

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD  
RESERVE, LA – MEETING OF APRIL 16, 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 Godchaux Grammar Cafeteria, 1600 Highway 44, Reserve, Louisiana, on Thursday, April 16, 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, Keller, Sanders, DeFrancesch, Johnson, Wise, Wallace, Nicholas, Triche, Jones  
ABSENT: Burl

There were 10 members present, 1 absent.

ITEM 3. APPROVAL OF MINUTES:

ITEM 3a. Meeting of April 1, 2015.

MOTION BY: Jack

SECOND BY: DeFrancesch

MOTION: To approve the minutes of the meeting of April 1, 2015.

No objections.

The motion carried.

ITEM 4. SUPERINTENDENT’S REPORT

Mr. George thanked his entire staff – administrators, principals, assistant principals, teachers, janitors, bus drivers, etc. for their quick communications and smart decisions as we dealt with severe weather yesterday.

Mr. George also stated that there will be a Community Meeting held April 29, 2015, at 6:00 p.m., at the Library on Hwy. 51 to discuss the demolition and rebuilding process for Lake Pontchartrain Elementary. The public is invited to attend.

Mr. George introduced his son, Jalon, and stated that Jalon will be leaving next week for boot camp, as he is joining the Air Force. The Board wished him well.

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

ITEM 5a. East St. John High School – District Literary Rally Winners

Mr. Robert Schaff and Mrs. Patricia Triche recognized the following students for their achievements:

Category	Name of Student	Overall Place (Divisions I-V)
Algebra I	Austin Scioneaux	2 <sup>nd</sup> Place
Biology	Heather Hebert	2 <sup>nd</sup> Place
Calculus	Aubrey Stewart	1 <sup>st</sup> Place
Physical Science	Carlin Bartholomew	2 <sup>nd</sup> Place
Principles of Business	Devlin Jackson	1 <sup>st</sup> Place
Visually Talented Art	Keyara Joseph	Honorable Mention
Music (Female Solo)	D’Wan Lennix	Superior rating
Interpretive Reading	Ma’Kayla Miles	Superior rating

Mr. Burl arrived at 6:11 p.m. and was recorded as present.

ITEM 5b. Recognition of Employee Earning a Doctorate Degree – Dr. Martha Herty

Dr. Stacey Spies, Director of Special Education, presented Dr. Herty with a plaque in recognition of her accomplishment.

ITEM 5c. Recognition of All Metro Small Schools Player of the Year – Maya Trench and ITEM 5d. Recognition of All Metro Small Schools Coach of the Year – Mr. Lester Smith

Mrs. Erica Merrick presented both Mya Trench and Mr. Lester Smith with a plaque in recognition of their accomplishment.

ITEM 6. PERSONNEL MATTERS

ITEM 7. BUSINESS AND FINANCE

ITEM 7a. Mr. Hugh Martin/Mr. Felix Boughton - To consider and take action with respect to adopting a resolution providing for the issuance of Sales Tax School Refunding Bonds, Series 2015, of the Parish School Board of the Parish of St. John the Baptist, State of Louisiana; prescribing the form, fixing the details and providing for the rights of the owners thereof; providing for the payment of such bonds and the application of the proceeds thereof to the refunding of certain bonds of said School Board; and providing for other matters in connection therewith.

Mr. Martin stated that the reason for this resolution to refund the bonds issued when constructing Emily C. Watkins Elementary School. By doing this, the district will save approximately \$724,000 over the life of the bonds by reducing the interest from 4.519% to 3.08%.

MOTION BY: Triche

SECOND BY: Entire Board

MOTION: To adopt a resolution providing for the issuance of Sales Tax School Refunding Bonds, Series 2015, of the Parish School Board of the Parish of St. John the Baptist, State of Louisiana; prescribing the form, fixing the details and providing for the rights of the owners thereof; providing for the payment of such bonds and the application of the proceeds thereof to the refunding of certain bonds of said School Board; and providing for other matters in connection therewith.

No objections.

The motion carried.

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

0 Nays

0 Absent

ITEM 8. OLD BUSINESS

ITEM 9. NEW BUSINESS

ITEM 9a. Ms. Page Eschette – Introduction to Policies: DFL: Cash Management and Investments; DJD: Travel Expense Reimbursement; DJE: Purchasing; ID: Curriculum; IFA: Instructional Materials; IHC: Class Rankings; JBC: School Admission

This item is for introduction only. Mrs. Quentina Timoll stated that the Executive Committee suggested two changes to Policy DJE: Purchasing. 1. On page 4, change the name of the school from Glade School to Lake Pontchartrain Elementary and to eliminate Leon Godchaux Junior High School (no longer exists). Also, administration is pulling Policy DJD: Travel Expense Reimbursement for further review.

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#### **DFL: CASH MANAGEMENT AND INVESTMENTS**

Strategies for proper cash management and investment of available funds shall be reviewed and evaluated on an annual basis to ensure that investment rules and guidelines expressed in this policy are being followed according to current statutory provisions. The monetary assets of the St. John the Baptist Parish School Board shall be held in trust by the fiduciary (fiduciaries) designated by the School Board. Cash management and the investment of funds shall be managed by the Superintendent and/or his/her designee.

