

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
EDGARD, LA – MEETING OF SEPTEMBER 17, 2015**

ITEM 1: The Chair called the meeting to order and read the following call:

HONORABLE MEMBERS OF THE SCHOOL BOARD
Parish of St. John the Baptist

Dear Board Member:

Upon call of the President, the St. John the Baptist Parish School Board will meet in regular session at West St. John Elementary School, 2555 LA Hwy. 18, Edgard, Louisiana, on Thursday, September 17, 2015, at 6:00 p.m.

An agenda for the meeting is attached.

Sincerely, s/Kevin R. George
Superintendent/Secretary

The Chair called for the invocation, followed by the Pledge of Allegiance.

ITEM 2. ROLL CALL OF MEMBERS:

PRESENT: Jack, Burl, Keller, Johnson, Wise, Wallace, Nicholas, Triche, Jones
ABSENT: Sanders, DeFrancesch

There were 9 members present, 2 absent.

ITEM 3. APPROVAL OF MINUTES:

ITEM 3a. Meetings of September 3, 2015

MOTION BY: Burl

SECOND BY: Keller

MOTION: To approve the minutes of the meeting of September 3, 2015.

No objections.

The motion carried.

Mrs. DeFrancesch arrived at 6:04 p.m. and was recorded as present.

ITEM 4. SUPERINTENDENT'S REPORT

Supt. George stated that over the next couple of meetings, he will turn his report over to principals of our schools in an effort to "introduce" the administrative teams at each school, as well as highlight what's going on at their individual schools. This week, introducing themselves and their team, were:

East St. John High School: Mr. Cory Butler

LaPlace Elementary School: Alison Cupit

Lake Pontchartrain Elementary School: Mr. Jason Beber

ITEM 5. EDUCATIONAL PRESENTATIONS AND RECOGNITIONS BY THE BOARD OR STAFF

ITEM 5a. Mr. Claude Hill – Recognition of WSJH Students

Mr. Claude Hill introduced Nicholas Borne and Lamore Boudoin, and read the following:

Congratulations to Nicholas Borne and Lamore Boudoin who have been invited to represent West St. John HS as panelists in the prestigious Collegiate Leadership Summit (CLS). Held this year from September 27-29 in Lancaster, Pennsylvania, the Leadership Summit selects 40 students from a nationwide pool of thousands of high school seniors to participate in a three-day, all-expenses-paid forum at Franklin & Marshall College. The CLS focuses on the post-secondary educational experience and bolsters the attendees' leadership potential. Further, participation in the Collegiate Summit merits Nicholas and Lamore a scholarship award to Franklin & Marshall College, recognized as one of the Top 50 colleges in America by US News rankings; the amount of the award covers the \$55,000 a year cost of attendance at Franklin & Marshall. Nicholas and Lamore were nominated by Coach Oxmann for their outstanding record of scholastic and athletic achievement.

ITEM 5b. Mr. Russell Jack, Board Member – Resolution to declare the week of September 14, 2015 as Ram Week

MOTION BY: Burl

SECOND BY: Entire Board

MOTION: To approve the resolution declaring the week of September 14, 2015 as Ram Week.

No objections.

The motion carried.

Mr. Kevin George read the following resolution in the record:

**ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
STATE OF LOUISIANA**

Resolution

WHEREAS, West St. John High School in Edgard, Louisiana has received national recognition by receiving a ranking of #5 out of 500 schools in *Newsweek* Magazine's "2015 Beating the Odds: America's Top High Schools for Low-Income Students List"; and

WHEREAS, In determining this ranking, *Newsweek* Magazine took into account such factors as performance on state standardized tests, enrollment data, graduation rates, advanced placement, college admission test scores, and counselor-to-student ratios; and

WHEREAS, the St. John the Baptist Parish School Board is tremendously proud of this accomplishment and would like to recognize West St. John High School for its achievement by designating the week of September 14, 2015 as "Ram Week".

THEREFORE, BE IT DULY RESOLVED, That the St. John the Baptist Parish School Board, on behalf of our Superintendent, administrators, faculty, staff, and students, proclaims the week of September 14, 2015 as "Ram Week" in St. John the Baptist Parish Public Schools; and

BE IT FURTHER RESOLVED, that a copy of this resolution, suitably engrossed, be placed in the minutes, the archives, and official records of the St. John the Baptist Parish School Board on this 17th day of September in the year of our Lord 2015."

