



Duval County Public Schools

August 28, 2014, Policy Handbook Review Committee Meeting

Ms. Becki Couch, Chairman
Ms. Cheryl Grymes, Vice-Chairman
Mr. Jason Fischer
Dr. Constance S. Hall
Ms. Ashley Smith Juarez
Mr. Fred "Fel" Lee
Mr. Ms. Paula D. Wright
Dr. Nikolai Vitti, Superintendent

ATTENDANCE AT THIS POLICY HANDBOOK REVIEW COMMITTEE MEETING: Chairman Becki Couch and Board Members Constance S. Hall and Ashley Smith Juarez were present. Board Member Paula D. Wright was not present.

Call Meeting To Order

[CALL MEETING TO ORDER](#)

Minutes:

The Chairman called the Policy Handbook Review Committee meeting to order at 1:30 p.m.

Ms. Karen Chastain, Chief of Legal Services, handed out information she had gathered from other Districts regarding their building utilization policy. She asked that the Committee consider taking this policy up at our next meeting instead of when the Chapter it is in would come up in the flow of meetings. All present agreed.

Chairman Couch shared that we needed wording in the revised policy that would allow the Superintendent to waive the policy without having to come to the Board. Ms. Chastain suggested that we include wording that would address the size of the event, so as not to conflict with the City's Special Events Ordinance, which we are not subject to.

Board Member Hall asked if there was a handbook for building utilization. Ms. Chastain indicated that there was, however, it also needed to be updated. Board Member Juarez asked if there was a District point person for building utilization. Ms. Chastain said there was not. Board Member Hall suggested that there be something on the website indicating who you would call in the District with various questions on building utilization. It was suggested that the Community and Family Engagement office might be a good fit to be the place they call to find out where they would go with various inquiries.

Chairman Couch suggested we change the word "fee" to "cost reimbursement." This would make it clear that we are not making a profit, simply charging for what it costs the District for them to use the facilities.

Dr. Dana Kriznar, Assistant Superintendent for Strategic Planning, reviewed updates made to Chapter 4 - Curriculum and Instruction. Discussion included the following:

- 4.14 - After discussion, it was decided this section did not require an update. Dr. Kriznar is working on a policy that contains all reports and when they are due to the Board. She will include a reference there for this section also
- 4.20 - Dr. Kriznar checked around the State and found that no other Districts have drafted language for this topic to date. She drafted language to start the discussion. Dr. Hall asked if we had a window period for textbook adoptions and if that was when parents could share and document their concerns. Ms. Chastain shared that now it is set up where you adopt and then take comments.
- 4.40 - A table was prepared but will not be part of the policy. The policy will be reviewed for equity and/or purging. The consensus was that the working was ok for this one. Add the report to the list.
- 4.90 - Change wording to all required State assessments and not just reading; Board Member Juarez asked that the same tense be used throughout the policy when talking about students; also, cite the F. S. and not include the list. Consensus was this one was ok to proceed once the wording had been cleaned up.

Items To Be Discussed

[1. CHAPTER 1 - PHILOSOPHY - 1ST REVIEW](#)

Minutes:

Staff discussed the proposed changes to Chapter 1 - Philosophy. Discussion included the following:

- 1.20 - Board Member Hall suggested this one be deferred, along with the rest of Chapter 1. Discussion will be tied to the Strategic Plan discussion at an upcoming Board Development meeting.

- 1.21 - Dr. Kriznar is working on a place to have all of the Policy Handbook reporting requirements.
- 1.30 - Defer this one for now. This will be discussed at an upcoming Board Development meeting.

Consensus was to defer the entire Chapter for now.

2. CHAPTER 2 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION - 1ST REVIEW

Minutes:

Staff discussed Chapter 2 - School Board Governance and Organization. Discussion included the following:

- 2.12 - Chairman Couch asked that Ms. Bonnie Cole also review this section also.
- 2.22 - Working on who should handle and track the Board Member Request system.
- 2.26 - Chairman Couch asked if there are any rules that limit discussion so that one person does not monopolize the discussion. Board members have asked her this question in the past. Dr. Hall also mentioned that we needed to address the length of our For The Record section of the meetings.
- Chairman Couch left the meeting at 2:40 p.m.
- 2.16, 2.17, 2.18, and 2.19 - Consider combining these sections. Dr. Kriznar will bring a list back to the Board.
- QEA should be part of the Academic Services reports to the Board.
- 2.12 - Take out item 8; separate Superintendent from the Board; bring back to next meeting.
- 2.20, 2.21 - Wait until we receive updates from DOE, which are due sometime in September.
- 2.22 - Defer.
- 2.23 - Typo - will correct; will bring to the October Board meeting.
- 2.24 - No change needed.
- 2.25 - Cleaned up language; will bring to October Board meeting.
- 2.26 - Bring back when full Committee present; work on language for public comment section; this would be at Committee meetings only, and not Workshops; Board Member Juarez asked about item 7 - last paragraph - seems more procedural than policy. Dr. Kriznar will work on this wording; remove Professional Services Committee reference - this Committee no longer exists; consensus was to remove policy review language
- 2.27 - Will bring this to October Board meeting.
- 2.29 - Needs to be broader conversation on this one
- 2.30 - Review further
- 2.31 - Will bring this one to October Board meeting.
- 2.32 - Will bring this one to October Board meeting.

3. CHAPTER 3 - SCHOOL ADMINISTRATION - 1ST REVIEW

Minutes: Bring this Chapter back to the September Committee meeting for review.

Adjournment

ADJOURNMENT

Minutes:

The Chairman adjourned the Policy Handbook Review Committee meeting at 4:02 p.m.

BSC

We Agree on this

Superintendent

Chairman