#### **CASH MANAGEMENT**

All aspects of cash management operations shall be designed to ensure the absolute safety and integrity of the School Board's financial assets.

Cash management activities shall be conducted in full compliance with prevailing local, state and federal regulations. Furthermore, such activities shall be designed to adhere to guidelines and standards promulgated by applicable professional organizations.

Operating within appropriately-established administrative and procedural parameters, the School Board shall aggressively pursue optimum financial rewards, while simultaneously controlling its related expenditures. Therefore, cash management functions which engender interaction with outside financial intermediaries shall be conducted in the best financial and administrative interests of the school system. In pursuit of these interests, the School Board shall utilize competitive bidding practices whenever practicable, affording no special financial advantage to any individual or corporate member of the financial or investment community.

The School Board shall authorize the Superintendent and staff to design and enforce written administrative regulations, guidelines, and procedures relating to a variety of cash management issues such as the eligibility or selection of various financial intermediaries, documentation and safekeeping requirements, philosophical and operational aspects of the investment function, and such other functional and administrative aspects of the cash management program which necessitate standard setting in pursuit of appropriate prudent, enhanced protection of assets or procedural improvements.

#### DEPOSITORY BANK

Louisiana statutes require School Boards to select a fiscal agent for purposes of receiving or depositing funds of the School Board. The bank selected as fiscal agent shall be asked to enter into a fiscal agency contract or such other necessary instruments setting forth the duties, responsibilities, and agreements pertaining to said fiscal agency.

The fiscal agency bank, when selected, shall serve for a term as agreed to by the School Board and until its successor shall have been duly selected and qualified, and shall pledge approved securities, as provided for in the fiscal agency contract subject to the regulations under state law.

#### PLEDGED SECURITIES

Funds on deposit shall be collateralized in an amount at all times equal to 100% by pledged "approved securities" in accordance with state law to adequately protect the funds of the School Board.

The School Board shall periodically monitor the amount of approved securities to assure that an amount not less than 100% on deposit with the depository bank, less any applicable *Federal Deposit Insurance Corporation (FDIC)* insurance is pledged.

The bank shall have the right and privilege of substituting approved securities only upon obtaining the prior written approval of the School Board. Such approval may be granted by facsimile transmission. The approved securities shall be valued at their market value.

#### INVESTMENT OPTIONS

The St. John the Baptist Parish School Board, in accordance with statutory provisions, may invest any funds which are available for investment and are above the immediate cash requirements of the School Board, from whatever source derived, in statutorily sanctioned investments. Types of investments include, but are not limited to, Direct U.S. Treasury obligations, bonds, debentures, notes issued by or guaranteed by federal agencies; bonds, debentures, notes, or other evidence of indebtedness issued by the state of Louisiana or any other state of the United States, or any of the political subdivisions of any state, or by any domestic U.S. corporation, with limited exceptions noted in La. Rev. Stat. Ann. §33:2955; or certificates, or time certificates of deposit in any bank domiciled or having a branch office in Louisiana or any other federally insured investment. ~~The interest earned on any such investment shall be credited to the fund from which the investment was made.~~

The School Board shall authorize ~~its President and~~ the Superintendent, as treasurer, and the Executive Manager of Finance, and the Business Manager to invest any surplus funds in whatever type deposit that ~~will~~ shall offer the School Board the most favorable rates of interest. The Business Manager shall be responsible for ensuring completion of all paperwork, transferring of funds for cash flow needs, and for the maintenance of all necessary records of current holdings. The investment portfolio shall be managed in accordance with the Louisiana Revised Statutes.

Investments of the School Board shall be guided by the following:

1. Cash management and investment activities shall be conducted in a manner consistent with prudent business practices applied by governmental entities and shall be in compliance with applicable statutes.
2. Funds as determined by the chief financial officer to be in excess of immediate cash requirement shall be invested only in statutorily permitted obligations.
3. Appropriate emphasis in making any investment shall be in the following order:
  - A. To ensure safety of the principal amount.
  - B. To ensure liquidity of funds to meet all obligations of the School Board.
  - C. The yield of the investments.

In no event shall monies be considered available for investment unless and until such funds are determined by the Superintendent or chief financial officer, in the exercise of prudent judgment, to be in excess of the immediate cash requirements of the fund to which the monies are credited. As a criteria in making such a determination, any amount of money exceeding ten thousand dollars which is on demand deposit to the credit of the School Board, or to the credit of any fund and which is not required to meet an obligation for at least forty-five (45) days, or any amount of money exceeding one hundred thousand dollars which is on demand to the credit of the School Board or to the credit of any fund and which is not required to meet an obligation for at least fifteen (15) days shall be construed available for investment.

#### Interest Earnings

The interest earned on any such investment shall be credited to the fund from which the investment was acquired or it may be applied to the payment of the principal and interest of the outstanding bonded indebtedness of that fund.

