



**REMINDER
Wear PINK**

DISTRICT ADVISORY COUNCIL (DAC)

2019-2020

Thursday, October 10, 2019*

6:00 – 8:00 p.m.

Howell Center, 3955 W. Pensacola Street

Snacks Provided by: Kate Sullivan Elementary School



THINK PINK
October is
Breast Cancer
Awareness Month!

**SUPPORT
THE
FIGHT!**

WHAT	WHO	TIME	Outcome
1. Welcome & Introductions Annual Fight Breast Cancer Support Picture	Dr. Michelle Gayle	10 min.	
2. Approval of Agenda	Johnitta Wells	2 min.	Vote
3. Approval of Minutes	Johnitta Wells	2 min.	Vote
4. Best Practice: District Safety and Security Updates	John Hunkiar	15 min.	Information
5. LCS Mental Health Plan	Alan Cox and Tonja Fitzgerald	20 min.	Information
6. 2019-2020 Title 1 Plan and Title 1 Training Grant	Ashley Scott	15 min.	Information
7. Title II and Professional Development Updates	Shane Syfrett	15 min.	Information
8. School Board Policies – Policy 8310 – Public Records	Marline Feliciano & Michelle Gayle	10 min.	Information
9. SAC Questions	Johnitta Wells & Michelle Gayle	10 min.	
10. Wrap Up on Issues	Johnitta Wells	10 min.	
11. Adjourn			

***Please note that one or more Board members may attend this meeting**
Next Meeting – Thursday, November 7, 2019 (Snacks provided by Griffin Middle School)

District Advisory Council Minutes
Thursday, September 19, 2019
Howell Center 6:00 p.m. – 8:00 p.m.

- I. **Schools/Members Attending:** Adult & Community Education: Regina Browning, Edna Walker and Noal Weiland; Astoria Park: Katrina Bradwell; Buck Lake: Linda Edson and Lindsey Prato; Canopy Oaks: Kandra Bryant; Chiles: Joe Burgess, Chris Chaback and Jennifer Portero; Cobb: Darlene Fowinkle; Conley: Lauren Johnson; Darryl Jones/LCSB: Christic Henry and Marcus Nicolas; Dee Dee Rasmussen/LCSB: Ruth Feiock; Deerlake: Chris Chaback; DeSoto Trail: Damaris Barrios and Michele Keltner; District: Shane Syfrett; ESE: Judith Hawkins; Fairview: Cheryl Collier-Brown; FSU: Maria McIntyre; Gilchrist: Katherine Bowman; Griffin: Erica Bradley; Hawks Rise: Koulla Butler and Jennifer Portero; Heritage Trails: Josette Capuano; Joy Bowen/LCSB: Louis Dilbert; Kate Sullivan: Lisa Neihaus; Killearn Lakes: Kristine Gregory and Lindsey Jenkins; LCVS: Jessica Lowe; LCTA/Pineview: Paula Percy; Pineview: Jennifer Hirst and Ida Walker; Raa: Shayla Cole; Rickards: E. Melissa Cooper and Johnitta Wells; Riley: April Knight; Roberts: Angela Tewfik; Sail: Elizabeth Rogers; Sealey: Shayla Cole and Nena Parnell; Springwood: Verne McLeod; Swift Creek: Michele Meyer and Selika Sampson;
- II. **Excused:** ESE: Amanda Moore;
- III. **Guests:** LCSB Member Darryl Jones; Student DAC Chairperson Madeline Feiock; Student School Board Member: Apurva Srivastava
- IV. **Welcome and Introductions:** Dr. Michelle Gayle opened the meeting at 6:01 p.m. She welcomed everyone to the first meeting for the 2019/2020 school year; then proceeded with introductions by everyone in attendance.
- V. **Welcome from Superintendent:** Superintendent Hanna thanked everyone for their service. He apologized for the transportation mishap

that occurred during the first week of school. He said a contract for approximately \$13.2M had been negotiated with EduLog to optimize and provide efficiency for the bus transportation because the current system AS 400 is very old and does not interface with any mapping systems available from Leon County. He said the District will seek another company that should be able to utilize the mapping system available by the County to streamline the bus routes and provide real time communication for parents. He said he was proud of our bus drivers because they immediately helped with the resolution instead of creating more problems.

