

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD  
LAPLACE, LA – MEETING OF APRIL 12, 2018**

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 **Godchaux Grammar Cafeteria**, 1600 Hwy. 44, Reserve, LA at 6:00 p.m. on Thursday, April 12, 2018 at 6:00 p.m.

An agenda for the meeting is attached.

Sincerely, s/Kevin R. George  
Superintendent/Secretary

**ITEM 1. CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE**

The Chair called the meeting to order at 6:03 p.m. He called for a moment of silent meditation, followed by the Pledge of Allegiance, led by student Thomas Gross III.

**ITEM 2. ROLL CALL OF MEMBERS:**

PRESENT: Keller, Sanders, DeFrancesch, Wise, Wallace, Mitchell, Triche, Burl  
ABSENT: Holden, Jones, Johnson

There were 8 members present and 3 members absent.

**ITEM 3a. APPROVAL OF MINUTES: Meeting of March 15, 2018.**

MOTION BY: Sanders

SECOND BY: Triche

MOTION: To approve the minutes from the meetings of March 15, 2018.

No objections.

The motion carried.

Roll Call:

8 Yeas - Keller, Sanders, DeFrancesch, Wise, Wallace, Mitchell, Triche, Burl

3 Absent – Holden, Jones, Johnson

**ITEM 4. SUPERINTENDENT’S REPORT. Mr. Kevin R. George, Superintendent.**

Asst. Superintendent Heidi Trosclair was seated in Superintendent George’s absence. She stated that state testing begins next week and asked that all parents make sure their children get plenty of rest.

**ITEM 5. EDUCATI Mr. Kevin R. George - Recognition of Thomas Gross III**

**ITEM 5b.** Mr. Kevin R. George – Recognition of Asha Meadows

**ITEM 5c.** Mr. Kevin R. George – Recognition of Michel Delatte – Louisiana Teacher of the Year Semi-Finalist

Ms. Trosclair made the following presentations. Each were given a token of recognition.

**RECOGNITION OF THOMAS GROSS III**

Congratulations to Thomas Gross III, a sixth grader at LaPlace Elementary School, who recently won the Regional Scripps Spelling Bee. Thomas will travel to Washington, DC in May to compete against skilled regional winners in the 91<sup>st</sup> Scripps National Spelling Bee. Good luck to you, Thomas - We are so proud of you!

**RECOGNITION OF ASHA MEADOWS**

Congratulations to Ms. Asha Meadows of LaPlace Elementary School. Ms. Meadows was recently named a Eureka Math Curriculum Fellow. This is an incredible accomplishment and, on behalf of the Superintendent and the School Board, I’d like to say thank you for all you do for our students. We are so proud of the work you do for the students of St. John Parish.

**RECOGNITION OF MICHEL DELATTE**

I am proud to announce Ms. Michel Delatte, a middle school teacher at Lake Pontchartrain, has been named a Louisiana Teacher of the Year Semi-Finalist by the Louisiana Department of Education. Ms. Delatte will be honored at the 12<sup>th</sup> Annual Cecil J. Picard Educator Excellence Awards Gala on Friday, July 27, 2018 at the

Crowne Plaza in Baton Rouge, Louisiana. We are so fortunate and proud to have Ms. Delatte represent St. John Parish! Congratulations Michel!!!

**ITEM 6. PERSONNEL MATTERS**

**ITEM 6a.** Mrs. Serina Duke – Request approval of New Job Descriptions: Headstart Family Service Worker; Headstart Family and Community Engagement Parent Involvement Coordinator; Headstart Family and Community Engagement/ERSEA Parent Involvement Coordinator; Early Childhood Master Teacher

MOTION BY: Sanders

SECOND BY: Wise

MOTION: To approve the new job descriptions as presented: Headstart Family Service Worker; Headstart Family and Community Engagement Parent Involvement Coordinator; Headstart Family and Community Engagement/ERSEA Parent Involvement Coordinator; Early Childhood Master Teacher.

