Minutes:

Dr. Dana Kriznar, Assistant Superintendent of Strategic Planning, along with staff reviewed sections of Chapter 7 with the Committee. Discussion included the following:

- 7.14 - Need to decide on dollar amount.
 - After discussion, it was decided that in order to be consistent with other Board policies, and other large Districts in Florida, that the amount would be \$75,000. All agreed that this policy only calls for notification to the Board, and is not intended to delay the grant process. If any issues arise, the Chairman will just need to enforce Board policy.
 - Board Member Juarez asked that a Section E be added that requires the Board to be notified if there will be any impact to the District budget or personnel. All agreed and staff will prepare the appropriate language.
 - Board Member Juarez also asked that we be consistent and use "equitable" educational opportunities instead of "equal" educational opportunities. This policy section can go to the November Regular Board meeting with the above changes.
- 7.70 - Mr. Paul Soares, Assistant Superintendent of Operations, explained the changes to this section.
 - In H - last line - "accept" should be "except."
 - Chairman Couch asked if language was needed regarding piggy back type bids, as well as sole source bids. Ms. Karen Chastain, Chief of Legal Services, shared the process used. Language will be added to say that when pursuing a sole source bid, the following steps will be followed, or say that the steps established by the Director of Purchasing will be followed.
 - Board Member Juarez asked about the opening statement in Section K regarding ethics. After discussion it was decided that the word "balance" would be removed and that the word "promote" would be inserted.
 - This section will come back to the Committee for review.
- 7.71 - There was discussion on conflicts of interest for Board Members. Prime contractors who subcontract out a service was also discussed. Ms. Chastain explained what would be a conflict of interest. The Superintendent is also under the same ethical standards as a Board Member in this regard. Ms. Michelle Begley, Board Internal Auditor, shared information with the Committee on what an Auditor would look at in this area. She shared that they request information on related party transactions, as they have for the current audit being conducted. This information would have to be included in their audit report. Chairman Couch asked that we amend the policy to include a dollar amount similar to competitively awarded contracts, which would be \$50,000. Ms. Chastain will work on this section. Ms. Begley suggested that there be a person who would monitor this area. This section will come back to the Committee for review.
- 7.72 - Ms. Beth Tramel, Supervisor of MBE, explained that the changes to this section included recommendations from the Disparity study, as well as the Miami-Dade policy. This policy will go to the Board when we vote on 7.70 and 7.71.

[2, CHAPTER 2 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION - 2ND REVIEW](#)

Minutes:

Chairman Couch shared that the Board would address Chapters 1 and 2. Discussion

included the following:

- Part of the work will be done during their Board Development meetings.
- Chairman Couch asked that staff bring the Board Meeting section back to the Committee with language for public comments at Committee Meetings. The majority of the Board agreed that public comments should come at the end of the meetings.
- The section on Constituent Services should be changed to call for quarterly reports instead of monthly reports
- Chairman Couch asked that the Committee members review Chapter 2 and come to the next meeting prepared to discuss recommended changes.

[3. CHAPTER 3 - SCHOOL ADMINISTRATION - 1ST REVIEW-2](#)

Minutes:

Staff reviewed recommended changes to Chapter 3. Discussion included the following:

- 3.16 - Corrected a typographical error - no need to bring this section to the Board.
- 3.20 - Minor changes to duties and references to laws. This section is ready for Board approval.
- 3.28 - This relates to Principals and their authority to sign contracts. It is limited to use of school internal funds and are one year contracts. This section is ready for Board approval.
- 3.41 - Mr. Mike Mcauly, Executive Director of Student Discipline, explained this section. Board Member Wright asked if there was a timeline for discipline plans to be submitted. Mr. Mcauly said the drafts were due by October 10, 2014, and feedback would be provided to the schools by October 17, 2014. They will be due each year around the same time as the School Improvement Plans, but may have a little more flexibility. This section is ready for Board approval.
- 3.60 - Chairman Couch asked if the wording conflicted on if a parent had to opt the student out or if the student could opt out on their own. Dr. Kriznar indicated that Addison Davis had proposed the wording, so she will invite him to come to the next meeting and explain the reasoning behind the wording. Ms. Chastain will review Florida Statutes and see what other Districts do also.
- 3.50 - Ms. Chastain explained the changes to this section. She will look at changing will to may. Board Member Juarez asked how we decide and how we handle challenges on whether or not someone has to pay. Ms. Chastain talked about centralizing the function of public records requests. Some Districts have their legal department handle and some have their communications department handle, or they work together. Board Member Juarez said that it was important that we have guidelines listed in the policy on how staff should handle the requests. Ms. Chastain indicated that her staff is preparing a document and a webinar. Dr. Kriznar asked her to see if professional development points could be given for the webinar. This item is ready for Board approval.
- 3.51 - This section is not ready for discussion.

Adjournment

ADJOURNMENT

Minutes:

The Chairman adjourned the meeting at 11:21 a.m.

BSC

We Agree on this

Superintendent

Chairman