



# Duval County Public Schools

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April 28, 2015, Committee Meeting - Policy Handbook Review

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

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD : Vice - Chairman Ashley Smith Juarez, Board Members Becki Couch, Paula Wright and Scott Shine were present. Ms. Karen Chastain, Chief of Legal Services, was also present.

Call Meeting To Order

[Call Meeting To Order](#)

Minutes: The meeting was called to order at 9:12 a.m.

Items To Be Discussed

[CHAPTER 9 - SCHOOL COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS](#)

Minutes:

Vice - Chairman Ashley Smith Juarez along with Dr. Dana Kriznar, Assistant Superintendent of Strategic Planning, reviewed sections of Chapters 2 and 9 with the Committee. Discussion included the following:

- 9.30 - Use of Facilities and Grounds
  - Section I.C. Add six months in duration and strike "one (1) year in advance".

Vice - Chairman Ashley Smith Juarez stated any group that leases the facility for six months or less will not need to sign a leasing agreement. She also requested that if an organization does not follow the proper procedures when using the facility, information should be noted in a file for the principal. This may affect the future use of the facility.

Paul Soares, Assistant Superintendent, Operations, discussed the cost of using a school facility. The cost is determined by the market and the expenses incurred when using the facility. Funds collected from leasing of the facility are sent to the district. The district distributes 50% of the funds to the school after expenses.

- 9.30 - IV - A. Prohibited Uses Of School Facilities
  - The consensus was to not reinstate for - profit entities to the policy.
  - IV - D. - Add "and administrative regulations" at the end of the statement.
- 9.40 - Advertising In Schools
  - Added I. G. -" Advertisements that promote or establish a religion (except that religious organizations utilizing School Board facilities pursuant to a signed agreement may advertise the dates and time such religious organizations hold events at the School Board facilities)".

Board Member Becki Couch discussed I. General Advertising Provisions. It was decided that the Superintendent or designee could approve the advertising. The designee could be the principal of the school.

Karen Chastain, Chief of Legal Services, stated we can add information on the procedure forms to make sure procedures are clear.

This policy is ready for a Board vote.

## [CHAPTER 2 - SCHOOL BOARD GOVERNANCE](#)

Minutes:

Karen Chastain, Chief of Legal Services, requested guidance on this policy.

- 2.26 - Definitions
  - Add definition of a "formal action", "committee meeting" and a "discussion agenda".
  - Change (1).(i) - "Duval County students" to "Duval County Public Schools".

- 2.26 - Order Of Business - The recommended changes to the order of business are as follows.
  - Call to Order
  - Invocation
  - Pledge of Allegiance
  - Recognitions/Presentations of Awards
  - Approval of the Agenda
  - Reports
  - Chairman's Report
  - Superintendent's Report
  - Departmental Reports
  - Public Comments
  - Comments from Parent Organizations
  - Comments from District Student Government Association
  - Comments from Employee Organizations
  - Approval of the Minutes
  - Approval of the Consent Agenda
  - Discussion of Items Pulled without debate
  - Discussion

Board Members discussed who does the invocations given at the Regular Board Meetings. Board Members felt Brandon Mack, Supervisor, Family and Community Engagement, would be the appropriate person for compiling the list. The list is currently compiled by a pastor in the community.

- Board Meeting Protocol And Format - Conduct Of Meeting - Karen Chastain will work on the wording for the item and bring it back to the committee.
- Board Meeting Protocol And Format - Time And Place Of Meeting
  - (2.) a Add to accept speaker cards until 6:20 p.m. at Regular Board Meeting and other meeting times would depend on when the meeting starts.

Board Member Constance Hall sent an e-mail to the committee for consideration for today's meeting. She feels that For The Record needs tightening up, Department updates need to be included in reports at the Regular Meetings. She would also like the committee to look at the Order of Business.

Karen Chastain suggested we add a procedure for Grievance Meetings. Her office is researching information from other districts. She will bring it back to the next meeting.

For The Record - Board Member Becki Couch asked the agenda timeline be emphasized to staff. There needs to be a mandatory workshop on agenda preparation and timelines. We are receiving the agenda incomplete with errors. The deadline should be noon. It is not done until 3:00 p.m. We are getting changes to the final agenda minutes before a meeting.

The committee will review Chapter 5 along with the proposed changes at the next meeting.

This policy is not ready for a Board vote.

The next Policy Handbook Review Committee Meeting is May 20, 2015, in room 613 from 12:00 - 3:00 p.m.

Adjournment

[Adjournment](#)

Minutes:

The meeting was adjourned at 12:16 p.m.

CSM

We Agree on this

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Superintendent

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Chairman