



# Duval County Public Schools

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April 19, 2016, Board Workshop and Committee Meeting

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

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD: All Board Members were present. Dr. Nikolai Vitti, Superintendent, and Ms. Karen Chastain, Chief Officer of Legal Services, were also present.

Call Meeting To Order

## [PUBLIC COMMENT](#)

Minutes:

The meeting was called to order at 11:35 a.m.

### Public Comment

Sheila Andrews

Ms. Andrews submitted a public records request on funds being allocated to Ed White High School and Baldwin High School as opposed to the Ribault High School Aviation Program. She made a public records request for the distribution increase of \$25,000 for the IB programs. Ms. Andrews also expressed concerns with the SAI budget for the 2015-2016 school year, which include the following;

- Positions for the Embry Riddle program. There is a change from \$350,000 to \$450,000.

- Inquired about the progress of the Aviation program for Ribault High School.
- A second reading coach is being added for schools for \$1,300,000. Are the reading coaches for below Level 3 students and if so, send verification?
- There is an increase of \$25,000 for the IB programs. Where are the funds being distributed - Stanton, Paxon, Ribault or Terry Parker High Schools?
- What score is the cut level for a preliminary National Merit Scholar?

Bradford Hall

Expressed admiration for the length of time the Board sits during a meeting. He has submitted a rule proposal for school based administrators, screenings, selections and appointments, there is no policy in the manual. There is an undocumented process being implemented. There are school districts around the state and country in large urban districts that have a documented process on how administrators are appointed. They include stakeholder panels and local school councils, screening and having a part in the evaluation process, which results in the principals staying longer at the schools. He believes by adopting the policy the Board will show commitment to every child, commitment to equity and commitment to public voice and public education. Mr. Hall would like to charge the district to practice equity to make sure students have the best and the brightest in every school every day. He would like the Board and the Superintendent to consider the rule proposal and place it on the policy review committee or the process it needs to undergo.

Items To Be Discussed

[STRATEGIC PLAN UPDATE \(2015-2016 targets\)](#)

Minutes:

Quarterly Strategic Plan Update

No new data since the previous strategic plan update. The Board needs to discuss the targets for the 2015-2016 evaluation. There are no short-term or long-term targets based on the Strategic Plan and using 2014-2015 as a baseline year, as agreed by the Board. By understanding new standards and assessments, and movement forward including alignments with ACHIEVE and iReady which were used as markers for the 2014-2015 which could not be evaluated until data was available.

The Superintendent will instruct staff to supply information once the Board provides direction on the targets. The Superintendent suggested doing

targets for 2015-2016 while simultaneously thinking long term for 2016-2017, 2017-2018 and what the targets will be set on. The Superintendent stated data for the 2015-2106 will be released no later than July. Vice-Chairman Wright and the Superintendent agreed on waiting for the release of the 2015-2016 and then moving forward with 2016-2017. At that time, data for 2014-2015 and 2015-2016 will be available.

Board Member Fischer arrived at 12:08 p.m.

The Board provided feedback and direction to the Superintendent on the targets which included the following:

- Provide existing metric data points for 2014-2015, those embedded in the evaluation and those decided on as a baseline point by the Board.
- The Subcommittee will meet, evaluate and make recommendations to the Board which will take care of 2015-2016.
- If there are any initiatives being funded, a metric should be tied to it.
- Propose metrics on initiatives not individual contracts, with the understanding the Superintendent may bring additional information.
- Create a measurement on making sure graduates are career and college ready.
- The Superintendent will work with staff to define metrics for the Board initiatives but not limited to middle school literacy, math leading to Algebra, early learning, discipline data, teacher retention/vacancy/mobility including demographic area and quality of teaching support, college and career readiness including CTE certification, how to measure job readiness and placement, extra curricular resources and opportunities and low performing schools in terms of improvement/movement.
- Look at the impact outcomes and the results of those inputs.

Board Member Shine left at 12:32 p.m.

Chairman Smith Juarez will work with the Board Office to set a date in June to start the conversation about the targets. Staff will produce items requested and the Board will reconvene once there is more understanding of the 2015-2016 results.

