Meeting Minutes
Duval County Public Schools

September 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 Board Members Lori Hershey and 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 9:07 a.m.

Items to be Discussed

1. BOARD POLICY 2.26, BOARD MEETING PROTOCOL AND FORMAT

Tashonia Grant, Director of Policy & Compliance explained the changes made at the request of Board Member Warren A. Jones.

Board Member Joyce arrived at 9:10 a.m.

Discussion involved:

- How the request for accommodation affects the timekeeper.
- Being able to fulfill the accommodation prior to a meeting.
- How a speaker would request accommodation.
- The need for more guardrails on the language.
- When the speaker needs to make a request for accommodation.
- Add language about needing accommodation to the script.
- Having a sign-language interpreter on call for the meetings.
- Ms. Grant summarized all the suggestions made for the additional changes.
- Have administration to write what needs to be in the policy regarding accommodations.
- Conversation about speakers waiving in opposition.
- Suggestion made that the team collecting the speaker cards possibly separate according to the topic on the cards.

2. BOARD POLICY 2.38, AUDIT ADVISORY COMMITTEE

Brian McDuffie, Executive Director of Policy and Compliance explained the changes to the policy.
Lenia Blades, Internal Board Auditor, provided additional explanation regarding the change to the policy at the request of Paul Numbers, Chairman of the Audit Advisory Committee.

Discussion involved:

- Whatever language is used for the Audit Advisory Committee should also be put into the policy for the Oversight Committee.
- Whether a committee member should leave if a Board Member is not re-elected into their position.

3. BOARD POLICY 4.10, THE CURRICULUM

Ms. Grant explained the changes made to the policy.
Paula Renfro, Chief of Academics provided additional explanation to the changes in the policy.

Discussion involved:

- Request for the statute number being referenced in the policy.
- Board Member Joyce explained why she requested the language about 'medically accurate props' to be removed.
- How leaving the term 'materials' in the policy affects instruction.
- Additional clarification is needed regarding what the materials are.
- High school textbooks and middle school textbooks.
- High school and middle school materials.
- Lessons and materials must be approved by the Board.
- Whether to use language that refers to the use of medically accurate props at the high school level.
- The Board needs to be very clear as to what they will accept and approve as presented by staff.
- Vice-Chairman Dr. Coker stated for the record that if the committee who comes together to get and review the information for the curriculum needs to come back to the Board and request a change in the policy, she would give way to consider changing the policy at that time.
- The change of various curriculums every few years and things that come up for adoption every once in a while.
- Add props for high school and materials for middle school.

4. BOARD POLICY 4.12, EXCEPTIONAL STUDENT EDUCATION

Ms. Grant explained the changes made to the policy.
Amy Valentine, Executive Director of Exceptional Student Education provided additional explanation regarding the changes to the policy.

5. BOARD POLICY 4.121, POSTSCHOOL SERVICES FOR EXCEPTIONAL STUDENTS

Ms. Grant explained the changes made to the policy.
Ms. Valentine provided additional explanation regarding the changes to the policy.

Discussion involved:

- The Florida Statute outlines the parental consent process and the request to be more explicit as to what the process looks like without overstepping the statute.

6. BOARD POLICY 4.13, CAREER AND TECHNICAL EDUCATION

Ms. Grant explained the changes made to the policy.
Jill Fierle, Director of Career Technical Education and Corey Wright, Assistant Superintendent of Accountability and Assessment, provided additional explanation regarding the changes to the policy.

Discussion involved:

- Career fields that are in demand based on Regional Demand Document List for targeted careers clusters through JAXUSA.
- Consider including other language to discuss the process of what careers are in demand and who is demanding.
- Programs that are popular, but not on the list.
- In-demand will always change.
- In-demand is defined at the state level; the District is required to do a local needs assessment every two years; and then the state defines what's on the list.
- A program may not be on the list, but is something that is offered through CTE.
- The financial application on the District's side depends on the language of the policy.
- The information about in-demand is in the Perkins Grant.
- The local needs assessment that is done every two years determines high skill and high wage.
- Strike out or define better, the term in-demand.

7. BOARD POLICY 5.80, ATHLETICS

Mr. McDuffie explained the changes made to the policy.
Tammie Talley, District Athletic Director, and Jackie Simmons, Executive Director of Student Discipline and Support Services provided additional explanation regarding the changes to the policy.

