



E-AGENDA MANAGER

Duval County Public Schools

January 16, 2015, Policy Review Committee Meeting

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 and Board Members Becki Couch, Paula Wright and Constance Hall were present. Ms. Karen Chastain, Chief of Legal Services, was also present.

Call Meeting To Order

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

Items To Be Discussed

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Minutes:

Dr. Dana Kriznar, Assistant Superintendent of Strategic Planning, along with staff, reviewed sections of Chapters 2, 3, 5, 6, 8, and 9 with the Committee. Discussion included the following:

- Policy 3.51 – Copyrighted Materials – Karen Chastain, Chief of Legal Services, stated we should look at other district's legal requirements and talk with outside counsel to have a tool for what fair use is. This section is ready for Board approval.
- Policy 5.23 – Transfer Policy for Dependent Children of Transitioning Military Personnel.
 - III - Procedures - Add the following three items to identify students who are eligible for first preference for admission to special academic programs:
 - Dependent children of active duty uniformed military that will receive orders of separation where the family cannot relocate with the service member within a two year period.
 - Dependent children of active duty uniformed military who will be retiring or have final transition to Jacksonville after retirement within a two year span.
 - Dependent children of active duty uniformed military who have not turned five on or by September 1 during the time that the service member transitioned, but meets compulsory school age within a two year time span.

Vice - Chairman Ashley Smith Juarez asked if we know how many students this will affect. Pearl Roziars, Region Superintendent, Dedicated Magnets, stated that there were less than 100 students who do not fit the original policy.

- Policy 2.34- District Student Government Association (new policy) Students from the following schools addressed this policy: Kyle Dudley, First Coast High School, Armonda Davis-Samuel, Wolfson High, Tniyah Machell, Westside High School, Calebh Tocco, Fletcher High, and Maggie Martins, Mandarin High School, discussed the following:
 - Establishing student government
 - By Laws
 - One student representative and an alternate
 - Separate meeting for middle and high school

Vice - Chairman Ashley Smith Juarez asked the students how they were selected. They indicated that this year the principals appointed each student but in the future they will be elected. Karen Chastain will work with Dana Kriznar to add language to the bylaws so that we are not locked in. Vice - Chairman Ashley Smith Juarez would also like to request that the Board receives a copy of the bylaws. This will come back to the committee.

Vice - Chairman Ashley Smith Juarez asked that a copy of the Board's legislative resolution on school grades be given to each student.

- Policy 5.64 – Students with HIV, AIDS, or Other Communicable Diseases- Change "do" to "does" to read "Duval County Public Schools does not discriminate on the basis of HIV infection of association with another person with HIV infection."

- Policy 6.06- Karen Chastain rewrote this policy and she is looking for feedback from the committee. She added more detail to the meaning of "supervised." Board Member Paula Wright voiced her concern with employees who are related and collaborate on issues. This section is ready for Board approval.
- Policy 6.16 – Copyright and Patents – Board Member Becki Couch asked if this policy applied to teachers who charge a fee for lesson plans. Ms. Chastain replied if the lessons plans were developed on district time the district owns it. Work for Hire is a federal law, this will need to be looked into further. This policy is not ready. Send all questions to Karen Chastain.
- Policy 8.10 – Safety
 - III – Strike - of Risk Management. David Ford, Executive Director, Risk Management, stated the policy should read, "shall report via the established District work-order system all other known hazards."
 - IV – Add the following sentence: "The Safety Program should include regular meetings of the School Site Safety Committee."
 - V - Strike this section: "Students shall be given information which encourages compliance with the safety belt-usage law by means of appropriate courses such as driver education, health, and safety." It appears in the school health plan.
 - VII- Add - after practices "under the direction of the Executive Director of Emergency Management."

Vice - Chairman Ashley Smith Juarez would like to add "texting and driving for school board employees is prohibited." Ms. Chastain will look at the best section to add this sentence.

- Policy 8.15 – II – Change "Supervisor, Risk Management in cooperation with the School Board Physician shall develop guidelines" to the following: "The School Board Physician shall develop guidelines not the Supervisor of Risk Management". This section is ready for Board approval.
 - Policy 8.42 – General Food Service Requirements – Ms. Chastain will update this item to align with legislative information. This section is ready for Board approval.
 - Policy 8.45 – I -Wellness Policy – Heather Albritton, Director of Employee Wellness, explained the changes. She will develop data to show the impact of the Wellness program.
 - A. Added "health and physical education teachers."
 - C. Changed the administrative code to include the healthy school snacks. Also the development of the healthy school teams by June of 2015, which has been communicated to principals. The data will be collected and kept on file with the district. Ready for Board approval.
 - E-F- Add nutrition guidelines for all foods available on each school campus and all District facilities during the school/work day. Add what the Wellness Policy shall include.
- Vice - Chairman Ashley Smith Juarez requested the Board receive an annual report of the Wellness plan. Board Member Constance Hall said she would like to see the impact of the program. Heather

Albritton stated the Wellness office is working on a plan to show the different types of data that can be provided. The section is ready for Board approval.

- Policy 8.46 – Use Of Food Facilities – Add after The School Board "or Food Service Management Company, where appropriate." Ready for Board approval.
- Policy 8.54 - Change- Paul Soares, Assistant Superintendent of Operations, will recommend that suitable projects costing two hundred and eight thousand dollars (\$280,000.00) or less be provided on a day labor basis. This policy is ready for Board approval.
- Policy 8.51 and 5.44 – Merge these two policies together. Karen Chastain will work on language for this policy.
- Policy 8.75 – Assignment Of Portable Electronic Equipment– Paul Soares, Assistant Superintendent of Operations, explained we currently cannot take action against an employee who does not replace or pay for the equipment. A change may allow the district to seek payment if we put it in policy.
- Policy 9.30 – Use Of Facilities And Grounds – Discussion included the following:
 - o Can a principal refuse use of the building to anyone?
 - o Do principals document misuse?
 - o Hiring a custodian.
 - o Who receives the money from use of facilities?
 - o How much money do schools generate?
 - o What portion of the funds should remain at the school? This item is not ready for Board approval.

Adjournment

[Adjournment](#)

Minutes:

The meeting was adjourned at 12:20 p.m.

CSM

We Agree on this

Superintendent

Chairman