



E-AGENDA MANAGER

# Duval County Public Schools

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November 10, 2015, 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: All Board Members were present. Ms. Karen Chastain, Chief Officer of Legal Services, was also present.

Call Meeting To Order

[CALL MEETING TO ORDER](#)

Minutes: The meeting was called to order at 9:07 a.m.

Public Comment

[PUBLIC COMMENT](#)

Minutes:

Public Comment is not taken at meeting.

Items To Be Discussed

## AGENDA SYSTEM

Minutes:

Michelle Begley, Board Internal Auditor, provided an overview of School Board e-Agenda Solutions. A notebook was provided for each Board Member and is attached to the minutes. The process began in April and at this time we looked at OnBoard, eBoard, BoardDocs, SuiteOne and Novus Agenda solutions. After the first presentation, it was narrowed down to three agenda solutions which were BoardDocs, Novus Agenda and SuiteOne. The solutions were looked at from three perspectives, Board Member, Departments and the Board Office. IT had three main objectives, which are a hosted solution, single sign-on and a device other than the computer for voting. The only solution, of the three that has the single sign-on is SuiteOne.

- BoardDocs, Novus Agenda and SuiteOne solutions are user friendly.
- The main difference in the approval tree for each of the three solutions is an approver can give access to another user for a limited time. SuiteOne is the only solution that has this function.
- SuiteOne has a dashboard for each agenda item that shows where the item is in the approval process.
- The emails that go out when each agenda item is changed can be customized for each system. The current system has a set language.
- BoardDocs has a preset time to publish the agenda and it cannot be changed.
- SuiteOne has the ability to keep each version of the agenda that has been changed once it has been published.

Board Member Wright arrived at 9:22 a.m.

- BoardDocs will compile the agenda item but not the attachments. Attachments have to be printed separately and inserted into the agenda. This would be very time consuming.
- All three solutions allow Board Members to add notes that can only be viewed by the Board Member.

Chairman Grymes arrived at 9:25 a.m.

- SuiteOne can be accessed on any device.

- Agenda items will be renumbered automatically when new agenda items are added or deleted after the agenda has been finalized. The original number of an item cannot be preserved with most of the systems we previewed. Another option would be to add the original number to the agenda item title.
- SuiteOne agenda solution can send an e-mail when additional information is needed. This option is only available with SuiteOne.

Board Member Fischer left at 9:55 a.m.

Board Member Hall asked if the software would have up-grades that would be compatible with our system. Jim Culbert, Executive Director, Information Technology stated up-grades will be included in the maintenance fee.

Chairman Grymes inquired about the cost of the maintenance. Michelle Begley, Board Internal Auditor, stated the cost is \$6,800.00.

Board Member Hall inquired about the live steaming package. Ms. Begley stated the service is available and the video would be a time stamped video. This option makes finding a specific topic in the meeting very easy. This option would be available for an additional cost.

Mark Sherwood, Assistant Superintendent, Communications, indicated that the cost for the current live steaming is about \$4,800.00 annually.

Wendy Lehockey, Chief of Staff, voiced her concern with changing over to a new agenda system during the months of December and January. Ms. Begley indicated that we can try a new system for a limited time while keeping the current system running. The Board Office will also work with IT and other departments when creating the information for a new system.

Cathy Maycott, Board Secretary, indicated her preference is for SuiteOne. The 24/7 training with local support is very valuable with new users being added so often.

Ms. Begley will provide additional information concerning the live steaming, the process of queuing Board Members to speak at the meeting and training. Mark Sherwood indicated that the amount of storage is important to know also. Chairman Grymes stated the Board is ready to move forward with the SuiteOne agenda system with the additional information.

## [BOARD OFFICE ORGANIZATION](#)

Minutes:

Michelle Begley, Board Internal Auditor, provided the Board a draft of responsibilities for the Administrative Assistants to the Board. Chairman Grymes stated if everyone agrees with the document we are ready to finalize. Michelle Begley will change the date on the document and resend it to the Board.

Chairman Grymes indicated that Cathy Maycott, Board Secretary, would like to continue to work in the Board Office. There were no objections. She asked the Board for feedback as far as organizing the Board Office. Board Member Shine suggested the Board hire a management consultant to look into how the Board Office works. He stated we need a plan driven by action. Mr. Shine asked Sonita Young, Assistant Superintendent, Human Resources, to provide a resource. She indicated that the Council of Great City Schools is one organization that could provide a consultant. Sonita Young will provide the Board with the cost of a consultant from the Council of Great City Schools.

