Master Facility Plan Implementation
Tracking the impact of the voter approved half-penny sales surtax

September 17,2025, Sales Surtax Oversight Committee Meeting

Committee Members Present

Dan Janson, Cynthia Brown, David Kilcrease, Trey Perry, Amy Henderson, Mike Hightower, Darryl Edwards II, Ryan Murphy, Robert Staffor, Stephanie Schaap, Ramon Day, Marion Tischler, Karen Nuland, Anita Vining

Ex-Officio, Non-Voting Members Present
Dr. Christopher Bernier

Call Meeting to Order
Interim Chairman, Dan Janson, called the meeting to order at 10:01 a.m.

He announced there is a Quorum and that the committee could move on to important business on the agenda.

Welcome and Sales Surtax Oversight Committee Member Introductions
Mr. Janson welcomed the committee and gave his own explanation of the roles and expectations of the Sales Surtax Oversight Committee. He mentioned that the committee should make every effort to be at the Oversight Committee Meetings and that the committee and the school each have roles that work together to monitor the funding and progress

Motion:

Mr. Janson also addressed the committee to move Governance to the start of today's meeting and made a motion.

Motion:
That the Oversight Committee vote to approve amending the agenda and move Governance to the first order of business

Vote Results: 14-0

Motion: Mike Hightower

Second: Marion Tischler

Vote Results: PASSED UNANIMOUSLY

Mr. Janson announced the committee would shift to Governance and Ramon Day called a Point of Order to approve the Agenda before Governance.

Motion:

Mr. Janson made a motion to approve the September 17, 2025, agenda.

Motion:
That the Oversight Committee approve the September 17, 2025, Agenda as amended and submitted to the committee.

Vote Results: 14-0

Motion: Mike Hightower

Second: Amy Henderson

Vote Results: PASSED UNANIMOUSLY

Governance

Mr. Janson announced the committee was now in Governance and opened the floor to the Oversight Committee Members.

Marion Tischler addressed the Chair regarding a request to have an agenda item added to the meeting and discussion was held amongst members regarding their process and the understanding of adding agenda items.

The Committee collectively requested clarification from the district regarding members having flexibility to add by request to the district, agenda items ahead of a scheduled meeting and if there is anything that prevents this request in Board Policy.

Motion:

Marion Tischler made a motion to add Charter School Accountability & Status to the agenda.

Motion:
That the Oversight Committee approve adding Charter School Accountability & Status to the September 17, 2025, agenda and on all future agendas.

Vote Results: 14-0

Motion: Ramon Day

Second: Mike Hightower

Vote Results: PASSED UNANIMOUSLY

Mr. Janson took a pause to welcome Dr. Christopher Bernier who arrived at 10:12 a.m. He took a moment to address the committee regarding why he was tardy and gave some safety and security updates before Mr. Janson continued with the meeting.

Sales Surtax Oversight Committee Overview
Mr. Janson introduced Duval County Public School's Chief of Staff, Michael Ramirez. Chief Ramirez welcomed the new members and gave a PowerPoint Presentation – Sales Surtax Oversight Committee DCPS Overview.
Topics included: About us, Ribbon-cutting Ceremonies, Ceremonial Photo, Board Policy 9.66 – Purpose, Responsibilities, and Term, Committee Member Checklist, Roberts Rules of Order, DCPS Leadership Team, Committee Feedback Update, Charter School Dashboard Update, District Flyer, Committee Support.

Chief Ramirez also announced that a new General Counsel will be starting on Monday of next week.

Committee Members held conversations amongst each other regarding Robert's Rules, the ribbon-cutting ceremonies, process for receiving committee details, their role and responsibilities. Members included: Dan Janson, Marion Tischler, Mike Hightower, Ramon Day, Darryl Edwards II, and Cynthia Brown.

Chief Ramirez announced moving to the next order of business – Chairman and Vice-Chairman Elections.

Chairman Elections
Chief Ramirez announced that the floor was now open for nominations to appoint a new Chairman.

Motion:
Mr. Hightower nominated Dan Janson and made a motion:

Motion:
That the Oversight Committee approve the nomination of Dan Janson as the Sales Surtax Oversight Committee Chairman.

