

May 4, 2023, Evaluation Subcommittee Meeting

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

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD: All Board Members were present except Board Members Lori Hershey, Warren A. Jones, Darryl Willie and Vice-Chairman Cindy Pearson. Dr. Diana Greene, Superintendent, and Mr. Ray Poole, Office of General Counsel, were not present.

Call Meeting to Order

The meeting was called to order at 1:04 p.m.

Items to be Discussed

1. IBA EVALUATION

Chairman Dr. Coker shared with everyone things that the Evaluation Subcommittee had done as it relates to the Internal Board Auditor's Evaluation (IBA). Discussion continued on the following:

- The Subcommittee reviewed other districts and found out that some auditing teams report to the Board Auditor.
- The current IBA position does not include any managerial items, so to move positions over under IBA as other districts have, the position would need to be redesigned.
- To redesign the position would require the current IBA position to be closed out and then readvertise the position with requirements to have a background in management and auditing, but discussion needs to take place with the joint committee.
- A request was made by the Audit Advisory Committee to have the evaluation work better for the current IBA position.
- How to get started on the new criteria presented by the Evaluation Subcommittee.
- Currently, 5 board members have submitted their IBA evaluations.
- Incompletion of meetings that affected the IBA evaluation.
- No request were made for changes to the current IBA evaluation.
- Everyone has agreed on the beginning of the year metrics and what would be measured.
- Suggestions from Board Members.

- The current evaluation form is able to be edited, so suggestions or adjustments can be made if needed.
- Vicky Schultz, Assistant Superintendent, Human Resources (HR), recommended that the committee continue on with what is currently in the system and use what was suggested as a goal to start next year's evaluation.
- Addressing the increase in percentage in specific areas, HR advised that the current language included in the evaluation works.
- Setting a timeline for submitting final evaluations based upon HR.
- The Board will need to complete the IBA evaluation by June 8, 2023 and email it to Jeremy Boatwright, Director, Alternative Cert./Highly Qualified.
- All beginning of the year forms need to be closed out so the information can be transferred over to the Board Members.
- Lenia Blades, IBA, will go in and put the original information with the notes so that everything is captured and will email Mr. Boatwright when it is complete so the numbers can be finalized.
- Board Member Joyce had questions about part I of the beginning of the year evaluation but the committee decided to discuss that later since changes will be made to the evaluation.
- Chairman Dr. Coker asked Mr. Boatwright to resend the forms to her electronically.
- Ms. Blades shared that the beginning of the year forms did not have anything for the Board Members to fill out, but when she goes in to do her part, she would then send that information to Mr. Boatwright and then he would send it to both Chairman Dr. Coker and Board Member Joyce.
- Chairman Dr. Coker thanked Mrs. Schultz and Mr. Boatwright for giving them good guidance.

Adjournment

1. ADJOURNMENT

The meeting was adjourned at 1:22 p.m.

MA

Superintendent

Chairman