LIQUIDATION OF INVESTMENTS

At any time that may be advisable, the School Board may cash or liquidate any of the investments authorized herein which are purchased for any particular fund. The proceeds of any such liquidation shall be credited to the fund from which the authorized investments were originally purchased.

PROHIBITED TRANSACTIONS

The following arrangements are expressly prohibited:

1. Any transactions not specifically authorized by this policy.
2. The purchase of securities on margin.
3. Direct purchases of single family or commercial mortgages.
4. Purchases of foreign bonds.
5. Collateralized mortgage obligations that have been stripped into interest only or principal only obligations.
6. Inverse floaters, or structured notes. For purposes of this section, structured notes shall mean securities of U.S. Government agencies, instrumentalities, or government-sponsored enterprises which have been restructured, modified, and/or reissued by private entities.

Revised: December, 1995  
 Revised: July, 1996  
 Revised: October, 1997  
 Revised: July, 2000  
 Revised: December, 2009  
 Revised: December 2, 2010  
 Revised: November, 2014

Ref: La. Rev. Stat. Ann. §§17:99, 33:2955, [39:1211](#), [39:1212](#), [39:1219](#), 39:1221, [39:1222](#), [39:1223](#), [39:1225](#), [39:1226](#); Board minutes, 6-6-96, 5-18-00, 12-2-10.

**DJD: TRAVEL EXPENSE REIMBURSEMENT**

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 airfare 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 (overnight travelers only) – Only the cost of a mid-size model is reimbursable (no luxury models will be reimbursed).

LODGING AND MEALS

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

Travelers' meals (Including tax and tip)

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

	In-State	Out-of-State	High Cost * Including New Orleans & Above
Breakfast	\$12	\$12	\$16
Lunch	\$16	\$18	\$20
Dinner	\$24	\$28	\$38
Total	\$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
- \*\$245 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 shall 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 trip is required by the School Board.

D. Parking and related parking expenses

1. Baton Rouge Airport – Maximum \$5.00 daily allowance, no receipt required
2. New Orleans Airport – Maximum \$15.00 daily allowance, no receipt required
3. Tips for valet parking \$1.00 per in and \$1.00 per out
4. Daily fees not listed above limited to \$10.00 per day without receipts. Actual amounts over \$10.00 per day with receipts.

E. Reimbursement for other expenses

1. Phone calls
  - Official Business – all costs (receipts required for over \$3.00)
  - For domestic overnight – up to \$5.00 per night personal calls

Revised: April 3, 2014

Ref: La. Rev. Stat. Ann. ' '17:56, 32:861 et seq., 32:900; Board minutes, 4-13-05, 4-3-14.

**DJE: PURCHASING**

All purchasing for the school system to be paid from St. John the Baptist Parish School Board funds shall be made by the Superintendent or his/her designee in conformance with existing regulations and procedures of the School Board and the laws pertinent to state and federal agencies. Budget allocations for specific purposes shall constitute advance Board approval for all purchases except in such cases as state law or School Board policy may require. No debt shall be contracted in the name of the St. John the Baptist Parish School Board without action by the School Board, except those items which are provided for in the regular budget. Purchases shall be made at the lowest possible cost to the school system consistent with the system specifications of quality and service.

Each principal shall assure that purchases by the individual school shall be made in accordance with regulations and procedures developed by the Superintendent and staff.

No employee, officer or agent of the St. John the Baptist Parish School Board shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. The St. John the Baptist Parish School Board's employees shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

LOCAL PURCHASING

The St. John the Baptist School Board desires to support local businesses, and they shall direct any and all persons responsible for purchasing in the school system to first prioritize local businesses when soliciting pricing for any and all goods and/or services purchased for the school system.

The School Board shall also require that any and all persons responsible for purchasing document their contacts in contact order. With regard to purchases under \$2,000, purchasers are to use local businesses if available and document unavailability if using non-local businesses. With regard to quotes for purchases (\$2,000 to \$20,000), contact order is to be indicated on quote sheets. With regards to bids for purchases (\$20,000+), contact order is to be indicated on bid list sheets.

VENDORS

Vendors may set up an appointment to see the principal with written prior approval from the Superintendent. The principal may present the information to the appropriate staff member. If the staff member wishes to set up an appointment with the vendor to discuss products offered, he or she may do so.

FINANCING PURCHASES

The School Board may finance the purchase of equipment or other movable property to be used by the Board by entering into an installment sale, lease, or similar agreement with any lender or other person. Such agreement shall be subject to approval of the State Bond Commission in accordance with statutory provisions. No individual school or employee shall obligate the School Board without proper school system personnel knowledge and approval.