No objections.

The motion carried.

Roll Call:

8 Yeas – Keller, Sanders, DeFrancesch, Wise, Wallace, Mitchell, Triche, Burl

3 Absent – Holden, Jones, Johnson

\*\*\*\*\*

**St. John the Baptist Parish School System  
Job Description**

<b>JOB TITLE:</b>	<i>Head Start Family Service Worker</i>
<b>REPORTS TO:</b>	Head Start Family and Community Engagement Coordinator
<b>TERMS OF EMPLOYMENT:</b>	9 Months
<b>SALARY RANGE:</b>	Head Start Specialist Salary Schedule
<b>SCOPE OF RESPONSIBILITIES:</b>	To promote the involvement of parents in the Head Start program in conformance with the head Start performance Standards.

*The Head Start Family Service Worker shall have responsibility for developing relationships with enrolled families, which recognize parents as their children’s primary teachers and nurturers. The Family Service Worker will implement planned, intentional strategies to engage parents in their children’s learning and development and support parent-child relationships, including specific strategies for school readiness and father engagement.*

**PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

1. Learn the Head Start Program Performance Standards in Subpart E- Family Community Engagement Program Services, and ensure that standards and implemented with all enrolled families.
2. Develops relationships with parents to: encourage trust and respect; develop ongoing two-way communication; create welcoming program environments; incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.
3. Conducts family engagement services in the family’s preferred language, or through an interpreter, and ensures families have the opportunity to share personal information in an environment in which they feel safe.
4. Assists the Head Start Family and Community Engagement Coordinator in identifying and recruiting eligible Head Start families, including the recruitment of children with disabilities.
5. Learns the program’s database, and utilizes it to tack all services provided to children and families.
6. Schedules and conducts face-to-face interviews with parents to assure that application, eligibility, and enrollment information is accurately obtained and documented in the database.
7. Assist families in developing Individualized Family Partnership Agreements, which are related to the family engagement outcomes described in the Head Start Parent Family and Community Engagement Framework.
8. Assures the family partnership agreement process is jointly developed and shared with parents which reviews individual progress, revises goals, evaluates and tracks whether identified needs and goals are met, and adjusts strategies on an on- going basis, as necessary.
9. Provides parents with information about the importance of their child’s regular attendance
10. Documents reasons for absences, and partners with parents to promote consistent attendance.
11. Offers opportunities for parents to participate in the parenting curriculum, builds on parents’ knowledge, and offers parents the opportunity to practice parenting skills to promote children’s learning, development, and school readiness.
12. Establishes working relationships with community partners and act as a liaison or advocate for families to assure providers and agencies are user friendly to Head Start families.
13. Provides resource directories to all families and assures they make use of identified resources as needed.
14. Works cooperatively with health services staff to inform parents of the need to schedule and keep appointments for all needed immunizations, health screenings, evaluations, and follow-up services; and make parents aware of results.
15. Assists parents in scheduling appointments, and provide transportation when needed.
16. Communicates with teachers in a timely manner regarding children’s health concerns and family needs.
17. Conducts home visits as needed to make contact with parents when other means of communication fail.
18. Assists in planning and encourages families to participate as volunteers in the program including parent orientation, Parent Committee meetings, Policy Council, training opportunities, and planned father engagement activities.
19. Assists in coverage of classes to maintain two adults in every Head Start classroom.
20. Provides for documentation of family services, parental involvement, and program application in the computerized database.
21. Maintains student and family confidentiality in accordance with established Confidentiality Policies.
22. Develops, in coordination with the Head Start Family and Community Engagement Coordinator, a personal, professional development plan to assure fulfilling the outlined role and responsibilities.
23. Attends all training opportunities, faculty meetings, and parent meetings.
24. Performs all other duties as assigned by the Head Start Family and Community Engagement Coordinator.

