

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
RESERVE, LA – MEETING OF APRIL 3, 2014**

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 Godchaux Grammar Cafeteria, 1600 Highway 44, Reserve, Louisiana, on Thursday, April 3, 2014, at 6:00 p.m.

An agenda for the meeting is attached.

Sincerely, s/Kevin R. George
Superintendent/Secretary

The Chair called for a moment of silent meditation followed by the Pledge of Allegiance.

ITEM 2. ROLL CALL OF MEMBERS:

PRESENT: Messrs. Keller, Sanders, DeFrancesch, Johnson, Wise, Bacas, Triche.
ABSENT: Messrs. Jack, Burl, Jones, Nicholas.

There were 7 members present, 4 absent.

Rev. Nicholas arrived at 6:04 p.m. and was recorded as present.

ITEM 3. Approval of Minutes – Meeting of March 20, 2014.

MOTION BY: Dr. Keller

SECOND BY: Mr. Bacas

MOTION: To approve the minutes of the meeting of March 20, 2014.

No objections.

The motion carried.

8 Yeas - Keller, Sanders, DeFrancesch, Johnson, Wise, Bacas, Nicholas, Triche

0 Nays

3 Absent – Jack, Burl, Jones.

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

a. River Region Chamber of Commerce Education Gala

Mr. George introduced Mr. Ronnie Sloan. Mr. Sloan stated that the River Region Chamber of Commerce will to host an Educational Awards Luncheon on May 7th at Belle Terre Country Club. Registration will begin at 11:15 a.m. and the awards ceremony will begin around 11:45 a.m. The St. John the Baptist Parish School’s Students of the Year, Teachers of the Year and Principal of the Year will be recognized.

Mr. Sloan also stated that at the March 27, 2014 meeting of the Chamber, it was decided unanimously that the River Region Chamber of Commerce will support the 3 propositions that the school system will have on the May 3rd ballot. Mr. Sloan stated that a press release will go out very soon regarding this support, and a copy of this release would be forwarded to the Superintendent.

The Board thanked Mr. Sloan for the support.

Mr. Jones arrived at 6:06 p.m. and was recorded as present.

Mr. Burl and Mr. Jack arrived at 6:08 p.m. and was recorded as present.

Mr. George thanked Mr. Sloan and stated that next week Phase II Testing begins. He urged all parents to make sure students get a good night’s sleep and a good breakfast.

Mr. George also stated that two (2) important House Bills were defeated this past week. HB381, which would have abandoned the Common Core State Standards and HB558, which would have eliminated PARCC Testing for next year.

Mr. George stated that at the last meeting, Mr. Wise directed administration to ask the Louisiana Auditor Performance Division to conduct an evaluation on the Alternative Program. He stated that he has initiated an internal evaluation, but has called and emailed the Louisiana Auditor Performance Division as directed.

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

a. East St. John High School Robotics Team

Ms. Beverly Reed, sponsor of the East St. John High School Robotics Team, introduced herself and asked the members of the team to introduce themselves. Present were: Judy Chen, Randolph Ross, Lori Chen, Brandon Terry, Keith Landeche, Darinesha Terry, Kendrick Leonard, Annie Britton, and parent Erin Gaudet. The team demonstrated two robots. The team will attend the National Competition in Washington, DC from June 26-July 1, 2014. Information on the competition can be found at www.tsaweb.org.

ITEM 6. PERSONNEL MATTERS

ITEM 6a. Ms. Page Eschette – Introduction of new job description: Supervisor of School Improvement

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

JOB TITLE:	<i>Supervisor of School Improvement</i>
REPORTS TO/EVALUATED BY:	Assistant Superintendent
TERMS OF EMPLOYMENT:	12 Months
SALARY RANGE:	Supervisor Salary Schedule
SUPERVISES:	Principals as assigned
SCOPE OF RESPONSIBILITIES:	The School Improvement Supervisor will support the school improvement efforts of the District and build the instructional capacity of the Principal and teachers. The School Improvement supervisor will be required to provide support and professional development to Principals, leadership teams, professional learning communities and teachers.

