

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD  
LAPLACE, LA – MEETING OF FEBRUARY 15, 2017**

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 special session at Godchaux Grammar Cafeteria, 1600 Highway 44, Reserve, Louisiana, at 6:00 p.m. on Wednesday, February 15, 2017.

An agenda for the meeting is attached.

Sincerely, s/Kevin R. George  
Superintendent/Secretary

***A Public Hearing was held from 5:00-5:30 p.m. to discuss the District Action Plan for the Reconfiguration of Fifth Ward Elementary School and East St. John Elementary School.***

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

The Chair called for the invocation, led by Pastor Frank, followed by the Pledge of Allegiance led by Mr. Russell Jack.

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

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

There were 10 members present and 0 members absent.

**ITEM 2a. Mr. Russell Jack – Final Remarks to the Board**

Mr. Jack addressed the Board and the Board reciprocated, bidding him farewell and good luck in his new position.

**ITEM 2b. Mr. Albert A. Burl, III, Board President – Declaration of Vacancy, Appointment of School Board District 1 Vacancy and Swearing In of Appointed School Board Member District 1**

MOTION BY: DeFrancesch

SECOND BY: Keller

MOTION: To declare School Board District 1 Vacancy and to appoint Charo Holden to fill the School Board District 1 Vacancy.

SUBSTITUTE MOTION BY: Wallace

SECOND BY: Johnson

MOTION: To declare School Board District 1 Vacancy and to appoint Jacqueline Forest to fill the School Board District 1 Vacancy.

Upon roll call on the SUBSTITUE MOTION, there were:

4 Yeas – Johnson, Wallace, Triche, Jones

6 Nays – Keller, Sanders, DeFrancesch, Wise, Mitchell, Burl

The substitute motion failed.

Upon roll call on the ORIGINAL MOTION, there were:

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

2 Nays – Johnson, Mitchell

The original motion carried.

Judge Madeline Jasmine administered the Oath of Office to Charo Holden.

Ms. Holden was seated as a voting member representing District 1.

**ITEM 2c. Election of Vice-President to Replace Russell Jack**

The Chair opened the floor for nominations:

Mr. Clarence Triche was nominated by Mr. Wise

Mr. Patrick Sanders was nominated by Ms. Holden

Upon roll call to elect Mr. Patrick Sanders as Vice-President, there were:  
 9 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wallace, Mitchell, Burl  
 2 Nays – Wise, Triche

Mr. Patrick Sanders was elected as Vice-President to fill the unexpired term left vacant by Mr. Jack.

**ITEM 3a. APPROVAL OF MINUTES: Meetings of December 8, 2016.**

MOTION BY: Jones  
 SECOND BY: Mitchell  
 MOTION: To approve the minutes from the meetings of January 12, 2017, January 19, 2017 and Board Retreat Minutes of January 23-24, 2017.  
 No objections.  
 The motion carried.  
 11 Yeas - Holden, Keller, Sanders, DeFrancesch, Johnson, Wise, Wallace, Mitchell, Triche, Jones, Burl  
 0 Nays  
 0 Absent

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

Mr. George announced that St. John the Baptist Parish School District will receive an award for Supporting Music Education from VH1 and he is very proud of our district for embracing Music Education.

The Chair asked for a motion to move ITEM 9g and address it at this time.

MOTION BY: Wise  
 SECOND BY: Wallace  
 MOTION: To move ITEM 9g of the agenda and address it at this time.  
 Upon roll call, there were:  
 10 Yeas - Holden, Keller, Sanders, Johnson, Wise, Wallace, Mitchell, Triche, Jones, Burl  
 0 Nays  
 1 Not Seated – DeFrancesch

**ITEM 9g. Mr. Patrick Sanders – Resolution to the Family of Lois Clark**

Mr. Sanders read the following Resolution into the record and presented the family with a plaque:

*RESOLUTION  
 ST. JOHN THE BAPTIST PARISH SCHOOL BOARD  
 RESERVE, LA*

*WHEREAS, Mrs. Lois Clark served the St. John the Baptist Parish community for 34 years as a Teacher, and*

*WHEREAS, Mrs. Clark served the State of Louisiana and the Parish of St. John the Baptist, and the worthiness of her service will always be remembered; and*

*WHEREAS, the St. John the Baptist Parish School Board recognizes her dedication and commitment, and this Resolution of Sympathy shall be forwarded to the members of her family.*

*THEREFORE BE IT RESOLVED, that St. John the Baptist Parish School Board, along with the Superintendent of Schools, desires to present this Resolution to her family in recognition of the value and the love this system has for her. Furthermore, the St. John the Baptist Parish School System wishes her family well in their bereavement and also that this Resolution be read in open session and made part of the official record at the regularly scheduled School Board Meeting of February 15, 2017, subscribed therein.*