Superintendent Hanna was able to provide funding to give the maintenance and transportation workers a \$.75 increase; \$1M to support arts/athletics and \$1M to elementary and middle schools (K-8) to purchase furniture and fixtures. Next year secondary schools will be provided funds for furniture and fixtures.

Superintendent Hanna said LCTA is bargaining for a significant increase for teachers. His goal is to align the starting salary for beginning teachers and those teachers in the middle with the State average. This will be accomplished by "tightening our belt" and using existing budget freed through retirement or employees moving to other positions.

Superintendent Hanna said he is very proud of the infusing provided by Lively for our high school students to provide them an alternative to the traditional two/four year college. Ribbon cuttings were held for the renovations/construction at Fairview Middle School and Rickards High School. He said the classrooms in Building 21 at Rickards has state of the art technology which means each classroom is equipped to be a computer lab for at least 30 students. Ribbon cutting was also held at Sabal Palm Elementary which became the county's first Community School. The school is partnered with companies within the community as well as FSU and FAMU to provide services.

Superintendent Hanna said Brooke Brunner the new Early Learning Coalition Director is in the process of setting up visits to the private daycare providers in Leon County to work with them to help prepare our student for entering Kindergarten.

Superintendent Hanna said School Board Member Darryl Jones is very engaged with the activities/events at the schools. He said Board Member Jones is usually at some of the events before he arrives. They were both headed to a "bow tie" event at Astoria Parks after addressing the DAC.

- VI. **Welcome from Student School Board Member:** Apurva Srivastava a student at Rickards High School said he is excited to be representing the students of Leon County. He said he would like to leave a legacy of happiness.
- VII. **Welcome from Student District Advisory Council Chairperson:** Madeline Feiock a student at Leon High School said some of the things the student members had discussed are establishing a chapter for Habitat for Humanity; reestablishing the SGA Olympics; drawing attention to mental health awareness and establishing voter registration. During her attendance at the statewide meeting with other student representatives a discussion was held on voter registration within the high schools. As a result Resolution No. 19.04 (affectionately referred to as the Madeline Resolution by School Board Member Darryl Jones) was created. Chris Chaback made the motion and Christine Gregory seconded to accept the resolution for presentation to the School Board at their September 24th meeting.
- VIII. **Comments from School Board Member Darryl Jones:** School Board member Darryl Jones said he enjoys coming to the meetings and experiencing the dialogue that takes place. He gave accolades to Student DAC chairperson Madeline Feiock for her voter resolution which he affectionately refers to as the “Madeline Resolution”. He said he was especially overjoyed that the day following Martin Luther King’s holiday (Tuesday, January 21, 2020) was chosen as the designated voter registration day.
- Board Member Jones asked the purpose of DAC in which Dr. Gayle responded; the purpose of DAC is to advise the School Board and District and for DAC members to share information from their various school advisory councils. Dr. Gayle informed Board Member Jones that he would have space at the next meeting for an open forum.
- IX. **Approval of the Agenda:** A motion was made to approve the agenda by Cheryl Collier-Brown and seconded by Louis Dilbert. Motion passed. Although the agenda was approved as presented it was discovered during the meeting that because the policies presented had already been approved by the School Board no vote would be required.
- X. **Approval of the Minutes:** A motion was made by Cheryl Collier-Brown and seconded by Chris Chaback. Motion passed.

