



Meeting Minutes

Duval County Public Schools

April 8, 2025, Board Workshop - REVISED

Ms. Charlotte D. Joyce, Chairman
Ms. April A. Carney, Vice-Chairman
Mr. Reginald Blount
Ms. Melody A. Bolduc
Ms. Cindy Pearson
Mr. Anthony Ricardo
Mr. Darryl D. Willie
Dr. Christopher Bernier, Superintendent

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD: All Board Members were present. Dr. Christopher Bernier, Superintendent, and Mr. Ray Poole, Office of General Counsel, were also present. Board Member Reginald Blount arrived at 11:19 a.m. Board Member Darryl D. Willie departed at 12:12 p.m.

Call Meeting to Order

The meeting was called to order at 9:05 a.m.

Items to be Discussed

1. PURCHASING SERVICES

Dr. Bernier shared with everyone that this presentation was in relation to a requested bring back. Terrence Wright, Director of Purchasing Services, joined by Anthony Cobb, Executive Director, Financial and Business Services, shared a PowerPoint presentation (see attached) with everyone. The topics reviewed included the following:

- Solicitation methods.
- Cancellation Clauses.
- Renewal Authorization.
- Signature Authority.
- Accounts Payable Impact to Purchasing.

Discussion included the following:

- All questions asked by prospective vendors are answered in an addendum and the addendum is posted to provide transparency.
- The state statute requires that all solicitations be posted. The Daily Record is used for this purpose.
- All current bids are listed on the Duval County Public Schools website under the Purchasing department.

- An explanation about DemandStar was provided.
- The Purchasing Department has the ability to see who has downloaded the solicitation. Supplemental vendors may receive a courtesy call to inform them about the solicitation.
- Ensuring that the vendor can handle the district's capacity.
- A supplemental vendor is one who is not registered with DemandStar.
- Use of lowest bidder with Invitation to Bid (ITB).
- Request for Proposals (RFP) criteria.
- Committee Member Evaluation meeting process. Minutes are required.
- The Request for Qualification (RFQ) is governed by the state of Florida Consultants Competitive Negotiation Act (CCNA).
- Reasons other companies looked at a solicitation but did not choose to bid.
 - Most solicitations are not delivered until the day of the opening. Therefore, it is unknown until the day of as to who is going to submit a solicitation, but the department can see who has downloaded a copy of the bid.
 - The cost of the response could pose a problem. An explanation of the cost was shared.
 - The number of vendors that came for a tour, and the number that decided not to submit a proposal.
 - Reasons why the companies did not submit a proposal.
 - Cumbersome process for a small contractor.
- DemandStar is used for governmental work.
- The system that the city uses.
- Cancellation clauses.
- Transportation fines and grievances.
 - A request was made by the Board to receive a report on the bus routes that have been fined.
 - A request was made by the Board to receive the vendor's performance structure.
 - Future conversation on how to operationalize transportation.
- Committee selection for the RFPs.
 - Checks and balances to make sure there is no conflict of interest for committee members.
- Definition of conflict of interest.
- Signature Authority of the Superintendent.
- Training committee members to use the evaluation worksheet.
- The opening of the proposals is part of a public meeting, but the public does not speak.
- Board Members should not interact with potential vendors.

Mr. Cobb reviewed the PowerPoint presentation on Accounts Payable Impact to Purchasing:

- Standard operating procedures to ensure timely payments to vendors.
 - Started a new process to have invoices sent in electronically to cut down on paperwork. The process has not been fully implemented yet. Only working with the larger vendors at present.
- Connections between accounts payable and purchasing.
- Legal requirements to ensure timely payments.
- Systems and structures in place to ensure compliance.
- Frequency of payment cycles.
- Volume of payments.
 - A campaign is in place to have vendors who are receiving payments with checks to switch to the Automated Clearing House (ACH).
- Checks and balances to ensure accuracy.
- The goal is to reduce paper checks to zero.

Break 10:49 a.m.

Reconvened at 11:00 a.m.

2. SCHOOL CONSOLIDATION

Dr. Bernier; Corey Wright, Chief of Accountability, Research, and Strategy; Latrese Fann, Region Superintendent; Marianne Simon, Region Superintendent; and Rebecca Boatright, Region Superintendent, all shared information using a PowerPoint presentation on the School Consolidation Update (see attached).

