



Duval County Public Schools

June 25, 2013, Board Workshop

Mr. Fred "Fel" Lee, Chairman
Ms. Becki Couch, Vice-Chairman
Mr. Jacon Fischer
Ms. Cheryl Grymes
Dr. Constance S. Hall
Ms. Ashley Smith Juarez
Mr. Ms. Paula D. Wright
Dr. Nikolai Vitti, Superintendent

ATTENDANCE AT THIS WORKSHOP OF THE DUVAL COUNTY SCHOOL BOARD: All Board Members were present with the exception of Ms. Cheryl Grymes, who was out of town. Dr. Nikolai Vitti, Superintendent, and Ms. Karen Chastain, Chief of Legal Services, were also present.

Call Meeting To Order

[CALL MEETING TO ORDER](#)

Minutes:

The Chairman called the Board Workshop to order at 8:36 a.m.

Items To Be Discussed

[1. GOVERNANCE](#)

Minutes:

The following items were discussed during Governance:

- Chairman Lee had the following items:
 - Reminded the Board of our July 2, 2013, Regular Board meeting.
 - Reminded the Board that our next meeting would be a Workshop/Committee meeting on July 23, 2013. This will allow the Board and staff to have a break from meetings to take time off for vacations.
 - The Student Expulsion Hearings scheduled for June 27, 2013, have been canceled. The students are not available for various reasons on this date.
 - The Strategic Plan target discussion will be added to the July 23, 2013, meeting. We will start the meeting that day with the August draft agenda review.
- Board Member Juarez asked about Common Core meetings for parents. The Superintendent shared that this would be part of the Parent Academy. He will also have staff prepare a one page information sheet. This will be sent to the Board, as well as added to our website. He will also share a PowerPoint prepared for a presentation at the NAACP meeting, and will send this to the Board.
- Board Member Hall asked about accreditation and where we are in the process. The Superintendent would like to ask for an extension because of all of the changes being made at this time. It is not because we are not ready. He will Workshop this topic with the Board at some point. Vice-Chairman Couch asked who on staff is working this topic. The Superintendent indicated that Mr. Fred Heid and Ms. Lindsey Sharp were the leads for the District. He also said that Mr. Doug Ayars would shift to overseeing the Strategic Plan and Ms. Daniella Simic had shifted her work to Curriculum. Board Member Wright asked when we last underwent an Accreditation visit. Board Secretary Bonnie Cole indicated that it was about 5 years ago. Ms. Wright asked that the Superintendent what he saw as the role of the Board in the process. He indicated that the Accreditation team would interview the Board on the Strategic Plan and messaging. Ms. Wright asked that he share a copy of the last Accreditation report with the Board. This topic will be added to our July 23, 2013, Board Workshop.
- Vice-Chairman Couch asked what plans we were making for Opportunity Scholarship students. The Superintendent shared that it was hard to predict costs until we know the numbers. Board Member Hall stated that sometimes those students were not welcomed as part of the school culture. Board Member Wright agreed, saying that it can lead to perceived discipline problems.
- Board Member Wright would like to have a deep understanding of the Superintendent's plan to look at high schools and reading proficiency and asked that this be a workshop topic as soon as possible.
- Board Member Wright was at a recent event with Shad Kahn and he mentioned to her that he was at Jackson High School to hand out scholarships, and asked her if she was aware that he was there. She was not, but told him that she and other Board Members were at an FSBA Conference. Ms. Wright expressed concern that she had not been notified that someone of Mr. Kahn's standing in the community would be at one of her schools, and handing out scholarships. The Superintendent indicated that he was not aware either until after the fact. Board Member Fischer shared that he has had the same issue for events at Mandarin High School. Ms. Wright indicated that the Principal was aware of the protocol, and cited the Algebra Nation event as an example. Board Member Wright was embarrassed by this event. The Superintendent agreed. Chairman Lee asked if the protocol forms might be a deterrent to Principals inviting Board members to