**COMMUNICATION SKILLS:**

The Head Start Family Service Worker must be able to effectively communicate in English both orally and in writing; must have the ability to accurately give and receive information via telecommunication systems; must have personal computer skills, and must be able to communicate successfully with staff, children, parents, school personnel, and the community.

**EDUCATION QULAIIFICATIONS:**

Family Service Worker must have, or obtain within eighteen (18) months of hiring, at a minimum, a credential or certification in social work, human services, family services, counseling, ancillary certification, or a related field (per revised Head Start Program Performance Standards).

**TERMS OF EMPLOYMENT:**

9 Months

**SALARY:**

As designated by the Board approved Salary Schedule based on education, credentials, and experience.

**EVALUATION:**

The Head Start Family and Community Engagement Coordinator shall evaluate this position, at least annually.

**St. John the Baptist Parish School System  
Job Description**

<b>JOB TITLE:</b>	<i>Head Start Family and Community Engagement Parent Involvement Coordinator</i>
<b>REPORTS TO/EVALUATED BY:</b>	Head Start Director
<b>TERMS OF EMPLOYMENT:</b>	9 Months Nine-month introductory period after hire
<b>SALARY RANGE:</b>	Head Start Specialist Salary Schedule
<b>SCOPE OF RESPONSIBILITIES:</b>	To promote the involvement of parents in the Head Start program in conformance with the head Start performance Standards.

*The Family and Community Engagement Coordinator shall work to integrate family engagement and support strategies into all program systems; provide program services to support family well-being and promote school readiness; and ensure that all enrolled Head Start children and families receive the full range of comprehensive services offered by the program. The Family and Community Engagement Coordinator shall assure collaboration with community partners, plan and coordinate all parent involvement activities, and supervise the Family Service Workers.*

**PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

1. Learn the Head Start Program Performance Standards in Subpart E- Family Community Engagement Program Services, and ensure that standards and implemented with all enrolled families.
2. Develops relationships with parents in order to identify family strengths and needs and make progress toward goal setting and achieving individual family outcomes.
3. Plans and implements a variety of opportunities for program interaction with parents throughout the school year by assessing families' needs in order to develop and implement education activities and services that are responsive to the ongoing and expressed needs of the parents.
4. Assures that interactions with families are respectful of each family's diversity, cultural/ethnic background.
5. Establishes effective community partnerships with other agencies that can effectively address family needs, including emergency or crisis assistance such as food, housing, clothing and transportation; literacy services; information on mental health issues such as counseling services child abuse and neglect, and domestic violence; opportunities for continuing education and employment training.
6. Develops a community resource directory of available resources in the service area for families of children in Head Start.
7. Assists parents in accessing community services such as health services, mental health services child support enforcement services, food stamps, public assistance, and other services as needed.
8. Assist families in developing Individualized Family Partnership Agreements, which are related to the family engagement outcomes described in the *Head Start Parent Family and Community Engagement Framework*.
9. Assures that parents are involved in program planning, policy-making, and operations through regular participation in Parent Committees and Policy Council.
10. Works cooperatively with the Education/Curriculum Coordinator to assure that parents are knowledgeable and understanding of the developmental needs and activities of their children and the program's approach to child development and education in order to promote school readiness.
11. Coordinates with the Health Services Coordinator to assure that all of the children's health and dental health needs are met and to support family well-being.
12. Supervises Family Service Workers in their day-to-day duties, and evaluates needs for improvement through training and professional development.
13. Provides training, modeling and support for Teachers and Family Service Workers in how to conduct effective home visits and how to convey the advantages of home visits to parents.
14. Participates in home visits as needed to strengthen parent and family outcomes.
15. Provides for documentation of family services and parent involvement in the computerized database.
16. Provides reports from the database as needed for Head Start Director, Board, Policy Council, and staff on services provided by the Head Start program.
17. Plans and implements an effective recruitment program that assures that all eligible families have the opportunity to be considered for enrollment in the Head Start program
18. Identifies children with chronic attendance problems and collaborates with Head Start Director and Family Services Workers on follow-up action to be taken.
19. Organizes orientation for parents and regular group meetings.
20. Facilitates the formation of the parent committees and orientates parents to their roles and functions, trains, parent representatives for participation in policy council; trains parents for civic activities.
21. Collects and analyzes information which documents parental involvement in the program; maintains records of parent participation.
22. Assists parents and students with successfully handling the transition from Head Start into the regular school program.
23. Maintains student and family confidentiality in accordance with established Confidentiality Policies.
24. Develops, in coordination with the Head Start Director, a personal, professional development plan to assure fulfilling the outlined role and responsibilities.
25. Attends all training opportunities, faculty meetings, parent conferences/meetings, and IEP meetings when requested.
26. Performs all other duties as assigned by the Head Start Director.

