



E-AGENDA MANAGER

# Duval County Public Schools

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December 16, 2014, Committee Meeting and Board Workshop

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 Chairman Cheryl Grymes, Vice-Chairman Ashley Smith Juarez, Board Members Becki Couch, Constance Hall, Scott Shine and Paula Wright were present. Superintendent Dr. Nikolai Vitti and Karen Chastain, Chief of Legal Services, were also present.

Call Meeting To Order

[Call Meeting To Order](#)

Minutes:

The meeting was called to order at 9:10 a.m.

Items To Be Discussed

[DRAFT AGENDA REVIEW](#)

Minutes:

The Superintendent reviewed the January 12, 2015, Draft Agenda with the

Board. Discussion included the following:

- SAP ANNUAL MAINTENANCE RENEWAL
  - This item comes to the Board every year to maintain the system.
- ADOPTION OF THE INSTRUCTIONAL INSTRUCTION OF THE INSTRUCTIONAL MATERIALS PLAN FOR 2015 THROUGH 2017.
  - This is a new requirement set forth in the new statute. The template has not been defined yet by the Florida Department Of Education (FDOE). The staff took what was in statue so the district can move forward to purchase materials for the next school year.
  - The main request is for Kindergarten-3rd grade reading. The materials will be purchased from Houghton Mifflin.
  - A public hearing will be held at the February regular board meeting.

Karen Chastain, Chief of Legal Services explained that after the public hearing if the Board has objections to the material the staff will bring this back to the board.

Board Member Becki Couch asked how early the information would be on the website for the public to view in case someone would like to serve on the committee. Superintendent Vitti stated an e-mail was sent to the Parent Teacher Association (PTA) which gave parents the opportunity to serve on the adoption committee. Board Member Becki Couch asked the Superintendent if you had to be a parent to serve on the committee. Superintendent Vitti said the statute is unclear but to be a petitioner you do need to be a parent.

Karen Chastain, Chief of Legal Services, said the staff is working with the company to get this information on-line.

Vice - Chairman - Ashley Smith Juarez said she is concerned that under the gap analysis no information is provided. What analysis was done? How can you write the plan without doing any analysis?

Superintendent Vitti stated the materials listed are currently being used and has gone to the Board for approval previously. He did not add a gap analysis for this reason. The staff will complete the other sections on the items when the new items are brought back to the Board. Superintendent Vitti said he has only three new adoptions which are Kindergarten-3rd grade Reading, Foreign Language and 8th grade Social Studies. The gap analysis will be explained when each item comes to the Board.

Vice - Chairman Ashley Smith Juarez said she needs to have some record of how the district is moving through the process so we can engage the public. Karen Chastain, Chief of Legal Services, suggested we say the attached plan was adopted by the district prior to July 1, 2014. This would not adopt any new instructional materials. Vice - Chairman Smith Juarez asked what process was used to develop the plan?

Superintendent Vitti said the chart outlines a summary for the budget process and the instructional material. When the item comes to the Board everyone will see why staff chose Houghton Mifflin. Superintendent Vitti said information will be provided to show the material that was selected last year and how it was done this year. He will do this before the agenda item is posted.

Board Member Constance Hall said she found this all confusing. This does not give her an idea of the adoption process. Also when the district purchases new materials the staff needs to do a better job with professional development.

Board Member Couch asked if each class room would receive a class set of books or do they rotate. Some books are novels which only require the student to read a few chapters in class. She asked if the student had access to the novels to read the whole book. Can we put one or two copies of the novels in the library?

Superintendent Vitti said the books are available to students. Board Member Couch asked if Prekindergarten teachers were picked by the district? Superintendent Vitti stated we do screen all applicants and principals then choose from the applicant pool.

- PUBLIC HEARING: FOR THE PROPOSED BOUNDARY CHANGES AND PROGRAM CHANGES FOR THE FOLLOWING SCHOOL NUMBERS: 257,46,240,268,92,235,148,244,212,216,219,215,85,155, 148,237,225

- Superintendent Vitti said the public hearing will be in January with a vote at the February regular board meeting.
- Staff conducted a meeting with the School Advisory Council (SAC) and Parent Teacher Association (PTA) at every school that would be affected by the boundary change. A meeting was also held at LaVilla Middle School which included all schools involved. Each school had at least four people representatives. The groups were asked if they were in favor of the proposal or not in favor or had a recommendation. The Superintendent e-mailed the Board the information for the Butler Middle School changes. The voting results were as follows: Butler Middle 9-2, Stilwell Middle 5-0, Sandalwood High 1-4, Justina Road Elementary 17-3, Seabreeze Elementary 5-0. Since this meeting the staff have also held meetings at Stilwell Middle, Justina Road Elementary and Seabreeze Elementary. He will bring the recommendations to the board at the January meeting.