events. Board Member Juarez expressed the same concerns. Board Member Wright stated that this had not been an issue in the past, and the Board had been invited to numerous events at their schools. The Superintendent will address this during the Principals meeting. Chairman Lee also asked that if there is a meeting on a topic in which there is a large group of constituents expected to attend, like the recent meeting on ESE changes, then the entire Board should be made aware so that they can attend if they so desire. The Superintendent will make sure that Principals understand that for typical every day events, that Board members want to be included. For the events where there are public officials and outside organizations involved, and where children are being recognized, Principals will go through the Superintendent's office, and he will coordinate through Bonnie for the Board's attendance. Vice-Chairman Couch asked what would be the best way to make sure Bonnie was kept informed, and the Chairman suggested that both the Superintendent and Board members would share information with her. This was agreeable to all.

- Vice-Chairman Couch asked how often Officer Friendly and stranger danger topics were shared with students. The Superintendent will look into this .
- Board Member Fischer asked about community and town hall meetings. He would like to set something up in his area in the near future. Chairman Lee said the budget would be the next opportunity. Vice-Chairman Couch suggested that we look at Constituent Services requests to determine the issues that have the highest inquiry. The Chairman said we should be proactive in marketing certain hot topics with the community, such as Common Core. Vice-Chairman Couch stated that we need guidelines for how Board Members can ask for assistance from staff. Board Member Hall mentioned a request by a constituent, Eunice Barnum, for a community meeting with the entire Board. Chairman Lee asked for guidance on handling these types of requests. Board Member Wright shared that if we meet with one group, then that opens up the door for any and all groups to request individual meetings. She used JPEF as an example. The Superintendent indicated that he was meeting with Ms. Barnum and her Board. After discussion, it was decided that we would no longer meet with individual Boards. Various members, and the Superintendent, already have seats on many Boards around town - JPEF, Chamber, Schultz, etc. They will continue to represent the Board with these groups and share Minutes of those meetings with the entire Board/Superintendent team. Minutes should be sent to Bonnie to share with the group. It was also agreed that we could have one or two Workshops, or an evening event, each year where we invite the Board's of the various groups to attend and interact with our Board.

Speakers:

Mr. Fred "Fel" Lee, Board Chairman
Mr. Nikolai Vitti, Superintendent
Ms. Becki Couch, Board Vice-Chairman
Ms. Ashley Smith Juarez, Board Member
Ms. Paula D. Wright, Board Member
Mr. Jason Fischer, Board Member
Dr. Connie Hall. Board Member

2. CONSTITUENT SERVICES

Minutes:

Discussion included the following:

- Chairman Lee that an area he would like to see an adjustment on is when he submits a request - either from an e-mail or a phone call or from an encounter - that he be provided with feedback on the response made to the constituent. Sometimes he receives an e-mail that no one has acknowledged them. He would also like to know when the issues have been closed out. Superintendent Vitti said that Board members are always copied on responses. Chairman Lee and Board Member Juarez indicated they were not. Board Member Fischer used a recent complaint as an example. A staff member had said they would close the issue out, and was asked to copy Mr. Fischer. Mr. Fischer did not receive a copy and was told he would have to check with the boss before he could do so. The Superintendent indicated that if Bonnie routes an issue it is not showing as coming from a Board member, and Ms. Hunter is not putting it in the system as a constituent issue. Ms. Cole indicated that those items she refers are from constituents who have called to speak with their Board member. Moving forward, the Superintendent indicated that this would change.
- Board Members asked that when an issue is submitted, that some type of contact - phone call or e-mail - be made with the constituent to let them know that staff has their issue and will be in contact.
- Board Member Wright indicated that the process no longer exists and that she did not like the changes made in how constituents are responded to, and it was not discussed with the Board. Constituents are looking for their Board member to respond. The system was designed for the Board members, and we no longer have control.
- The Superintendent asked for guidance on how to fix the Board's concerns. He also shared that he has responded to hundreds of issues.
- Board Member Fischer shared that our system has been used as a model by other districts. He would like to see how other large urban districts respond to their constituents.
- Board Member Wright asked that we review how the system was handled before it was moved from the Board office.
- Chairman Lee suggested we also look at St. Johns County.
- Vice-Chairman Couch reminded everyone that when the changes were first made, the Board said they would come back and revisit. She and Board member Juarez will research other districts and bring this back to the Board for resolution.
- Board Members would also like to be trained on how to view the information in the CS and BMR systems.

