



## Duval County Public Schools

---

July 22, 2014, Board Policy Handbook 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 COMMITTEE MEETING OF THE DUVAL COUNTY SCHOOL BOARD: Committee Members Becki Couch, Ashley Smith Juarez, and Paula D. Wright were present. Committee Member Constance S. Hall was out of town and unable to attend. Ms. Karen Chastain, Chief of Legal Services, was also present.

Call Meeting To Order

[CALL MEETING TO ORDER](#)

Minutes:

The Chairman called the Committee meeting to order at 9:04 a.m.

Chairman Couch discussed the need to revise the calendar for the Policy Review meetings. Policies 7.70 and 7.72 relate to the Purchasing Division and are quite lengthy. Some of the revisions address Audit recommendations. Staff anticipates that the Committee will need 2-3 hours for these sections. After discussion, it was decided that Policy Handbook Chapters 1, 2, and 3, would be reviewed at the August meeting. The September meeting will be used for Policies 7.70 and 7.72, along with a 2nd review of Sections 1, 2, and 3. All other Chapters will be moved out a month and 1-2 more meetings added at the end.

## Items To Be Discussed

### 1. CHAPTER 7 - BUSINESS SERVICES - 3RD REVIEW

Minutes:

The following sections of Chapter 7 - Business Services were discussed.

- 7.10 - Added language for current standing BMR to make a monthly update on the reserves part of the policy. This one is ready for approval at the September Board meeting.
- 7.14 - Added language on local and private funding and notification of the Board. Chairman Couch asked if the dollar amount (\$50,000) was high enough. Board Member Juarez pointed out that it conformed with Florida Statutes and we should be consistent. Nothing in the language would delay the District in making applications for grants.
- 7.41 - Changes were made in the financial limits. There was discussion about adding commodities, however, Ms. Karen Chastain, Chief of Legal Services, recommended it be added to section 7.14 instead, and the wording would be "application for and receipt of..." Also include language that it would exclude routine reoccurring funds. Board Member Wright said that the intent is not to hinder staff from applying for grants. The title will also be changed to read "Application for and Acceptance of..." Both 7.14 and 7.41 will come back to the Committee in August.

### 2. CHAPTER 4 - CURRICULUM & INSTRUCTION - 2ND REVIEW

Minutes:

The following sections of Chapter 4 - Curriculum and Instruction, were discussed.

- 4.10
  - Section 7 - revised language - replaced "multi-cultural." Board Member Juarez said that it appeared in other areas of this policy. Staff will review the entire Chapter.
  - Section 8 - changed to the Superintendent. Chairman Couch asked about SHAC approving speakers. Mr. Andrew Post, Assistant Superintendent of Accountability and Assessment, shared that anything remotely relating to SHAC went to them; staff will add language that says "anything that deals with information set forth in Florida Statute 1003.46...;" add language that is more broad regarding courses that include the same information as comprehensive health education classes. Board Member Wright asked how we would know a group had been approved by SHAC when entering into a contract. Ms. Chastain will add an item to the contract check list for SHAC approval. Section D - make 2nd sentence E.