Meeting recessed at 12:37 p.m. for lunch

#### Speakers

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

## CAPITAL PLAN

Minutes:

Meeting reconvened at 1:44 p.m.

The Superintendent presented the Capital Plan. The presentation is attached to the minutes. Discussion included the following:

Board Members Shine and Fischer returned at 1:49 p.m.

- The plan has been used for the last three years.
- The Superintendent is recommending a \$3,000,000 decrease in the Capital Transfer amount.
- Board Member Hall requested 2015-2016 as it compares to 2016-2017. The Superintendent will send additional information as a follow-up.
- The Superintendent requested feedback from the Board regarding the two K-8 schools in the Capital Plan to fund, one in the New Berlin/First Coast area and the other in the Bartram Springs area on the St. Johns/Duval border. The budget can be structured to fund the schools. A boundary change process would need to take place next year. Both schools have been approved by the State. This item is not in the current budget but moving forward long term and we are starting the conversation.
- The Superintendent will bring information to the Board regarding the utilization of Bartram Springs.
- Board Member Couch requested looking at the current boundaries on a map and shifting some students to relieve some of the overcrowding. She also requested the utilization for District 7. The Superintendent will follow up with the request but thinks there will be some pushback from parents and not sure how open the Board will be with shifting students from one school to another as related to overcrowding.
- Board Member Couch expressed concern about the new House Bill 7029 in 2017-2018 that will have a significant impact on the district.
- Vice-Chairman Wright expressed concern about the information received from the Superintendent on March 9, 2016, detailing the available seats at schools. She also expressed concerns about Board Members not receiving notification when changes are being discussed that include other Board Members districts.

Board Member Fischer left at 2:00 p.m.

- Board Member Couch inquired about the fees new developments pay for improvements of the schools. The Superintendent will follow up.
- Board Member Couch wanted a follow-up to the BMR (Board Member Request) on the percentage of the capital budget that would be

committed to the debt the district already has. She would like a recalculation of the overall commitment for debt services.

- Chairman Smith Juarez requested district-wide heat maps to look at schools that are overutilized.
- After much discussion, the Board requested follow-up information on the utilization and cost of the two K-8 schools needing to be funded.

Board Member Fischer returned at 2:21 p.m.

#### Speakers

Ms. Ashley Smith Juarez, Chairman  
Ms. Paula Wright, Vice-Chairman  
Ms. Becki Couch, Board Member  
Mr. Jason Fischer, Board Member  
Ms. Cheryl Grymes, Board Member  
Dr. Constance Hall, Board Member  
Mr. Scott Shine, Board Member  
Dr. Nikolai Vitti, Superintendent  
Ms. Latrell Edwards, Chief Financial Officer

#### BUDGET

Minutes:

The Superintendent presented the Budget. The presentation is attached to the minutes. Discussion included the following:

- The budget is balanced with a 5% reserve.
- Follow-up and pending information will be provided from the conversations between Michelle Begley, Board Internal Auditor and LaTrell Edwards, Chief Financial Officer.
- The insurance bidding process has not been completed in balancing the budget. The cost was kept the same to stay even or lower but it could change.
- The school improvement positions that were added, including the interventionists, are embedded in the balanced budget. The positions for class size and programmatic are not in the school allocation plan, categorical or general revenue. They will be paid by problems that surface at the beginning of the year regarding class size or the need to fund positions or exceptions for programmatic reasons and would be funded through lapse salaries.
- The School Allocation Plans are developed for each grade type and the backup information. Ms. Begley has requested the information and it will be provided to the Board.
- The Superintendent will send information on unspent money at the school level for discretionary funds to the Board.

Board Member Grymes arrived at 2:37 p.m.

- The Board will receive copies of the School Allocation Plan.
- Charter School funding was reduced by \$500,000 based on a formula which includes the number of students that qualify for free or reduced lunch at charter schools and how the district-wide budget is structured.
- Board Member Fischer has additional questions about the charter school funding and will follow-up with the Superintendent.
- Chairman Smith Juarez requested a budget notebook for the May 10th workshop to include back-up documentation for the School Allocation Plan, district initiatives, historical information about cabinet add-ons, budget narrative, federal funds and capital funds.
- Ms. Begley will receive additional information and back-up documentation as it relates to the bottom three numbers, school allocation plan, district level salaries and benefits, district level initiatives, and the \$10,000,000 for teacher raises from Ms. Edwards.
- The school level budget process will start on Monday.