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.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

1. Collaborate with District Staff and others to develop, implement, and/or obtain and provide needed resources, services, and materials for the student.
2. Provide strong, direct instructional leadership to the schools and district. Review best practices with principals, provide information, and facilitate PD sessions for principals and other school leaders.
3. Collaborate with district staff and others as needed to provide effective support, focused on student achievement for all students for each school.
4. Has a vision aligned to the district vision and effectively inspires others, builds school/district culture and effectively manages change.
5. Participate in PLC's at the district and school level and ensure implementation of ongoing action based research in order to better identify and share best teaching and leading practices across the district.
6. Seek out opportunities for professional development and make a systematic effort to conduct action research through the participation in district- level Professional Learning Communities (PLCs) to enhance and improve personal proficiency.
7. Performs such other duties and assumes such other responsibilities as the Superintendent or Assistant Superintendent may, from time to time, find it necessary to assign.
8. Coordinates staff development activities with Administrators for the purpose of improving student achievement.
9. Facilitates meetings, processes, etc. for the purpose of implementing and maintaining programs and services which achieve district's desired objectives.
10. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
11. Work on the development, implementation, and evaluations of the comprehensive district improvement plan, and other school district projects and committees.
12. Assist schools with the development and implementation of comprehensive improvement plans for schools and Principals.
13. Assists with the supervision and evaluation of Principals, Assistant Principals and teachers.
14. Understands what makes schools succeed or fail, has a proven filter for high quality instruction, strong planning and instructional skills, and experience coaching others.
15. Provides leadership in curriculum development, refinement and implementation.
16. Provides leadership in the implementation of content standards, effective assessment, and evaluation.
17. Collects and analyzes student achievement and progression data to track and evaluate progress; improve and revise effectiveness of programs.
18. Conducts informal and formal observations of teachers and principals, upon request and provides information for use in improving teacher and school performance.
19. Provides leadership to school personnel to affect horizontal and vertical continuity throughout the parish.
20. Regularly compare actual progress to planned milestones and adjust plans accordingly, holding him or herself and others accountable for achieving intended outcomes.
21. Remove barriers that could distract school/district leadership teams from the focus on student achievement.
22. Assists Principals with assessing school needs and services, instructional programs and strategies, and implementing an effective curriculum and method for improving instruction to ensure that all students learn to their highest potential.
23. Communicate directly and frequently with principals, district staff, and others as needed on issues related to the school and the district.
24. Review and analyze all student achievement data, and use the results to assist principals to improve and develop student achievement.
25. Collaborate with school leadership teams to develop, evaluate (based on student data), and implement strategic plans aligned with the district vision; assist in the creation and management of the plan.
26. Regularly observe classroom instruction and student performance with a focus on the quality of student work.
27. Work with school leaders to support teachers through the Intensive Assistance Program and remove ineffective teachers as necessary.
28. Work with school leaders to provide incentives for effective teachers in order to retain and promote high quality educators.
29. Define specific goals and develop sound strategies to accomplish instructional objectives.
30. Is knowledgeable and respectful of the cultures of communities served, adjusts behavior according to cultural norms and cues and develops these same competencies in others.
31. Assist principals in problem solving within their school community.
32. Seeks, shares, and respects ideas of others while working collaboratively with staff.
33. Observes professional lines of communication at all times with individuals inside and outside of the school system.
34. Openly receive feedback, work to improve weaknesses, show balance of confidence vs humility, and behave professionally.
35. Assisted by his/her evaluator, collaboratively develops and implements a professional growth plan based on the district's Personnel Evaluation criteria.
36. Demonstrates personal and intellectual honesty and respects the rights of others.

- 37. Serves as an acceptable role model for students and teachers.
- 38. Maintains ethical behavior and confidentiality of information.
- 39. 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.
- 40. Attends work regularly and arrives punctually.

WORK ENVIRONMENT

The Supervisor of School Improvement must be able to work in a school setting which includes both a climate controlled environment and outside areas which are subject to climate extremes.

COMMUNICATION SKILLS

The Supervisor of School Improvement must be able to: 1) effectively communicate in English, both orally and in writing; 2) accurately give and receive information via telecommunication system; and 3) communicate successfully and pleasantly with students, parents, and school personnel.

EQUIPMENT

The Supervisor of School Improvement must be able to: 1) stand, walk, reach, bend, and occasionally lift between 10 – 50 pounds; 2) operate and use media equipment.

MENTAL INVOLVEMENT

The Supervisor of School Improvement must be able to: 1) plan and implement appropriate education programs; 2) understand and interpret written and verbal instructions; 3) follow written and verbal instructions; 4) comply with state, parish and federal regulations.

HUMAN RELATIONS INVOLVEMENT

The Supervisor of School Improvement must be able to: 1) work cooperatively with colleagues, students, parents and school personnel; and 2) respond positively to supervision and accept suggestions for improvement.