- Section 16 - new - changed to read shall adhere to requirements set forth in Florida Statutes.
- Chairman Couch asked about an opt out for the reproductive component. Mr. Post indicated that a student could opt out and still receive an A on the assessment for the class. There are only 2 questions on that topic on the test.
- Section 19 - new - change wording to say provide Board with plan prior to submission to DOE. This wording should be used throughout the Policy Handbook on all plans
- Section 22 - new - no comments.
- Section 23 - wording in this section is awkward. All agreed to strike the language
- Section 25 - aligns with new language.
- All of these items can be taken to the September agenda
- 4-12 - Updated language. Add the prior submission language here also. The plan is submitted in 3 year increments. The current plan was submitted to DOE in January, per Mr. Mason Davis, Regional Superintendent, ESE. He indicated that the annual submission information related to disproportionality results. Language will be updated to reflect current practices regarding submission of the plan and amendments. Mr. Davis indicated that disaggregation as important in terms of data and you should see this each year. He recommended this language be retained. It was agreed that a report would be provided to the Board no later than mid July. It can be in the form of a report, and does not require an agenda item. This can go to the September Board meeting.
- 4.13 - Changed "District" to "School Board." This can go to the September Board meeting.
- 4.14 - After discussion, it was decided to keep this section and incorporate in the Student Progression Plan. It was also agreed that the plan would be due in August and the Management Oversight report would be in January with an update. This one will come back to the August Committee meeting. Mr. Post will bring a plan to the Board in September this year.
- 4.15 - Chairman Couch asked about a waiver. Ms. Chastain will look into this and make sure we are in compliance. Board Member Juarez suggested we say that the plan is written to comply with waiver.
- 4.16 - staff will forward suggested language for this section. All were ok with suggestion submitted by Dr. Hall, who was unable to attend today's meeting. The suggestion was to add "Homework is meaningful, quality work, clearly explained by teachers and assigned to students to complete during non-instructional time." This one is ready for September.
- 4.18 - Ms. LaTrell Edwards, Chief Financial Officer, expressed concern that this might not be the right place to address graduation fees. It was agreed to strike the words "offered on School Board property," and "private." Mr. Post shared that principals had met and had put together packages for graduation. There are commencement fees and there are senior activities fees. It was written so that you could participate in as much or as little as you wanted to. This information can be added to the commencement guidelines. This policy can be brought to the September meeting.
- 4.20 - This section is still being worked on by staff and will be brought back to the Committee at the August meeting, in connection with Chapter 2.

- 4.40 - Chairman Couch asked if there were guidelines or descriptors for clubs, or if there was anything included in the School Improvement Plans. Ms. Josephine Jackson, Executive Director of Equity and Inclusion, indicated there were no descriptor's. Her office monitors access but no one at the District level tracks the programs. We did at one time have a Student Activities Director on staff who had this responsibility. HRS does track the stipends paid to staff. Mr. Post will talk to the Superintendent about this topic. Chairman Couch said that if there is money tied to this, it should be a meaningful program and asked ho the Principal evaluates the effectiveness of the teacher who is the sponsor. Mr. Post will get a list of clubs where the sponsor is paid a stipend and will look at programmatical oversight and make a recommendation. It was agreed to leave the report date as is and bring this item back to the August Committee meeting.
- 4.44 - Board Member Lee had previously asked that this be clear that the Conduct Code does not apply.
- 4.50 - Staff will correct formatting issues and Ms. Chastain will clean up the legislative history on this and all policies.
- 4.60 - Changed the word "martial" to "marital." After discussion, it was agreed this should be a report to the Board - prior to submission to DOE - and not an agenda item. Ms. Chastain will look at what other Districts do and bring this one back to the Committee meeting in August.
- 4.61 - No comments. This one can be approved at the September Board meeting.
- 4.80 - Strike II and refer to procedures. This can be approved at the September Board meeting with changes.
- 4.90 - Board Member Juarez said she had several administrators talk to her about students graduating with Certificates of Completion being allowed to participate in commencement exercises. She asked if there could be language on the number of attempts for concordance score or course recovery before they are allowed to walk. Mr. Post said there are 5 FCAT possibilities and we could say 4 out of 5 attempts, and if they are fairly new to the District we could say at least 2 attempts for a concordance score. Chairman Couch said that we need language for ESE students also. Board Member Wright asked that this one be brought to the entire Board for discussion. Mr. Post will draft suggested language and it can come back to the Committee after discussion by the Board as a whole.

### [3. POLICY 8.12 - SCHOOL POLICE - 1ST REVIEW](#)

Minutes: Policy 8.12 was discussed. Ms. Chastain has cleaned up the legislative history. All were ok with brining this to the September meeting for approval.

Adjournment

[ADJOURNMENT](#)

Minutes:

The Chairman adjourned the Committee meeting at 12:01 p.m.

BSC

We Agree on this

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Chairman