[SCHOOL DISTRICT PURCHASING COOPERATIVE](#)

[The School Board, as a member, may participate in a school district purchasing cooperative for the purchase of services, materials, equipment, and supplies.](#)

[In accordance with solicitations, bids, or proposals put forth by the school district purchasing cooperative, the School Board may purchase services, equipment, materials, and supplies at the prices selected by the cooperative.](#)

#### SOLE SOURCE PROVIDER

The School Board may award a contract for the purchase of supplies, services, or major repairs without competition when the Superintendent or designated employee has determined, in writing, that there is only one source for the supply, service, or major repair item(s) to be acquired. Pertinent procedures for purchasing such items from a sole source shall be as outlined in the State of Louisiana Office of State Purchasing's *Purchasing Rules and Regulations*.

#### USE OF STATE CONTRACT

If equipment, materials or supplies are available from a State of Louisiana Contract, the Superintendent and/or his/her designee may approve the purchase without using one of the purchasing procedures outlined in statutory provisions, if advantageous to the School Board. The School Board may also *piggyback*, or purchase materials and supplies on valid contracts of other political subdivisions.

#### COMPETITIVE ONLINE SOLICITATION

The School Board may use a *reverse auction* or *competitive online solicitation process* on the Internet for the purchase of equipment, supplies, and other materials in lieu of the more formal bid process when the School Board's procurement officer determines that the electronic bidding is more advantageous and in the best interests of the School Board.

Prior to the use of a competitive online solicitation process, the School Board may require that:

1. Vendors register before opening dates and time, and as part of the registration, require that the vendors agree to any terms and conditions and other requirements of the solicitation.
2. Vendors be prequalified prior to placing bids and allow only bidders who are prequalified to submit bids.
3. The solicitation shall designate an opening date and time and the closing date and time. The closing date and time may be fixed or remain open depending on the structure of the item being bid.
4. At the opening date and time, the School Board shall begin accepting online bids and continue accepting bids until the bidding is officially closed. Registered bidders shall be allowed to lower the price of their bid below the lowest bid posted on the Internet until the closing date and time.
5. Bidders' identities shall not be revealed during the bidding process; only the successively lower prices, ranks, scores, and related bid details shall be revealed.
6. All bids shall be posted electronically and updated on a real-time basis.
7. The School Board shall retain the right to cancel the solicitation if it determines that it is in the Board's best interest.
8. The School Board shall retain its existing authority to determine the criteria that will be used as a basis for making awards.

Adequate public notice for purchases using a reverse auction or competitive online solicitation process shall be given as follows:

1. The advertisement or notice shall be published two (2) times in a newspaper in the locality, the first advertisement to appear at least fifteen (15) days before the opening date of the reverse auction. In addition to the newspaper advertisement, the School Board may also publish an advertisement by electronic media available to the general public.
2. The first publication of the advertisement shall not occur on a Saturday, Sunday, or legal holiday.

#### DISADVANTAGED BUSINESS ENTERPRISE (DBE)

The St. John the Baptist Parish School Board is dedicated to serving the community, including small businesses seeking opportunity for growth. The School Board's *Disadvantaged Business Enterprise* (DBE) program intends to help local and small disadvantaged businesses compete in and obtain School Board contracts. The School Board shall assure that all DBE certified businesses who apply to be qualified to bid on School Board contracts are given equal access and assistance to successfully participate in School Board contracts regardless of race, color, national origin, gender identity, sex, age, disability, marital status, sexual orientation, religion or veteran status. Participation in the DBE program shall be in accordance with the guidelines established by the School Board.

#### PURCHASE OF BAND UNIFORMS

It shall be the policy of the St. John the Baptist Parish School Board to purchase basic band uniform sets for the high and junior high schools of the school system that have bands. Each of these schools shall be entitled to a set of uniforms equal to the number of students in the band for the preceding year plus an additional ten percent to allow for growth and sizing. The maximum number of uniform sets purchased for any school shall be 110 (band size of 100 students). The uniform sets shall be purchased on a ten-year revolving cycle. Initially the School Board will pay the entire cost of the uniform sets. In subsequent purchases, the School Board will fund only \$300 per uniform set, if funds are available. This amount shall be adjusted according to the Consumer Price Index. Costs exceeding this

limit shall be the responsibility of the school. The school may choose to reduce the quantity of the uniform sets to affect a cost equal to or lower than the limit.

Each school shall be totally responsible for the upkeep and perpetual inventory of its uniform sets during the years between purchases.

The uniform sets shall be purchased in the following rotation order:

East St. John High School  
West St. John High School  
Glade School  
Leon Godchaux Junior High School

Revised: November, 1999

Revised: January, 2000

Revised: February, 2004

Revised: November, 2011

Revised: November, 2014

Revised: December, 2014

Ref: La. Rev. Stat. Ann. '33:4712.7, 38:2211, 38:2212, 38:2212.1, 38:2214, 38:2218, 38:2219, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; Board minutes, 9-1-94, 11-18-99, 11-6-03, 9-4-14.

## ID: CURRICULUM

The St. John the Baptist Parish School Board has the responsibility to establish and maintain a quality program of instruction for the elementary and secondary schools of the school district.

The Superintendent shall be responsible for coordinating and maintaining the instructional program in accordance with the provisions of the state constitution, state statutes, rules and regulations of the Louisiana Board of Elementary and Secondary Education (BESE), and the policies of the School Board.