MINIMUM QUALIFICATIONS

1) Must possess Master’s Degree; 2) five years successful teaching experience; 3) three years successful experience as a Principal; and 4) valid Louisiana Teaching Certificate.

PREFERRED QUALIFICATIONS

M.Ed. +30, Education Leader Type A or Level 3 Certificate; five years successful experience as a Principal.

APPROVED: _____ DATE: _____

REVIEWED AND AGREED TO: _____ DATE: _____

Ms. Eschette stated that the Personnel Committee had met twice, but had no quorum. This item was being introduced to the Board tonight. Mr. George stated that this position will be for principal support and will be paid for with Federal money, and will be on the Supervisor Salary Scale. He also stated that a requirement of this position is three years as a successful principal, and a Master’s Degree.

This item was for introduction only.

ITEM 7. BUSINESS AND FINANCE

ITEM 7a. Mr. Felix Boughton - Announce intention to levy millages for 2014 at the May 15, 2014 regularly scheduled meeting

MOTION BY: Mr. Jones

SECOND BY: Mr. Bacas

MOTION: Board approval to announce intention to levy millages for 2014 at the May 15, 2014 regularly scheduled meeting.

No objections.

The motion carried.

10 Yeas – Jack, Burl, Sanders, DeFrancesch, Jones, Johnson, Wise, Bacas, Nicholas, Triche

0 Nays

1 Not Seated: Dr. Keller

Mr. Burl asked what the benefit of raising the millages would be. Mr. Boughton stated that 1 mill generates approximately \$400,000. Mr. Burl asked when the last millage raise was. Mr. Boughton stated that there has been no increase in millages since 2007. For comparison, the surrounding parish millages are:

St. Tammany	68.45
Ascension	61.59
St. Charles	56.37
St. James	43.96
St. John	39.31

In addition, since 2005-06, St. John School System lowered its school millages from 46.40 to the current rate of 39.31 – which saves taxpayers \$2.8 million annually.

ITEM 8. OLD BUSINESS

ITEM 8a. Mrs. Lanette Perrin – Request approval of School Calendar for 2014-15 school year.

MOTION BY: Mr. Wise

SECOND BY: Mr. Bacas

MOTION: To approve the School Calendar for 2014-15 school year as presented.

No objections.

The motion carried.

11 Yeas – Jack, Burl, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Bacas, Nicholas, Triche

0 Nays

0 Absent

August	
4 - 7	Professional Development Days
8	First Day of School for Students
15	First Day for Kindergarten / Universal PreK / LA4 / Model Early Students
September	
1	Labor Day Holiday
15	Professional Development Day – No School for Students
October	
10	End of First Nine Weeks
13 – 14	Fall Break – Schools Closed
November	
24 - 28	Thanksgiving Holidays
December	
1	EOC Testing Begins
19	End of Second Nine Weeks
22 – 31	Christmas Holidays
January	
1 – 2	New Year’s Holidays
5	Professional Development Day – No School for Students
6	Students Return to School
19	Martin Luther King Holiday
February	
9	Professional Development Day – No School for Students
16 – 20	Mardi Gras Holidays
March	
9	PARCC (Phase I) Testing Begins
16	End of Third Nine Weeks
17	ACT Testing
April	
1 - 7	Easter Holidays
14 - 17	LEAP/iLEAP Testing
22	EOC/PARCC (Phase II) Testing Begins
May	
22	Last Day for Students / End of Fourth Nine Weeks
25	Records’ Day

ITEM 8b. Mr. Felix Boughton – Request approval of new Travel Policy

MOTION BY: Dr. Keller

SECOND BY: Mr. Bacas

MOTION: To approve the new Travel Policy as presented.

No objections.

The motion carried.