- XI. **Best Practices – Pre-K Programs:** Director Brooke Brunner asked DAC members to participate in an online poll (utilizing www.menti.com) during her presentation of students transitioning to Kindergarten. A character “Ready Freddy” has visited several schools. She reiterated the initiative to visit private day care providers to discuss transitioning students to Kindergarten. The visit will start on the north side of town. Members were encouraged to give her office a call if they would like a school added to the list.
- XII. **New Member Orientation:** Dr. Gayle highlighted the mission, listing of officers, meeting dates, school board members and purpose of the council.
- XIII. **Strategic Plan:** Dr. Gayle presented the LCS vision, mission statement and belief statements. DAC members were given the assignment to review the plan distributed at the meeting and available on line on the District’s website before the next meeting.
- XIV. **AdvancED Accreditation:** Dr. Gayle said Leon County schools have received been re-accredited.
- XV. **Policies:** Updates to the following policies which were approved by the School Board were presented by Marline Feliciano and Dr. Gayle: 5112 – Student Assignment and Entrance Requirements; 5120 – School Choice; 7530.02 – District Personnel’s Use of Wireless communication Devices; 7530.03 – Conducting District Business Using Electronic Communications and Administrative Procedure 7530.03 – District Approved Applications for District Business. These policies were presented to DAC on May 9, 2019 and adopted by the Board on June 18, 2019.
- XVI. **2019/20 Presentation Requests:** Members were encouraged to send request to Dr. Gayle. Some requests stated at the meeting were: mental health, Title I and II, Security, Guardian Program, Cyber Security, Gifted student process and Capital Regional Transportation Planning Agency (CRTPA) road alignment.

XVII. **SAC Questions:** Questions/concerns should be e-mailed to Dr. Gayle.

XVIII. **Wrap Up on Issues:** None

Adjournment: 8:00 p.m.

**Next meeting – October 10, 2019.
Please wear pink**

THE SCHOOL BOARD OF LEON COUNTY, FLORIDA

NOTICE OF INTENT TO AMEND A RULE

RULE NUMBERS/TITLES: Policy 8310— Public Records

PURPOSE AND EFFECT: The revisions proposed to this policy removes duplicative language and includes provisions that maintain consistency and continuity for requests for public records in accordance with Florida Statutes.

SUMMARY OF THE RULE: Policy 8310— The School Board recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction, as well as excluding records that are exempt in accordance with Chapter 119, Florida Statutes. The Superintendent or designee is responsible for implementing the requirements in State law and the State's records management program regarding the public records maintained by the District as provided within the policy.

LEGAL AUTHORITY: 1001.41, 1001.42, 1001.43, F.S.

LAW IMPLEMENTED: Chapter 119, s. 257.36, s. 286.011, s. 1002.221, F.S.;
F.A.C. 1B-24.001, 1B-24.003, 1B-26.0021, 1B-26.003;
Article I, Section 24, State Constitution;
29 C.F.R. Part 1635; and
20 U.S.C. 1232g

EFFECTIVE DATE: October 23, 2019

ECONOMIC IMPACT: None

IMPACT ON SMALL

MINORITY BUSINESS FIRMS: None

A HEARING WILL BE HELD AT:

TIME: 6:00 p.m.

PLACE: Aquilina C. Howell Instructional Services Center,
3955 W. Pensacola Street, Tallahassee, FL

DATE: October 22, 2019

A COPY OF THE PROPOSED RULE MAY BE OBTAINED BY WRITING TO:

Planning & Policy Development
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7240



Policy Summary

Title/Topic: Policy 8310 – Public Records

Background/History: Policy 8310 –The School Board maintains the public records of this District and the Superintendent is responsible for making such records available for inspection and reproduction. The recommended revisions clarifies the designee for requests for public records as provided by Florida Statutes, removes duplicative language, and inserts directory information language.

Options for Consideration:

- A) Approve the Superintendent's recommendation.
- B) Do not approve the Superintendent's recommendation.
- C) Board direction.

Superintendent's Recommendation: Approval

Impact Analysis:

Budget Implications: None

Personnel Requirements: None

Other:

Timeline for Implementation: October 22, 2019



Book	Policy Manual
Section	8000 Operations
Title	DRAFT of PUBLIC RECORDS
Code	po8310
Status	
Legal	Chapter 119 F.S. F.S. 257.36 F.S. 286.011 F.S. 1002.221 F.A.C. 1B-26.0021 F.A.C. 1B-24.003 F.A.C. 1B-24.001 F.A.C. 1B-26.003 Article I, Section 24, State Constitution 29 C.F.R. Part 1635 20 U.S.C. 1232g
Adopted	September 4, 2012
Last Revised	August 27, 2019
Prior Revised Dates	4/8/2014

8310 - PUBLIC RECORDS

The headings in the policy are for convenience or reference only and will not govern the interpretation of the provisions.

