



## BYLAWS/PERSONNEL COMMITTEE MEETING MINUTES

September 6, 2016

St. Lucie County School Board  
4204 Okeechobee Road, Ft. Pierce

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Present: Tom Peer Cathleen Blair (via teleconference)  
Michelle Akins (via teleconference) Susan Curtis (via teleconference)  
Sandy Akre

Excused: Brandon Tucker

Staff: Jacki Jackson Loretta Toth  
Migdalia Rosado

### I. CALL TO ORDER

The meeting was called to order by Chair, Tom Peer at 8:52 a.m. Roll call was taken and a quorum was present.

### II. ANNOUNCEMENTS AND ADDITIONS /DELETIONS TO AGENDA - None

### III. ADOPTION OF AGENDA

*Motion was made by Cathleen Blair and seconded by Sandy Akre to adopt the agenda.  
Motion carried unanimously.*

### IV. CONSENT AGENDA – May 3, 2016 Minutes

*Motion was made by Sandy Akre and seconded by Cathleen Blair to approve the consent agenda item as presented. Motion carried unanimously.*

### V. NEW BUSINESS

#### A. Employee Handbook Revisions

Mr. Peer reviewed the revisions in the sections listed.

1. Section 202 – Hours of Operation: Ms. Rosado clarified that staff has staggered start times.
2. Section 209 – Employee Relations: Mr. Peer questioned whether this item was budgeted. Mr. Jackson replied that it is based on funding availability. The Committee recommended “funding permitting” be added to the wording.
3. Section 211 – Immigration Law Compliance: Ms. Rosado commented this wording has been included as per the grant agreement.
4. Section 300 – Holidays: The October holiday was clarified as the second Monday rather than a specific date. Mr. Peer commented on the numerous amount of holidays.

Ms. Akre agreed and requested we compare the holidays of other ELC's. Mr. Peer requested the item be added to the board agenda.

5. Section 306 – Bereavement Leave: “Consecutive” was added for clarification purposes.

*Michelle Akins left the call at 9:05 a.m.*

6. Section 314 – Staff Development: Mr. Peer questioned whether this item was in the budget. Ms. Jackson clarified that it is based on funding availability.

*Michelle Akins rejoined the call at 9:06 a.m.*

Ms. Blair questioned what controls are in place to prevent one person from utilizing all the funds that may be available. Ms. Akre felt the request was inappropriate since a reimbursement is available for college credit courses. Ms. Curtis commented that the amount is reasonable noting this allows the employee to take advantage of an opportunity to attend a conference and expand their knowledge. Mr. Peer replied that work-related expenses are currently covered.

***Motion** was made by Sandy Akre to delete this revision from Section 314 of the handbook. Motion was seconded by Michelle Akins and approved 4-1 with Susan Curtis opposed.*

7. Sections 206, 301, 403, 404, 405, 501, 515, 525, 529: In each of the respective sections, Human Resources was changed to Operations.

***Motion** was made by Cathleen Blair to approve the changes as listed, including the removal of the change to Section 314 of the handbook. Motion was seconded by Sandy Akre and approved unanimously.*

**Follow-up/Action:**

- 1) Employee Handbook revisions to be presented to the Board at the September meeting for approval.

**VI. OLD BUSINESS - None**

**VII. BOARD MEMBER COMMENTS**

Ms. Akre commented that she is not against employees receiving any training to increase their position, but we should look at what is given to employees compared to other coalitions.

Michelle Akins left the call at 9:20 a.m.

Discussion ensued regarding state and federal funding.

**VIII. PUBLIC COMMENTS - None**

**IX. ADJOURNMENT**

There being no further business, the meeting adjourned at 9:30 a.m.

Respectfully submitted,

*Approved 12/6/16*

Tom Peer, Chair  
TP/lt