11 Yeas – Jack, Burl, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Bacas, Nicholas, Triche

0 Nays

0 Absent

ALL OUT OF PARISH TRAVEL MUST BE PRE-APPROVED BY THE SUPERINTENDENT OR SUPERINTENDENT’S DESIGNEE

Methods of transportation

- A. Cost-effective transportation – The most cost effective method of transportation that will accomplish the purpose of the travel shall be selected.
- B. Air – The lowest possible airfare available. The difference between coach/economy class and first class will be paid by the traveler.
- C. Personally-Owned Vehicles – IRS established rate for reimbursement Note: To be eligible for mileage reimbursement the exact location must be submitted from departure point and destination point. Mileage reimbursement will not be made if exact locations are not provided.
- D. The traveler gets the lesser of the air fare or mileage.
- E. Public Ground Transportation (overnight travelers only) – Buses, subways, airport limousines, and taxis are limited to \$ 22 per day without receipts; claims in excess of \$ 22 per day require receipts to account for the total daily amount.
- F. Rented Motor Vehicles – only the cost of a mid-size model is reimbursable (no luxury models will be reimbursed, overnight travelers only)

Lodging and Meals

- A. Travelers meals - Meals will be reimbursed only if the employee stays overnight and the overnight stay was necessary.

Traveler’s Meals (Including Tax and Tips)

Travelers may be reimbursed up to the following amounts for meals.

	In-State	O/S	High Cost * Inclu. N.O.& Above
Breakfast	\$ 12	\$ 12	\$ 16
Lunch	\$ 16	\$ 18	\$ 20
Dinner	\$ 24	\$ 28	\$ 38
	\$ 52	\$ 58	\$ 74

Receipts are not required for routine meals within these allowances.

- B. Lodging (rate plus tax, receipt required)

- \$85 In-state (except as listed)**
- \$95 Baton Rouge
- \$105 Bossier City, Lake Charles, Shreveport
- \$135 New Orleans (Gretna, Kenner, Metairie for lodging only)
- \$ 95 Out-of state (except those listed)
- *\$175 High Cost (Atlanta, Baltimore, Boston, Cleveland, Dallas, Denver, Detroit, Houston, Los Angeles, Miami, Nashville, Oakland CA, Philadelphia, Phoenix, Pittsburgh, Portland Or, San Diego, St. Louis, Seattle, Tampa FL., Wilmington De, Alaska, Hawaii and San Francisco**
- *\$200 Chicago**
- *\$225 New York City, Washington DC, and Arlington/Alexandria VA**

- C. Conference Lodging (rate plus tax, receipt required)

The rate paid for lodging while attending conferences will be the quoted rates for hotels participating in the conference. If a hotel participating in the conference is not available the regular lodging rates apply. Actual lodging rate can be paid if the trip is required by the board.

- D. Parking and related parking expenses

1. Baton Rouge Airport – Maximum \$ 5.00 daily allowance, no receipt required
2. New Orleans Airport – Maximum \$ 15 daily allowance, no receipt required
3. Tips for valet parking \$1 per in and \$1 per out
4. Daily parking fees not listed above limited to \$10 per day without receipts. **Actual amounts over \$ 10 per day with receipts.**

- E. Reimbursement of other expenses

- a. Phone calls
 - Official business – all costs (receipts required for over \$ 3)

- For domestic overnight – up to \$ 5 per night personal calls

ITEM 8c. Mr. Felix Boughton – Request approval of Facilitator’s Salary Schedule.

MOTION BY: Mr. Sanders

SECOND BY: Mr. Wise

MOTION: To approve the Facilitator’s Salary Schedule as presented.

No objections.

The motion carried.

11 Yeas – Jack, Burl, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Bacas, Nicholas, Triche

0 Nays

0 Absent

Original Salary Schedule 13-14
St. John Parish School Board
CENTRAL OFFICE ADMINISTRATOR SALARIES

SUPERINTENDENT 12 MONTH SALARY BY CONTRACT		EXECUTIVE DIRECTOR 12 MONTH SALARY	
YEARS IN POSITION	SALARY	YEARS IN POSITION	SALARY
0 - 4	\$96,602	0 - 4	\$62,724
5 - 9	\$99,645	5 - 9	\$64,287
10 - 13	\$100,471	10 - 13	\$65,193
14 - 19	\$100,779	14 - 19	\$65,501
20 - 24	\$101,088	20 - 24	\$65,810
25+	\$101,496	25+	\$66,117

DIRECTOR 12 MONTH SALARY		SUPERVISOR 12 MONTH SALARY	
YEARS IN POSITION	SALARY	YEARS IN POSITION	SALARY
0 - 4	\$82,654	0 - 4	\$77,533
5 - 9	\$83,568	5 - 9	\$79,478
10 - 13	\$84,523	10 - 13	\$80,404
14 - 19	\$84,831	14 - 19	\$80,712
20 - 24	\$85,140	20 - 24	\$81,021
25+	\$85,448	25+	\$81,329

