March 22, 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, Superintendent

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD: All Board Members were present except Board Members Lori Hershey and Darryl Willie. Board Member Joyce participated via telephone. Dr. Diana Greene, Superintendent, was not present. Mr. Ray Poole, Office of General Counsel, was also present.

1. APPROVAL OF BOARD MEMBERS VIA INTERACTIVE VIDEO/TELEPHONE SYSTEMS

Motion:
That the Duval County School Board approve the participation of Board Member Charlotte Joyce via interactive video and/or telephone systems.

Vote Results:
Motion: Warren A. Jones
Second: April A. Carney

PASSED 5-0

Aye:
Warren A. Jones
April A. Carney
Cindy Pearson
Kelly Coker

Nay:
None

Call Meeting to Order

The meeting was called to order at 9:04 a.m.

Items to be Discussed

1. BOARD POLICY 5.80, ATHLETICS

Brian McDuffie, Executive Director of Policy and Compliance explained the changes to the policy.

There was no discussion.

2. BOARD POLICY 4.90, GRADUATION REQUIREMENTS

Mr. McDuffie turned things over to Corey Wright, Assistant Superintendent of Accountability and Assessment, to explain the changes to the policy.

Discussion:

- When the changes in the policy would be effective.
- The changes are a good incentive since principals are having a hard time getting students engaged because they will not be able to walk at the end of the school year.
- The number of students this policy will affect each year.
- Seniors may not be able to walk in the spring but may be able to walk in the summer.
- There are roughly 2,000 students as of to date who may be affected. As of the beginning of March, 25% of the students had not met the FSA reading. Some of those students may not have the GPA also, so it may be closer to 1,000 students.

3. BOARD POLICY 5.45, ACCELERATION PROGRAM ACCESS

Mr. McDuffie explained the changes to the policy.
Mr. Wright provided further explanation regarding the changes to the policy.

Discussion:

- This policy is specifically for high school, but at the middle school level there is pre-early college middle years IB, and then on the elementary level, there is an elementary IB. Those schools were all magnet programs and fall under policy 5.46.
- Explanation of the High School Acceleration Program Team (HSAP).
- Explanation about the 5-year cycle and the process.
- A brief history was shared regarding a former board policy relating to the programs and how it worked.
- Schools that are not going through the review process every 5 years, so the policy is not applicable to them.
- Information shared about every school having a mechanism of some kind for students to earn college credits.

4. BOARD POLICY 5.72, STUDENT DATA PRIVACY PROTECTION (NEW)

Mr. McDuffie explained the purpose of the new board policy.

Discussion:

- The changes in the policy are the result of a state board rule.

5. BOARD POLICY 7.71, CONFLICT OF INTEREST IN PURCHASING

Mr. McDuffie explained the changes to the policy.

Discussion:

- There is no practice regarding annual notification and acknowledgement for staff.
- There are certain reporting requirements for financial disclosure that certain persons in purchasing with authority have to make every year with the state.
- The policy satisfies the notification, but the acknowledgment piece is not a part of the policy.
- A suggestion was made to add a receipt of acknowledgment to the policy.
- The superintendent can develop the procedures regarding the request.
- In addition to the administrators in the Purchasing Department, 13 other employees will be affected by this policy.
- Even though Ray Poole, Office of General Counsel Attorney (OGC), prepares the contracts, this policy would not apply to him.
- The policy specifically applies to staff who deal with procurement.
- It was stated that the policy needs to go beyond those who deal with procurement. This is because the district brings multi-million-dollar contracts to the Board in the realm of their work and vendors solicit them.
- OGC would submit anyone to the code of ethics for government employees for self-dealing and conflicts. It can apply to anyone that is involved in the acquisition of services.

Chairman Dr. Coker mentioned that Mr. Poole could work on language that could be added to the policy.

6. BOARD POLICY 7.72, SMALL/MICRO BUSINESS ENTERPRISE PROGRAM AND MINORITY/WOMEN BUSSINESS ENTERPRISE CERTIFICATION

Mr. McDuffie explained the changes to the policy. Paula Wright, Supervisor of the Office of Equal Opportunity (OEO), shared additional information pertaining to the changes of the policy.

Discussion:

- The downside and thresholds.
- Jacksonville Small and Emerging Business' (JSEB) threshold and what the program is about.
- This policy assists operations with getting contracts for the work that is being done.
- Opportunity to bring the city together economically, but also monitor growth of each of the small minority businesses.
- How the increases for the annual gross were determined.
- If women-owned businesses have their spouse working with them.
- Random site visits are done as a part of the policy.

7. BOARD POLICY 7.90, RISK MANAGEMENT INSURANCE

Mr. McDuffie explained the changes to the policy.
Stan Jurewicz, Executive Director of Risk Management and Related Services was available to provide explanations and answer questions.

