



Meeting Minutes Duval County Public Schools

February 17, 2021, Subcommittee Meeting

Ms. Elizabeth Andersen, Chairman
Mr. Darryl Willie, Vice-Chairman
Dr. Kelly Coker
Ms. Lori Hershey
Mr. Warren A. Jones
Ms. Charlotte D. Joyce
Ms. Cindy Pearson
Dr. Diana Greene, Superintendent

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD: Board Members Charlotte Joyce and Dr. Kelly Coker were present at this subcommittee meeting. Chair Elizabeth Andersen later joined by telephone. Ms. Karen Chastain, Office of General Counsel, was also present.

Call Meeting to Order

The meeting was called to order at 10:36 a.m.

Items to be Discussed

1. EVALUATION TOOLS

SUPERINTENDENT EVALUATION

Dr. Coker confirmed that the last two items left to do for Dr. Green's 2019-2020 evaluation were:

1. Superintendent Greene is to submit a written professional development plan responsive to any recommendations made by the Board.
2. Superintendent Greene will send any recommended changes to the Strategic Plan to the Board no later than May 1, 2021.

INTERNAL BOARD AUDITOR

Ms. Chastain and Board Member Joyce met to discuss how the goals and projects for the Internal Board Auditor (IBA) for the upcoming year could be incorporated into the form used by the District to evaluate administrators. Dr. Coker will create a timeline for the IBA evaluation. All agreed that any recommendations regarding the IBA should be coming from the Board rather than the Superintendent since the IBA is an employee of the Board.

Board Member Joyce wants to ensure that the IBA will know to watch for any potential red flags in the District's budget as money is moved around since it is an ever-changing document. An example of a red flag could include lack of sufficient encumbered funds for agenda items. As the evaluation is written, they will ensure that it contains all the elements of both the IBA's contract and statutory requirements.

Chair Andersen joined by telephone at 11:54 a.m.

After hearing what work the committee has done to that point, Chair Andersen would like to present to the Board and ask what they would like to see from the IBA. Once that is determined, she wants to ensure that the IBA will be clear in what her expectations are and that she have the necessary training, tools, and processes in place for her to carry out those duties.

Chair Andersen hung up from the call at 12:49 p.m.

It was noted that the IBA would have access to any of the financial records in the District. According to state statutes, anyone refusing to give her access to records would be guilty of a misdemeanor of the first degree. For the time being, the committee will tailor the District's evaluation form used for administrators to create an evaluation tool for the IBA. As with the Superintendent evaluation, each Board Member would meet with the IBA individually, then they later come together as a group to meet in the Sunshine to complete the evaluation.

The subcommittee reviewed the timeline for the IBA evaluation and the evaluation form the committee will recommend to the Board (see attached).

Adjournment

1. ADJOURNMENT

The meeting was adjourned at 1:41 p.m.

LBL

Superintendent

Chairman