COORDINATORS 12 MONTH SALARY		FACILITATORS 12 MONTH SALARY	
YEARS IN POSITION	SALARY	YEARS IN POSITION	SALARY
0 - 4	\$73,814	0 - 4	\$59,563
5 - 9	\$75,357	5 - 9	\$71,230
10 - 13	\$76,282	10 - 13	\$72,161
14 - 19	\$76,990	14 - 19	\$72,468
20 - 24	\$76,899	20 - 24	\$72,776
25+	\$77,207	25+	\$73,085

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ITEM 9. NEW BUSINESS

ITEM 9a. Mr. Joshua Manning (SCP) – Introduce Redistricting Alternatives and Call for a Public Hearing

MOTION BY: Mr. Wise

SECOND BY: Mr. Nicholas

MOTION: To Call for a Public Hearing on the Redistricting Alternatives on April 15, 2014 at 5:00 p.m. in the Board Room.

No objections.

The motion carried.

11 Yeas – Jack, Burl, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Bacas, Nicholas, Triche

0 Nays

0 Absent

The Board asked Mr. Josh Manning to display all three alternatives at each of the 4 public libraries in St. John Parish as soon as possible.

ITEM 9b. Mr. Peter Montz - Request Board approval to solicit the following bids and/or proposals: Proposal 15.01 Fiscal Agent; Proposal 15.02 Official Journal; Bid 15.08 Bus Parts; Bid 15.09 Copier/Computer Paper; Bid 15.10 Office Supplies; Bid 15.11 Instructional Materials; Bid 15.12 General Maintenance; Bid 15.13 Electrical Supplies; Bid 15.14 Air Conditioning/Welding Supplies; Bid 15.15 Plumbing Supplies; Bid 15.16 Custodial Cleaning Supplies; Bid. 15.18 Award Items; Proposal 15.20 Food Service Equipment Maintenance; Proposal 15.21 Emergency Construction of Building Components and/or Grounds; Proposal 15.22 Emergency Water Damage Restoration Service.

Mr. Montz stated that Proposal 15.01 Fiscal Agent was to be removed.

MOTION BY: Mr. Jones

SECOND BY: Mr. Wise

MOTION: To approve solicitation on the following bids and/or proposals: ~~Proposal 15.01 Fiscal Agent~~; Proposal 15.02 Official Journal; Bid 15.08 Bus Parts; Bid 15.09 Copier/Computer Paper; Bid 15.10 Office Supplies; Bid 15.11 Instructional Materials; Bid 15.12 General Maintenance; Bid 15.13 Electrical Supplies; Bid 15.14 Air Conditioning/Welding Supplies; Bid 15.15 Plumbing Supplies; Bid 15.16 Custodial Cleaning Supplies; Bid. 15.18 Award Items; Proposal 15.20 Food Service Equipment Maintenance; Proposal 15.21 Emergency Construction of Building Components and/or Grounds; Proposal 15.22 Emergency Water Damage Restoration Service.

No objections.

The motion carried.

11 Yeas – Jack, Burl, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Bacas, Nicholas, Triche

0 Nays

0 Absent

ITEM 9c. Mr. Orenthal Jasmin, Board Attorney – Legal Update

None.

ITEM 10. ADMINISTRATIVE MATTERS

ITEM 10a. Mr. Clarence Triche – April 17, 2014 meeting date changed to Tuesday, April 15, 2014

Mr. Triche stated that the move was due to Thursday, April 17th being Holy Thursday and would cause a conflict with some.

ITEM 10b. Mr. Kevin R. George – Meeting of May 1, 2014 will take place at 10:00 a.m.

Mr. George stated that the May 1, 2014 meeting must take place at 10:00 a.m. to accommodate the sale of bonds.

ITEM 11. BOARD ITEMS OF INTEREST

Rev. Nicholas stated that the St. John Economic Development Committee had recently met and will hold a Summer Job Fair for all students in St. John Parish. The Job Fair will take place on May 3rd and offer career counseling for all WSJH and ESJH students at the Civic Center in LaPlace.

Mr. Felix Boughton stated that he, along with Mr. George, Mr. Hugh Martin and representatives from the Disaster Mangement Team will be presenting to Standard and Poors in New York, next Friday, April 11, 2014.

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

MOTION BY: Dr. Keller

SECOND BY: Mr. Jones

MOTION: Motion for adjournment.

There were no objections.

The meeting adjourned at 7:01 p.m.

Kevin R. George, Secretary

Clarence Triche, President