



Duval County Public Schools

November 15, 2012, 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, with the exception of Dr. Constance S. Hall, 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 Development Meeting to order at 11:24 a.m.

Discussion Items

[1. GOALS FOR THE COMING YEAR](#)

Minutes:

The Chairman welcomed everyone to the Board Development meeting. The following areas were discussed during the meeting.

- Welcome & Board Orientation Information:
 - Please contact the Superintendent for any orientation you may want as it relates to the various divisions in the school system.
 - Constituent Services System - the Chairman gave a brief overview of how this system operates. Dr. Vitti would like to review the process to make sure it is streamlined and proactive. Normally a Board member will reply to the constituent thanking them for their e-mail, phone call, etc., and tell them you will send their concern to the Superintendent for staff response. If you have any questions, please contact the Superintendent or Bonnie Cole in the Board office. Ms. Cole shared that IT had updated the Constituent and Board Member Request systems and a new web-based version would be launched in the next few weeks. The new system will allow for better reports and will contain a data dashboard. Dr. Vitti will meet with Ms. Cole and Mr. Doug Ayars .
- Introductory Statements by New Board Members:
 - Constance S. Hall - Dr. Hall was out of town, however, she had video taped a message for the meeting. Dr. Hall retired from the Duval County School system after 36 years of service. She has worked in schools all around the county. She would like to improve policy development and formulate policies that will impact learning across the District. She is excited to work with Dr. Vitti in the coming months and years. Dr. Hall believes that it takes all employees to move the system forward. She encouraged everyone to read *Teaching 2030*, which gives a snapshot of the schools of the future and how to get there.
 - Ashley Smith Juarez - Ms. Juarez is excited about the opportunities we have. She felt that the former Board's process of selecting our new Superintendent was a good one. She believes we have a transformational Superintendent and that he will walk everyone through the change process. We need to be transparent about our challenges. Ms. Juarez looks forward to governing with her fellow Board members, setting policy, and providing oversight, but not over-managing, and focus on what is best for the students.
 - Jason Fischer - Mr. Fischer shared that there was a sense in the community that the Board micro-managed the Superintendent and staff, and that there were problems with the budget. He intends to focus on governance and budget. We really need to dig into the budget and address what regulations Tallahassee has placed on districts.
 - Ms. Cheryl Grymes - Ms. Grymes has been here before as a Board member. She also put 4 daughters through our school system. She is passionate about public education. She feels we need to be more user friendly and she is willing to work with community partners to provide needed wrap around services for children. We need to value each other and put aside issues from the campaign.
- Superintendent and Board Responsibilities:
 - Chairman Lee provided an overview of this section. As a team, the Board and Superintendent need to be on the same page.
 - Governance and Management - the Chairman indicated that we need to agree on how we handle conflicts. He is willing to lead as the Chairman,

but the Board members are his peers and he will not try to dictate or drive the Board in a particular direction, but at times we will need to make decisions and move forward. The Superintendent has been out in the community and has made the statement that the school system is the education leader in the community. Chairman Lee asked the Board how they felt about this statement. All agreed.

- Board members were encouraged to submit items for discussion at the next Development meeting.
- All agreed that they would not degrade anyone in public. For any issues with staff, the Board member will take their concerns to the Superintendent for him to deal with.
- Another Development meeting will be scheduled after the FSBA Fall Conference.
- School Visits - all agreed that school visits would be scheduled in advance with the appropriate staff member. If you visit a school in another Board district, as a courtesy, you will let that Board member know about the visit. The Superintendent should also be informed.
- The Superintendent agreed to inform Board members of any important functions at their schools. He will notify the Chairman, Vice-Chairman, and Board member of a school for important events at the schools.
- Everyone agreed to be respectful of the schools calendars and testing schedules.
- The same protocol will be used when attending SAC and PTA meetings.
- The Board and Superintendent will schedule more lunch and learns. City Council members will be invited to attend from time to time. The Superintendent would also like to have a "Get on the Bus" opportunity for Legislators and City Council members to highlight things that are good in our schools, as well as problems.
- Board Member Requests:
 - The Chairman explained the current process. Board Member Requests are sent through Bonnie Cole, who formalizes them into the BMR system and sends them to the Superintendent and staff. The response then goes back to all Board members. The Superintendent indicated he would talk to Bonnie and Doug Ayars. The system appears to be efficient. He would like to see the request and response prior to the information being forwarded to the Board.
 - Board Members requested training for Limelight.
- Media Relations & Community Forums & Speaking Engagements:
 - The Chairman shared information with the Board on how this has been done in the past and coordinated with the Superintendent. It was agreed that the Board would discuss issues and provide direction and the Chairman would speak on behalf of the Board. When Board members speak to the media, it is important to emphasize whether they are speaking on behalf of the Board or speaking for themselves.
 - The Superintendent will handle any media crisis through the governance model. It is critical to be transparent and return phone calls and communicate with the media.
- Workshops & Board Meetings:
 - Please be mindful to not attack each other in Workshops and Board

- Meetings. The same should apply when speaking in public.
- The frequency and length of Workshops was discussed. The Superintendent would like to have one Committee meeting each month for Governance and to review the Draft Agenda for the coming month. Workshops would then be on an as needed basis for those topics which the majority of the Board would like to discuss. We currently have two issues - Charter schools and Capital concerns - which would require a Workshop. Board Member Wright voiced concerns with not having regularly scheduled Workshops. The consensus was to try the Committee meeting and Workshops as needed method and revisit in sixty day to see if this was working.
 - Board Member Wright asked that we consider re-instating Channel 7 to broadcast our Board meetings. She stated that not everyone has access to the internet. The consensus was that the Superintendent would look at this issue.
 - Board Member Fischer asked that we consider having all meetings after 5:00 p.m., or on Saturday's. The consensus was to leaving Committee meetings and Workshops during the work day.
 - Moving the Committee meetings and Workshops to the 1st Floor Board Room was discussed. The consensus was to leave these meetings in the 6th Floor Conference room, as they are more informal. They are open to the public, however, we do not take public comment at the Committee or Workshop meetings.
 - Staff will look at adding the meeting recordings to our website.
 - Next Development Meeting:
 - The consensus was to have another Development meeting during the first part of December. December 5, 2012, is the proposed date.
 - Board Member Grymes would like to discuss the Superintendent's evaluation at the next meeting.
 - Superintendent Vitti asked that a different tool be developed for this year's evaluation, as he is coming in mid-year.
 - The Board will discuss training - CRSS and FSBA Master Board programs.
 - Board Committee Assignments:
 - The Chairman will poll the Board on their preferences for assignments.
 - Board Auditor Position:
 - The Chairman distributed a revised job description for this position. He will add this to the next Development meeting. The Board needs to discuss how they this position will assist them with oversight, and how duties are assigned.
 - SWAT:
 - The Chairman would like for the Board to do a SWAT analysis.

Speakers:

Mr. Fred "Fel" Lee, Board Chairman
Dr. Nikolai Vitti, Superintendent
Ms. Becki Couch, Board Vice-Chairman
Ms. Paula D. Wright, Board Member
Ms. Karen Chastain, Chief of Legal Services

Ms. Cheryl Grymes, Board Member
Ms. Bonnie Susan Cole, Board Secretary
Ms. Ashley Smith Juarez, Board Member
Mr. Jason Fischer, Board Member

Adjournment

ADJOURNMENT

Minutes:

The Chairman adjourned the Board Development Meeting at 4:09 p.m.

BSC

Superintendent

Chairman