#### Speakers

Ms. Ashley Smith Juarez, Chairman  
 Ms. Paula Wright, Vice-Chairman  
 Ms. Becki Couch, Board Member  
 Mr. Jason Fischer, Board Member  
 Ms. Cheryl Grymes, Board Member  
 Dr. Constance Hall, Board Member  
 Mr. Scott Shine, Board Member  
 Dr. Nikolai Vitti, Superintendent  
 Ms. Michelle Begley, Board Internal Auditor

#### [DRAFT AGENDA, MAY 3, 2016](#)

Minutes:

The Superintendent reviewed the May 3, 2016, Draft agenda with the Board. Discussion included the following:

#### Interlocal Agreement

- Jerry Holland, Duval County Property Appraiser, is seeking approval for the Property Appraiser's office to use an outside resource to uncover more homestead exemption fraud and non-compliance. There is a potential of 1% to 2% of homestead non-compliance.
- Using an outside source, there will be a share of the lien amount of 30%, 2% to the tax collector and 28% to the outside source.
- The agreement will only be for five years.
- There will be a bid process going out to companies.
- The City of Jacksonville will submit the Request for Proposal (RFP).
- The City of Jacksonville will also provide quarterly updates.
- There is no direct cost to the district, there will be staff oversight of

the project.

- The implementation may start September/October 2016.

#### Approval of Renewal Contract with EMTEC, Inc.

- Supplemental services include etching, imaging, boxing, packaging and delivery to the schools.
- During the full year warranty process, EMTEC, Inc. makes all repairs. After that, the district is responsible.
- Board Member Hall had concerns with the word "possibility" in the description area being too broad of a term. Karen Chastain, Chief of Legal Services, suggested the word "flexibility".

#### Message Archiving Appliance

- Jim Culbert, Executive Director of Information Technology, will follow up with the cost for the previous archiving system and the savings on the new system.

#### Internet Content Filtering and Reporting System Purchase Gaggle Safety Agreement

- Board Member Shine would like to have the Superintendent look into options for unifying system purchasing for internet filtering to manage the cost.

#### Performance Matters Online Assessment and Data Analysis for the 2016-2017 School Year

- The Board does have access to Performance Matters. The Superintendent will send an update with username, password and provide the Board step by step training.

#### ACT District Testing

- The waiver is a third option and will ensure all 11th grades will take the ACT.
- Students are prepared better for college math using PERT versus the ACT.
- The anticipated cost does not include students in the long-term detention centers or the jail school. Staff will look into the options available to have the students participate with the ACT testing.
- Saturday sessions are being promoted to offer ACT/SAT prep classes.

#### Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) for Juniors

- The Superintendent will be sending a list to the Board of the students who qualified for the Merit Scholarship.
- Board Member Wright asked that the Superintendent look into working with St. Matthews and Bethel Baptist Church as prep sites for

students.

#### Middle School Reform Plan

- Caroline is misspelled on page 65.
- Middle Schools will offer two days for 6th grade students to have an opportunity to have an orientation at the schools. They will have the opportunity to walk the campus, access lockers, receive schedules and parents can meet teachers.
- There has not been anything uniquely created for students who will transition into 7th grade.
- The Superintendent will bring information to the Board regarding Northwestern Middle School on the June agenda.
- The Board recommended converting and including 2016-2017 as part of the Middle School Reform Plan. This will allow the focus to be on the 2017-2018 plan for next year.
- Targets for 2015-2016 are included in the Middle School Reform Plan, targets from 2016-2017 will be added by the Superintendent.
- The Superintendent will create marketing materials for parents informing them of the changes to middle school.

#### Redbird FMX/CL Simulator for Ribault Aviation Academy

- There is currently a full-time instructor at Ribault High School teaching the course. Additional staff will need to be recruited to teach upper level aviation courses. A competitive salary is required for this level of teaching.

#### Continuation of Interagency Agreement with AMI Kids, Inc.

- The students receive services at one location.
- The Superintendent will provide the Board the length of time the district has contracted with AMI Kids, Inc.