The organization and scheduling of subjects in the curriculum of the school district shall conform to BESE requirements and statewide content standards for required subjects. The curriculum shall provide learning experiences and prospective achievement for each child according to their individual needs and offer pupils a basic body of understanding, attitudes, knowledge, and skills.

By the end of the eighth (8<sup>th</sup>) grade, every student, with the assistance of his/her parent or other legal custodian and school counselor, and for a student with an exceptionality, except a student identified as gifted or talented and who has no other exceptionality, the student's Individualized Education Program team, if applicable, shall begin to develop an Individual Graduation Plan to guide future academic course work in order for the student to explore education and career possibilities. The plan shall be reviewed annually and updated as necessary to identify the courses to be taken each year until all required core courses are completed. Each student's Individual Graduation Plan shall be signed by the student, the student's parent or other legal custodian, and the school counselor.

## CAREER MAJOR

The curriculum design within the high schools shall ~~consist of an academic major comprised of college preparatory courses and~~ include a career major comprised of challenging academic courses and modern ~~vocational~~ career and technical studies. Such a curriculum design shall allow each high school student to choose a career option at the high school level, which includes activities designed to introduce students to occupations in demand in Louisiana. The School Board shall develop and offer one or more career major programs aligned to state and regional workforce demands, pursuant to policies adopted by BESE. ~~By the end of the eighth grade each student, with the input of his/her family, shall develop a Five Year Individual Graduation Plan. Such a plan shall include a sequence of courses which is consistent with the stated goals for one year after graduation, and shall be reviewed annually thereafter by the student, parents and school supervisor, and revised as needed.~~

~~Every student who seeks to pursue a career major shall have the written permission of his/her parent or other legal guardian. Each student's Individual Graduation Plan shall be signed by the student and the student's parent or other legal guardian.~~

~~By July 1st of each year, the School Board shall submit to the Louisiana Department of Education a year-end evaluation of each career major program.~~

## ELECTIVES

The Board of Elementary and Secondary Education (BESE) has granted school systems the authority to develop, review, and approve all locally-initiated electives, in accordance with the Louisiana Handbook for School Administrators, Bulletin 741. The process shall ensure alignment with standards-based initiatives, compliance with current BESE policies, and all laws and regulations pertaining to students with disabilities. Elective ~~courses~~ courses shall enhance, expand, and/or refine the core curriculum. Elective courses shall not replace, duplicate, or significantly overlap the content of core curriculum or other approved electives.

Proper documentation of all approved electives shall be maintained by the School Board.

Revised: December, 1997

Revised: July, 1999

Revised: October, 2001

Revised: December 2, 2010

Revised: October 17, 2013

Revised: September, 2014

Ref: La. Rev. Stat. Ann. §§17:154, 17:181, 17:182, 17:183, 17:183.1, 17:183.2, 17:183.3, 17:183.5, 17:261, 17:262, ~~17:266, 17:268~~ 17:2925; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 12-2-10, 10-17-13.

### **IFA: INSTRUCTIONAL MATERIALS**

The St. John the Baptist Parish School Board strongly encourages the utilization of a wide variety of materials and equipment in the instructional program. The selection of media shall be determined by the objectives of the course and the experiences and activities to be provided to meet such objectives. Instructional personnel shall keep abreast of the types of materials and equipment which can contribute toward meeting the goals and objectives of courses. Instructional personnel shall also assist the administration in the selection and purchase of such materials and equipment for the school.

The School Board believes that appropriate personnel and materials must be available for each student. It shall be the policy of the School Board that available system resources be allocated in a manner to ensure equivalence among schools of a similar type and enrollment in: (1) teachers, administrators and auxiliary personnel; and (2) curriculum materials and instructional supplies.

#### PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS

A parent of a child attending a public elementary or secondary school shall be entitled to access to instructional materials as provided by law. A parent shall be entitled to:

1. Review instructional materials used by or administered to the parent's child.
2. Review any survey before the survey is administered or distributed by a school to a student.

The Superintendent and/or his/her designee shall develop and maintain pertinent administrative regulations and procedures governing parental access to instructional materials. At a minimum, such regulations and procedures shall specify reasonable hours for review, that instructional materials shall be provided upon reasonable request of the parent, and reasonable and customary fees for copying of material(s) requested. Nothing shall prohibit or interfere with the parent making his/her own copies on school premises using any mobile or other device.

For the purpose of this policy:

*Instructional materials* means content that conveys the knowledge or skills of a subject in the school curriculum through a medium or a combination of media for conveying information to a student. It also includes any nonsecure test, nonsecure assessment, or survey administered to a student. The term also includes books, supplementary materials, teaching aids, computer software, magnetic media, DVD, CD-ROM, computer courseware, online material, information, or services, or an electronic medium or other means of conveying information to the student or otherwise contributing to the learning process.

*Parent* means the parent or legal guardian of a child.

*Survey* means any evaluative instrument or questionnaire that is not an assessment of academic knowledge, skills, or abilities, administered as part of a state, national, or international assessment or by itself.