Discussion:

- Settlements that the superintendent can approve without the Board and settlements that come before the Board.

- Brief summary of a former settlement involving leasing vs. purchasing. OGC handled and the complainant had to pay the District.
- Consideration to raise the claim amount higher than $200,000.
- Allow Mr. Poole to come up with the thresholds for claims.
- How the Board would be disengaged.
- The Board being in the know regarding litigations.
- Settlements below a certain threshold, the Board must be notified and the information placed on the quarterly report. Anything above a certain threshold needs to be discussed by the Board.
- This is regarding money being paid to the district, not the District paying out.

8. BOARD POLICY 5.08, BATHROOMS, LOCKER ROOMS AND OVERNIGHT TRIPS (DRAFT)

Chairman Dr. Coker mentioned receiving two policies and that it was noticed. She stated that this one was to get the District in compliance with state law.

Mr. Poole confirmed. He added that the two policies were a result of a conversation with two board members and as a result of the Sunshine Law, he could not say who they were.

Chairman Dr. Coker:
Requested that the two policies be emailed to Board Member Joyce.
To provide copies of the policies to everyone present and allow them to review them.
Give a good going over of the policies and if the other Board Members need to be involved, it can be placed on hold.

Due to technical difficulties, Chairman Dr. Coker called for a break.

Break at 10:08 a.m.
Reconvened at 10:18 a.m.

Chairman Dr. Coker gave thanks for being notified about the livestream not operating and explained to those who were watching the livestream about the District resolving the technical problem and if it had not been resolved, there would have been a request for the video to be posted as quickly as possible. She thanked Matthew Biegun, Supervisor of Communications, for his assistance.

Mr. Poole explained the policy as it pertains to the Student Support Guide being in compliance with state law.

Discussion:

- The policy puts the District in compliance with state law.
- These specific items were taken up without notice.
- Explanation regarding public notice and when the public is included.
- The Office of Policy and Compliance along with the Chief of Staff have not seen this policy and would like to review it in case they have suggestions regarding the policy.
- If there is substantial change, bring the policy back to the Board for review prior to publicly noticing it.

9. BOARD POLICY 8.591, NAMING OR RENAMING FACILITIES (DRAFT)

Chairman Dr. Coker mentioned receiving this policy and that it was noticed. She expressed that she understood why it was presented.

The Office of Policy and Compliance along with the Chief of Staff have not seen this policy and would like to review it in case they have suggestions regarding the policy.

Mr. Poole provided an explanation about the policy.

Discussion:

- Inquiry regarding the current policy.
- A request was made as to where funds have come from in the past regarding name changes of athletic fields.
- Who would be responsible for paying for signage to be put up and the maintenance of the signage?
- When a school closes, who pays the cost to keep the name?
- Emphasizing that a company cannot buy naming rights.
- What the district pays for as a package deal for signage. Anything not a part of the standard package, someone else would have to pick up the cost.
- What if someone wants to be recognized and pays half the bill?
- A group of people want to name a facility after somebody in the community that had a significant contribution to the school and the community.
- Separate conversation regarding naming rights.
- Item 'C', not seeing anything about having a principal listed.
- Those who will serve on the renaming committee.
- The purpose of the policy being brought forth.
- Consider having Tammy Talley, District Athletic Director, as a part of the renaming committee.
- The current principal will have to manage the signage and the financial process.
- Former principals could be a part of the committee to discuss why a field should be named after a former coach, etc. should be considered.
- The existing principal is responsible enough to run the school, they are responsible enough to be on the committee.
- Sonita Thompson, Chief of Staff, shared language from Board Policy 8.59 with regards to what the facilities naming committee should receive.
- Continued conversation about who should be on the committee.
- What if there is a request to name or rename a facility that is not related to sports?
- Invite the director of a designated facility instead of saying the Athletic Director.
- Coming back to review and tweak the policy for naming or renaming any facility.
- Bring the policy back to the next Board Policy Meeting so that all the Board Members can review and give input.
- A brief background summary was shared regarding the naming of the field at Riverside High School.
- Talked through when a public notice could be published and which board meeting the policy would be approved.
- Suggestions as to what a school could do should they want to have a ribbon-cutting event for the field.
- Schedule a Policy Handbook Review Committee Meeting for April 12th at 10:00 a.m. due to this being a time-sensitive matter.
- A request for some background information about where funding came from for the previous fields that were renamed.

Mr. McDuffie requested clarification on Board Policy 5.08. Chairman Dr. Coker stated that if there are substantive changes, then it can be brought back with the other policy on April 12th to be reviewed by the Board.

Adjournment

1. ADJOURNMENT

The meeting was adjourned at 11:01 a.m.

GC

Superintendent

Chairman