Mr. Claude Hill asked the Ram faculty, staff and students to please stand and be recognized.

He also stated that the School Board had purchased sling-bags for each student and those would be given out at school the following day.

Dr. Keller asked administration to please get a copy of the article from *Newsweek* and to also seek permission to reprint the article in *L'Observateur*.

Mr. Jack thanked the community, the faculty, staff, parents and students of West St. John High School for their success – both academically and athletically.

ITEM 6. PERSONNEL MATTERS

ITEM 7. BUSINESS AND FINANCE

ITEM 7a. Mr. Peter Montz - Request Board approval to solicit proposals for property insurance

MOTION BY: Keller

SECOND BY: Triche

MOTION: To approve solicitation of proposals for property insurance.

No objections.

Upon roll call, there were:

10 Yeas – Jack, Burl, Keller, DeFrancesch, Johnson, Wise, Wallace, Nicholas, Triche, Jones

0 Nays

1 absent – Sanders

The motion carried.

ITEM 7b. Mr. Peter Montz – Request Board approval on Proposal 16.26 General and Fleet Liability Insurance

MOTION BY: Wise

SECOND BY: Triche

MOTION: To approve Proposal 16.26 General and Fleet Liability Insurance.

No objections.

10 Yeas – Jack, Burl, Keller, DeFrancesch, Johnson, Wise, Wallace, Nicholas, Triche, Jones

0 Nays

1 absent – Sanders

The motion carried.

PROPOSAL AWARD RECOMMENDATION

| Type | Company | Agent | Premium | Expires |
|----------------------|----------------------|-----------------------|--------------|----------|
| General Liability | LARMA | LA Insurance Service | \$ 23,632.00 | 10.01.15 |
| Fleet Liability | LARMA | LA Insurance Service | \$177,047.00 | 10.01.15 |
| Bus Physical Damage | LARMA | LA Insurance Service | \$ 41,156.00 | 10.01.15 |
| Errors and Omissions | LARMA | LA Insurance Service | \$ 21,829.00 | 10.01.15 |
| Boiler/Machinery | Travelers | LA Insurance Service | \$ 3,918.00 | 10.01.15 |
| Employee Bond | CNA | LA Insurance Service | \$ 1,782.00 | 10.01.15 |
| Workers Compensation | Safety National | Dave Millet Insurance | \$ 71,382.00 | 10.01.15 |
| TPA Services | Hammerman and Gainer | | \$ 25,000.00 | 10.01.15 |

TOTAL INSURANCE PREMIUM

\$365,746.00

ITEM 7c. Mr. Peter Montz – Request Board approval to solicit bids for the installation of air conditioning in special education buses.

MOTION BY: Triche

SECOND BY: Keller

MOTION: To approve the solicitation of bids for the installation of air conditioning in special education buses.

No objections.

10 Yeas – Jack, Burl, Keller, DeFrancesch, Johnson, Wise, Wallace, Nicholas, Triche, Jones

0 Nays

1 absent – Sanders

The motion carried.

ITEM 7d. Mr. Peter Montz – Consider and take action on Transportation Fleet Mechanic Contract

Mr. Kevin George asked the Board to table this item until the next meeting, after the Land and Facilities Committee had time to meet and discuss this item.

MOTION BY: Wise

SECOND BY: Triche

MOTION: To table Item 7d Transportation Fleet Mechanic Contract.

No objections.

Upon roll call, there were:

10 Yeas – Jack, Burl, Keller, DeFrancesch, Johnson, Wise, Wallace, Nicholas, Triche, Jones

0 Nays

1 absent – Sanders

The motion carried.

ITEM 8. OLD BUSINESS

ITEM 8a. Ms. Page Eschette – Request approval of Policy: JR – Student Privacy and Educational Records

MOTION BY: Wise

SECOND BY: Triche

MOTION: To approve Policy JR: Student Privacy and Educational Records

No objections.

10 Yeas – Jack, Burl, Keller, DeFrancesch, Johnson, Wise, Wallace, Nicholas, Triche, Jones

0 Nays

1 absent – Sanders

The motion carried.

JR: STUDENT PRIVACY AND EDUCATION RECORDS

The St. John the Baptist Parish School Board acknowledges and affirms that parents, guardians, and students eighteen (18) years of age or older (eligible students) have certain rights under the Family Educational Rights and Privacy Act (FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records.