Board Member Hall asked the Board if they were ready to bring the Constituent Service system (CS) back to the Board Office. Michelle Begley, recommended Cathy Maycott work with the CS system if it's brought back to the Board Office. Board Member Shine stated he does not have a problem with the way the CS System is handled now but he does feel there needs to be tracking and reporting. Chairman Grymes stated the system does track and we do receive reports. Michelle Begley indicated that in the past the Board Members would see the original e-mail from the constituent. Ms. Lehockey stated the Superintendent and staff would not be comfortable with the Board Office routing constituent issues. There are three different types of requests. Board Constituent Request (BCR), request comes directly from constituent, Constituent Request (CR) request comes directly to the Superintendent and Board Member Request (BMR), request comes directly to a Board Member. A quarterly report is produced which includes information from all of three systems. Board Members are copied on responses through e-mail for BCR's and BMR's only.

Board Member Wright stated the CS system should be in the Board Office. The process of the Board Office handling the CS system will allow the constituent to know who to talk with if they need further assistance. This should be a transparent process.

Ms. Lehockey indicated that the last line of the e-mail sent to constituents says please contact the appropriate person.

Board Member Shine left at 10:52 a.m.

Board Member Couch indicated that we previously received the response from the staff person directly. We now see the response after the response has been revised or edited by the Superintendent's office.

Karen Chastain, Chief of Legal Services, stated we need to look at Board

Policy before any changes are made.

Chairman Grymes indicated that the Board would like to see the original e-mail and that the staff member giving the response should send the e-mail to the constituent and the Board Member, not the Superintendent.

Board Member Shine returned at 11:00 a.m.

#### AGENDA TIMELINE AND CONCERNS

Minutes: This topic was not discussed.

#### BOUNDARY WORKING GROUPS

Minutes:

Chairman Grymes stated she would like clarification that once the working groups started their work, the Board Members would not be part of the process.

Board Member Fischer returned at 11:06 a.m.

Board Member Wright indicated that she did attend the Andrew Jackson High School working group. She gave them a copy of the Early College Program where students can earn an AS degree since she was asked this question. She also indicated that there would not be any programmatic changes at Oceanway Middle and First Coast High Schools. No facilitators were present at the two meetings she attended. Vice-Chairman Smith Juarez questioned how corrections can be made when misinformation is given at these meetings.

Ms. Lehockey, Chief of Staff, explained that the working groups are submitting questions which we are answering via the working group leader. Staff is answering questions at the working group meetings but have been reluctant to speak.

Board Member Fischer stated he also felt the Board was not to participate at the working group meetings. Board Member Shine did not recall what was agreed on. Board Member Couch indicated she said at the workshop on boundary changes she intended to attend the working group meetings.

The consensus of the Board was the Board Members and the Superintendent can attend the meetings but should not interfere with the process.

Ms. Lehockey will inform the Superintendent that the Board would like staff to speak when misinformation is given at these meetings and that facilitators are not attending all the meetings.

Board Member Hall asked if the School Choice Office would be getting additional help because they are taxed with extra work with all the boundary changes. Ms. Lehockey stated the School Choice Office will be hiring an additional staff person.

## GOVERNANCE

Minutes:

### Safety Issue

Board Member Hall informed the Board that she was followed after the November 3, 2015, Regular Board Meeting. She contacted Chief Edwards, Chief of School Board Police and the parking lot video has been reviewed. She wanted to caution all Board Members to be aware of their surroundings. Board Member Shine asked that we look at security at the Regular Board Meetings.

### Student Performances

Vice-Chairman Smith Juarez indicated that there is an audition process to perform at the Regular Board Meetings. This process is very concerning to her. We need to strike a balance and simplify the process.

### Invocation

Vice-Chairman Smith Juarez would like to recommend Ted Corley, retired, pastor as a resource for anyone presenting the invocation. The Board agreed he would be a resource. Cathy Maycott, Board Secretary, will reach out to Ted Corley to discuss information to be provided.

Adjournment

## ADJOURNMENT

Minutes:

The meeting was adjourned at 11:44 a.m.

CSM

We Agree on this

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Superintendent

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Chairman