#### RESPONSIBILITY FOR SELECTION

Responsibility for the purchase of library and instructional materials is vested legally in the School Board. The School Board delegates to the appropriate instructional staff the responsibility of developing final recommendations for purchase.

The actual selection of materials shall be the responsibility of professionally trained personnel who are familiar with the courses of study, the methods of teaching, and the individual needs of students. The appropriate instructional staff, aided by suggestions from the school administrators, the school faculties, students and parents, make the final selection. The individual school faculty shall be responsible for the final evaluation and selection of materials based on the needs of the school. The selection of media shall be determined by the objectives of the course and the experiences and activities to be provided to meet such objectives.

#### PROCEDURE FOR HANDLING CRITICISM OF MATERIAL

Criticism of specific materials should be handled by the principal whenever possible. If the criticism cannot be resolved by the principal to the satisfaction of the complainant, then the following procedures shall be followed.

1. The criticism shall be presented in writing and directed to the principal and shall include specific information as to author, title, publisher, and the reason for the criticism, giving specific examples of objectionable aspects or sections of the book.
2. The statement must be signed and identified so that a reply may be given.
3. The material shall be reviewed in the light of the objections by a committee appointed by the Superintendent or his/her designee.
4. The report of the special committee shall be forwarded to the Superintendent for action as rapidly as possible. The Superintendent may choose to refer the problem to the School Board.
5. The decision of the Superintendent and/or the School Board shall be sent in writing to the complainant. Copies of the decision shall also be sent to all staff personnel affected by the decision.

New Policy: September, 2014

Ref: Constitution of Louisiana, Art. VII, ' 13; La. Rev. Stat. Ann. §§17:81, 17:355.

### **IHC: CLASS RANKINGS**

In order to be uniform and consistent in determining class rankings of students in St. John the Baptist Parish, the following criteria shall be used for certifying the rankings of each secondary school's graduating class. For the purpose of class ranking, only the academic grades recorded on the student's official high school transcript shall be considered.

1. The parish grading scale is the uniform grading scale as required by the Louisiana Department of Education:

A	93-100
B	85-92
C	75-84
D	67-74
F	00-66

2. One additional quality will be assigned for honors/ advanced placement courses as follows:
  - A = 5 quality points
  - B = 4 quality points
  - C = 3 quality points
  - D = 1 quality point
  - F = 0 quality points
3. The number of total quality points earned is divided by the total number of units taken to determine an overall Grade Point Average (GPA). Students will be ranked starting with the highest GPA.
4. In computing the top 5% of the graduating class, the total number of students receiving a state high school diploma during the academic year (includes the summer and mid-term graduates) shall be multiplied by the figure .05 and rounded up to the next whole number.
5. If a tie exists, the following guidelines shall be used to break a tie.
  - A. The number of honors/advanced placement courses taken.
  - B. If a tie still exists, then the GPA in the aforementioned core curriculum courses shall be applied.
  - C. If the tie still exists, the highest ACT score will be considered.
6. A student must be enrolled at East St. John High School or West St. John High School his/her entire eleventh and twelfth grade years to be eligible for Valedictorian and Salutatorian honors. All courses during these two (2) years must have been obtained on campus. A student shall be required to take a minimum of two (2) Advanced Placement Classes and eight (8) Honors Classes to be considered TOP 10 at Graduation Ceremonies.

Revised: May, 2014

Revised: November, 2014

Ref: La. Rev. Stat. Ann. '17:81; Bulletin 741, *Louisiana Handbook for School Administrators*, Louisiana Department of Education; Board minutes, 8-6-92, 8-7-14.

### JBC: SCHOOL ADMISSIONS

The St. John the Baptist Parish School Board shall admit students to the schools of the school district once the student has been registered for school by the parent or legal guardian, under such rules and regulations as the School Board may prescribe.

~~No student of suitable age shall be denied admission or readmission to school who resides within the geographical boundaries of the school system unless such student is legally excluded from attending school.~~

The School Board shall grant admission or readmission to school to any person who meets all of the following criteria:

1. Resides within the geographic boundaries of the school system.
2. Meets the eligibility requirements for school entrance pursuant to statutory provisions
3. Is nineteen (19) years of age or younger on September 30<sup>th</sup> of the calendar year in which the school year begins or is twenty (20) years of age on September 30<sup>th</sup> of the calendar year in which the school year begins and has sufficient course credits that he/she will be able to graduate within one (1) school year of admission or readmission.
4. Has not received a high school diploma or its equivalent.
5. Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

If a person meets all of the criteria stated above, the School Board shall not deny admission or readmission based on any of the following characteristics:

1. The person voluntarily withdrew from school.
2. The person is pregnant.
3. The person is a parent.
4. The person is married.

The admission or readmission of a person who will be twenty (20) years of age on September 30<sup>th</sup> of the calendar year in which the school year begins shall be limited to grade twelve (12).

The admission or readmission of a person with an exceptionality shall be subject to federal and state law governing the age of eligibility for services for students with exceptionalities.

