



Meeting Minutes Duval County Public Schools

January 20, 2021, Policy Handbook Review Committee Meeting

Ms. Elizabeth Andersen, Chairman
Mr. Darryl Willie, Vice-Chairman
Dr. Kelly Coker
Ms. Lori Hershey
Mr. Warren A. Jones
Ms. Charlotte D. Joyce
Ms. Cindy Pearson

Dr. Diana Greene, Superintendent

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD: All Board Members were present except Board Members Dr. Kelly Coker and Lori Hershey. Dr. Diana Greene, Superintendent, and Ms. Karen Chastain, Office of General Counsel, were also present.

Call Meeting to Order

The meeting was called to order at 9:05 a.m.

Items to be Discussed

1. BOARD POLICY 6.03, DEFINITION OF PERSONNEL

Executive Director of Policy/Compliance Brian McDuffie explained the change(s) to Board Policy 6.03.

There was no discussion.

2. BOARD POLICY 6.08, APPOINTMENT OR EMPLOYMENT REQUIREMENTS

Mr. McDuffie explained the change(s) to Board Policy 6.08.

Comment was made about striking out the rest of the sentence after the word 'employment.' Office of General Counsel Karen Chastain stated that the existing change means the same thing.

3. BOARD POLICY 6.12, EMPLOYMENT OF ATHLETIC COACHES WHO ARE NOT FULL TIME EMPLOYEES OF THE SCHOOL BOARD

Mr. McDuffie explained the change(s) of Board Policy 6.12.

Discussion involved:

- Who hires the part-time coaches
- Coaches must be hired by the District due to needing a certificate (part-time coaching certificate/teaching certificate)
- The role/employment status a part-time coach can have in a school
- How the performance of a part-time coach is being communicated/documented
 - Athletic Director/Principal
 - Principal having liberties to deal with coaches/contract of coaches/Principals being able to replace a coach for cause
- Parental complaints regarding coaches (written record)
- A performance evaluation completed/what is included/documentation available to use

Mr. McDuffie will communicate with staff regarding evaluation of part-time coaches and come back.

Ms. Chastain expounded on the need for evaluations.

4. BOARD POLICY 6.15, EDUCATIONAL PARAPROFESSIONALS

Mr. McDuffie explained the change(s) of Board Policy 6.15.

Ms. Chastain inquired about general employment practices upon initial hire. Human Resources Executive Director Laura Bowes stated that, as a part of the collective bargaining language, training is provided for paraprofessionals and an orientation for new paraprofessionals.

- Who is responsible for making sure a paraprofessional possesses the necessary knowledge and skills
- Requirement of an associate degree to be a paraprofessional due to Federal Law of No Child Left Behind (60 college credits or pass the National Para Pro Assessment)
- Salary of paraprofessional - \$10.50/hr./brief history of paraprofessional salary provided
- Human Resources started a new program to pay for the Para Pro Assessment and provide them with remedial training

Mr. McDuffie stated that Ms. Chastain had brought to his attention that the No Child Left Behind Act was repealed and that he would get with staff to make sure that the new Act has the same requirements. (Every Student Succeeds Act (ESSA) replaced No Child Left Behind (NCLB) in 2015.)

5. BOARD POLICY 6.16, COPYRIGHTS AND PATENTS

Mr. McDuffie explained the change(s) to Board Policy 6.16.

There was no discussion.

6. BOARD POLICY 6.20, TUTORING

Mr. McDuffie explained the change(s) to Board Policy 6.20.

There was no discussion.

7. BOARD POLICY 6.21, TRANSFER OF PERSONNEL

Mr. McDuffie explained the change(s) to Board Policy 6.21.

There was no discussion.

8. BOARD POLICY 6.28, PROBATIONARY STATUS FOR EDUCATIONAL SUPPORT PERSONNEL

Mr. McDuffie explained the change(s) to Board Policy 6.28.

Discussion involved:

- Civil Service rules vs policy regarding probation

9. BOARD POLICY 6.30, CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

Mr. McDuffie explained the change(s) to Board Policy 6.30.

Board Chair Elizabeth Andersen expressed concern about the lack of punctuation in the first sentence. Mr. McDuffie stated that he would review so-as-to make it read better.