Board Member Becki Couch said she did have some feedback about Justina Road Elementary concerning the apartment complex split.

Superintendent Vitti said he will not recommend the split.

Vice - Chairman Ashley Smith Juarez asked what the financial impact was? The agenda item says not applicable. Have any analysis been

done concerning the transportation? Superintendent Vitti said when the agenda item is presented he can include the cost. Most of the students are within the two mile transportation limit.

Vice - Chairman Smith Juarez asked if the plan moves forward what would be the process for those families that will be moving to another school?

Superintendent Vitti said meetings are set up through the School Choice Office. Staff have talked about a Choice Expo for parents with the neighborhood schools so they can meet the principals and staff. Guiding, Remediating, and Accelerating Student Performance (GRASP) would be at this meeting as one of the schools. If a student meets the profile then they would be encouraged to stay at Justina Road Elementary for the program. These students would have first priority to attend Justina Road Elementary.

Vice - Chairman Ashley Smith Juarez asked if they would need a Special Assignment to attend a school other than the neighborhood school.

Superintendent Vitti said they would need a Special Assignment. Vice-Chairman Smith Juarez asked if staff has done an analysis for transportation?

Superintendent Vitti said we will not know this information until the parents decide where their student will attend.

Vice - Chairman Smith Juarez asked if most of the Guiding, Remediating, and Accelerating Student Performance (GRASP) students had an Exceptional Student Education ESE designation. Will the additional services be funded through IDEA funds?

Superintendent Vitti said the district can use funds from IDEA to identify the students and the schools also receive FTE for each student.

Vice- Chairman Smith Juarez asked if the staff will need additional funds to provide services to all the students. Superintendent Vitti said IDEA can still be used as a supplement.

Vice - Chairman Smith Juarez asked if the district should be looking at sites to provide opportunities while also having a central dedicated school for GRASP? The district has so many students that could benefit from this type of instruction.

Superintendent Vitti explained that all schools do not have principals and staff that understand the process. It is more than training. It's day to day problem solving skills.

Board Member Scott Shine asked why the district does not use the Jacksonville Transportation Authority to bus students? Paul Soares, Assistant Superintendent, Operations, stated that the district has tried using the city busses with the dedicated magnets. The issue is safety.

Board Member Constance Hall made the following statement: We are charged with equality in the district. She is concerned about reading and what impact the Board will make. The Board needs to decide our priorities.

Board Member Paula Wright arrived at 10:40 a.m.

- BOARD SECRETARIES

Board Member Becki Couch asked if the Board secretaries will be receiving any training. Superintendent Vitti said he will not be able to bring back Linda DeAbreu, the previous board secretary, until she had been out of the system for one full year. After discussion it was decided that Sonita Young, Assistant Superintendent, Human Resources, and Michelle Begley, Internal Board Auditor, will create a professional development plan to work with the Board secretaries.

- APPROVAL OF SALARY SCHEDULES FOR PART=TIME HOURLY/TEMPORARY EMPLOYEES AND SELECT EXEMPT CLERICAL  
Sonita Young, Assistant Superintendent, Human Resources, explained the amendment to the Approval Of Salary Schedules.
  - This amendment will adjust the hourly rate for employees with less than a Bachelors Degree from the minimum hourly rate of \$7.93 to \$8.05 effective January 1, 2015.
- PUBLIC HEARING ON POLICY 6.07- RECRUITMENT OF FACULTY AND ADMINISTRATIVE STAFF

Board Member Couch discussed Board policy 6.07 Recruitment Of Faculty and Administrative Staff. She supports this item but she would like to see a quarterly report with the number of resignations and the reasons. She would like two reports. One for teachers and one for staff.