Discussion involved:

- 8th grade athletes who transition to high school, their valid paperwork and physical forms can follow them to high school for summer workouts or at the beginning of the summer, the forms need to be renewed to participate in summer workouts.
- Better communication with parents.
- A situation that occurred involving two middle schools is being handled by the Student Code of Conduct.
- The Middle School Constitution addresses specifically any type of ejections, unsportsmanship like conduct, and any type of incidents that might have appended are to be reported immediately to the Athletic Department.
- Explanation of the Middle School Constitution provided.
- The need for the Student Code of Conduct to mirror the board policy.
- Request for an outline of the changes made to the Student Code of Conduct/Middle School Constitution.

8. BOARD POLICY 9.66, SALES SURTAX OVERSIGHT COMMITTEE

Mr. McDuffie explained the changes made to the policy.

Sonita Young, Chief of Staff provided additional explanation regarding the changes to the policy.

Discussion involved:
- The breakdown of the meetings the members need to attend and the number of meetings that can be missed.
- The size of the committee.
- Get the opinions of committee members on the format of the meetings.
- Communicate with the organizations to see if they are still interested in having a representative being a part of the committee.
- The term limits and aligning with the language for the Audit Advisory Committee's term limits.

9. BOARD POLICY 9.63, SCHOOL VOLUNTEERS/SCREENING PROCESS

Mr. McDuffie explained the changes made to the policy.
Brandon Mack, Executive Director of Community and Family Engagement, provided additional explanation regarding the policy.

Discussion involved:
- Add the statute that applies to the change in the policy.

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

Ms. Grant explained the changes made to the policy per Board Member Joyce.

Chairman Willie departed at 10:58 a.m.

Discussion involved:
- Documenting status or date of completion of public records request.
- Length of time and process for completing a public records request.
- Communicating with the requestor to explain what their request actually entails.
- Exempt information.
- The Board's obligation per state statute.

11. BOARD POLICY 8.09, SCHOOL SAFETY MONITORING

Mr. McDuffie explained the changes to the policy.

Greg Burton, Chief of School Police and Dr. Tracy Pierce, Chief of Communication, provided additional explanation to the policy.

Discussion involved:
- Suggestion made by the Grand Jury Report.
- Explanation about new section V - Parental Notification of Threats, Unlawful Acts, or Significant Emergencies.
- Student privacy.
- Manmade emergencies are explained.
- Exception in FERPA with regards to sharing student information with Law Enforcement.

12. BOARD POLICY 8.96, CRITICAL INCIDENT PREPAREDNESS

Mr. McDuffie explained the changes to the policy.
Chief Burton provided additional explanation regarding changes to the policy.

Discussion involved:

- Request for understanding of who is truly responsible for what; what the new protocol and procedures will look like; and if additional changes to the Board Policy are needed.
- Request for a flowchart showing what things look like now and what it will look like with the new position.

13. OTHER POLICIES RELATED TO SCHOOL SAFETY AND SECURITY

Ms. Young, reviewed the information from the Twentieth Statewide Grand Jury case.

Discussion involved:

- Access to seeing resolution that was previously discussed.
- What is being presented at present are items to be considered by the Board. If the Board wants to move forward, then the next step would be to update any policies or procedural changes, and then presented to the Board.
- Determine when to get changes to policies on schedule.
- Current policy for teachers being informed about students with behavioral problems.
- A teacher's access to viewing their students' disciplinary records in FOCUS.
- The District's policy for allowing a teacher to view a student's cumulative record folder.
- Process for accessing student cumulative record folder.
- Communication and training to be provided to teachers about accessing a student's cumulative record folder.
- Make sure legal requirements for teachers regarding accessing student records are added to the slide presentation given to teachers at the start of school.
- Having a procedure for accessing the student cumulative record.
- Board Members not present need to view the document.
- SAM (School Allocation Model), was clarified.
- Board Member Pearson will submit the information about Permitting and Inspection to Florida School Board Association (FSBA) for them to put on their radar.
- Vice-Chairman Dr. Coker will inform Chairman Willie that additional conversation is needed with all the Board Members regarding the document that Ms. Young shared.

Adjournment

1. ADJOURNMENT

The meeting was adjourned at 12:13 p.m.

GC

Superintendent

Chairman