**COMMUNICATION SKILLS:**

Family and Community Engagement Coordinator must be able to effectively communicate in English both orally and in writing with students, teachers, parents, school personnel, and the community. Must have personnel computer skills and the ability to accurately give and receive information via electronic and telecommunication systems.

**EDUCATION QUALIFICATIONS:**

Family and Community Engagement Coordinator hired after November 7, 2016, (per revised Head Start Program Performance Standards) must have at a minimum, a baccalaureate degree in social work, human services, family services, counseling, or a related field.

**EXPERIENCE:**

Family and Community Engagement Coordinator must have a minimum of three years of experience in providing services to children and/or families.

**TERMS OF EMPLOYMENT:**

9 Months

**SALARY:**

As designated by the Board approved Salary Schedule based on education, credentials, and experience.

**EVALUATION:**

The Head Start Director shall evaluate this position, at least annually.

**St. John the Baptist Parish School System  
Job Description**

<b>JOB TITLE:</b>	<b><i>Head Start Family and Community Engagement/ERSEA Coordinator</i></b>
<b>REPORTS TO/EVALUATED BY:</b>	Head Start Director
<b>TERMS OF EMPLOYMENT:</b>	9 Months Nine-month introductory period after hire
<b>SALARY RANGE:</b>	Head Start Specialist Salary Schedule
<b>SCOPE OF RESPONSIBILITIES:</b>	To promote the involvement of parents in the Head Start program in conformance with the head Start performance Standards.

*The Family and Community Engagement Coordinator shall work to integrate family engagement and support strategies into all program systems; provide program services to support family well-being and promote school readiness; and ensure that all enrolled Head Start children and families receive the full range of comprehensive services offered by the program. The Family and Community Engagement Coordinator shall assure collaboration with community partners, plan and coordinate all parent involvement activities, and supervise the Family Service Workers.*

**PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

27. Learn the Head Start Program Performance Standards in Subpart E- Family Community Engagement Program Services, and ensure that standards and implemented with all enrolled families.
28. Develops relationships with parents in order to identify family strengths and needs and make progress toward goal setting and achieving individual family outcomes.
29. Plans and implements a variety of opportunities for program interaction with parents throughout the school year by assessing families' needs in order to develop and implement education activities and services that are responsive to the ongoing and expressed needs of the parents.
30. Assures that interactions with families are respectful of each family's diversity, cultural/ethnic background.
31. Establishes effective community partnerships with other agencies that can effectively address family needs, including emergency or crisis assistance such as food, housing, clothing and transportation; literacy services; information on mental health issues such as counseling services child abuse and neglect, and domestic violence; opportunities for continuing education and employment training.
32. Develops a community resource directory of available resources in the service area for families of children in Head Start.
33. Assists parents in accessing community services such as health services, mental health services child support enforcement services, food stamps, public assistance, and other services as needed.
34. Assist families in developing Individualized Family Partnership Agreements, which are related to the family engagement outcomes described in the Head Start Parent Family and Community Engagement Framework.
35. Assures that parents are involved in program planning, policy-making, and operations through regular participation in Parent Committees and Policy Council.
36. Works cooperatively with the Education/Curriculum Coordinator to assure that parents are knowledgeable and understanding of the developmental needs and activities of their children and the program's approach to child development and education in order to promote school readiness.
37. Coordinates with the Health Services Coordinator to assure that all of the children's health and dental health needs are met and to support family well-being.
38. Supervises Family Service Workers in their day-to-day duties, and evaluates needs for improvement through training and professional development.
39. Provides training, modeling and support for Teachers and Family Service Workers in how to conduct effective home visits and how to convey the advantages of home visits to parents.
40. Participates in home visits as needed to strengthen parent and family outcomes.
41. Provides for documentation of family services and parent involvement in the computerized database.
42. Provides reports from the database as needed for Head Start Director, Board, Policy Council, and staff on services provided by the Head Start program.
43. Plans and implements an effective recruitment program that assures that all eligible families have the opportunity to be considered for enrollment in the Head Start program
44. Identifies children with chronic attendance problems and collaborates with Head Start Director and Family Services Workers on follow-up action to be taken.
45. Plans and implements volunteer effort.
46. Coordinates and determines eligibility for Pre-school programs in Saint John the Baptist Parish.
47. Identifies children with chronic attendance problems and collaborates with Head Start Director and Family Service Workers on follow-up action to be taken.
48. Maintains student and family confidentiality in accordance with established Confidentiality Policies.
49. Develops, in coordination with the Head Start Director, a personal, professional development plan to assure fulfilling the outlined role and responsibilities.
50. Attends all training opportunities, faculty meetings, parent conferences/meetings, and IEP meetings when requested.
51. Performs all other duties as assigned by the Head Start Director.

**COMMUNICATION SKILLS:**

Family and Community Engagement Coordinator must be able to effectively communicate in English both orally and in writing with students, teachers, parents, school personnel, and the community. Must have personnel computer skills and the ability to accurately give and receive information via electronic and telecommunication systems.

**EDUCATION QUALIFICATIONS:**

Family and Community Engagement Coordinator hired after November 7, 2016, (per revised Head Start Program Performance Standards) must have at a minimum, a baccalaureate degree in social work, human services, family services, counseling, or a related field.

**EXPERIENCE:**

Family and Community Engagement Coordinator must have a minimum of three years of experience in providing services to children and/or families.

**TERMS OF EMPLOYMENT:**

9 Months

**SALARY:**

As designated by the Board approved Salary Schedule based on education, credentials, and experience.

**EVALUATION:**

The Head Start Director shall evaluate this position, at least annually.

**St. John the Baptist Parish School System  
Job Description**

JOB TITLE:	<i>Early Childhood Master Teacher</i>
REPORTS TO / EVALUATED BY:	Principal/Designee
TERMS OF EMPLOYMENT:	9.5 months
SALARY RANGE:	Master Teacher Salary Schedule
SCOPE OF RESPONSIBILITIES:	To facilitate teaching and learning through teacher guidance and coaching by employing and monitoring effective strategies geared toward improving student achievement.
QUALIFICATIONS:	Certification in Early Childhood/Experience with the CLASS Tool

*For 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.*

Competencies and Performance Standards will be used for teacher evaluation in conjunction with measures of student growth. Measures of student growth will be aligned with the St. John the Baptist Parish Public School System's accountability measures as outlined in the Louisiana Accountability System.

**Leadership Team Participation:**

The master teacher assumes in active role as a member of the school leadership team.

- A. Analyze student data to assist teachers establish goals and student learning targets (SLTs)
- B. Develop school academic achievement plans in collaboration with school leadership team
- C. Assist and assess progress towards goal attainment, instructional groupings, and student interventions and classroom instruction after teacher planning meetings (PLCs) Assists teachers in seeking community involvement in instructional program
- D. Provide guidance to teachers with the goal setting process
- E. Observe classroom instruction using (CLASS) rubric and establish inter-after agreement with Leadership team members.

