



Duval County Public Schools

March 27, 2017, Policy Handbook Review Committee Meeting

Ms. Paula D. Wright, Chairman
Ms. Ashley Smith Juarez, Vice-Chairman
Ms. Becki Couch
Ms. Cheryl Grymes
Ms. Lori Hershey
Mr. Warren A. Jones
Mr. Scott Shine
Dr. Nikolai Vitti, Superintendent

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD: All Board Members were present with the except of Chairman Paula Wright, Vice-Chairman Ashley Smith Juarez and Board Member Cheryl Grymes. Ms. Karen Chastain, Chief Officer of Legal Services, was also present.

Call Meeting To Order

[CALL MEETING TO ORDER](#)

Minutes: The meeting was called to order at 9:06 a.m.

Items To Be Discussed

[CHAPTER 7 - SCHOOL BUDGET SYSTEM](#)

- Attachment: [Policy 7 10 School Budget System.pdf](#)
- Attachment: [Policy 7 42 Fund Raising for School Project and Activities.pdf](#)
- Attachment: [Policy 7 60 Audits.pdf](#)
- Attachment: [Policy 7 12 Budget Amendments.pdf](#)
- Attachment: [Policy 7 43 Admissions.pdf](#)
- Attachment: [Policy 7 73 Advance Purchase Agreements for School Activities.pdf](#)
- Attachment: [Policy 7 82 Lease and Lease Purchase of Facilities and Equipment.pdf](#)
- Attachment: [Policy 7 20 Accounting and Control Procedures.pdf](#)

Attachment: [Policy 7 78 Selecting Professional Services.pdf](#)
Attachment: [Policy 7 29 Debt Policy.pdf](#)
Attachment: [Policy 7 44 Withdrawing and Transfer of Funds.pdf](#)
Attachment: [Policy 7 33 Advancement to School Internal Funds.pdf](#)
Attachment: [Policy 7 64 Internal Controls.pdf](#)
Attachment: [Policy 7 34 Petty Cash Fund.pdf](#)
Attachment: [Policy 7 87 DONATED EQUIPMENT.pdf](#)
Attachment: [Policy 7 80 ACQUISITION.pdf](#)

Minutes:

Latrell Edwards, Chief Financial Officer, reviewed Chapter 7 with the Committee. The Committee agreed to all of the attached changes with the following modifications:

Policy 7.10 - School Budget System

- Section 4 - Strike and replace language - During the review of the proposed budget, the Superintendent ~~may~~ shall make a recommendation to the Board,

Board Member Couch recommended this change so the proposed budget would have to come back to the Board.

Policy 7.20 - Accounting And Control Procedures

- Section I - Language added to the end of the first paragraph - as prescribed by State Board of Education rules.

Policy 7.33 - Advancements To School Internal Funds

- Language added at the end of the second paragraph - in May of each year.

Latrell Edwards recommended adding May so that the Board would see it annually.

Policy 7.42 - Fund-Raising For School Projects And Activities

Board Member Shine would like the Committee to look at this policy again to add a definition concerning the profit schools should receive from a fundraiser. This policy will come back to the Committee for review.

Policy 7.43 - Admission Charges

- Language added to the end of the second paragraph - as related to the expenses incurred by the event.

Policy 7.78 - Selecting Professional Services

Don Nelson, Assistant Superintendent of Operations, explained how assets are disposed of. Monthly, a list of assets for disposal are approved by the Board. Some assets are auctioned off and some go to IT. The funds

are then returned to the District budget. The sale is advertised on the DCPS website. Board Member Couch suggested Board Members visit Bulls Bay.

The recommendations for this policy are attached to the minutes and will go before the Board for approval at the May 8, 2017, Regular Board meeting.

CHAPTER 5 - OPEN ENROLLMENT

Attachment: [Policy 5_70 Student Records.pdf](#)

Attachment: [Policy Ch 5 Controlled open enrollmentv3redline.pdf](#)

Minutes:

Pearl Roziers, Executive Director of School Choice/Pupil Assignment Operations, discussed Chapter 5 with the Committee. The Committee agreed to all of the attached changes with the following modifications:

Policy 5.46 - Magnet Schools And Choice Programs

- Section V-A - Strike and replace language - Elementary schools may require request as a condition of admission that parents sign contracts to participate in school activities or mandating student to wear uniforms,

Pearl Roziers stated the language change recommended in the attachment states the following: To be eligible for consideration for the lottery for fall admission to all magnet schools or choice programs (without limitation, any Pre-Kindergarten programs), parents of applicants must return the completed application to the Magnet Office no later than the last day of February. This may give the indication that we may be looking at Pre-Kindergarten programs other than Montessori.

Board Member Couch has received complaints about first come, first serve for Voluntary Pre-Kindergarten. Parents are camping out early in the morning to get a VPK seat at a school. She recommended putting this issue on the agenda so it could go to the whole Board. If approved by the Board, this would could go in effect in 2018-2019.

Board Member Shine is not in agreement with having the 4-year-olds reapply for Kindergarten since his community is not in favor.

Pearl Roziers indicated they would need to have a discuss with Sonya McSwain, Director, Early Childhood and K-2 Reading, and Iranetta Wright, Chief of Schools, concerning the VPK programs.

The recommendations for this policy are attached to the minutes and will go before the Board for approval at the May 8, 2017, Regular Board meeting.

Speakers

Becki Couch - Board Member

Karen Chastain - Chief of Legal Services

Dana Kriznar, Chief of Staff
Pearl Roziers, Assistant Superintendent, School Choice/Pupil Assignment
Operations

[POLICY 4.10 - CURRICULUM](#)

Attachment: [Policy 4_10 Curriculum.pdf](#)

Minutes:

The Committee reviewed Policy 4.10 and agreed to all of the attached changes.

The recommendations for this policy are attached to the minutes and will go before the Board for approval at the May 8, 2017, Regular Board meeting.

[POLICY 8.45 - WELLNESS POLICY](#)

Attachment: [Policy 8_45 Wellness Policy.pdf](#)

Minutes:

Heather Crowley, Director, Employee Wellness, reviewed Policy 8.45 with the Committee and they agreed to all of the attached changes. The recommendations for this policy are attached to the minutes and will go before the Board for approval at the May 8, 2017, Regular Board meeting.

[POLICY 9.60 - VISITORS](#)

Attachment: [Policy 9_60 Visitors.pdf](#)

Minutes:

Karen Chastain, Chief of Legal Services reviewed Policy 9.60 with the Committee and they agreed to all of the attached changes. The recommendations for this policy are attached to the minutes and will go before the Board for approval at the May 8, 2017, Regular Board meeting.

Adjournment

ADJOURNMENT

Minutes:

The meeting was adjourned at 11:34 a.m.

CSM

Superintendent

Chairman