



Duval County Public Schools

May 14, 2013, Board Development Meeting

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 BOARD DEVELOPMENT MEETING: All Board Members were present.

Call Meeting To Order

[CALL MEETING TO ORDER](#)

Minutes:

The Chairman called the Board Development Meeting to order at 1:00 p.m.

Items To Be Discussed

[1. BOARD INTERNAL AUDITOR POSITION](#)

Minutes:

Discussion regarding the Board Internal Auditor position included the following:

- Job Description - Michelle Begley, Board Internal Auditor, explained the handout for her job description recommendations for changes. Board Members are to get

their suggestions and/or questions to Ms. Begley so that she can finalize the document and send to the Board for review before submitting to Human Resource Services. Ms. Begley will also check with the City of Jacksonville and obtain a copy of their audit position job description and share that with the Board too.

- Monthly Updates - Ms. Begley has started sending the Board a monthly update of activities she performs for the District.
- Audit Charter & Plan - Ms. Begley indicated that this document had been discussed previously, but never adopted. It forms the framework of what she should be doing in her position. In addition the monthly and quarterly updates, she would also prepare an annual report on activities for the year.
- The Chairman will ask that all audit reports be presented to the Board at an Audit Committee meeting.
- Ms. Begley suggested that a repository for all audit reports received by the District be established. At this time, there is no central location where all are maintained. Chairman Lee asked what St. Johns County does in this area. Ms. Begley indicated that normally it would be the Superintendent or Chief Financial Officer, if they do not have an Internal Auditing Department. Ms. Begley will provide the Board with a summary of all audits received by the District.
- The Board agreed that Ms. Begley should be engaged by staff when the audit findings first come out, so that she can assist and also inform the Board.
- The need for a Board Audit Committee policy was discussed.
- The need for a Board policy on IT needs was discussed. This will be added to our list of Workshop topics to address in the near future.
- Vice-Chairman Couch reminded the Board of Policy 2.19, which calls for a bi-annual report to the Board on all major systems. The Chairman will ask the Superintendent to provide the Board with an update.
- A share folder will be created for the Board members to access. Management Oversight information can be placed there, as well as information from conferences, etc., that would be helpful for all to be able to review.
- Board Internal Auditor Evaluation:
 - Human Resource Services was unable to locate any past evaluations. There have been evaluations, but none had been placed in Ms. Begley's file that HRS could find.
 - Ms. Begley will draft an evaluation form and provide to the Board for review and discussion.
- Take Aways:
 - The job description will be revised
 - Ms. Begley to check with the City of Jacksonville for similar job description (s)
 - The Chairman will speak with the Superintendent regarding a repository for all Audits received for the District, and that Ms. Begley be provided with a copy of all Audits received.
 - The Oversight calendar will be put in date order, with review dates added, and sent to the Board.
 - A Share drive will be created for Board member and Board staff use.
 - An evaluation form will be developed
 - An update on technology will be added to the Workshop list

- o Look at other organizations IT policies
- o Add dates for Audit Committee meetings to the calendar
- o Look up date that the Policy Handbook was last revised
- o Draft policy on Board Internal Auditor position

Speakers:

Mr. Fred "Fel" Lee, Board Chairman
Ms. Michelle Begley, Board Internal Auditor
Ms. Ashley Juarez Smith, Board Member
Ms. Paula D. Wright, Board Member
Ms. Becki Couch, Board Vice-Chairman
Dr. Constance S. Hall, Board Member
Mr. Jason Fischer, Board Member
Ms. Cheryl Grymes, Board Member

2. GOVERNANCE

Minutes:

The following items were discussed:

- The Chairman will have Bonnie send the Board a list of Workshop topics and ask that they provide her with feedback on priority. We will then start setting Workshops to discuss the items.
- Board Member Hall will work on a training calendar for the Board.

Speakers:

Mr. Fred "Fel" Lee, Board Chairman
Dr. Constance S. Hall, Board Member
Ms. Cheryl Grymes, Board Member

Adjournment

ADJOURNMENT

Minutes:

The Chairman adjourned the Board Development Meeting at 2:55 p.m.

BSC

We Agree on this

Superintendent

Chairman