



Meeting Minutes Duval County Public Schools

January 19, 2023, Policy Handbook Review Committee Meeting

Dr. Kelly Coker, Chairman
Ms. Cindy Pearson, Vice-Chairman
Ms. April A. Carney
Ms. Lori Hershey
Mr. Warren A. Jones
Ms. Charlotte D. Joyce
Mr. Darryl Willie
Dr. Diana Greene

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD: All Board Members were present except for Board Member Warren A. Jones. Dr. Diana Greene, Superintendent was also not present. Mr. Ray Poole, Office of General Counsel, was present.

Call Meeting to Order

The meeting was called to order at 9:16 a.m.

Items to be Discussed

1. BOARD POLICY 2.38, AUDIT ADVISORY COMMITTEE

Discussion was held on the following:

- A request to add a return of requested information in a timely manner to read 5 working days and if not received in that time, to provide a reason as to why and when it can be expected to be received.

2. BOARD POLICY 6.02, EMPLOYMENT DEFINED

Ms. Grant explained the changes to the policy. Stan Jurewicz, Executive Director Risk Management & Related Services joined the discussion on the following:

- Making the language about temporary employment in alignment with the Florida Retirement System (FRS).

3. BOARD POLICY 6.08, APPOINTMENT OR EMPLOYMENT REQUIREMENTS

Ms. Grant explained the changes to the policy.

4. BOARD POLICY 6.09, NONCERTIFICATED INSTRUCTIONAL PERSONNEL

Ms. Grant explained the changes to the policy.

5. BOARD POLICY 6.12, EMPLOYMENT OF ATHLETIC COACHES WHO ARE NOT FULL-TIME

EMPLOYEES OF THE SCHOOL BOARD

Ms. Grant explained the changes to the policy. Anita Henry-Smith, Executive Director Employee Support joined in on the discussion:

- Potential employees must have a certificate before becoming a part-time coach.
- Teachers with certification can be hired as a part-time coach and a part-time employee must become recertified to be a part-time coach.
- Temporary certification can be obtained to be hired as a part-time coach.

6. BOARD POLICY 6.17, SUBSTITUTE TEACHERS

Ms. Grant explained the changes to the policy. Ms. Smith joined the discussion on the following:

- Minimum requirement changes to reflect high school diploma not college credit.
- Lose 35% of applicants due to not meeting current requirements.
- Pilot elementary schools with an age requirement of 18, middle and high schools at 21 years of age.
- Request for safety/emergency training specifically for Title IX. Request to have this training before reporting to a school and to include this information in a packet for substitute teachers.
- Current school safety training was explained.

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

Ms. Grant explained the changes to the policy.

- Clarification for which district office certifications should be submitted to.

8. BOARD POLICY 6.32, TEACHING OUT OF FIELD

Ms. Grant explained the changes to the policy. Jeremy Boatright, Director, Alternative Cert/Highly Qualified joined in the discussion on the following:

- In field status for out-of-field teachers.
- Explained what steps are taking the place of the house plan.

9. BOARD POLICY 6.42, ASSESSMENT OF EMPLOYEES

Ms. Grant explained the changes to the policy. Henry Smith, Director, and Tonya Marx, Executive Director, Staffing Services joined in the discussion on the following:

- Clarification of employees protected by Section 8.
- Collective bargaining units verses non-collective bargaining units were explained.
- What the current process looks like.

10. BOARD POLICY 6.45, PERSONNEL FILES

Ms. Grant explained the changes to the policy

- Amended to align with the district's current procedures in that these are now processed through the public records request.

11. BOARD POLICY 6.47, WORK YEAR AND WORK DAY

Ms. Grant explained the changes to the policy. Discussion was held on the following:

- Clarification of whether pandemic or health related issues were included in the wording or if just natural disasters.
- Colors of changes were explained.

12. BOARD POLICY 6.51, LEAVE ABSENCE

Ms. Grant explained the changes to the policy. The following was explained:

- Leave of absence.

13. BOARD POLICY 6.57, ANNUAL LEAVE

Ms. Grant explained the changes to the policy: Discussion on the following was held:

- How leave is entered.
- Union members verses non-union members makeup weather days.
- Spring break is currently given to all employees. It was stated that spring break was given to non-union employees as a way of compensating for not receiving raises. If spring break is taken away, we will need to revisit how to compensate for raises.
- A decision was made to re-visit this after further review.

14. BOARD POLICY 6.58, FAMILY AND MEDICAL LEAVE

Ms. Grant explained the changes to this policy.

- Clarification that only full-time eligible employees are entitled to this leave.

15. BOARD POLICY 6.61, BEREAVEMENT LEAVE

Ms. Grant explained the changes to this policy.

- Clarification of wording for documentation to support this leave.

16. BOARD POLICY 6.63, MILITARY LEAVE

Ms. Grant explained the changes to this policy.

- Certification reminders for renewals will be the responsibility of the employee during this leave.

17. BOARD POLICY 6.64, PERSONAL LEAVE

Ms. Grant explained the changes to this policy.

- Specific contacts in HR for personal leave in excess of 5 days.

18. BOARD POLICY 6.68, DONATION OF SICK LEAVE

Ms. Grant explained the changes to this policy:

- Amended to read employees in an inactive status cannot utilize sick leave.

19. BOARD POLICY 6.75, RESIGNATIONS

Ms. Grant explained the changes to this policy:

- Language added to mirror termination. Employee's last day of work must match an employee's last physical day of work.
- Added language to the disqualification list that was implemented in July 2022.

20. BOARD POLICY 6.94, GROUP HEALTH AND HOSPITALIZATION INSURANCE

Ms. Grant explained the changes to this policy:

- Employees 65 and older receive their hospital coverage through Medicare Part A, not through the district's self-insured plan.
- Title of policy was changed to reflect the change.

21. BOARD POLICY 9.30 USE OF FACILITIES AND GROUNDS

Ms. Grant explained the changes to this policy. Discussion was held on the following:

- Usage fees.
- Police presence and the costs need to be covered during events.

- Policy is too broad and needs to be more specific.
- Language is not tied to a board member.

22. BOARD POLICY 9.60, VISITORS

Ms. Grant explained the changes to this policy:

- Board members and members of the state legislature.
- Clarification of wording.

23. BOARD POLICY 9.66, SALES SURTAX OVERSIGHT COMMITTEE

Ms. Grant explained the changes to this policy:

- Add more flexibility to replace business organizations.

Discussion was held in regard to the following:

- Cabinet member(s) not present at the meeting and how the information is being brought to the appropriate cabinet member.

24. BOARD POLICY 3.50, PUBLIC INFORMATION AND INSPECTION OF RECORDS

Discussion on the following was held:

- A request for a quarterly report of all public records requests and the status of these requests. This will be added to 3.50
- Also add this to Chapter 2 - quarterly reports.

25. BOARD POLICY 7.71, CONFLICT OF INTEREST IN PURCHASING

Ms. Grant explained the changes of the policy. Discussion was held on the following:

- Conflict of interest in the purchasing department or any department. This will be brought back at the next Policy Meeting.

Adjournment

1. ADJOURNMENT

The meeting was adjourned at 11:17 a.m.

GC/CRH

Superintendent

Chairman