



Meeting Minutes Duval County Public Schools

June 21, 2022, Policy Handbook Review Committee Meeting

Mr. Darryl Willie, Chairman
Dr. Kelly Coker, Vice-Chairman
Ms. Elizabeth Andersen
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 Vice-Chairman Dr. Coker, Board Members Elizabeth Andersen and Lori Hershey. Dr. Diana Greene, Superintendent, was not in attendance. Mr. Ray Poole, Office of General Counsel, was also present.

Call Meeting to Order

The meeting was called to order at 3:38 p.m.

Items to be Discussed

1. POLICY HANDBOOK

2. BOARD POLICY 4.10, THE CURRICULUM

Director of Policy and Compliance, Tashonia Grant, explained the purpose of the changes to the policy.

Board Member Pearson inquired if the middle school health curriculum was going to be rewritten.

Chief Officer of Academics, Paula Renfro stated that this was high school and it is actually a part of the health standards.

Chairman Willie stated that as they go through the policies, if the District is already in compliance, to just make it known.

3. BOARD POLICY 4.20, INSTRUCTIONAL MATERIALS SELECTION AND ALLOCATION

Ms. Grant, explained the purpose of the changes to the policy.

Discussion involved:

- Clarification was provided that all materials would be posted on the schools' website.
- The policy is not written as well as it could be, it is two different statements put together.
- The first statement speaks of any books that come into the school (donated to a classroom library, effective July 1st), must be reviewed by a certified and trained media specialist.
- The second sentence is speaking about the books that are in the library and any required reading list (elementary), any novels that are associated with the CORE reading that would be included in the inventory in the school library.
- Two separate topics in the statute. One doesn't necessarily relate to the other.
- Excerpts were read from the policy.
- An explanation was given to help provide a better understanding of what materials an excerpt was talking about.
- Books were purchased in the past and sent to schools based upon grade level.
- Ms. Renfro explained about instructional materials:
 - Example: books inventoried as classroom collection box 1, could have some substitute titles. There is an inventory form on the front of the box, but it is checked out as box 1. Not every single title is inventoried.
 - Classroom libraries are not included in the school library's searchable inventory. Classroom library sets that are District purchases are inventoried as an instructional material.
 - District classroom libraries are just a portion of what teachers have in their classroom library.
- It was suggested that the posted list could identify what classroom sets are available at a school.

Ms. Renfro shared how things were done when she was a principal, but that an inventory process has not been engaged because it would be more difficult to manage. She added that it would be difficult to have an up-to-date list that is beyond the language of the statute. If there is an instructional material, classroom library, or any books that are in the school, a parent of a Duval County student or a resident of Duval County can ask for it to be reconsidered. It would go through a review process, and this is prior to July 1st. After July 1st, any books added to classroom libraries would have to be reviewed by a certified media specialist.

Chairman Willie inquired about purchases being listed somewhere.

Ms. Renfro stated that a classroom library set for elementary school (4 collections), is inventoried under instructional materials, and not inventoried in the school library. So, under instructional materials, it would be listed as collections and title of collection box. Schools can have the same titles, but when the books are shipped out and the sellers run out of a type, the packing list would have most of the titles, but not necessarily all titles. She added that the textbook manager could be a media specialist who teaches all day or an Assistant Principal.

Board Member Joyce shared her thoughts and expressed her concerns:

- There is a law that the District needs to follow.
- If the District does not know the title of the books coming into the schools, that is a problem.
- When a collection is being purchased, it is understood that the seller could swap out.
- When a purchase is made, every title is a possibility that could be going into the kindergarten box.
- The District should have a list before the purchase is made.
- The seller can't just throw something in there that is not to be a substitute. If they just throw in a book and the District doesn't know about it, then there is a problem with the vendor.

Ms. Renfro explained that with the collections, the inventory list is in the box. The District elected not to have the collection physically check out every single title in the box. The inventory of the contents is in the

comment section when checking out the box for classroom libraries for each teacher. She shared an example of what vendors will do when ordering a collection. There are times, when a number of books appear to have been substituted, the District is tasked with pulling and reviewing the books.

Board Member Joyce inquired about there being books in the classroom libraries that were not approved.

Ms. Renfro responded yes and added that there can be substitutions within the genre, which is known because of the packing list that goes with each collection as each school receives them. She added that when books are sent through the mail, it is not known 100% of the time.

Chairman Willie mentioned:

- Chairman Willie stated that they should be able to get a full list of all the books and substitutions because the full box would have already been vetted.
- It could be said that a school has a box, and it does not matter what the titles are because all would have been vetted including the substitutions, but they may substitute out.
- Ms. Renfro confirmed all that Chairman Willie stated.

Board Member Joyce expressed her thoughts and concerns:

- The kindergarten list should have the title of the books in the box including substitutions.
- Due to having the list, it should be attached to the schools' website showing the books that could potentially be in the kindergarten classroom.
- Wants to make sure the District is following the letter of the law.

Chairman Willie stated the language of the policy is what must be there, but the processes and protocols could be talked about later.

4. BOARD POLICY 4.30, CHALLENGED MATERIALS

Ms. Grant, explained the purpose of the changes to the policy.

Discussion involved:

- Any books that have been reconsidered are on the Academic Services website.
- The certified media specialist is a required position.
- The additional request to change from 2 instructional staff members to 1 to be in alignment for the absolute minimum to address capacity. The District needs more individuals to fulfill this.
- If parents want to challenge a book, they can get a form from the Academic Services website and Reading, English, Language Arts (ELA) website.

5. BOARD POLICY 5.61, USE OF RESTRAINT AND SECLUSION WITH STUDENTS WITH DISABILITIES

Ms. Grant, explained the purpose of the changes to the policy.

6. BOARD POLICY 8.12, SCHOOL POLICE

Ms. Grant, explained the purpose of the changes to the policy.

Discussion involved:

- Chief Greg Burton of School Police wanted the Board to be aware that the power to make arrests extends to the charter school property, but it won't extend to charter school-sanctioned events.
- There is no separate agreement or MOU (Memorandum of Understanding). It is a requirement per state statute.
- Charter school contracts are created by the Department of Education (DOE) and that the District uses the template.

7. BOARD POLICY 8.21, BEHAVIORAL THREAT ASSESSMENT TEAMS

Ms. Grant, explained the purpose of the changes to the policy.

8. BOARD POLICY 8.22, MENTAL HEALTH OF STUDENTS

Ms. Grant, explained the purpose of the changes to the policy.

Discussion involved:

- Katrina Taylor is the Director of Full-Service Schools.
- The Mental Health Coordinator is a role that is assigned to Ms. Taylor.
- The Mental Health Coordinator position is like having a School Safety Specialist, which Chief Burton is in that position as per the statute.
- There are not many changes under the 'Notification and Reporting Protocol'.
 - There is the IERS (Involuntary Examination Reporting System)
 - There are not many details about the IERS.
 - There are a number of reporting requirements that are involved with the Baker Act.
 - The involuntary examination was kept separate because there are so many reporting protocols involved.
 - The IERS is just an additional component for reporting.

Ms. Grant stated that all the changes were noticed so that the policies would be on the July 11th Regular Board Meeting.

Adjournment

1. ADJOURNMENT

The meeting was adjourned at 4:15 p.m.

GC

Superintendent

Chairman