Additional Items:

- Board Member Fischer asked how we handle conflicts with events that fall on the same day and time. He would like to have a strong community presence, but it is

difficult when multiple events occur at the same time. He shared that the City Council members have aides they can send in their place when necessary. Chairman Lee said that in the past when there is a conflict, members have asked the Superintendent or one of his Cabinet members to attend and indicate they are representing the Board member. If the conflict is with a group that meets monthly, you can always ask to be scheduled for the next meeting.

- Board Member Wright reminded the Chairman she had asked for a Workshop on the marketing plan. Consensus was to add this topic to the July 23, 2013, Workshop. The Chairman asked that the plan be sent to the Board prior to the meeting.
- The Chairman reviewed the topics for July 23rd:
 - Special Board Meeting - approve budget ad
 - August 6th Draft Agenda Review
 - Marketing Plan
 - Accreditation
 - Strategic Plan Targets
- Superintendent Vitti indicated that he was generating a responsibility chart and would share with the Board. If you have questions in a particular area, you can call that person.

Speakers:

Mr. Fred "Fel" Lee, Board Chairman
Mr. Jason Fischer, Board Member
Dr. Nikolai Vitti, Superintendent
Ms. Bonnie Susan Cole, Board Secretary
Ms. Wendy LeHockey, Chief of Staff
Ms. Becki Couch, Board Vice-Chairman
Ms. Ashley Juarez Smith, Board Member
Dr. Constance S. Hall, Board Member
Ms. Paula D. Wright, Board Member

3. COMMUNICATIONS PROTOCOLS

Minutes:

This item was not discussed.

4. TECHNOLOGY UPDATE

Minutes:

Superintendent Vitti provided the Board with an update on Technology. Discussion included the following. A copy of the PowerPoint is attached to the Minutes.

- Board Member Fischer asked about the student information system. Mr. Jim Culbert, Executive Director of Technology, said they were trying to build the foundation first, then would purchase appropriate systems.
- Board Member Wright asked how many contract employees work in IT, and what plans are there for conversion. Mr. Culbert indicated that we currently have 26 contract employees, and all but 2 would be converted. There will be no direct hires, and all positions will be advertised.
- The Superintendent will send a list to the Board with a clear picture of wireless access at schools. Chairman Lee asked that a column be added that indicated it has been load tested.
- The Parent Portal will be ready for the upcoming school year.
- Board Member Wright asked the Superintendent to send the Board a report on the one-on-one devices and funding/grant information.
- Board Member Fischer requested a follow up on what dollars are being taken from K-12 to fund Pre-K.
- Board Member Wright asked for data that compares Gizmo, SuccessMaker, and Reflex Math.
- Vice-Chairman Couch asked if there were staff reductions in IT. The Superintendent said some open positions were eliminated.
- Board Member Wright requested an updated report on schools IT capability. This can be included in the wireless report mentioned above. The Superintendent is making sure the report is up to date and will send by July 12, 2013.
- Bring Your Own Device (BYOD) is currently in all middle and high schools for staff. Staff is able to turn it on and off for students. They are currently working on elementary schools.

Speakers:

Mr. Fred "Fel" Lee, Board Chairman
 Mr. Jason Fischer, Board Member
 Dr. Nikolai Vitti, Superintendent
 Mr. Jim Culbert, Executive Director, Technology
 Ms. Becki Couch, Board Vice-Chairman
 Ms. Ashley Juarez Smith, Board Member
 Dr. Constance S. Hall, Board Member
 Ms. Paula D. Wright, Board Member

Adjournment

ADJOURNMENT

Minutes:

The Chairman adjourned the Board Workshop at 1:15 p.m.

BSC

We Agree on this

Superintendent

Chairman