



Meeting Minutes Duval County Public Schools

November 15, 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. Dana Kriznar, Superintendent

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD: All Board Members were present with the exception of Board Member Warren A. Jones. Dr. Dana Kriznar, Superintendent, and Mr. Ray Poole, Office of General Counsel, were not in attendance.

Call Meeting to Order

The meeting was called to order at 9:02 a.m.

Items to be Discussed

1. BOARD POLICY 3.70, BOARD NOTIFICATION (DRAFT)

Tashonia Grant, Director for the Office of Policy and Compliance reminded the Board Members about where they left off in conversation regarding this new policy.

Discussion involved:

- IT and HR are working to implement the automotive system and to see what it would look like, some of the limitations of the policy in terms of what the Board Members are looking for.
- An inquiry was made concerning if this policy were already in place, would the Board have been notified before the incident occurred that was captured on the news.
- A class 4 offense would be notified within 48 hours, so due to the current language of the policy, it would be on the news prior to the Board Members being notified.
- The process of notifying the Board Members of a Class 4 incident was explained.
- Certain details cannot be provided due to the Family Educational Rights and Privacy (FERPA).
- IT should be able to have the email developed by January 2024. If there is a desire for text messages, that would be a longer process.
- Board Members already receive notification now regarding incidents that happen in the district.
- Public records concerns.
- Retention of records.
- If the language in the policy is used, there will be an increase in volume of text messages.

- When dealing with personal cell phones, all messages must be maintained.
- Send a text informing the Board Members to check their email.
- Want to set up a system that is programmatic to make sure that accurate information is received. Policy is good, but will not always be helpful to the Board Members due to the processes that district leadership must navigate regarding incidents.
- If possible, maybe the Board Members could receive notification of arrest.
- Vice-Chairman Pearson would rather keep the communication via email. She is ok with keeping the text messages for incidents that occur in her district only.
- Inquiry about how Board Members will be utilizing the information and pushing the incident to social media prior to staff handling.
- Inquiry about having a running list of incidents. The Office of General Council (OGC) would need to review the public records requirement regarding this inquiry.
- Suggestion about the language for texting the Board Members.
- Board Members should be able to respond to the community appropriately.
- If an incident is news-worthy, then all the Board Members need to be able to respond.
- Add to the policy about how to respond.
- Responses should be going through the Board Chair.
- Parents need to know that Board Members are aware of an incident.
- Staff needs it clearly defined in the policy what is expected to ensure compliance.
- Class 4 incidents may be given to the Board as expulsions, so there can be no communication.
- Board Members would like a heads-up regarding incidents and not get the information from the media.
- Staff concerns were explained.
- Does not matter what district an incident occurs in, Board Members need to be notified in some way and know that something is being done.
- The Communications Department is involved in 95% of the stories.
- It is impossible to beat the media to inform the Board Members of incidents. While staff is working on a situation, the media is already reporting it.
- Board Member Carney is going to do more work on the policy.
- Concerns about social media and timing.
- Inquiry about how the policy would have applied to the incident that occurred at the First Coast High School football game.

2. BOARD POLICY 5.42, DISTRICT STUDENT ATTENDANCE PROVISIONS

Ms. Grant explained the changes to the policy.

Discussion involved:

- Chairman Dr. Coker applauded Dr. Kriznar for this policy.
- Some members of the judiciary are working to figure out how this will work out for them.
- The consequences if found to be truant varies based on circumstances.
- Parents have already been through the levels of the district. Their situation is now in the hands of the judge, who will decide what they will have to do.
- The Office of General Counsel is working with the judiciary system as this is a brand new process.
- The court action now opens up some resources and services that parents can use.
- The language that was struck through is because the policy is for all grade levels and to align with Orange County and Dade County's board policy.

3. BOARD POLICY 5.44, SCHOOL ATTENDANCE BOUNDARIES

Ms. Grant explained the changes to the policy.

Discussion involved:

- Concern that diversity is being defined based on the desegregation decree that the district has already been released from.
- The makeup of the working group.
- There is a need to revisit the policy.
- Maree Sneed, Senior Counsel from Magnet Schools of America, has been contacted to provide assistance regarding diversity in the schools.
- Suggestion that Legal weigh in regarding the moving away from the desegregation order.
- An explanation of why September was selected for the Academic and Community Excellence (ACE) process to be initiated.
- Concerns about the timeline being too short for the Chaffee Trail project.
- The Facilities Department would need to be a part of the bigger conversation with regards to any concerns regarding the process.
- The working group was frustrated with the boundaries map that they received.
- Provide additional scenarios to the working group.
- The process needs to be moved to allow for a more robust conversation.
- The district tries not to front-load the working group with information.
- Think about having a policy for each scenario that may come up.
- Initiating in September and voting in December is not enough time. Move the initiation back to Spring Break to allow ample time for discussion.
- Working groups cannot meet virtually because they are subject to the Sunshine Law.
- Need to have a conversation with the Facilities Department regarding timelines for different projects and having flexibility for smaller projects.
- Will be looking at working groups and considering what committees are going to be invited to participate.
- Bring the policy back in January for Board review.
- When boundaries are changed, there is a need to look at the magnet school situation.
- When switching boundaries, there needs to be diversity and the schools need to be accessible.

4. BOARD POLICY 6.10, NON-DEGREED INSTRUCTIONAL PERSONNEL

Ms. Grant explained the changes to the policy.