Board Member Charlotte Joyce inquired about the difference between a Florida Educator Certificate and a Duval County Certificate. Ms. Bowes explained that some of the positions in the District are District certified which Career and Technical Education Director Ryan Rewey reviews those credentials. She stated that people with experience in a certain field and meet certain credentials would receive a District certificate and not a Florida Educator Certificate. This is set by state statute. The requirements are on the Department of Education's website.

10. BOARD POLICY 6.32, TEACHING OUT OF FIELD

Mr. McDuffie explained the change(s) to Board Policy 6.32.

The Board Members were informed that the charter schools do not follow Duval County Public Schools' policies after an inquiry was made.

11. BOARD POLICY 6.38, ALCOHOL AND DRUG-FREE WORKPLACE

Mr. McDuffie explained the change(s) to Board Policy 6.38.

Ms. Chastain expounded on the explanation regarding the changes.

General Services Executive Director Stanley Jurewicz provided additional explanation regarding the changes in the policy. Ms. Chastain informed the Board Members that she had spoken with Office of General Counsel Darryl Chatmon about this policy. He had informed her that he had done research on other counties policies.

Chairwoman Andersen expressed her concern about the policy sounding complicated and suggested that it be simplified. Mr. Jurewicz stated that he would work with the Office of General Counsel.

Additional discussion involved:

- How medical marijuana fits in
- Explanation regarding medical marijuana
- Vaping marijuana on school property
- No smoking/vaping policy and the Florida constitutional language regarding medical marijuana
- Distinction between students and employees using medical marijuana
- Brief explanation of Board Policy 5.63 MEDICALL MARIJUANA/LOW THC CANNABIS USE BY QUALIFIED STUDENTS IN SCHOOLS was explained
- Discipline and impairment of employee who uses medical marijuana
- Recommended edits to be discussed with Office of General Counsel or Mr. McDuffie
- Transportation of employee to lab for testing
- #IV leave the word 'District' instead of changing to 'Board'
- #III-A-1 - grammatical error, 'order' should be 'odor'
- #VII - opening the paragraph with 'Pursuant to section.....' so show that this is according to Florida Statute and not the School Board
- Communicating the changes to the employees
- Notifying employees that a medical marijuana card is a recommendation and not a prescription
- Future litigation due to student vs employee use of medical marijuana; statutory language that gives students the right to use medical marijuana

12. BOARD POLICY 6.42, ASSESSMENT OF EMPLOYEES

Mr. McDuffie explained the change(s) to Board Policy 6.42.

There was no discussion.

13. BOARD POLICY 6.51, LEAVE OF ABSENCE

Mr. McDuffie explained the change(s) to Board Policy 6.51.

There was no discussion.

14. BOARD POLICY 6.52, LEAVE APPLICATION

Mr. McDuffie explained the change(s) to Board Policy 6.52.

Inquiry made regarding what 'properly submitted' meant. Employee Support Director Anita Henry Smith explained the electronic leave process. She also explained that the phrase 'properly submitted' is being added to the policy because the School Police Department is still submitting leave via the paper process. They are working on making the change.

15. BOARD POLICY 6.70, EMPLOYEES WITH HIV, AIDS, OR OTHER COMUNICABLE DISEASES

Mr. McDuffie explained the change(s) to Board Policy 6.70.

Discussion involved:

- With #VIII being removed, whether there were other requirements elsewhere that would provide employees with education or information about communicable diseases. Mr. Jurewicz responded to the inquiry.
- Communication being provided to employees on training regarding communicable diseases.
- Ms. Chastain suggested that further research be completed.
- Ms. Bowes explained that training is currently available online for all instructional and administrative personnel. More communication is needed. There is a PowerPoint that can be shared.
- # VI will be reviewed by Mr. McDuffie and Office of General Counsel Darrell Chatmon

16. BOARD POLICY 6.72, VIOLATION OF LOCAL, STATE, AND/OR FEDERAL LAWS

Mr. McDuffie explained the change(s) to Board Policy 6.72.

Board Member Cindy Pearson wanted to know how laptops fit into #I due to being remote. Ms. Chastain mentioned that it is covered in the Acceptable Use Policy (AUP).