Vote Results: 13-0

Motion: Michael Hightower

Second: Trey Perry

Vote Results: PASSED UNANIMOUSLY

Chief Ramirez announced that by unanimous decision, the floor was now closed for Chairman elections and by unanimous vote, Dan Janson will be the new Committee Chairman and gave congratulations to Dan Janson.

Vice-Chair Elections
Chief Ramirez announced that the floor was now open for nominations to appoint a new Vice-Chairman.
Motion:
Mr. Janson made a motion to nominate Mr. Hightower and was seconded by Mr. Ramon Day.
Motion:
Karen Nuland also motioned to nominate Ms. Marion Tischler and was seconded by Cynthia Brown.
Chief Ramirez held voting for each nominee and took a count that determined the vote for Vice-Chair.

Motion:
That the Oversight Committee approve the nomination of Michael Hightower as the Sales Surtax Oversight Committee Vice-Chairman.

Motion: Dan Janson

Second: Ramon Day

Vote Results: PASSED BY MAJORITY

Vote Results: 10-0

Motion:
That the Oversight Committee approves the nomination of Marion Tischler as the Sales
Surtax Oversight Committee Vice-Chairman.

Motion: Karen Nuland

Second: Cynthia Brown

Vote Results:

Chief Ramirez announced that by the majority vote, there was no need to vote on the second nomination, and the floor was now closed for Vice-Chairman elections and by a 10-0 vote, Mr. Mike Hightower will be the new Committee Vice-Chairman and gave congratulations to Mike Hightower.

Approval of Minutes

Chair Janson made a motion to the committee to approve the minutes from April 16, 2025, and May 21, 2025.

Motion:

That the Oversight Committee votes to approve the April 16, 2025, Oversight Committee Meeting Minutes.

Vote Results: 14-0

Motion: Mike Hightower

Second: Ramon Day

Vote Results: PASSED UNANIMOUSLY

Motion:
That the Oversight Committee votes to approve the May 21, 2025, Oversight Committee Meeting Minutes.

Vote Results: 14-0

Motion: Ramon Day

Second: Michael Hightower

Vote Results: PASSED UNANIMOUSLY

Public Comment

There were no public comments.

Items to be Discussed

2025-2025 Meeting Dates
Marion Tischler acknowledged the committee meetings being quarterly and asked about subcommittee or interim dates available to continue meeting business. The Chair said that the regularly scheduled meetings were appropriate for the committee and that the committee could vote at the November Meeting if it is determined additional meeting time is needed.

Other members also inquired about the process for adding an interim meeting, subcommittee meetings and when those could take place, and who is the point of contact for requesting a member-to-member meeting. Members included: Ramon Day, Darryl Edwards II, Karen Nuland, and Mike Hightower.

The committee held discussions amongst each other regarding these topics and Mr. Janson concluded the item by saying that the committee would have time during Governance at meetings to discuss, and vote on an additional meeting.

Motion:

Chair Janson made a motion to approve the meeting dates:

Motion:
That the Oversight Committee vote to approve the 2025-026, Oversight Committee Meeting dates as presented.

Vote Results: 14-0

Motion: Ramon Day

Second: Michael Hightower

Vote Results: PASSED UNANIMOUSLY

Operations Update
Chair Janson welcomed and introduced the Executive Director of Construction and Design,
Byron Page, who gave a PowerPoint Presentation, Sales Surtax Oversight Committee Briefing.
Topics Included: Committee Overview, Funding Metrics, Mandarin High School, Ribault High
School, Southside Estates, Carter G. Woodson, R.L. Brown, Program Actions, Value Engineering Examples, Facility Condition Assessments, New/Replacement/Renovation Summary, Renovation Additions – Spring Park, Pickett, Hogan-Spring Glen, Fletcher, Sandalwood, and Loretto, and Active Project Schedules.

The following members asked questions and held conversation with Mr. Page and the Superintendent: Ramon Day, Mike Hightower, Anita Vining, Marion Tischler, Robert Stafford,
Anita Vining, Darryl Edwards II, and Dan Janson.