**Observations/Conferencing/Support**

The master teacher will conduct walk-through classroom observations and conferences with classroom teachers

- A. Provide actionable feedback aligned with (CLASS) rubric
- B. Establish actionable "next step" planning to support teacher's growth and development
- C. Preview and use classroom data to determine student growth and progress towards teacher's goal Attainment
- D. Provide classroom support in the form of observation/feedback, model teaching, team teaching, demonstration lessons and collaborative planning
- E. Identify appropriate instructional strategies and interventions to improve student achievement for students
- F. Server as a resource for intensive assistance support for identified teachers
- G. Serve as the school based (CLASS) resource and support
- I. Provide intensive coaching for Head Start teachers and Pre K expansion classrooms
- J. Provide support for the curriculum in all Pre-K classrooms in SJBP Early Childhood Community network.
- K. Assist teachers in preparation and pacing for instruction

**Professional Learning Community (PLC) Planning and Implementation:**

As a PLC leader, the master teacher will be responsible for:

- L. Collaboratively develop agendas for weekly PLC meetings with other leadership team members (interpreting benchmark testing data, developing goals, instructional interventions, modeling instructional strategies, etc.)
- M. Maintain records, such as logs, sign-in sheets, agendas, etc.
- N. Assist with PLC meetings, grade level meetings, etc.

**Professional Development:**

The master teacher will collaborate with the assistant superintendent, curriculum coordinator, other master teachers, and principals to enhance skills and provide teachers with research based-and best-practice instructional interventions and strategies.

- A.Support and provide assistance with whole faculty and grade level meetings focusing on assessment- curriculum- Birth to five standard, supplemental, and intervention programs- scientifically-based research-and classroom management

**School Improvement:**

- B. Implement school goals as determined by school leadership team
- C. Actively serve as a building- level decision maker when appropriate in collaboration with school leadership team
- D. Facilitate teaching stratifies hold implementation for SJBP Early Childhood Community Network.

**Miscellaneous:**

1. Use grammatically correct written and spoken language
2. Follow the rules and regulations of the St. John Parish School Board
3. Notify the principal promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made
4. Know and follow the district's adopted Code of Discipline
5. Maintain neat, accurate, current and complete records and reports and submits on time to the appropriate personnel when requested
6. Attend School regularly and arrives punctually
7. Display proper respect for superiors
8. Maintain the confidentiality of teacher observations
9. Serve as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others

- 10. Make 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
- 11. Accept other duties as may be assigned which are related to the scope of Master Teacher job description

WORK ENVIRONMENT

Must be able to (1) work in a school setting which includes both a climate-controlled environment and outside areas, which are subject to climate extremes, and (2) comply with teacher hours at assigned school site according to bargaining unit agreement.

COMMUNICATION SKILLS

Must be able to (1) effectively communicate in English both orally and in writing; (2) accurately give and receive information; and (3) communicate successfully and pleasantly with teachers, administrators, students, parents, and other school personnel.

PHYSICAL DEMANDS

Must be able to (1) stand, walk, reach, bend, and occasionally lift between 10 – 50 pounds, and (2) operate and use classroom equipment.

MENTAL RELATIONS INVOLVEMENT

Must be able to (1) plan and implement activities to address the needs of both teachers and students; (2) understand and interpret written and verbal instructions; (3) follow written and verbal instructions; (4) comply with state, parish and federal regulations, and (5) utilize effective classroom management techniques.

HUMAN RELATIONS INVOLVEMENT

Must be able to (1) work cooperatively and professionally with others and (2) respond positively to supervision and accept suggestions for improvement.

MINIMUM QUALIFICATIONS

Teacher Certification in accordance with Louisiana Department of Education, Bulletin 746, Revised and a minimum of 3 years successful teaching experience.

PREFERRED QUALIFICATIONS

Specialized training in curriculum and intervention strategies and programs. Mentor experience in LaTAAP.