Vice - Chairman Smith Juarez asked the report also include trends and where they are. Superintendent Vitti said the report can be provided quarterly.

Board Member Paula Wright said she would like to address the issues with employee complaints with the Equity Office. She would like to see the number of complaints, also if they were valid. What is the process if they are valid?

Board Member Hall asked about the timing. Sonita Young, Assistant Superintendent, Human Resources, said there is no timeline for Equity and Inclusion. We do communicate with the employee to let them know the status as we work through the issue.

## GOVERNANCE

Minutes:

- R.L. BROWN ELEMENTARY/JUSTINA ROAD ELEMENTARY

Board Member Paula Wright expressed her concern over information that was not shared with her since it also involved R. L. Brown Elementary in her district.

Superintendent Vitti's response was that Justina Road Elementary is in Chairman Cheryl Grymes area and that is why he communicated with Chairman Grymes. Chairman Cheryl Grymes said this was more of a conversation to state what will be done.

Board Member Wright said we need to have respect for each other and there is no reason I was not informed. This is not just a Justina Road Elementary issue. Superintendent Vitti said he will include all Board members when it relates to their area in the future.

- COMMITTEE ASSIGNMENTS

Board Member Wright said her next concern is about committee assignments. I am on about five committees

Chairman Cheryl Grymes stated she will send out a list of committee opportunities.

Board Member Wright said she would like to see our leadership take on more responsibility.

Board Member Scott Shine has agreed to serve on the Grievance committee.

- BOARD INTERNAL AUDITOR

Chairman Cheryl Grymes, explained her conversation with Michelle Begley, Internal Board Auditor. She spoke with Michelle Begley, Internal Board Auditor, and she volunteered to do a log of her activities.

Chairman Grymes has received questions concerning Michelle Begley's salary and this would help me to answer questions.

Board Member Wright stated we do not ask other directors to fill out a log of activities.

Board Member Becki Couch said Michelle Begley's evaluation shows accountability and we are paying her within the pay band. Michelle Begley said she does not have a problem with doing the log as long as there isn't a question about whether she is doing her job or not. The Board asked Michelle Begley to provide a progress report update on the tasks that were outlined in her evaluation.

- BOARD MEMBERS REQUESTS FOR INFORMATION

Board Member Wright said she would like to make sure all the Board Members receive a response when a Board Member requests information. Board Member Wright said we should be talking as a board about processes not in private conversations.

- CONSTITUENT SERVICES SYSTEM

Board Member Couch asked how the Constituent Services System should work.

Board Member Wright asked if the CSS system is working correctly.

Board Member Constance Hall asked if there was a glitch?

Superintendent Vitti said the system is just outdated. The Board secretaries could enter information in the system but they cannot route them.

Chairman Grymes said what is important is that the secretaries can view it. Board secretary Lisa Loehnert said if the system generated an e-mail it would have been helpful which is the way it should work. After much discussion, the Board decided the Constituent Service System Requests will be managed by Davala Hunter, Support Technician, in the Superintendent's office until the Board secretaries can manage it. It was also decided that the Board Member Request (BMR)'s should be in writing if the request will require a lot of background information and the request is not a public record.

- JOINT MEETINGS WITH DUVAL DELEGATION AND FSCJ

Chairman Cheryl Grymes gave an update about the joint meetings with the Duval delegation and FSCJ. Meetings will be set up in February 2015.

- STUDENT ACHIEVEMENT UPDATE

Board Member Constance Hall asked when will we get a update on student achievement? Also when you bring the data can you tell us what we are doing to make improvements?

Superintendent Vitti said he should be able to provide this data by mid January.

- COMMUNITY MEETINGS

Board Member Becki Couch asked about having community meetings. Superintendent Vitti said my recommendation is to have four meetings.

Board Member Couch asked that we also limit the slides and allow more time for questions. Superintendent Vitti will provide dates for the meetings.

- OUT OF FIELD TEACHERS REPORT

Board Member Wright asked the Superintendent to provide information on teachers teaching out of field and if this effects student performance.

- POLICY HANDBOOK REVIEW MEETING

Vice- Chairman Smith Juarez asked that we schedule a policy handbook review meeting for March.

Adjournment

[Adjournment](#)

Minutes:

The meeting was adjourned at 12:55 p.m.

CSM

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Superintendent

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Chairman