



Meeting Minutes Duval County Public Schools

September 20, 2023, Policy Handbook Review Committee Meeting - REVISED

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. Dana Kriznar, Superintendent

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD: All Board Members were present except Chairman Dr. Kelly Coker. Dr. Dana Kriznar, Superintendent, and Mr. Ray Poole, Office of General Counsel, were also not present.

Call Meeting to Order

The meeting was called to order at 9:08 a.m.

Board Member Joyce arrived at 9:11 a.m.

Items to be Discussed

1. ~~POLICY HANDBOOK~~

2. BOARD POLICY 3.70, NOTIFICATIONS TO THE BOARD (NEW)

Tashonia Grant, Director of Policy and Compliance explained the new policy.

Sonita Thompson, Chief of Staff, provided an explanation regarding the policy.

Discussion involved for Section A:

- The reason for creating this policy is because the Board should not be the last to be informed about a crisis.
- Language for the expulsion section of policy will be worked on.
- When creating policies, they try to align the new policies to existing policies.
- There is language in Board Policy 5.28 that speaks to expulsions.
- Try to protect the Board Members when it comes to Public Records Request (PRR).
- It is easier to send a text to say, "Please check your email". This way there is a record instead of texting information about what happened. Most people have their email on their phone.
- Concern about Board Members' term limits. Some Board Members may not know that they must

save their text messages. If deleted and there is a PRR, you will not have it.

- Inquiry was made about the difference in receiving a text if there is an incident in a school vs something at a football game.
- It depends on who is conveying the message.
- Ms. Thompson is familiar with the PRR policy and knows that she must maintain records.
- Following Board Policy requirements, the preferred method of notification would be email.
- Inquiry was made if they were trying to identify language around what the text message would be.
- Emails and text are both eligible for PRR. If you receive an email, it still must be maintained.
- Inquiry was made about the distinction between policy and practice.
- The Board wants the procedural requirement to be embedded in the policy as to what will occur.
- A request for time to work with Ray Poole, Office of General Counsel Attorney (OCG), to work on the language and get back with the Board.
- Not comfortable about the language 'result in involvement by members of law enforcement.'
 - Which form of law enforcement is this referring to and what is wanted?
- It is best to align the requirements of this policy to Board Policy 5.28, which has language about expulsions.
- Offenses that lead to expulsion under the Code of Conduct and the SESIR reporting requirements involve law enforcement notification.

Discussion involved for Section B and C:

- The best notification regarding employee discipline should be by email.
- Human Resource Services is working with IT to see if this process could be automated.
- Board Members would receive email notification when an employee is moved to the disciplinary surplus bucket and when an employee moves back into an organizational unit.
- Concerned about interpretation of email.
- Only receive emails when there is an egregious event involving an employee.
- Need to work on the language so that it is not misinterpreted later in the future.
- Use 'Reassigned to disciplinary surplus'.
- Appreciation of the policy being created was shared.

Revisions will be made to the policy and shared with the Board Members at the next policy meeting before voting on it.

3. BOARD POLICY 5.15, HOMELESS STUDENTS

Ms. Grant explained the changes to this policy in harmony with the Procedures for Florida McKinney-Vento Program Training and Identification (NEW).

Discussion involved:

- Since the language throughout uses the phrase 'students experiencing homelessness', the title of the policy should be Students Experiencing Homelessness.
- Federal law requires the district to provide transportation for students experiencing homelessness.
- Students could attend the school in the zoned area of where they are staying, or parents may request for the students to return to the school they were attending prior to experiencing homelessness. Transportation will be provided.
- The cost of transportation for a student residing in a different county but attending school in Duval.
- The district works with other counties to have an interagency agreement to make sure the students

can be transported within the counties.

- Sometimes there is a cost-share to get a student(s) to a county line.
- In some cases, transportation uses a shuttle, which costs less.
- First line of defense is to coordinate with other county to work something out.
- May need to voice to the federal lawmakers that better language is needed around the law regarding transportation.
- How is the federal law being interpreted by other districts?
- When the drop-out prevention office handles students experiencing homelessness, they try to get them in the school's zone first before involving the transportation department.
- How matters are handled when someone becomes homeless due to a crisis.
- The definition of homelessness was shared.
- An estimated 300 plus students are identified as experiencing homelessness. Would need to speak with Ericka Harding, Assistant Superintendent of Operations.
- The need to go to Washington D.C. and express that parameters are needed due to the cost that the district is paying for transportation.
- The law is closely related to the foster students who have some of the same requirements under the same law. The Office of Policy and Compliance is trying to work with some agencies and provide alternatives in cost-sharing where possible.
- Duval County is a magnet school district.
- If there is an evacuation, homeless students are still provided transportation.
- There are funds available to pay for the cap and gown of a homeless student who is graduating.
- Vice Chairman Pearson shared that she was going to be in Washington DC for COSSBA and if anyone had any concerns regarding the McKinney-Vento program, she could speak with people at the conference.
- Appreciation expressed about conversation being had with other board members about this topic.
- There is an agreement with Hubbard House when it comes to educating students fleeing due to domestic violent situations.
 - If a student is K - M.S., the district will educate them on-site through the DJJJ program.
 - If a student is H.S or parent would like for the MS student to return to their school, the district will transport them.
 - Students are not identifiable for safety reasons.

4. BOARD POLICY 5.44, SCHOOL ATTENDANCE BOUNDARIES

Ms. Grant explained the changes to the policy.

- This would go through Board Policy 8.53, Consolidation Impact Review Process.

