



Meeting Minutes Duval County Public Schools

August 26, 2025, Board Workshop

Ms. Charlotte D. Joyce, Chairman
Ms. April A. Carney, Vice-Chairman
Mr. Reginald Blount
Ms. Melody A. Bolduc
Ms. Cindy Pearson
Mr. Anthony Ricardo
Mr. Darryl D. Willie
Dr. Christopher Bernier, Superintendent

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD: All Board Members were present except Vice-Chairman April A. Carney, Board Members Melody A. Bolduc, Cindy Pearson, and Darryl D. Willie. Dr. Christopher Bernier, Superintendent, and Mr. Ray Poole, Office of General Counsel, were not present. Chairman Charlotte D. Joyce departed at 2:49 p.m.

Call Meeting to Order

The meeting was called to order at 2:01 p.m.

Items to be Discussed

1. TECHNOLOGY TRAINING

Technology Innovation Director, Holly Lanham, reviewed the following information with the board members:

The Basics of Microsoft Outlook:

- The different Outlook versions: Classic & New.
- Organizing/grouping the emails.
- Creating folders so that the emails can be archived.
- CoPilot.
- Two ways to look at Outlook: App and Online.
- Favorites category - where folders that are frequently used are stored.
- Explanation of how to pin folders under favorites.
- Explanation of how to create a sub-folder.
- How to move items in and out of folders.
- Unread emails.
- How to use CoPilot in email.
- Explanation of the 'Work' and 'Web' icons.

- How to make an email pop out.
- How to use the 'Move' icon.
- Using the search function.
- Explanation of the icons on the left-hand side in Outlook.
- How to look up people in Outlook.
- Brief explanation of the 'Task' icon.

Getting to Know Your reMarkable:

- The reMarkable is to be looked at as a piece of paper or a notebook. It is not a tablet.
- You may use your finger with a little added pressure or the pen that comes with the reMarkable.
- Reviewed the 'Guides' menu.
- Completed a practice session on 'Getting Started'.
- Must have a reMarkable pen for writing purposes.
- You can send pages as a PDF via email.
- Showed how to adjust the brightness on the reMarkable.
- Spoke about creating new things: folders, quick sheets (post it), and a notebook with lines or no lines.
- Explained how to import information from the reMarkable account to the reMarkable.

Adjournment

1. ADJOURNMENT

The meeting was adjourned at 3:31 p.m.

GC

Superintendent

Chairman