



Meeting Minutes Duval County Public Schools

April 17, 2025, Audit Advisory Committee Meeting

Committee Members Present: Chair Mark Sizemore, Richard Capon, Tyler Guth, Melissa Hancock, Jack Meeks, Monique Thompson, Dr. Rafielle E. Usher, Duval County Public Schools Chair, Charlotte D. Joyce (ex officio non-voting member). *Melissa Hancock departed at 3:53 p.m.*

Board Members Present: Reginald Blount, Melody Bolduc, Cindy Pearson, and Anthony Ricardo.

Call Meeting to Order

Chair Mr. Mark Sizemore called the meeting to order at 2:33 p.m.

Staff members who were also present:

- Michael Ramirez, Chief of Staff
- Melvin Dodson, Chief, Internal Board Auditor
- Ronald Fagan, Chief Financial Officer
- Ruth Fulgham, Specialist, Internal Auditing
- Dr. Tracy Pierce, Chief Enrollment Management
- Gail Collins, Administrative Assistant to the Board

APPROVAL OF THE APRIL 17, 2025, AGENDA

Motion:

That the Audit Advisory Committee (AAC) approve the April 17, 2025, agenda as submitted on April 16, 2025.

Vote Results:

Motion: Jack Meeks

Second: Richard Capon

No discussion.

PASSED: 7-0

Mark Sizemore
Richard Capon
Tyler Guth
Melissa Hancock
Jack Meeks
Monique Thompson
Dr. Rafielle E. Usher



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APPROVAL OF MINUTES:

Motion:

That the Audit Advisory Committee approve the following minutes:

- **February 20, 2025, Audit Advisory Committee Meeting**

Vote Results:

Motion: Did not capture who gave the motion.

Second: Jack Meeks

No discussion.

PASSED: 7-0

Mark Sizemore
Dr. Rafielle E. Usher
Richard Capon
Tyler Guth
Melissa Hancock
Jack Meeks
Monique Thompson

PUBLIC COMMENT:

There were no Public Comments.

STRATEGY TO INCREASE ENROLLMENT

Dr. Tracy Pierce, Chief of Enrollment Marketing, presented a PowerPoint presentation, Enrollment Organization. The discussion involved the following:

- How the Enrollment Organization came into existence.
- Competitive market.
- Decrease in student enrollment over the years.
- New Missions.
- Customer service.
- Parents do not know the difference between a charter school and a traditional school.
- Costs.
- Focusing on things that can be changed.
- Duval County Public Schools (DCPS) caters to all students, charter schools don't.
- Training employees to be sales oriented.
- Advocating DCPS for children with learning differences.
- Building a good brand for each school.
- Using data to track the trend of why families are leaving.
- Success plan for the 6 steps.
- Revenue received per student.



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BUDGET & COPS UPDATE

Ronald Fagan, Chief Financial Officer (CFO), presented a PowerPoint presentation Budget Update, April 17, 2025. The discussion involved the following:

- Bond Ratings from Fitch and Standards & Poor's.
- Trying to refund old bonds at a higher rate.
- Current funding information that was released by the Senate and the House.
- The House and Senate are considering cutting the FTE formula.
- Pension.
- Lobbyist.
- Property values.
- Decisions up for consideration and decisions made.
- Budget Timeline.
- The General Fund Five Year Trend.
- All funding systems are separate in governmental counties and school districts.
- Reallocation of funds.
- Funds.
- Funding information for 2018/2019.
- The financial situation in which the state would step in.

AUDIT COMMUNICATION & REPORTING

Melvin Dodson, Chief Internal Board Auditor, presented a PowerPoint presentation Internal Board Audit & Internal Audit (IA). The discussion involved the following:

- For Projects Closing Out FY ending 2025, the status column had changes.
 - Effectiveness and timeliness of Professional Standards.
- IBA Audit Bridge Plan FY ending 2025.
- Professional Standards is working on an application called Guardian.
 - Implementation and how long it takes.
 - The Office of Professional Standards has an opportunity for improvement.
 - A request was made for the timeline of Professional Standards implementing the Guardian Program.
- Duplicate payments.
- Inform the CFO about how his processes are working.
- FTE Survey.
- The general contractor reviews.
- Audits done that are required by statute: Internal Accounts and Risk Assessment.

BRING BACKS

Discussions about bring backs were as follows:

- Most of Mr. Meeks bring backs were taken care of.
- Dr. Usher's request has not been completed yet. He is concerned about whether invoices and receipts have been uploaded correctly and validated.
- Fraud prevention.
- Areas of high risk have been investigated.



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- Construction contracts.
- Breakdown of the purchasing services. Thresholds.
- Board Members having access to SAP.
- Have Dr. Usher to sit with Board Member Blount and others to obtain/view the requested information through SAP.
- Contractors and subcontractors' payments.
- Competitiveness.
- Suggested for committee members to view the April 8, 2025, Board Workshop.

2025 UPCOMING MEETING DATES

Chairman Sizemore advised that the last two meetings, October and December meetings will begin at 1:30 p.m. instead of 2:30 p.m. The upcoming meetings are as follows:

- June 23, 2025, at 8:30a.m.
- August 21, 2025, at 1:30 p.m.
- October 16, 2025, at 1:30 p.m.
- December 18, 2025, at 1:30 p.m.

GOVERNANCE

None

Adjournment

ADJOURNMENT

Motion:

That the Audit Advisory Committee moved to adjourn the meeting at 4:40 p.m.

Vote Results:

Motion: Did not capture who gave the motion.

Second: Did not capture who gave the second.

PASSED: 6-0

Mark Sizemore
Dr. Rafielle E. Usher
Richard Capon
Tyler Guth
Jack Meeks
Monique Thompson

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