\*\*\*\*\*

**ITEM 7. BUSINESS AND FINANCE**

**ITEM 7a.** Mr. Peter Montz – Request Board Approval to solicit the following bids and/or proposals: Bid 19.08 Bus Parts; Bid 19.09 Copier/Computer Paper; Bid 19.10 Office Supplies; Bid 19.11 Instructional Materials; Bid 19.12 General Maintenance; Bid 19.13 Electrical Supplies; Bid 19.14 Air Conditioning; Bid 19.15 Plumbing Supplies; Bid 19.16 Custodial Cleaning Supplies; Bid 19.18 Award Items

MOTION BY: Keller

SECOND BY: Wise

MOTION: To approve the solicitation of bids and/or proposals: Bid 19.08 Bus Parts; Bid 19.09 Copier/Computer Paper; Bid 19.10 Office Supplies; Bid 19.11 Instructional Materials; Bid 19.12 General Maintenance; Bid 19.13 Electrical Supplies; Bid 19.14 Air Conditioning; Bid 19.15 Plumbing Supplies; Bid 19.16 Custodial Cleaning Supplies; Bid 19.18 Award Items.

The motion carried.

Roll Call:

8 Yeas – Keller, Sanders, DeFrancesch, Wise, Wallace, Mitchell, Triche, Burl

3 Absent – Holden, Jones, Johnson

**ITEM 8. OLD BUSINESS**

**ITEM 8a.** Ms. Iman Montgomery – Request approval of Revised Policy: DC-Annual Operating Budget

MOTION BY: Wise

SECOND BY: Wallace

MOTION: To approve Revised Policy: DC-Annual Operating Budget, as presented.

The motion carried.

Roll Call:

8 Yeas – Keller, Sanders, DeFrancesch, Wise, Wallace, Mitchell, Triche, Burl

3 Absent – Holden, Jones, Johnson

\*\*\*\*\*

**DC: ANNUAL OPERATING BUDGET**

Under La. Rev. Stat. Ann. §17:88 et seq., the St. John the Baptist School Board is required to adopt and submit to the Louisiana Department of Education, no later than September 15 of each year, a budget of expected revenues and probable expenditures for the fiscal year, July 1 through June 30. Although the state statute requires adoption prior to September 15<sup>th</sup>, it is the policy of the School Board to have its budget adopted prior to July 1 each year.

The Superintendent shall present a comprehensive budget presenting a complete financial plan for the ensuing fiscal year for the general fund and each special revenue fund. The comprehensive budget shall show the estimated fund balances at the beginning of the year; estimates of all revenues itemized by source; recommended expenditures itemized by function; and the estimated balance at the end of the fiscal year. The total of proposed expenditures shall not exceed the total of estimated funds available for the ensuing fiscal year.

BUDGET PREPARATION/ADOPTION PROCEDURES

The budget process begins in January or after the final Minimum Foundation Program figures have been released. The procedures are as follows:

1. The Superintendent shall appoint a Budget Planning Team.

2. The Business Manager shall present the Budget Planning Team with a projected fund balance for the fiscal year.
3. The Budget Planning Team shall project revenues for the fiscal year and determine if any revenues are due for voter renewals.
4. The Budget Planning Team shall meet with all department heads to discuss and determine staffing and other needs. This process may take several weeks but should be finished by April 15 of each year.
5. The first draft of the budget shall be prepared and reviewed by the Budget Planning Team.
6. By May 1 of each year, or as soon thereafter as expedient, the Budget Planning Team should submit a proposed budget to the Superintendent.
7. By May 15 of each year, or as soon thereafter as expedient, the Superintendent shall complete his/her proposed budget.
8. The proposed budget shall be presented to the Finance Committee at its May meeting for introduction and the School Board Members shall be given a copy for initial review.
9. By June 1 the Proposed Budget shall be placed on public display at the Central Office.
10. At least fifteen (15) days prior to the second meeting in June, the Budget shall be advertised in the School Board's official journal.
11. At the School Board's first meeting in June, the Budget shall be presented to the School Board for introduction.
12. The Finance Committee shall hold a public hearing on the Budget at its June meeting. This hearing shall be advertised in the Official Journal.
13. The School Board should adopt the Budget at its second meeting in June, or as soon thereafter as expedient.