I. **SCOPE**

The School Board recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction. Generally "public records" include means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of the Board.

II. EXEMPTIONS FROM PUBLIC RECORDS

Due to the growing number of exemptions set forth in Florida law, it is impracticable for the Board to provide an all-inclusive list of every document that may be exempt from the definition of "public records." Exemptions include but are not limited to:

- A. Student records, medical records, documents containing genetic information, as defined by 29 C.F.R. Part 1635, trial preparation records, and confidential law enforcement investigatory records, all of which are exempt from public disclosure. The determination of whether a particular document is exempt will be made upon receipt of a request for release of said document as a public record.
- B. Personally identifiable information of a dependent child of a current or former officer or employee of the School District, who is insured by a group insurance plan provided by the District, is also exempt from public records requirements as set forth in the State Constitution and State statutes. This exemption applies to all personally identifiable information held by the District.
- C. ~~Further, t~~ The home addresses, telephone numbers, dates of birth, and photographs of current or former human resource, labor relations, or employee relations directors, assistant directors, managers, or assistant managers whose duties include hiring and firing employees, labor contract negotiations, administration, or other personnel-related duties, as well as the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel, and the names and locations of schools and day care facilities attended by the children of such personnel, are exempt from F.S. 119.071 ~~(+)~~ and Section 24(a), Article 1 of the State Constitution.
- D. The identity of a school or postsecondary educational institution, the personally identifiable information of any District personnel, or any specific allegations of misconduct obtained or reported pursuant to an investigation of a testing impropriety conducted by the Department of Education are confidential and exempt from the constitutional public records provisions until the conclusion of the investigation or until such time as the investigation ceases to be active.
- E. Pursuant to State law, a complaint of misconduct against a District employee, and all information obtained pursuant to an investigation by the District of the complaint of misconduct, are confidential and exempt from inspection or copying until the investigation ceases to be active, or until the District provides written notice to the employee who is the subject of the complaint, in the manner set forth below, that the District has either:
 - 1. Concluded the investigation with a finding not to proceed with disciplinary action or file charges, or
 - 2. Concluded the investigation with a finding to proceed with disciplinary action and/or to file charges. If the investigation results in such a finding, the District shall also file a legally sufficient complaint regarding the misconduct as required by State law and Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.
- F. Any material that is derogatory to an employee shall not be open to inspection for an additional ten (10) days after the employee has been notified either:
 - 1. By certified mail, return receipt requested, to his/her address of record; or
 - 2. By personal delivery. The employee's signature on a copy of the materials to be filed shall be proof that such materials were given to the employee, with the understanding that such signature merely signifies receipt and does not necessarily indicate agreement with its contents.

III. ACCESS TO PUBLIC RECORDS

- A. In accordance with Chapter 119, Florida Statutes, the Superintendent may ~~also~~ appoint a ~~c~~Eustodian of ~~r~~Records for the District who, for purposes of this policy shall be the Custodian of Records Requests (CORR), and is responsible for implementing the requirements in State law and the State's records management program regarding the public records maintained by the District ~~and Pursuant to State law, the Superintendent shall appoint a Records Management Liaison Officer (RMLLO), who shall~~ serve as the primary point of contact between the District and the Division of Library and Information Services of the Florida Department of State, which is the agency responsible for the State's records management program.
- B. Any individual may inspect and request copies of public records of this District during the regular business hours of the office in which such records are maintained.
 - 1. The District may not require requests for public records to be in writing, nor may the person requesting the information be required to disclose name, address, or phone number unless specifically required to do so by law.
 - 2. The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the intent of this policy and applicable law.