Discussion involved:

- What is being done, and how the district is planning the consolidations for the previously approved schools.
- Naming the principals as early as possible. Teachers need to know who their new boss will be, so they are able to make informed decisions.
- Three suggestions for consolidation were previously tabled but are still set to be consolidated for the 2026/2024 school year.
- Districtwide decrease in enrollment over the years compared to capacity.
- Looking at the Florida Inventory of School Houses (FISH) reports differently, which are calculated by the state. FISH reports don't tell the whole story about a district.
- School moves scheduled for summer 2025.
- The Region Superintendents have been addressing five key areas of school consolidation.
- The process of all that is involved and being considered regarding the first scenario was provided: King's Trail Elementary consolidation into Beauclerc Elementary School.
- There are no issues regarding teachers not being staffed at the school.
- Thanks were shared with Dr. Bernier and staff for the work being done and the care that is being shown to the families.
- Continue to communicate with families regarding transportation.
- Alumni are invited to tour the school.
- School grade of both schools: Kings Trail (D) and Beauclerc (C)
- The community includes more than just the families. It includes those around the school.
- The process of all that is involved and being considered regarding the second scenario was provided: Annie R. Morgan Elementary consolidation into Biltmore Elementary School.
- School grade of both schools: Morgan (F) and Biltmore (C).
- The process of all that is involved and being considered regarding the third scenario was provided: R.V. Daniels Elementary consolidation into R.L. Brown Elementary School.
- The budget for students for the upcoming school year is 325. The capacity of R.L. Brown is 725.
- Teacher vacancies and assignments.
- Gifted program.
- Maintenance issues within the schools.
- Continuity for R.L. Brown Elementary School.
- Cohesiveness with furniture in the classrooms.
- Buildings that are not at full capacity are being used for administrative offices.
- As student enrollment increases, the administrative offices will be relocated.
- The process of all that is involved and being considered regarding the fourth scenario was provided: Windy Hill Elementary consolidation into Southside Estates Elementary School.
- School grade for both schools: Windy Hill (C) and Southside Estates (C).

- A request was made about the district being prepared should more families show interest in Southside Middle School.
- Prevention of student loss when Hogan-Spring Glen Elementary moves into Windy Hill Elementary. Plan to get the students back if they leave.
- The capacity of the school. The current number of students who are signed up is 776, and that does not include new kindergarten enrollment.
- It is not about small schools; it is about small classroom settings.
- Teacher evaluations.
- Academics and student outcomes.
- Expectations were given to the academic team, and they made things happen.
- Continuity attracts families, which causes more attention to be placed on certain schools. There are also certain schools that don't have continuity.
- The process of all that is involved and being considered regarding the fifth scenario was provided: Susie Tolbert Elementary consolidation into S.P. Livingston Elementary School.
- Some students in Tolbert have siblings already attending S.P. Livingston.
- Families are already familiar with both principals.
- Hospital Homebound used to be a part of S.P. Livingston but has been moved out.
- The state decided to assign the grade of the schools to the primary school. So, the grade of the combined schools is a D.
- Extended Day program, staffing, and partners.
- Additional resources and UNISIG funds due to being a D school. Both schools are Title I, so funds are front-loaded.
- What the district is doing regarding the principals that were not selected to be over a school.
- During the walk within the schools that are closing, information needs to be shared about the future situation of the building.
- Principal selection for schools that are being consolidated.
- Revisiting Board approved consolidations requiring additional consideration for the 2026-2027 school year.
- Review of how the Decision Analysis Steps called SELECT was used.
- Decision Analysis Teams: how often and how long they met to discuss the three scenarios.
- How the teams used the SELECT process.
- The criteria for the first part of the process came from various sources.
- The Decision Analysis Outcomes for the three scenarios were explained.
- The Risk Analysis was explained.
- The next steps with alternatives were explained.
- An explanation about the Decision Analysis tool that had been used to help the district make decisions was provided.
- Sharing the process with the community.
- Concerns were expressed about the traffic issues at Don Brewer Elementary School.
- Traffic study is a part of the analysis for the three scenarios.
- Review of the new schools scheduled to open in August 2027.
- A review of additional considerations for the 2026/2027 school year was presented to the Board.
- A request was made by the Board to receive the Decision Analysis Sheet - Evaluate Alternatives form for each school that has gone through the SELECT process.
- The sequence of the timeline for the new schools opening in August 2027.
- An explanation regarding the school design process was provided.
- The date of consolidation for Don Brewer Elementary and Merrill Road Elementary is August 2026, which was voted on at the November 2024 meeting.