DEFINITIONS

1. *Disclosure* shall mean to provide or permit access to, or the release, transfer, or other communication of personally identifiable information (PII) contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
2. *Educational records* shall be defined as records which are directly related to a student and are maintained by the St. John the Baptist Parish School Board or school or by a person acting for the School Board or school. **Excluded** from the term *educational records* are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; records of a law enforcement unit of the School Board (if any); records created or received by the School Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and grades on peer-graded papers before they are collected and recorded by a teacher.
3. *Eligible Student* means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.
4. *Legitimate educational interest* shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the educational wellbeing of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know. The Superintendent shall have the authority to determine those individuals who have legitimate educational interests for purposes of this policy, except that any such authorization must be consistent with federal law (FERPA).
5. *Parent or legal guardian* shall mean a student's natural parent, legal guardian, or other person or entity responsible for the student in the absence of a parent or legal guardian.
6. *Personally identifiable information* shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
 - A. The student's name;
 - B. The name of the student's parent or other family members;
 - C. The address of the student or student's family member;
 - D. A personal identifier that can be used to distinguish or trace an individual's identity such as social security number, date and place of birth, mother's maiden name, or biometric records.
 - E. Any other information that is linked or linkable to a specific student such as medical, educational, financial, and employment information.
 - F. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.
7. *School official* shall be defined as a teacher, school principal, School Board member, counselor, attorney, accountant, human resources professional, information systems specialist, support or clerical personnel, school resource officer, authorized volunteer, or any school system employee who is authorized to perform a function or service on behalf of the St. John the Baptist Parish School Board. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions is also considered a *school official* provided that they are performing an institutional service or function for which the School Board would otherwise use employees and is under the direct control of the School Board with respect to the use and maintenance of education records. See 34 CFR §99.31(a)(1)(i)(B).

FERPA PRIVACY RIGHTS

1. The right to inspect and review the student's education records within forty-five (45) days of the day the St. John the Baptist Parish School Board receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment to the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights.

Parents or eligible students who wish to ask the school to amend their child's or their education records should write the school principal [or appropriate school official] indicating their desire, clearly identify the part of the records they believe to be inaccurate or misleading, and specify why it should be amended. If the decision is not to amend the record as requested, the Superintendent, or designee, shall notify the parent or eligible student of the decision and of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent to the disclosure of personally identifiable information (PII) contained within the student's education records, except to the extent that FERPA and Louisiana law authorize the disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Board to comply with the requirements of FERPA.

STUDENT IDENTIFICATION NUMBERS

To protect the privacy of its students, the St. John the Baptist Parish School Board will utilize and assign to each student in its jurisdiction a unique student identification number in accordance with La. Rev. Stat. Ann. §17:3914(C)(3). The student identification numbers shall not include or be based on social security numbers.

STUDENT INFORMATION DISCLOSURES

1. In accordance with La. Rev. Stat. Ann. §17:3914(H) and FERPA, access to student PII may be authorized by the Superintendent without parent/eligible student consent to *school officials* with legitimate educational interests. Disclosure of personally identifiable information from students' education records is also authorized without consent of the parent or eligible student, if the disclosure meets other conditions set forth below. The School Board is required to record disclosures of PII, except for disclosures to school officials, disclosures related to judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student. Parents and eligible students have a right to inspect and review the record of disclosures.
2. The Superintendent is authorized to disclose PII from the education records of a student, without obtaining prior written consent of the

parents or the eligible student, as follows:

- A. To other *school officials* whom the school has determined to have legitimate educational interests in accordance with the annual notification of FERPA rights. For contractors, the student PII may be transferred to computers operated and maintained by the contractor and the contractor shall not allow access to or release student PII to any person or entity except as specified in the contract.
- B. Upon request, to officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer. In accordance with the *Individuals with Disabilities Education Act* (IDEA), if a student with a disability is enrolled, or is going to enroll in a private school that is not located in the geographic jurisdiction of the St. John the Baptist Parish School Board of the parent's residence, parental consent must be obtained before any personally identifiable information about the student is released between the School Board and the private school.
- C. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or the Louisiana Department of Education. Disclosures may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with federal and State legal requirements that relate to those programs. Student information provided to School Board members, the Louisiana Department of Education (LDE), or the Louisiana Board of Elementary and Secondary Education (BESE) shall be identifiable only by a student's identification number and aggregate data and shall be disclosed solely for the purpose of satisfying state and federal reporting requirements. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.
- D. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. Once the parent, guardian, or student of majority age has granted written consent for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914(K), such data shall be disclosed solely for purposes of processing a student's application to a Louisiana postsecondary education institution or to the Louisiana Office of Student Financial Assistance for receipt of financial aid pursuant to such consent. **Failure to provide such consent may result in delays or prevent successful application for admission to a postsecondary educational institution and state and federal student aid.** Consent provided under La. Rev. Stat. Ann. §17:3914(K) shall continue unless withdrawn in writing. Notice of a parent's right to withdraw their previously provided consent will be provided annually.
- E. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed as authorized a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- F. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. In no case shall a contractor be permitted to use student information to conduct predictive modeling for the purpose of limiting the educational opportunities of students.
- G. To accrediting organizations to carry out their accrediting functions.
- H. To parents of an eligible student, if the student is a dependent for IRS tax purposes.
- I. To comply with a judicial order or lawfully issued subpoena, subject to the requirements of federal and State law.
- J. To appropriate officials in connection with a health or safety emergency, subject to the requirements of federal and State law.
- K. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
- L. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.
- M. Information provided in accordance with a contract between the School Board and a public or private entity which has been contracted to perform student or education services, but only to the extent provided for in such a contract. Pursuant to La. Rev. Stat. Ann. §17:3913, information concerning the release of PII pursuant to any contract shall be available at the School Board's central office.
- N. Information required to be reported pursuant to Article 609 of the Louisiana Children's Code.

DIRECTORY INFORMATION

Unless directed in writing otherwise by a student's parent, legal guardian or a student who has reached the age of majority, the St. John the Baptist Parish School Board approves a person employed in a school or person authorized by the Superintendent to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and La. Rev. Stat. Ann. §17:3914 as follows:

1. Information to facilitate a student's participation in a school-sanctioned extracurricular activity, including but not limited to a sport, organization or club;
2. Information to facilitate the operation and daily activities within district facilities, including but not limited to the display and use of student information in and around student facilities;
3. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;
4. University transcript requests, scholarships, and admissions;
5. LHSAA, NCAA, and other related sports programs or sanctioning entities;
6. Online resources and educational tools;
7. School photography and yearbook providers;
8. Any other information considered "Directory Information", to the extent allowed in FERPA.

In addition, two federal laws require School Boards receiving assistance under the *Elementary and Secondary Education Act of 1965*, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents

have advised the School Board that they do not want their student’s information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. §7908) and 10 U.S.C. §503(c)]. In accordance with the No Child Left Behind Act of 2001, the School Board shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to military recruiters. Opt-out procedures will be provided in the student handbook.

ELECTRONIC DATA GOVERNANCE

Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of a public school system shall authorize access to such a computer system to any person or public or private entity except as authorized in this policy.

The following persons may access a public school computer system on which student information for students at a particular school is stored:

1. A student who has reached the age of eighteen or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. For a student who has reached the age of eighteen (18) or is emancipated, such access is limited to information about the student. For the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated, such access shall be limited to information about the student. A student who has reached the age of eighteen or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.
2. A teacher of record. Such access shall be limited to information about his current students.
3. The school principal and school registrar.
4. A school system employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.
5. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
6. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(2).

The following persons may access a computer system of a city, parish, or other local public school system on which student information for students from throughout the system is stored:

1. The Superintendent of the school system.
2. A school system employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.
3. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
4. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(3).

Any person who is authorized to access a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The St. John the Baptist Parish School Board shall notify and permit parents/guardians/eligible students the opportunity to opt out of participation in student surveys, analyses, or evaluations that concern one or more of the following eight areas ("protected information surveys"): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom students have close family relationships; legally recognized privileged relationships (such as lawyers, doctors, or ministers); religious practices, affiliations, or beliefs; or income (other than required by law to determine program eligibility). This requirement applies to the collection, disclosure, or use of student information for marketing purposes. Protected information survey opt-out forms shall be published in the student handbook and on the St. John the Baptist Parish School Board's website.

CREATION OF PROCEDURES

The St. John the Baptist Parish School Board recognizes its responsibility for establishing procedures governing the privacy of student records, consistent with federal and state laws and regulations. The School Board directs the Superintendent, or designee, to develop and maintain procedures for ensuring and exercising rights provided under this policy. Copies of implementing procedures shall be available at the School Board's central office and in each school office. Any access or disclosure and release of personally identifiable student information by the School Board and its assigns must be in accordance with federal and state law and regulations and authorized by the Superintendent.

