



# Duval County Public Schools

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May 27, 2015, Policy Handbook 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 : Board Members Becki Couch, Paula Wright, Constance Hall, Scott Shine and Vice- Chairman Ashley Smith Juarez 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 8:36 a.m.

Public Comment

Items To Be Discussed

[CHAPTER 2](#)

Minutes:

Karen Chastain, Chief of Legal Services, addressed Chapter 2. Discussion included the following:

## 2.26 - BOARD MEETING PROTOCOL AND FORMAT

- (1). Definitions:
  - (i) Add a definition of a discussion agenda.
- (3). Order Of Business
  - (b) Add wording to Invocation to read "Invocation or Thought of the Day".
- (5). Conduct Of Meeting
  - Add language which states a "Board Member may participate and vote through the use of interactive video or telephone as long as he/she has good cause for his/her absence".
  - (b). Audience Protocol - III -Add - statement concerning when the business portion of the meetings begin.
  - (c) Speaker Protocol - III - Strike 6:20 p.m. Add "twenty (20) minutes after the published time to start a meeting".
  - (c) Speaker Protocol III - This section will replace the current number 3. Added "The public comment portion of all meetings will be scheduled at the beginning of the business portion of each meeting except at the Agenda Committee Meeting which will be at the conclusion of the Board's review of the draft agenda."

## 2.12 - ORIENTATION OF BOARD MEMBERS

- Add language to this policy to designate the Board Office as the responsible party to provide the materials to all new Board Members.
- (5.) Add - "by cabinet member or designee." "Also a briefing by the Internal Board Auditor".

Board Committee Members stated they did not receive formal orientation materials as listed in Board Policy.

## 2.13 - BOARD ROLES AND RESPONSIBILITIES

- II. Operational Agreements for Meetings.
  - c. Add - Advise "Chairperson and/or Board Members" if arriving late.
  - e. Move this section from II. to III. Communication Agreements.
- III. - Communication Agreements
  - c- Add- "When interacting with the media, Board Members should notify the Board".

Board Member Becki Couch discussed adding language to this section of Board Policy concerning attendance as a criteria to serve on committees that Board Members are assigned to.

## 2.14 -SUPERINTENDENT EVALUATION

The Superintendent's Evaluation tool will be completed by the

subcommittee and the Policy Handbook Committee will meet in July to review this section.

## CHAPTER 5

Minutes:

5.44 - III. -Paul Soares, Assistant Superintendent of Operations, explained the changes to this section. Discussion included the following:

Board Policy 8.51 and 5.44 are intermingled. Some parts of Board Policy 5.44 had to be deleted from this policy but will show back up in another area or in another policy.

- III. ATTENDANCE BOUNDARIES
  - III. -Attendance Boundaries title changed to Annual Enrollment Report section will be moved to the back end of the policy to have a better flow.
- Monitoring
  - IV.- A timeline will need to be reviewed.
- V. Identification of Need for New Boundaries and Public Input Process
  - A. - This section will be deleted. We will use the Academic And Community Excellence Planning Process (ACE). process set forth in Board Policy 8.51.
- VI. - Periodic Review - Add a subparagraph (E) which states the purpose of the review.

The timing of Boundary Changes were discussed and will be refined in the ACE policy. Ready for Board vote in July.

## CHAPTER 8

Minutes:

Paul Soares, Assistant Superintendent, Operations, addressed Chapter 8. Discussion included the following:

8.50 - FACILITIES PLANNING - Rename this section Educational Facilities Planning.

- I. Facilities Master Plan

- (D) - Delete this section because it is redundant in Board Policy 8.55.
- III. Long Range Educational Facilities
  - III- (a)- Delete. No longer relevant. Moved to 5.44
  - III -(b) - Delete this section because it is redundant with Board Policy 5.44; School Enrollment and Attendance Boundaries, except for limited English proficiency. requirement which was added to Board Policy 5.44.
- III. Long-Range Educational Facilities Planning
  - C. - Enrollment Forecasts- Strike Office of Pupil Accounting and add "The District". Also strike for a five year period and add "no less than every five years for at least a five year period".
  - D - Annual Enrollment Review - Delete the whole section. Redundant with Board Policy 5.44.
  - E- Recommendations to the Board - Delete - Redundant with Board Policy 5.44.

Ready for Board vote in July.

Adjournment

[Adjournment](#)

Minutes:

The meeting was adjourned at 11:23 a.m.

CSM

We Agree on this

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Superintendent

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Chairman