- There is a need to have schools operating on the right size so that they can pay for themselves.
- Small schools.
- Upcoming recommendations.
- Dr. Bernier provided a recap of decisions that were previously made.
- The Masters Facilities Plan and the Capital Plan.
- Getting on the right side of enrollment is the responsibility of Enrollment Management.
- Transportation studies.
- Movement of furniture and equipment, additional costs budgeted for on-site security.
- Traffic studies: when being done, and how they are done.
- Disbursement of property after schools close.
- The Consolidated Services department, along with the regional leadership and principals, will handle the movement of furniture and equipment. As a part of the project costs, an outside company is handling Southside Estates movement because it is a new building.
- Surplus furniture is consolidated back at our Consolidated Warehouse.
- Appreciation was expressed for the work that Dr. Bernier and staff have done regarding this matter.

Break 1:12 p.m.

Reconvened at 1:12 p.m.

3. SUMMER SCHOOL

Dr. Bernier turned the topic over to Scott Schneider, Chief of Schools. Other staff involved in the discussion was Darrin Williams, Director of Community Ed & Extended Day Programs; Paula Renfro, Chief Officer of Academics Services; and Erika Harding, Assistant Superintendent of Operations

Mr. Schneider started off by thanking his colleagues: Mr. Williams, Ms. Renfro, Michele Green, Director of School Improvement, and Ms. Harding and her team, for all the hard work that they completed for the presentation. Then through a PowerPoint presentation, Mr. Schneider reviewed the 2024-2025 Summer Programs:

- Reduction in some of the things being offered due to the loss of the Elementary and Secondary School Emergency Relief (ESSER) funds. However, the students will still be offered what they need.
- A review of the programs that would be offered for the summer were provided.
- High school credit recovery is not listed because the district is not going to fund it.
- High school credit recovery is for seniors only, and the GRIT team, led by Mr. Wright, is working with those students.
- The purpose of the 3rd grade recovery was explained.
- The purpose of the 8th grade recovery was explained.
- ESOL summer maintenance was explained.
- Extended School Year (ESY), which is for students who are a part of Exceptional Student Education, was explained.
- Summer Voluntary Pre-Kindergarten (VPK) is for rising kindergartners who have not participated in a VPK program.
- The Summer Bridge Rising Kindergarten is new and uses non-competitive State funds.
- An explanation of the summer program experiences were provided.

Discussion involved:

- A request for all Board Members to receive an invitation to the African American History Summer Writing Program.

- Consider incorporating the curriculum, 'Be Safe, Be Seen', into the summer camps to help reinforce the safety message.
- The number of schools that have the Drivers Education class.
- Schools that are not available for Kids Hope Alliance (KHA) Summer Camps.
- Maximum number of students for Drivers Education.
- Criteria for a program to receive transportation.
- Advertisement and capacity for the African American History Summer Writing Program.
- Advertisement for the Fee-Based Summer Camps. This is a first come, first served basis across the board.
- The summer camps are also open to students who do not attend Duval County Public Schools (DCPS).

4. GOVERNANCE

Information that was shared during governance:

- A few follow-up emails expressing concern about the book, 'Identical', that were original and not a letter that was duplicated.
- Upcoming conversation with House Representative, Dana Trabulsy. An invitation was extended to the Superintendent and other Board Members to provide any key points they wanted to have shared during the conversation.
- Thanks were expressed to Dr. Bernier for the one-pager on the impact to funding.
- Concern was expressed regarding funding being cut in half.
- Students are the future of the workforce.
- The desire to keep funding at 100%.
- There was much conversation regarding House Bill 5101.
- A colorful flyer was created regarding HB5101. A copy was provided to the Board Members.
- Former Senator Tony Hill has made a request to have Matthew Gilbert's track and field name changed to Bob Hayes Track and Field.
- Books that are removed from school shelves are currently stored at the Consolidation Warehouse. Working through procedures for further action.

Adjournment

1. ADJOURNMENT

Motion:

That the Duval County School Board adjourn the meeting 2:10 p.m.

Vote Results:

Motion: April A. Carney

Second: Reginald Blount

PASSED - 6-0

Aye:

Charlotte D. Joyce

April A. Carney

Reginald Blount

Melody A. Bolduc

Cindy Pearson
Anthony Ricardo

Nay:
None

GC

Superintendent

Chairman