Discussion:

- Jill Fierle, Director of Career, Technical, and Engineer shared that she would provide a summary for the changes for the Board Members.

5. BOARD POLICY 8.51, ACADEMIC AND COMMUNITY EXCELLENCE (ACE) PLANNING PROCESS

Ms. Grant explained the changes to the policy.

Will be holding this policy until the conversation regarding diversity takes place.

6. BOARD POLICY 9.10, PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS

Ms. Grant explained the changes to the policy.

No discussion.

7. BOARD POLICY 9.30, USE OF FACILITIES AND GROUNDS

Ms. Grant reminded the Board why this policy was brought back.

Discussion:

- Waiver for charter schools.
- There is only one charter school using the district's facilities for the last two years.
- There are non-charter schools that use the district's facilities.

8. BOARD POLICY 9.64, STUDENT MENTORS

Ms. Grant explained the changes to the policy.

Brandon Mack, Executive Director of Community and Family Engagement, shared the following:

- The policy was outdated.
- The Jacksonville Children's Commission used to manage the entire process for mentors. Stopped managing and became the Kids Hope Alliance.
- There was a need to update the process and put safeguards in place for the students.
- Lay out process for mentoring organizations and make sure that the organizations who have one-on-one mentoring with kids go through a level 2 background screening with the agency they are working with. The mentors will still go through a voluntary background check through the district so that there is something on file.
- Contract with the mentoring agency to make sure they are having the level 2 background screenings done.

Discussion:

- Examples of the 2 categories: volunteer mentoring organization vs employee of a mentoring organization: Big Brothers Big Sisters (BBBS) - The CEO is employed by BBBS, so all on the team are badged throughout the district's process as instructional vendors. Volunteer mentors go through a level 2 screening process through their agency's process.
- Ms. Grant shared that there is a requirement to report any sexual misconduct to the Office of Equity and Inclusion and Professional Standards being added to the policy.
- Conversations have been had with the organizations regarding the changes that are forthcoming. They are just waiting for the process.
- There is a requirement to report to law enforcement.
- Mentors report to the supervisor being the agency and the agency notifies the district.
- The district does not receive arrest hits for non-employees, only employees.
- Vicki Schultz, Assistant Superintendent of Human Resources, explained what happens if things are done through an automated system.
- Mentors that have one-on-one's are functional volunteers, and are not left with the students as they must be supervised.
- Have a report sent to the agency and professional standards.
- The different agencies work with various background providers, so there would need to be a conversation with each agency.
- As agreements come to the district for renewal, it can be mentioned that they are being required to use the same agency the district uses for level 2 background checks.
- Bring back a potential solution regarding getting a report from agencies.

9. BOARD POLICY 10.10, PROHIBITING DISCRIMINATION AND HARASSMENT

Tashonia Grant explained the changes to the policy.

Discussion:

Vice-Chairman Pearson requested for Dr. Pierce to speak about an existing policy.

Dr. Pierce shared the following:

- Mandatory communication with parents per legislation.
- Reporting allegations of employee misconduct.
- Information is written in the form of a news release that is shared with parents.
- Created a matrix that was negotiated with Duval Teachers Union DTU as to what to communicate and what not to communicate.

Vice-Chairman Pearson shared the following:

- Notification and services for students aren't connected. As soon as a student talks with someone in the building, services start.
- On the website, there is a Hotline where students can make a confidential report. A public information campaign is being developed around this to inform the community. Dr. Pierce will inform the board members when it is ready.

10. BOARD POLICY 10.20, ANTI-BULLYING POLICY

Tashonia Grant explained the changes to the policy.

No discussion

11. BOARD POLICY 10.30, TEEN DATING VIOLENCE OF ABUSE POLICY

Tashonia Grant explained the changes to the policy.

Discussion:

- There is a required curriculum component for teen dating violence.
- The changes open up assistance for the employees also.

12. PROCEDURES FOR PARENTAL CONSENT FOR SCHOOL-SPONSORED EVENTS AND ACTIVITIES

Tashonia Grant explained the purpose of the Procedures for Parental Consent for School-Sponsored Events and Activities. (2.03 on video)

Discussion:

- There are 2 forms: General School Activities and Events and Student Lead Club.
- The form is fillable and can be printed out after being completed.
- The state has not given any exemptions regarding the use of the form.

- Parents need to know that this is a state requirement.
- Based on the rule, the form must be signed and maintained at the school.
- There are barriers to uploading the form onto Focus.
- How is school activity defined?
- Every time an activity comes up, a new form will need to be completed.
- Whatever the state statute says regarding retention of permission slips will apply to this form.
- If an organization is conducting an event that is school-sponsored after school, the form will be needed.
- Permission slips will still be required in addition to the form.
- This form should be able to be used as a permission slip by just adding the transportation piece.
- Suggestion that legal do research because permission slips have been in place for liability purposes for the district.
- To make sure that the level of detail is being met per the state, everyone would have to be trained avoid missing anything and to ensure compliance.
- The state says that the content of what is on the form is required. Need more guidance from the state for anything else.
- Can look at other districts to see what they have come up with, but due to the tight schedule, this is the form that has been developed.

Board Member Hershey requested a bring back on the policy that requires reporting an incident to the state district reporting for employees with recommendation to consider changing a requirement to superintendent and or a designee reporting an incident. This would keep things flowing to assist the superintendent.

Adjournment

1. ADJOURNMENT

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

GC

Superintendent

Chairman