5. BOARD POLICY 5.70 STUDENT RECORDS

Ms. Grant explained the changes to the policy.

- Regarding 'any deviation,' parent(s) would complete the online form one time.

6. BOARD POLICY 6.99, NURSING MOTHERS

Ms. Grant explained the changes to the policy and that all of the details are included in the procedures that H.R. is updating.

Discussion involved:

- Appreciation that the nursing will not be taking place in the bathroom.
- Documentation has been prepared and will be shared with principals.
- The law does not require that there be a sink in the space, but the language can be added for principals to think about a designated space being near a bathroom, even though it is not in the policy.
- An application requesting accommodation has been created for the mother to complete.
- Having electrical outlets in the space is not mentioned in the policy but will be added.
- The designated spot could be an unused classroom.
- In the procedures it mentions about giving 5 days' notice so the principal can prepare. There really is 10 days, but if the person appeals, then that gives 5 days by law to still be compliant.
- Discussion regarding frequency, the possibility of using leave time and other types of scenarios took place.

7. BOARD POLICY 8.20, DISASTER PREPAREDNESS

Ms. Grant explained the changes to the policy.

Discussion involved:

- School administrators receive normal pay if the first eight hours are on a weekend or a regular weekday. Anything in excess of 8 hours, they would receive time-and-a-half.
- FEMA reimburses school administrators' pay.
- Research on exactly how much FEMA reimburses will need to be done.
- When it comes to a natural disaster or some type of event, the process to submit applications for all allowable expenses to FEMA are done immediately.

8. BOARD POLICY 8.71, ACCEPTABLE USE POLICY

Ms. Grant explained the changes to the policy.

Discussion involved:

- Board Member Jones shared his experience at a school involving a student using the internet.
- Reasonable and best efforts to comply with the requirements are being made. Whatever risks would be lessened by the systems in place to comply with the law.
- IT confirmed that they are able to filter a block content on material not appropriate for students.
- With regards to SnapChat, the Florida Department of Education (DOE), does not require districts to block all social media platforms. This is something done by DCPS.
- All platforms are not listed because it is not a DOE requirement, but it does not mean that the district does not have the latitude to use all social media.
- This policy also applies to privately owned devices connected to the district's Wi-Fi.

9. BOARD POLICY 9.30, USE OF FACILITIES AND GROUNDS

Ms. Grant explained the changes to the policy and the reason it was being brought to the Board.

Discussion involved:

Board Member Carney mentioned about a charter school that does not have a field and a school down the street has a field that is not being used. She inquired if there was a way to have an agreement to allow the charter school to use the field. Ms. Grant responded that if it is for long-term usage, it would not go through this process. If it is a one-time usage, they would go through this process. Board Member Carney stated that it would be until the charter school is able to get their own field. Ms. Thompson added that they would have to do research.

Vice Chairman Pearson chimed in that the school is in her district and that she is involved in a discussion regarding this situation. She will be meeting with someone from city council and OGC. Tammie Talley, District Athletic Director has been keeping Vice Chairman Pearson updated on the matter.

Board Member Joyce inquired about the language being changed from the principal to the district. Ms. Grant responded that the policy needs to reflect the process and briefly explained the process.

10. BOARD POLICY 9.60, VISITORS

Ms. Grant explained the changes to the policy.

Vice Chairman Pearson mentioned seeing signs posted outside of some of her schools. She then inquired about vestibules being considered part of the office. Ms. Thompson responded that they could use the words, 'and/or', for vestibule or main office.

11. BOARD POLICY 9.63, SCHOOL VOLUNTEERS/SCREENING PROCESS

Ms. Grant explained the changes to the policy.

Discussion involved:

- Inquiry made about how the district defines political issues.
- Want to be able to give administrators information that is consistent throughout the district and content of the policy, when a parents wants to volunteer.
- An excerpt from information on social causes vs political activity from the office of general council was read.
- Information is also in Board Policy 6.85, Political Activities for Employees.
- Conversation regarding what types of logos and slogans were political or not.
- The Office of Policy and Compliance looks at situations on a case-by-case basis to make sure they have all the factors and look at all the guidance. They also consult with the OGC.
- Can try to put the words on the paper, but people will find the nuances and we can't anticipate that will happen. Must have a starting place, and just like the public comment, have to come back and revise it based on observations and bring back recommendations.
- Designed to address political activity and not prohibit folks from coming into our space with social causes.
- Employees are able to still maintain the ability to have attire to their general appearance with certain social causes. Don't want the restriction to be greater for the public than it is for DCPS employees and students.
- If someone is representing the district as a volunteer, their intent should not be to promote a political

candidate or defame someone in a political office. Their purpose for being there is to serve the community and the students.

- The general standard expectations that employees have are used as a catch all for volunteers.
- Inquiry made about how this policy would be enforced.
- With DCPS being such a large district, reliance is on the school site administrators to notify the district when there is an issue.
- Conversations have been held with political candidates about what could not be done on school district properties and would show them the policy that backed up what she was saying.
- The School Advisory Committee (SAC) and the District Advisory Committee (DAC) meetings would also fall under this policy because they are on school district property.
- There is a city ordinance that governs when campaign activities can take place on school board property.
- Suggestion made for the district to remind those organizations about the policy and ordinance at the beginning of the school year.

12. PROCEDURES FOR FLORIDA MCKINNEY - VENTO PROGRAM TRAINING AND IDENTIFICATION (NEW)

These procedures were covered along with Board Policy 5.15, Homeless Students.

Adjournment

1. ADJOURNMENT

The meeting was adjourned at 10:30 a.m.

GC

Superintendent

Chairman