EXEMPTION

This policy shall not apply to the completion or correction of required submissions to the Louisiana Department of Education or response(s) to financial audits commenced prior to the 2015-2016 school year.

REQUIREMENT FOR WRITTEN CONSENT

Written parental/eligible student consent shall be obtained prior to the release of any PII, unless the release of such PII is expressly authorized without written consent by this policy or by law.

Revised: October, 2001
 Revised: February, 2003
 Approved: October 15, 2009
 Revised: December 2, 2010

Revised: October 17, 2013
 Revised: August, 2015

Ref: 20 USC § 1232(g-i); 34 C.F.R. Part 99 (*Family Educational Rights and Privacy Act*); 20 USC §1400 et seq. (*Individuals with Disabilities Education Act*); 20 USC §7908 (*Armed Forces Recruiter Access to Student Information*); La. Rev. Stat. Ann. §§9:351, 17:81, 17:112, 17:221.3, 17:3914, 44:4, 44:4.1, 44:31, 44:32; La. Civil Code arts. 131, 134, 250; Louisiana Attorney General Opinion No. 15-0103; Board minutes, 10-15-09, 12-2-10, 10-17-13.

ITEM 8b. Ms. Page Eschette – Request approval of the revisions of the Regulations for the Evaluation and Assessment of School Personnel Bulletin 130

Bulletin 130 is available for viewing at the School Board Office, 118 West 10th St., Reserve, Louisiana

ITEM 8c. Ms. Page Eschette – Request approval of new job description for Part time Bus Monitor/Center Assistant

MOTION BY: DeFrancesch

SECOND BY: Nicholas

MOTION: To approve new job description for Part time Bus Monitor/Center Assistant.

No objections.

10 Yeas – Jack, Burl, Keller, DeFrancesch, Johnson, Wise, Wallace, Nicholas, Triche, Jones

0 Nays

1 absent – Sanders

The motion carried.



St. John the Baptist Parish School System
Job Description

Part Time Bus Monitor/Center Assistant

REPORTS TO/EVALUATED BY: Principal
TERMS OF EMPLOYMENT: 9 Months
SALARY RANGE: \$10.10 / hour
SCOPE OF RESPONSIBILITIES: To provide safe transportation to students during school routes and assistance to the Head Start program.

For individuals with a disability, hiring decisions will be based only on the individual's ability to perform the essential functions of the job with or without a reasonable accommodation.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- 1. Assists the bus driver in maintaining good student conduct on the bus.
- 2. Assists children in getting on and off the bus.
- 3. Assures that all students are transported in a safe and orderly fashion.
- 4. Collects and turns over to the school secretary items left on the bus by the students.
- 5. Maintains a high level of ethical behavior and confidentiality of information about students.
- 6. Insures that the protective safety devices are in use and fastened properly.
- 7. Is present on the school bus at all times during the bus route.
- 8. Attends CPR class every 2 years and pediatric first aid course every 3 years.
- 9. Helps collect and maintain the vehicle confidential emergency data which includes:
 - a) Student's name and address
 - b) Emergency health care information, student's physician, parent/guardian or custodians who can be contacted in the case of emergency.
- 10. Notifies bus driver of any bus changes.
- 11. Provides the student's welfare when and if the student is unable to meet at the designated bus stop.
- 12. Adheres to state and federal guidelines dealing with transportation of students.
- 13. Assists in the classroom as a teacher's aides as needed.
- 14. Assists Head Start Program staff as needed.
- 15. Attends all meetings called or approved by the Superintendent, Head Start Director, or Principal.
- 16. Serves as a student role model in conduct, grooming, and dress.
- 17. Informs teacher(s) of any problems or special concerns of an individual student.
- 18. Makes use of constructive criticism and refrains from sarcasm, undue criticism, inappropriate language and behavior, and the use of racial and/or ethnic slurs when dealing with others.
- 19. Uses grammatically correct written and spoken language.
- 20. Attends work punctually and regularly.
- 21. Works cooperatively with others.
- 22. Displays proper respect for superiors.
- 23. Observes professional lines of communication at all times inside and outside the school system.
- 24. Notifies supervisor promptly in case of absence and communicates in advance the data of return so provisions can be made.
- 25. Performs any other tasks as pertains to the scope of the job as assigned.