17. BOARD POLICY 6.77, RETIREMENT OF EMPLOYEES

Mr. McDuffie explained the change(s) to Board Policy 6.77.

Board Member Charlotte Joyce inquired about the phrase, 'Employees are encouraged to submit the resignation and application form at least ninety (90) days in advance of the retirement date....' Ms. Chastain explained about not being able to mandate an employee, but this may serve as a signal due to how long the Florida Retirement System (FRS) takes to process paperwork for employees to get their check. Ms. Andersen mentioned about maybe changing the language. Ms. Joyce mentioned about maybe providing an explanation so that the employee knows the purpose of sending in the notification. Mr. McDuffie reiterated what Ms. Chastain had already stated.

18. BOARD POLICY 6.81, RECORDS, REPORTS, AND EQUIPMENT

Mr. McDuffie explained the change(s) to Board Policy 6.81.

There was no discussion.

19. BOARD POLICY 6.87, GIFTS FOR SCHOOL BOARD EMPLOYEES

Mr. McDuffie explained the change(s) to Board Policy 6.87.

Ms. Pearson wanted to know if the gifts of value needed to be clarified. Ms. Chastain explained that the value was being left loose on purpose due to the different levels. The statute that is being added is regarding the fifty-dollar (\$50) gift limit that is applicable to Board Members. She also mentioned that more information may need to be added to Chapter 112 part III - state ethics code about accepting gifts if you are a reporting individual. This will be looked at further.

Ms. Joyce wanted the definition and clarification about school board employees. Ms. Chastain distinguished between providing a gift to a teacher for birthday, holiday, etc. vs doing business with the District and providing a gift so-as-to encourage being selected as a vendor.

20. BOARD POLICY 6.88, HONORARIA

Mr. McDuffie explained the change(s) to Board Policy 6.88.

Discussion involved:

- Using simpler word for 'remuneration'

21. BOARD POLICY 9.20, COMMUNICATIONS

Mr. McDuffie explained the change(s) to Board Policy 9.20.

Inquiry was made regarding the language for 'III. District websites shall endeavor to comply with contemporary standards for public internet accessibility (currently Web Content Accessibility Guidelines 2.0 A and AA).' Communications Chief Officer Tracy Pierce provided an explanation. He also provided the history with regards to bringing the website into accessibility compliance:

- Approached by the Office for Civil Rights
- Voluntary Agreement for compliance for website in the form of a Memorandum of Understanding vs a judicial matter
- Signed agreement February 27, 2020
- Produce plan in twelve (12) months
- Policy statement was suggested to be a part of the plan by the Office for Civil Rights which will be presented in February 2021
- 3rd party organization to do manual audits of website and ensure that it is compliant

A request for explanation of the process pertaining to #V - 'Communications programs and efforts shall be

evaluated annual to determine the degree to which the objectives are being achieved.' Mr. Pierce provided an explanation.

Additional discussion involved:

- What are the Communication Programs?
- Request to add to policy the responsibilities of the Communications Department to support schools in communication efforts.
- Add to #V, 'shall be evaluated annually and shared with the Board..'

Mr. Pierce would need to speak with Chief of Schools Wayne Green to make sure that how the policy is crafted will not be infringing upon the expectations of Principals and their latitude to lead their schools. Having some very clear lines about where the responsibility from Communication is and the expected duties of the Principal pick up.

22. BOARD POLICY 6.02, EMPLOYMENT DEFINED

Mr. McDuffie explained the change(s) to Board Policy 6.02.

Ms. Chastain provided an explanation regarding typographical changes being administratively made according to Board Policy 2.25 and that the minutes from the subcommittee meeting would reflect the approval if the Board agreed. The Board Members agreed to the change.

Adjournment

1. ADJOURNMENT

Motion:

That the Duval County School move to adjourn the meeting 10:45 am.

Vote Results:

Motion: Joyce

Second: Pearson

PASSED 5-0

Aye:

Elizabeth Andersen

Darryl Willie

Warren A. Jones

Charlotte Joyce

Cindy Pearson

Nay:

None

GC

Superintendent

Chairman