Mr. Page and Dr. Bernier addressed each member's question and provided additional context to
clarify the answers. The questions and answers included the following topics:

- Property Sales and Buyers obligation to maintain the property
- Process the School Board follows to determine decisions of buildings and the property's status – whether to demolish a building or sell property.
- Charter Schools notification process regarding surplus property
- Where students were transitioned from Carter G. Woodson – Ms. Sharwonda Peek, Assistant Superintendent of School Choice answered students were transitioned to another school based on their address.
- Bidding process for project engineers and contractors being put out to bid to find the best provider for service of the project.
- Guidelines for the design, structure, and project process.
- Dr. Bernier explained that state statute requires the district to inform charter schools of any surplus properties and at that point they will have to compete for the property at fair market value.

The committee made a few requests for future meeting:

- That Operations lists out the abbreviated items so the group can better understand their reference.
- Provide a comparison of the MFP Bold Plan vs. the New Project Plan.
- That the next Operations presentation provides the key milestones in the process of a school's demolishment to the new build/completion to provide more clarity of the process to the committee.
- That the Draft Presentations be shared pre-meeting so the members can review the presentation and have context to follow along and be prepared to do the committee's due diligence.

Dr. Bernier also stated that he would like to meet with the Chairman once a month to follow-up regarding the agenda and preparation for the next meeting to ensure more clarity forms at these meetings.

Finance Update
Chair Janson welcomed and introduced Executive Director of Business & Financial Services, Evon Nelson-McIntyre, who presented a PowerPoint presentation: Sales Surtax Oversight Committee – Financial Services and Charter Schools. Topics Included: Financial Services, Collections as of June 2025, Funding Overview 2024-2025, School year Overview 2024-2025, 1st Quarter Observations, Charter School 4th Quarter Expenditures, Revenue & Expenditures.

Members of the committee expressed comments regarding charter school reporting of funds, state statute, and the limitations the school district has regarding these requirements, and what kind of information is needed for this committee to be able to ask the right questions.

Conversations included the following members: Dan Janson, Karen Nuland, Marion Tischler, Ramon Day, and Robert Stafford.

Charter School Accountability & Status
Ms. Marion Tischler addressed the Committee and Dr. Bernier regarding the Charter Schools accountability and the committee's responsibility when it comes to monitoring their financial accountability. Other Members participated in the conversation which included: Ramon Day and Dan Janson.

Topics she brought to the committee included:

- Understanding enrollment
- Fiscal Operations
- State Statutes that outline their responsibilities
- Information that can be displayed on the dashboard

The Superintendent will ensure staff can share the enrollment spreadsheet of traditional and charter schools to the committee.
There was an additional request for the incoming General Counsel to review the statutes related to Charter Schools Reporting and Financial status based on Sales-Surtax Dollars.

Vote to extend the meeting at 12:05 p.m.
Ms. Tischler asked Chair Janson to extend the meeting by five additional minutes to conclude her comments:
Motion:
Chair Janson made a motion to extend the meeting by 5 minutes.
Motion:
That the Oversight Committee votes to extend the meeting to 12:06 p.m.

Vote Results: 14-0

Motion: Dan Janson

Second: Ramon Day

Vote Results: PASSED UNANIMOUSLY

Dr. Bernier and Ms. Tischler held additional conversation regarding charter school concerns before Chair Janson closed out the item and moved to announce the next meeting date and adjourn the meeting.

Next Meeting Date:

Chair Janson advised the next meeting date for the Sales Surtax Oversight Committee will be on Wednesday, November 19, 2025, from 10:00 a.m. to 12:00 p.m.

Adjournment

Chair Janson announced the adjournment of the meeting and made a motion.
Motion:

Chair Janson made a motion to adjourn the meeting:

Motion:
That the Oversight Committee vote to the September 17, 2025, Oversight Committee Meeting.

Vote Results: 14-0

Motion: Darryl Edwards II

Second: Rachel Murphy

Vote Results: PASSED UNANIMOUSLY

The meeting was adjourned at 12:06 p.m.

Minutes were taken by Megan Mihalik, Coordinator to the Chief of Staff.

These minutes were approved at the February 18, 2026, Sales Surtax Oversight Committee Interim Meeting.

***** In order to comply with the Americans with Disability Act, some attachments are not viewable here. To receive any attachments or presentations, please email Megan Mihalik, Coordinator to the Chief of Staff, at mihalikm@duvalschools.org*****