WORK ENVIRONMENT

The Part Time Bus Monitor/Center Assistant must be able to: 1) withstand temperatures changes inherent in riding under any weather condition; 2) work in a school setting which includes both a climate controlled environment and outside areas which are subject to climate extremes; 3) comply with daily hours at assigned site according to bargaining unit agreement.

COMMUNICATION SKILLS

A Part Time Bus Monitor/Center Assistant must be able to: 1) effectively communicate in English both orally and in writing; 2) accurately give and receive information via system; 3) communicate successfully and pleasantly with students, parents, and school personnel; and 4) use grammatically correct written and spoken language.

EQUIPMENT

A Part Time Bus Monitor/Center Assistant must be able to use the telephone, audio-visual equipment, classroom computer, copy machine, laminator, calculator, and other appropriate machines.

PHYSICAL INVOLVEMENT

A Part Time Bus Monitor/Center Assistant must be able to: 1) stand, walk, reach, bend, squat, and occasionally lift between 10-50 pounds; 2) operate and use classroom equipment; and 3) endure dust, fumes, smokes, gases, or excessive noise.

MENTAL INVOLVEMENT

A Part Time Bus Monitor/Center Assistant must be able to: 1) apply instructional strategies; 2) understand, follow, and interpret written and verbal instructions; 3) instruct students; 4) maintain emotional control under stressful situations.

HUMAN RELATIONS INVOLVEMENT

A Part Time Bus Monitor/Center Assistant must be able to: 1) work cooperatively with bus drivers, teachers, students, parents, and other school personnel; and 2) respond positively to supervision and suggestions for improvement.

MINIMUM QUALIFICATIONS

- 1) High school diploma or GED; 2) at least 18 years of age; 3) score a minimum of 10.0 score on a district-wide administered aptitude test.

ITEM 8D. . Ms. Page Eschette – Request approval of modified job description for School Counselor

MOTION BY: Nicholas

SECOND BY: Wallace

MOTION: To approve modified job description for School Counselor.

No objections.

10 Yeas – Jack, Burl, Keller, DeFrancesch, Johnson, Wise, Wallace, Nicholas, Triche, Jones

0 Nays

1 absent – Sanders

The motion carried.

**ST. JOHN PARISH SCHOOL SYSTEM
JOB DESCRIPTION**



| | |
|----------------------------|--|
| JOB TITLE: | <i>School Counselor</i> |
| REPORTS TO/EVALUATED BY: | Principal / Designee |
| TERMS OF EMPLOYMENT: | 10 months |
| SALARY RANGE: | Counselor Salary Schedule |
| SCOPE OF RESPONSIBILITIES: | To provide counseling and guidance services which assist students in making maximum use of their abilities by providing social, behavioral and academic group and individual counseling. |

To individuals with a disability, hiring decisions will be based on the individual's ability to perform the essential functions of the job with or without a reasonable accommodation.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

1. Provides individual and group counseling and guidance.
2. Participates in teacher/parent conferences.
3. Assists with the orientation of students, parents and school personnel concerning guidance and counseling services as well as total school operation.
4. Provides testing and placement services.
5. Assists with scheduling of students.
6. Discusses future high school requirements, training programs, and career plans with students and parents.
7. Checks incoming cumulative records, evaluates transcripts for completeness and prepares students records to be sent to high schools, State Department or other school.
8. Provides follow-up on students eligible for summer school.
9. Serves as a consultant to members of the administrative and teaching staff.
10. Schedules a counseling session with individual students after the second suspension.
11. Exhibits knowledge and skills to plan and implement a complete program of guidance and counseling services in the school.
12. Demonstrates a commitment to a personal and professional code of ethics.
13. Participates in professional inservice activities and organizations during the year.
14. Appraises the characteristics of individual pupils, describes the needs and potentialities of individuals, and identifies individual differences.
15. Assesses the needs and/or expectations of the populations to be served.
16. Determines guidance and counseling program priorities based on individual needs.
17. Formulates and implements an approved comprehensive, written plan of action containing behavior objectives and specific tasks relative to achieving objectives.
18. Displays professionalism in the confidentiality of information within the framework of the A.P.G.A. Code of Ethics.
19. Utilizes a variety of intervention strategies in responding to developmental, preventive, and remedial needs of individuals.
20. Assists teachers and parents in interpreting student appraisal data.
21. Works effectively with referral agencies and staff both in and out of school settings.
22. Assists in early identification of students with special needs.
23. Maintains follow-up and consultant procedures on students after referral..
24. Provides students and parents with information about school, procedures, course offerings, guidance and counseling services, educational and occupational information and resources.
25. Follows the rules and regulations of the St. John the Baptist Parish School Board.
26. Follows the time and/or duty schedule authorized by the school principal for the school day and extracurricular activities.
27. Is prompt and diligent when supervising students in hallways and classrooms and escorts students it necessary.
28. Notifies the principal promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.
29. Reports promptly to the principal any accident or illness of students.
30. Knows and follows the school district's adopted Code of Discipline.
31. Maintains neat, accurate, current and complete records and reports and submits same on time to the appropriate personnel when requested.
32. Shall be allowed a minimum of three (3) days from the time of request to complete any information, form, budget, etc., due to the principal or district office.
33. Effectively communicates student progress to parents according to Pupil Progression Plan.
34. Attends school regularly and arrives punctually.
35. Works cooperatively in sharing knowledge, expertise, and skills with others.
36. Displays proper respect for superiors.
37. Observes professional lines of communication at all times with individuals inside and outside the school system.
38. Maintains the confidentiality of school and student records.
39. Assisted by his/her evaluator, collaboratively develop and implement a professional growth plan based on the district Personnel Evaluation criteria.
40. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others.
41. Makes use of constructive criticism and avoids use of sarcasm, undue criticism, inappropriate language and behavior, and use of racial and/or ethnic slurs when dealing with others.
42. Accepts other duties as may be assigned which are related to the scope of the job.