- C. Every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision of the custodian of public records.
- D. A District employee who has custody of public records may designate another District employee to permit the inspection and copying of public records, but must disclose the identity of the designee to the person requesting to inspect or copy the public records.
- E. No record in a personnel file that is confidential and exempt from inspection and copying pursuant to applicable law shall be disclosed except as provided by applicable law.
- F. A custodian of public records and/or his/her designee must promptly acknowledge, in writing, requests to inspect or copy records ~~promptly~~ and respond to such requests in good faith.
 - 1. A good faith response includes making reasonable efforts to determine from other officers or employees of the School District whether such a record exists, and, if so, the location at which the record can be accessed.
 - 2. Upon determination that the requested record exists, it must be reviewed to determine whether it contains any information that would be statutorily exempt from public inspection or copying as provided by law. See Policy 8350 – Confidentiality.
- G. Duplicated copies or certified copies of the District's public records shall be provided upon payment of the appropriate fee set forth in [Administrative Procedure ap8310B -Public Records Request Fees](#).

~~the Florida statutes. If the nature or volume of the public records requested will require extensive use of information technology resources or more than fifteen (15) minutes of clerical or supervisory assistance by District personnel, a special service charge attributable to the extensive use of the information technology resources and/or the labor cost of the personnel providing the service will be collected as permitted by State law.~~

~~In addition, the actual cost of duplication will be collected for copies of the District's public records in a form other than a duplicated copy. The special service charge will also be collected if the requested copies of the public records in a form other than duplicated copy will require extensive use of information technology resources or more than fifteen (15) minutes of clerical or supervisory assistance by District personnel as permitted by State law.~~

~~If the request for copies of a public record in any form could result in the collection of a special service charge, an estimate of the fee that will be due and payable shall be provided to the requestor. The duplication of the requested records will commence upon payment of the estimated fee by the requestor.~~

- H. No public record may be removed from the office in which it is maintained, except by a Board employee in the course of the performance of his/her duties.
- I. All District records will be maintained in accordance with general records schedules GS1-SL and GS7, as established by the Department of State.

IV. DIRECTORY INFORMATION

- A. The District shall make available, upon request, certain information known as "directory information" without prior permission of the parents or the eligible student and shall charge fees for copies of designated directory information as provided in State law.
- B. Designation of directory information shall occur at a regularly scheduled Board meeting and the Board shall consider whether designation of such information would put students at risk of becoming targets of marketing campaigns, the media, or criminal acts. The Board designates as student "directory information" the following:
 - 1. A student's name;
 - 2. Photograph;
 - 3. Participation in officially-recognized activities and sports;
 - 4. Height and weight, if a member of an athletic team;
 - 5. Dates of attendance;
 - 6. Date of graduation or program completion;
 - 7. Diplomas, certificates, and, awards received; and,

8. The most recent previous educational agency or institution attended.

C. **Written Notice**

1. An annual written notice shall be given to inform parents/guardians and eligible students of:
 - a. Their rights of access;
 - b. Waiver of access;
 - c. Challenge and hearing;
 - d. Privacy;
 - e. Categories of personally identifiable student information designated as directory information data; and,
 - f. The location and availability of the District's policy on education records of students.
 2. Alternate methods of notice shall be made for parents, guardians, or eligible students unable to comprehend a written notice in English.
- D. Parents or eligible students may, by providing a written statement to the principal within two (2) weeks of the first day of the school year or entry into the school system request that all specific portions of directory information for that specific student not be released.
- E. Directory information shall not be provided to any organization for profit-making purposes, unless the request is approved, in a non-discriminatory manner, by the Superintendent.
- F. In accordance with State law, the District shall release the names, telephone numbers, and addresses of secondary school students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education that requests such information.
1. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without parental consent. Such data shall not be released if the eligible student or student's parents submit a written request not to release such information.
 2. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces".
 3. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.
- G. Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of "directory information", either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.
- H. The District may disclose "directory information" on former students without student or parental consent.

Effective 9/5/12
Revised 6/11/13
Revised 4/8/14
Revised 8/29/19

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