No child shall be admitted to school for the first time until his/her parents do the following:

1. Present to school officials an official birth certificate. A short-form birth certification card shall be acceptable. Only records from the local or state registrar of vital statistics shall be accepted for children born in Louisiana, except as otherwise provided herein. Children born in Louisiana shall be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of ~~this state~~ [Louisiana](#) shall be given thirty (30) days grace in which to produce a copy of their birth record. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept whatever positive proof of age, race and parentage is available. It shall be left to the discretion of the Superintendent or designee as to whether or not a child shall continue in school upon failure to comply herewith.
2. Present to school officials [satisfactory](#) evidence of [immunity to or immunization against being or having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis and measles and other](#) vaccine-preventable diseases according to ~~a~~ [the](#) age appropriate schedule approved by the Office of Public Health, Department of Health and Hospitals.
- ~~3. Present to school officials an official Social Security card. If no Social Security card is available, the student shall be assigned a state identification number.~~
3. Present to school officials all official school records of school previously attended or information needed to access such records when transferring from another school to one inside the School District, including necessary authorization to obtain and/or access any and all records of the enrolling student.
4. Present to school officials as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten for a full school year; or satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.
5. Present to school officials evidence of being bona fide residents of the school district, with limited exception. However, children temporarily residing within the jurisdiction of the School Board who have no permanent address, who have been abandoned by their parents, or who are in foster care shall be admitted to school, except as may be allowed by statute.
- ~~7. Present to school officials satisfactory evidence that at least one of the child's parents or guardians has completed a parent orientation course conducted by the School District. However, no child shall be denied entry into school because of parent or guardian has not attended an orientation session.~~

#### ADMISSION OF NON-PUBLIC AND HOME SCHOOLING STUDENTS

All students transferring to public schools of St. John Parish from any in-state nonpublic school, any home schooling program or any Louisiana resident transferring from any out-of-state school in the fifth or ninth grade shall be required to take the fourth or eighth grade LEAP 21 English Language Arts and Mathematics Test.

A testing fee for students from nonpublic schools, home schooling programs or out-of-state schools taking the LEAP 21 tests may be charged by the School Board, to be paid prior to taking of the tests. Any testing fee charged shall be refunded upon the student's enrollment in the St. John the Baptist Parish Public School System.

The nonpublic school and parent (or home schooling parent) shall be responsible for providing the St. John the Baptist Parish School District Test Coordinator at least ten (10) working days prior to the testing date, any documentation required for requested standard testing accommodations.

#### ADMISSION OF EXPELLED STUDENTS

No student who has been expelled in accordance with state law from any school in the state shall be admitted to any school in the school system except upon the review and approval of the School Board.

No student who has been expelled from any school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted to any school in the school system except upon the review and approval of the governing body of the admitting school.

#### ADMISSION OF STUDENTS WHO COMMIT A FELONY

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in Louisiana or any other state or country, which had it been committed by an adult would have constituted a felony in Louisiana, may be sufficient cause for the Superintendent to refuse admission of the student to any school in the school district, except upon review and approval of a *majority of the elected members of the School Board* when a request for admission has been made to the School Board.

#### ADMISSION OF HOMELESS STUDENTS

Except as provided above with regard to students who have been expelled, no provision in this or any other St. John the Baptist Parish School Board policy shall be interpreted to impede the immediate or continued enrollment of homeless youth, as addressed in policy *JBCBB, Homeless Students*.

Revised: November, 1993  
 Revised: December, 1995  
 Revised: March, 2000  
 Revised: August, 2000

Revised: April, 2008  
 Revised: December 2, 2010  
 Revised: September, 2014

Ref: 42 USC 11431; La. Rev. Stat. Ann. §§17:151.3, 17:167, 17:221, 17:221.2, 17:222, 17:235.1, 17:238, 17:416, [17:3913](#); *Singleton v. Jackson Municipal Separate School District*, 419 F. 2d 1211 (5th Cir., 1970); *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 2-17-00, 6-5-08, 12-2-10.

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ITEM 9b. Mr. Albert Burl, III – Land and Facilities Committee Report

Mr. Burl stated there was no report.

ITEM 9c. Mr. Kevin R. George – Request change to School Calendar to reflect student last day as May 21, 2015 as opposed to May 22, 2015

Mr. George stated that ESJH had requested the students be let out a day early to give the teachers the opportunity to pack their belongings in anticipation of the move back to the remodeled campus on Airline Hwy. Also, LES will be involved in an Active Shooter drill, in partnership with the Sheriff’s Office that day, so in order to keep uniformity across the district, he is asking that the Board allow the students’ last day to be May 21<sup>st</sup>.

MOTION BY: Nicholas

SECOND BY: Triche

MOTION: To revise the 2014-2015 School Calendar to reflect May 21, 2015 as the last student day.

No objections.

The motion carried.

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

0 Nays

0 Absent

ITEM 9d. Mr. Peter Montz – Request Board approval to solicit proposals for the removal of damaged vct flooring and replace with polished concrete.

