Meeting Minutes
Duval County Public Schools

May 16, 2022, Board Member Meeting

Mr. Darryl Willie, Chairman
Dr. Kelly Coker, Vice-Chairman
Ms. Elizabeth Andersen
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 Cindy Pearson and Charlotte Joyce were present for the meeting. Board Members Elizabeth Andersen, Lori Hershey, Warren A. Jones, Chairman Darryl Willie, and Vice-Chairman Dr. Kelly Coker were not present. Dr. Diana Greene, Superintendent, and Mr. Ray Poole, Office of General Counsel, were also not present.

Call Meeting to Order

The meeting was called to order at 12:07 p.m.

Items to be Discussed

1. POLICY 2.38, AUDIT ADVISORY COMMITTEE

Board Member Pearson explained the purpose of the meeting.

Internal Board Auditor, Lenia Blades explained the changes to Board Policy 2.38, Audit Advisory Committee:

- Responsibilities that previously belonged to the Audit Selection Committee are now being turned over to the Audit Advisory Committee.

2. IBA CHARTER

Internal Board Auditor, Lenia Blades, explained the changes to the Internal Board Audit Charter being that the Audit Advisory Committee was now in existence.

- Changing the responsibilities from the Audit Selection Committee to the Audit Advisory Committee (AAC).
- The AAC will provide Ms. Blades with recommendations and not approval regarding her work.
- Add a bullet line to include communicating with the Board about the annual audit plan.

- Reporting to the AAC about changes to the audit plan that will be provided to the Board for approval.
- Speak with the Office of General Counsel regarding the information on investigations.

Ms. Blades shared the request that the AAC made regarding being able to compare Duval County School Board's budget with other districts. There is a concern about who is to assist with gathering the information, as the board policy only mentions the Board Secretary taking the minutes.

Board Member Joyce arrived at 12:27 p.m.

Board Member Pearson brought Board Member Joyce up-to-speed regarding the changes.
Board Member Pearson suggested adding the phrase 'Board and Audit Advisory Committee' instead of having a separate bullet for the Board.
Board Member Joyce shared the following:

- The purpose of the AAC was twofold and additional language needed to be added to the policy.
- In a conversation with her appointee on the committee, he explained the definition of audit to her.
- Explained the purpose of the Board wanting to have the AAC.
- Mentioned the request that the AAC made regarding the comparison of other districts' budgets.
- Add language such as 'analyzing expenditures' to the responsibilities of the AAC.
- The focus of the committee is to work around the audit piece.

Ms. Blades explained that at the next AAC meeting, there would be conversation about the responsibilities of the committee. She also explained the sections of the AAC Board Policy:

- General Responsibilities.
- Information that is provided by Michelle Begley,
- Information that is provided by the Internal Board Auditor.

There was additional discussion:

- What the Board wants.
- The responsibilities of Ms. Blades.
- The responsibilities of the AAC.

Board Member Joyce wanted to know if there should be a bullet under 'X' on Board Policy 2.38 for the Oversight piece. Board Member Pearson responded that under 'VII(c)' would cover Board Member Joyce's request. Ms. Blades concurred.

Board Member Pearson suggested living with the existing policy for six months, to keep a running note of the kinds of issues that Board Member Joyce was mentioning, and revisit to determine if more specifications are needed in the policy. The policy should not be so specific that something else important doesn't fit under that specificity.

Board Member Joyce inquired how the board policy works with the District. Board Member Pearson reviewed Board Policy 9.66, Sales Surtax Oversight Committee, specifically under 'IV(E) Meetings'. It was shared that this language was not in the board policy for the AAC and it is unclear to staff other than Ms. Blades, and the board office staff helping, whose responsibility it is to provide support for this committee. She added that the language in Board Policy 9.66 would need to be added to Board Policy 2.38 to answer Board Member Joyce's inquiry.

Ms. Blades explained the District's understanding of this committee is how the board office staff has been assisting to get things done.

Board Member Joyce mentioned that the budget falls on the Board's shoulders and that the District needs to work with Ms. Blades, the Board, and the AAC to make sure that whatever they are asking for is accomplished. She added that the language in Board Policy 9.66 needs to be added to Board Policy 2.38. Ms. Blades stated that there would need to be discussion with District staff to make sure everyone understands what is expected of them.

Board Members Pearson and Joyce requested Brian McDuffie, Executive Director of Policy and Compliance, add the language from Board Policy 9.66 Board Policy 2.38.

Ms. Blades summarized the status of all that is to be done and by whom. Board Member Joyce stated that the Board does not want Ms. Blades to be all the positions that she mentioned. She mentioned that Ms. Blades would be in the role of the Chief of Staff with regards to the committee and, through the board policy, the District needs to provide her with support so as to make sure that the AAC and the Board are getting the information that they need. She added that they willingly supported the 1/2 cent sales tax referendum and created a place where the District would support whatever they needed to get the information to the committee. The same thing needs to be done for the AAC.

Board Member Pearson mentioned not wanting to have it come across that the AAC has the same authority as the elected Board Members, they are representatives of the Board. They have similar authority and request privileges as the Sales Surtax Committee.

3. POLICY 9.66, SALES SURTAX OVERSIGHT COMMITTEE

The following language from this policy will be added to Board Policy 2.38:

- IV. Meetings.
  E. The Superintendent, the Chief of Staff or the Deputy Superintendent, the Chief Financial Officer, the Assistant Superintendent Operations, the Internal School Board Auditor, and the Office of General Counsel shall provide staff support to the Committee as necessary to accomplish its purpose.

Adjournment

1. ADJOURNMENT

The meeting was adjourned at 1:00 p.m.

GC

Superintendent

Chairman