



## Duval County Public Schools

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April 22, 2013, Board Workshop

Mr. Fred "Fel" Lee, Chairman  
Ms. Becki Couch, Vice-Chairman  
Mr. Jacon Fischer  
Ms. Cheryl Grymes  
Dr. Constance S. Hall  
Ms. Ashley Smith Juarez  
Mr. Ms. Paula D. Wright  
Dr. Nikolai Vitti, Superintendent

ATTENDANCE AT THIS WORKSHOP OF THE DUVAL COUNTY SCHOOL BOARD: All Board Members were present. Dr. Nikolai Vitti, Superintendent, and Ms. Karen Chastain, Chief of Legal Services, were also present.

Call Meeting To Order

### [CALL MEETING TO ORDER](#)

Minutes:

The Chairman called the Board Workshop to order at 1:07 p.m.

Items To Be Discussed

### [1. GOVERNANCE/BOARD MEMBER REPORTS](#)

Minutes:

The following items were discussed:

- Vice-Chairman Couch provided the Board with information on a session she

attended at the 2012 NSBA Conference regarding:

- Boards performing a self evaluation. She presented information from the Georgia School Boards Association.
- Washoe County school system in Nevada - how they used their Strategic Plan and their branding for everything they did in their district.
- A literacy center created in Delaware County, Pennsylvania, for all of the Pre-K - 2 students. By the time they leave this center for the 3rd grade, all students are reading on grade level. The library is the entrance to the school, and everything is centered around literacy.
- How Jefferson County in Louieville, Kentucky, uses technology for training.
- Board Member Hall would like to share a video on how a Board can build a local lobbying program. The Chairman will schedule time at a future meeting.
- Board Member Hall reminded the Board of our Development Meeting to be held on May 3, 2013, at 10:00 am, at the Marine Science Center. She asked that Board members submit their suggestions for topics to the Board Secretary. An e-mail with more information will be sent to the Board prior to the meeting. Ms. Nancy Broner will facilitate, and is donating her time.
- Vice-Chairman Couch asked if there was a place on our internet where members can share documents from meetings, etc., with each other.
- Board Member Wright presented information on the NEO 2 Keyboard. She saw this at the 2013 NSBA Conference. It is built to help students learn how to type with accuracy and speed; connects with Google Docs, so it has Cloud storage; wireless printing, MathFacts for practice; teachers can send lessons to students; you can track up to 8 students per device; cost if \$99 or less if you buy in bulk; 700 hours of battery life on 3 AAA batteries; is portable and durable; and, it can also connect to Accelerated Reader.

#### Speakers:

Mr. Fred "Fel" Lee, Board Chairman  
Ms. Karen Chastain, Chief of Legal Services  
Ms. Paula D. Wright, Board Member  
Mr. Jason Fischer, Board Member  
Ms. Becki Couch, Board Vice-Chairman  
Ms. Cheryl Grymes, Board Member  
Ms. Ashley Smith Juarez, Board Member  
Dr. Nikolai Vitti, Superintendent

## 2. SUPERINTENDENT'S EVALUATION INSTRUMENT

Minutes:

The Board discussed the Superintendent's upcoming informal evaluation. Discussion included the following:

- The Chairman reviewed Section 4.1 of the Superintendent's Employment Contract, which deals with his evaluation, with the Board.

- The Chairman shared that they would be furnished with a blank copy of the evaluation form. Board members will work with the Board Secretary to schedule their individual meetings with the Superintendent for the week of June 17, 2013. The Superintendent will provide Board members with a self appraisal during their meetings. After meeting with the Superintendent, Board members will fill out their evaluations and bring them to a Special Meeting which will be scheduled at the end of the week of June 17th. The Board Auditor will calculate the scores at the meeting and distribute copies to all members. The Board will then work on a statement to be released regarding the Superintendent's evaluation.
- It was decided that the Board would ask the Superintendent to provide the Board with a portfolio to show evidence of progress in each of the areas of the evaluation.
- Ms. Karen Chastain, Chief of Legal Services, reviewed what is and is not a public record, as it relates to the evaluation process.
- Only the Qualitative form will be used for this evaluation.
- There was discussion on whether it was appropriate to not use the Quantitative form for this time, since changes to programs and staff had been made when the new Superintendent started, and the fact that other staff members will be held accountable for student performance.

The Superintendent joined the Workshop at this point and the Chairman reviewed the results of the previous conversation.

- The Board will use the Qualitative form for the first evaluation.
- Individual meetings will be scheduled for Board members to meet with the Superintendent .
- The Superintendent will provide a self appraisal during these meetings, with a collective discussion during the meeting held at the end of the week.
- The Superintendent will provide the Board with a portfolio of evidence supporting each area on the evaluation three weeks prior to the week of June 17th.
- The meeting to calculate the evaluations will be June 20, 2013, at 9:00 a.m.

Speakers:

Mr. Fred "Fel" Lee, Board Chairman  
 Ms. Constance S. Hall, Board Member  
 Ms. Karen Chastain, Chief of Legal Services  
 Ms. Paula D. Wright, Board Member  
 Mr. Jason Fischer, Board Member  
 Ms. Becki Couch, Board Vice-Chairman  
 Ms. Cheryl Grymes, Board Member  
 Ms. Ashley Smith Juarez, Board Member  
 Dr. Nikolai Vitti, Superintendent

Adjournment

[ADJOURNMENT](#)

Minutes:

The Chairman adjourned the Board Workshop at 3:22 p.m.

BSC

We Agree on this

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Superintendent

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Chairman