



E-AGENDA MANAGER

Duval County Public Schools

June 22, 2016, Curriculum Audit Subcommittee Meeting

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

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD: The following Subcommittee members were in attendance with the exception of Board Member Becki Couch: Vice-Chairman Paula Wright and Board Member Constance Hall.

Call Meeting To Order

[CALL MEETING TO ORDER](#)

Minutes: The meeting was called to order at 10:01 a.m.

Items To Be Discussed

[CURRICULUM AUDIT](#)

Minutes:

Michelle Begley, Board Internal Auditor, led the Curriculum Audit Subcommittee in a discussion concerning the vendors, scope of services and costs. Discussion included the following:

Two of the three vendors presented in person and the third vendor

presented via conference call to the Evaluation Committee. At this time the Evaluation Committee cannot provide the name of the vendor that has been selected since the vendor has not been notified and "cone of silence is still in effect per Board Policy 7.70, II. D. 8.

The vendor which has been selected is proposing two phases. The first phase will consist of review of the district-wide curriculum that has been Board approved. This phase will consist of anything related to reading and math curriculum that goes out to the schools. This vendor was the only one that included pricing for more than ten schools and a plan for more than fifty.

- Based on the proposed vendor presentations, the Evaluation Committee felt this vendor was the most flexible and had a good grasp of what the Subcommittee is looking for. During the first phase the vendor will interview key personnel in the content areas. This will help them to get a broad overview of the curriculum that is currently in place. This cost of the first phase will be \$55,000.
- The second phase will involve the schools. The vendor will create teacher, coach and leadership focus groups. They will evaluate classroom set-ups, observe classrooms and provide formal reports.

Proposed sequence of activities

- Lead the team and obtain a review.
- Provide an overview of the content area and goals.
- The vendor will use their own tools.
- Unpack the reading and math standards K-5 and identify the critical task indicators and standards. Most of this will be done in their offices.
- Teams from the vendor's location will review math and reading data, curriculum, artifacts, Florida Standards, create a comprehensive review, Red Flag Analysis and proposed changes.
- The information will be sent to Ms. Begley and Mr. Davis for review.
- The vendor will provide an on-site report with a half-day facilitated meeting.

For the second phase of the review Ms. Begley will need to know how many schools the Subcommittee would like reviewed.

Board Member Hall asked if the review would include some phase of personnel and job descriptions. Mr. Davis indicated that the scope of work has not been written yet so this could be added. Board Member Hall asked that an organizational chart be included in the plan. She recommended a review of twenty-five schools.

Ms. Begley stated if there are less than ten schools reviewed for reading and math the vendor has offered an optional trend analysis of the schools discussed at a half day meeting for \$5,000. If more than ten schools are reviewed, it would be \$18,000 per school. If more than twenty-five schools are contracted, it would be \$17,000 per school.

The cost all depends on the sampling.

Board Member Hall asked if the vendor would be able to look at more schools if the vendor reviewed reading or math instead of both for each school. Also, who would select the schools? The Evaluation Committee will negotiate the scope of work with the vendor and work up the details of the contract.

Mr. Davis will fine tune the request. He suggested reviewing the proficiency rates and school grades before selecting the schools. The school grades should be available the first week of July.

Vice-Chairman Wright requested a timeline for phase one. Mr. Davis stated it would take a few weeks depending on the number of schools.

Next Steps

- Phase one is the overall review.
- Phase two involves work with the schools.
- Write the scope to include job descriptions, list of schools, ask for data that includes learning gains and proficiency rates for all the schools that are selected.
- A decision as to the schools we select should be done within two weeks of receipt of the data. The data will be sent to the entire Board. This data will be used to select the schools for review.
- Ms. Begley will work on a draft of the scope of the work without the schools for now.

Board Member Hall asked to have a data facilitator and for data by subgroup. Mr. Davis stated he will be able to facilitate the data.

The Superintendent will be informed that the Subcommittee would like for Mr. Davis to be the facilitator of the data within two weeks of the data being received.

Adjournment

[ADJOURNMENT](#)

Minutes:

The meeting was adjourned at 10:29 a.m.

CSM

Superintendent

Chairman