WORK ENVIRONMENT / HOURS

The School Counselor must be able to: work in an office type setting which includes both a climate controlled environment and outside areas which are subject to climate extremes.

COMMUNICATION SKILLS

A certified School Counselor must be able to: 1) communicate in standard English both orally and in writing; 2) communication must be commensurate with age and skill of listener; 3) accurately give and receive information via telecommunication system; 4) communicate successfully and pleasantly with public; 5) accurately compile and assess data, summarize information and provide written reports to supervisor; and 6) represent school system at various public functions.

EQUIPMENT

A counselor must be able to use telephone, typewriter, micro-computer, facsimile machine, calculator, copy machine, printers, folding machine, intercom and P.S. systems, security alarm system and other appropriate office machines.

PHYSICAL INVOLVEMENT

A School Counselor must be able to: 1) sit, stand, walk, and run as required during the work day; 2) reach, bend, and occasionally lift 10-50 pounds; 3) operate and use classroom equipment; and 4) physically transfer, restrain or position students as required.

MENTAL INVOLVEMENT

A School Counselor must be able to: 1) plan and implement appropriate education programs for all students; 2) understand and interpret written and verbal instructions; 3) follow written and verbal instructions; 4) comply with federal, state and parish regulations; and 5) utilize effective classroom management techniques.

HUMAN RELATIONS INVOLVEMENT

A School Counselor must be able to: 1) work cooperatively with students, parents, and school personnel; and 2) respond positively to supervision and accept suggestions for improvement.

MINIMUM QUALIFICATIONS

A School Counselors must posses: 1) Master’s Degree in Guidance and Counseling; and 2) Compliance with Bulletin 746, Revised.

DESIRABLE QUALIFICATIONS

1) Three years of successful teaching experiences; and 2) May vary with specific positions.

ITEM 9. NEW BUSINESS

ITEM 10. ADMINISTRATIVE MATTERS

Mr. George stated that Monday, September 21, 2015 is a Professional Development Day for all faculty and staff at all sites with the exception of Lake Pontchartrain and East St. John Elementary (make up days for these 2 sites). There will be no school for students.

ITEM 11. BOARD ITEMS OF INTEREST

Rev. Nicholas asked if the high schools could hold voter registration drives. Mr. Claude Hill stated that, in conjunction with Ms. Eliza Eugene, this had already been done.

Dr. Keller asked administration to address the problems at ESJE regarding student’s becoming ill. Mr. George stated that the Dept. of Health and Hospitals had been to the site, as well as Environmental Specialists, to determine if there was a problem. All preliminary test results have come back negative. Dr. Keller asked to have the water tested, just in case that was the problem.

ITEM 12. ADJOURNMENT - The agenda having been completed, and there being no further business, there was a

MOTION BY: Nicholas

SECOND BY: Keller

MOTION: Motion for adjournment.

No objections.

The meeting adjourned at 6:44 p.m.

Kevin R. George, Secretary

Keith A. Jones, President