**BUDGET MONITORING AND AMENDMENTS**

The budget monitoring process shall begin immediately with the start of the fiscal year. The procedures are as follows:

1. On the first day of each month the Business Manager shall prepare a budget report of the previous month's activity, comparing the actual expenditures to budget expenditures and actual revenues to budgeted revenues. The Finance Committee shall review this report at the monthly meeting.
2. The Superintendent and School Board Members shall receive a copy of the report with their Finance Committee notice.
3. At the end of each quarter, the Business Manager shall prepare a projected budget to actual report which projects the ending year fund balance.
4. This report shall be reviewed by the Finance Committee and is placed on the School Board agenda for further review.
5. The Superintendent shall advise the School Board, while presenting the quarterly report, when:
  - A. Revenue collection plus projected revenue collections for the remainder of the year, within a fund, are failing to meet estimated annual budgeted revenues by five percent (5%) or more.
  - B. Actual expenditures plus projected expenditures for the remainder of the year, within a fund, are exceeding the estimated budgeted expenditures by five percent (5%) or more.
  - C. Actual beginning fund balance, within a fund, fails to meet estimated beginning fund balance by five percent (5%) or more and fund balance is being used to fund current year expenditures.
6. The Superintendent or Business Manager shall be authorized to transfer funds from one account to another within a line item.
7. The Superintendent or Business Manager shall be authorized to transfer funds from one line item to another line item as long as the transfer does not affect any line item by five percent (5%).
8. Estimated annual expenditures in each line item may exceed budgeted expenditures in each line item as long as the overage is because of salaries and benefits. The School Board shall be notified of this with the quarterly report.
9. Instead of receiving a fourth quarterly report, the School Board shall receive an official recommended amended budget. The School Board shall approve this amended budget at an open meeting.
10. The proposed amended budget shall be presented to the Finance Committee at its May meeting for introduction and the School Board Members are given a copy for initial review.
11. By June 1 the Proposed Amended Budget shall be put on public display at the Central Office.
12. At least fifteen (15) days prior to the second meeting in June, the Proposed Amendment Budget shall be advertised in the official journal.
13. At the School Board's first meeting in June the Proposed Amended Budget shall be presented to the School Board for introduction.
14. The Finance Committee shall hold a public hearing on the Proposed Amended Budget at its June meeting. This meeting shall be advertised in the official journal.
15. The School Board shall consider the Amended Budget for adoption at its June meeting.

**ASSURANCE OF EQUITABLE FUNDING**

The St. John the Baptist Parish School Board shall provide funding for education through local, state and federal sources and shall use funds for the benefit of all students in the district, in compliance with all regulations by state and federal agencies granting such funds. The School Board shall allocate such funds equitably and in the interest of all of the St. John the Baptist Parish students. This ensures equivalence among schools in the provision of curricular materials and instructional supplies. It is the policy of the St. John the Baptist Parish School Board that it maintains an equitable and fair equivalence among the schools in the allotment of teachers, administrators, and auxiliary personnel.

Revised: December, 1995  
Revised: July, 1999  
Revised: January, 2006  
Revised: March, 2018  
Ref: La. Rev. Stat. Ann. §§17:88, 17:89, 39:1301-1316; Board minutes, 6-3-99, 12-1-05.

**ITEM 9. NEW BUSINESS**

**ITEM 10. ADMINISTRATIVE MATTERS**

**ITEM 11. BOARD ITEMS OF INTEREST**

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

MOTION BY: Sanders

SECOND BY: Mitchell

MOTION: Motion for adjournment.

There were no objections.

The meeting adjourned at 6:19 p.m.

---

Kevin R. George, Secretary

---

Albert A. Burl, III, President