#### Continuation of Interagency Agreement with Pace Center for Girls

- Vice-Chairman Wright had the opportunity to interact with the students and witnessed total changes. She is grateful the center has the center for girls.

#### Career and Technical Education Plan (CTE)

- Board Member Couch recommended making adjustments and including changes for 2016-2017.

#### Board Member Shine left at 4:05 p.m.

- Staff will verify if Lee High School is a national model and if Wolfson High School is a model for finance.
- If there is a goal to increase the National Model Academies, Board

Member Couch would like them included in the plan.

- The Superintendent will follow up with the school partnerships between Atlantic Coast, Stanton, Baldwin, Fletcher, Westside and Ed White High Schools.
- Vice-Chairman Wright suggested the Superintendent communicate with Board members to connect with business partners.
- There has been conversation with creating early college programs with the CTE programs.
- The CTE programs and the PSAT being offered at the middle schools will be included in the Marketing Plan.

Board Member Shine returned at 4:15 p.m.

- Students select the different academies by completing the course elections and some students opt-in to a school because of interest.
- Career counseling is not a uniform practice for all schools. Some schools and counselors offer more than others.
- The Superintendent will take the suggestions of Board Member Hall and build an orientation to make students aware of the job market.

Vice-Chairman Wright left at 4:20 p.m.

Vice-Chairman Wright returned at 4:25 p.m.

Minimum Qualifications - Assistant Superintendent, Operations Division

- Board Member Couch requested a BMR for Ms. Begley or the Superintendent to pull large urban district details. The Superintendent will forward the information.
- Board Member Couch had concerns about the Education focusing on a degree in Educational Leadership versus Business.
- The Superintendent will adjust the experience to reflect executive level experience not at the school level only.
- The Superintendent will provide additional candidates for the position.

License Agreement between the Duval County School Board and The District Church for use of Facilities at Robert E. Lee High School; Wavier of Board Policy 9.30

Board Member Hall left at 4:51 p.m.

- The Superintendent will follow up with the cost for the district to have the building open and custodial staff available. The Superintendent will have it embedded in the contract.

Board Member Hall returned at 4:56 p.m.

- Chairman Smith Juarez recommend being consistent with policy and application.

Acquire Property for Site Expansion at Mattie V. Rutherford School No. 6;  
Classic American Building and Remodeling, Inc.

- The Superintendent will follow up with the current parking capacity and the added parking.

Board Member Fisher left at 5:05 p.m.

Second Amendment to the License Agreement between the Duval County School Board and Jensen Civil Construction, Inc. for use of Open Bay Storage Areas at Property Located at 11231 Philips Industrial Parkway No. 147

- The Superintendent will follow up with the active sub-lease information, cost and existing term of the lease for Jensen Civil Construction, Inc.

Public Hearing and Vote: Revisions to Policy 1.30

- Board Member Couch wanted to ensure Policy 2.19, Management Oversight, will be discussed prior to the revisions to Policy 1.30. Policy 2.19 will be discussed in May.

Board Member Fischer returned at 5:10 p.m.

Board Member Grymes requested tabs in the draft agenda books. Chairman Smith Juarez would like the draft agenda delivered four days in advance of the May 19th date, the workshop was rescheduled for May 23. The Superintendent will have the draft agenda ready but some contracts will not be attached. Board Member Hall will not be present on May 23.

#### Speakers

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Ms. Becki Couch, Board Member

Mr. Jason Fischer, Board Member

Ms. Cheryl Grymes, Board Member

Dr. Constance Hall, Board Member

Mr. Scott Shine, Board Member

Dr. Nikolai Vitti, Superintendent

Ms. Karen Chastain, Chief of Legal Services

Mr. Jerry Holland, City of Jacksonville Property Appraiser

Mr. Jim Culbert, Executive Director of Information Technology

Ms. Kelly Coker Daniels, Assistant Superintendent, Accountability and Assessment

Ms. Dana Kriznar, Assistant Superintendent, Strategic Planning

Adjournment

ADJOURNMENT

Minutes:

Meeting was adjourned at 5:21 p.m.

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Superintendent

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Chairman