MOTION BY: Nicholas

SECOND BY: Triche

MOTION: To give approval to the solicitation of proposals for the removal of damaged vct flooring and replace it with polished concrete at West St. John Elementary School.

No objections.

The motion carried.

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

0 Nays

0 Absent

ITEM 10. ADMINISTRATIVE MATTERS

ITEM 10b. Mr. Kevin R. George – Request approval of Resolution regarding Inventory Tax

Mr. George read aloud the resolution regarding the Inventory Tax.

MOTION BY: Entire Board

SECOND BY:

MOTION: To adopt the resolution regarding Inventory Tax.

No objections.

The motion carried.

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

0 Nays

0 Absent

ST. JOHN THE BAPTIST PARISH SCHOOL BOARD

STATE OF LOUISIANA

RESOLUTION

THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD HEREBY RESOLVES:

**A RESOLUTION URGING STATE SENATORS AND STATE REPRESENTATIVES TO FIND ALTERNATIVES MEASURES IN BALANCING THE STATE BUDGET WITHOUT REDUCING OR REPEALING THE INVENTORY TAX THAT LOCAL GOVERNMENTS RELY ON FOR ITS OPERATIONS**

**WHEREAS**, the state of Louisiana has a projected budget deficit of \$1.6 billion; and

**WHEREAS**, any bill that proposes reductions or repeal of the inventory tax would be detrimental to St. John the Baptist Parish’s economy by approximately \$22 million; and

**WHEREAS**, St. John the Baptist Parish Inventory Tax received contributes to the overall operation of St. John the Baptist Parish Schools and other taxing authorities’ operations; and

**WHEREAS**, reducing or repealing this local revenue stream, would cause substantial decline to the quality of the public school system, local health care system, law enforcement authority including 911 Call Center, transit services, an exhausted supportive services programs; i.e., Head Start Program, Elderly Services, Youth Programs, etc., maintenance of the levees, road, and public works projects, maintenance of water treatment plants, Emergency Management and Preparedness ability to respond to emergencies, and other local government supported programs and services; and

**WHEREAS**, St. John the Baptist Parish School Employees’ salaries and benefits account for approximately 85% of the operating budget. A repeal or any reduction to the inventory tax received by the St. John the Baptist Parish School Board would make it virtually impossible to maintain a low pupil/teacher ratio.

**WHEREAS**, by supporting any change to reduce or repeal the Inventory Tax would mean dwindling the local economy and creating economic hardship on many families; and further imposing barriers on the sustainability of local government;

**THEREFORE, BE IT DULY RESOLVED**, that the St. John the Baptist Parish School Board and Superintendent do hereby urge Louisiana State Senators and Representatives to find alternative measures in balancing the state budget without reducing or repealing the Inventory Tax that local governments rely on for operations.

The vote, in open meeting, on the resolution was as follows:

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**ITEM 10a. Executive Session – Confidential Settlement regarding Sales Tax Litigation**

Mr. George stated that unless there is an objection, he is asking the Board to waive policy and expand the agenda to include discussion of negotiations with SJAE while in Executive Session. There was motion by Mr. Wise, seconded by Mr. Nicholas to expand the agenda to include SJAE Negotiations in Executive Session.

No objections.

The motion carried.

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

0 Nays

0 Absent

The Board convened in Executive Session at 6:39 p.m.

MOTION BY: Keller

SECOND BY: Wallace

MOTION: To reconvene in regular session.

No objections.

The motion carried.

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

0 Nays

0 Absent

The Board reconvened in Regular Session at 7:40 p.m.

MOTION BY: Nicholas

SECOND BY: Keller

MOTION: To waive policy to ratify the union contract pending SJAE’s ratification at their upcoming meeting on Monday.

No objections.

The motion carried.

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

0 Nays

0 Absent

MOTION BY: Nicholas

SECOND BY: Wise

MOTION: To ratify the union contract pending SJAE’s ratification at their upcoming meeting on Monday.

No objections.

The motion carried.

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

0 Nays  
0 Absent

ITEM 11. BOARD ITEMS OF INTEREST

Dr. Keller stated that two former school board employees had recently passed away: Mr. Leroy Williams and Mr. Lyle Millet (former School Board Member). He also mentioned that Mr. David Beadle had recently had open heart surgery.

Rev. Nicholas stated that he had recently visited LaPlace Elementary School and noticed that he had to be “buzzed in”. He asked that administration look in to making all schools as secure.

Mr. Jones reminded all that the May 7, 2015 Board Meeting will be held at 10:00 a.m. to accommodate the bond sale.

apologized for not mentioning in the invocation that Ms. Ollie Wallace, a former teacher of SJPB, had recently passed away and would like everyone to keep the family in their thoughts and prayers.

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

MOTION BY: DeFrancesch

SECOND BY: Burl

MOTION: Motion for adjournment.

No objections.

The meeting adjourned at 7:47 p.m.

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Kevin R. George, Secretary

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Keith A. Jones, President