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

**ITEM 5a. Ms. Bonnie Dinvaut – Recognition of Louisiana Association of Computer Using Educators (LACUE)**

Ms. Dinvaut recognized the following technology leaders:

Region 3 Educators of the Year:  
Melissa Watson (Elementary School)  
Michelle Seymour (Middle School)  
Billie Duncan (High School)

LACUE Presenters:  
Nalan Taylor  
Dianna Laramieu  
Raquel Pigeo  
Taschica Hansley  
Nadeen Stewart

Technology Teacher Leaders at the School Level:  
Michelle Laurent  
Elizabeth Alexander  
Sheri Sosa  
Maria Zeladon  
Hope Carter  
Melissa Watson  
Billie Duncan  
Charles Watkins  
Kelly Perret  
Marquolyn Ursin  
Nalan Taylor  
Shelley Chauvin

District Technology Facilitator: Tanya Faucheux

Following Ms. Dinvaut's presentation, Superintendent George recognized Ms. Dinvaut in recognition of her representation on the LACUE Board of Directors for District 3. Ms. Dinvaut was surprised, as Mr. George presented her with a plaque.

**ITEM 5b.** Mr. Tabari Simon – POSSE Student Recognition

Mr. Simon stated that the student had to attend the first POSSE meeting and could not be present. Mr. George agreed that we would recognize this student at the next regularly scheduled meeting.

**ITEM 5c.** Mr. Tabari Simon & Mr. Claude Hill – ESJHS and WSJHS SACS Accreditation

Mr. Simon and Mr. Hill both stated that they had been reviewed and were happy to announce that BOTH high schools have earned SACS Accreditation.

The Board and Superintendent congratulation both principals.

**ITEM 5d.** Mrs. Erica Merrick - National School Counselors

In Mrs. Merrick's absence, Ms. Page Eschette read a proclamation declaring this week as Counselor's Week.

**ITEM 5e.** Mrs. Patricia Triche – ERSEA Presentation

Mrs. Patricia Triche presented the Board with information on ERSEA.

**ITEM 6. PERSONNEL MATTERS**

**ITEM 6a.** Ms. Page Eschette – Request Approval of New/Modified Policies: GBRJ, DIEA, GBD, EBBG, GBL, BE, DJE, EBBH, IDDF, GBK, FGG, FGA

MOTION BY: Triche

SECOND BY: Sanders

MOTION: To approve New/Modified Policies: GBRJ, DIEA, GBD, EBBG, GBL, BE, DJE, EBBH, IDDF, GBK, FGG, FGA

Upon roll call, there were:

7 Yeas – Holden, Sanders, Johnson, Wise, Wallace, Mitchell, Triche, Burl

0 Nays

4 Not Seated – Keller, DeFrancesch, Jones, Mitchell

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## GBRJ: SUBSTITUTE PERSONNEL

### SUBSTITUTE TEACHERS

The St. John the Baptist Parish School Board shall require the compilation of a list of qualified individuals to serve as day-by-day substitute teachers within the school district. Each school's list of substitute teachers shall be submitted to the central office no later than the twentieth (20th) day of school and include proper employment criteria, including verification of teachers' qualifications and certification. All substitute teachers shall be required to attend a one (1) day training session.

Principals or their designated representatives shall call substitute teachers from the approved list in case of absence of a regular teacher. It shall be the responsibility of the principal and the regular teacher to ensure that the substitute teacher has the necessary instructions and materials to teach effectively, including textbooks, lesson plans, class rolls, schedules and an outline of local school procedures.

Retired teachers may be employed as substitute teachers provided that use of retired teachers as substitutes is in accordance with the rules and regulations established by the Teacher's Retirement System of Louisiana and pertinent statutory provisions.

Qualified teachers may also be selected to substitute for teachers who plan to be absent for long periods of time. Provisions shall be made for the hiring of, or contracting with applicable substitute teachers in these instances as developed by the Superintendent and staff.

A teacher on sabbatical leave shall not be hired as a substitute.

Compensation paid to substitute teachers shall be based upon the degree status of the substitute in accordance with a pay schedule as set by the School Board. Pay for teachers who are hired on a day-by-day or as an appointed (long term) substitute basis shall begin with the first actual day worked.

Any school employee whose job does not require a teaching certificate who performs work as a substitute teacher for more than a single class period shall be compensated for that time at the rate of a substitute teacher. The principal or his/her designee shall authorize the school employee to act as a substitute teacher prior to the employee's participation in the classroom as a substitute, and shall verify the hours as a substitute teacher for payroll purposes.

### SUBSTITUTES FOR SUPPORT PERSONNEL

The School Board shall require the maintenance of a list of properly qualified and approved substitute personnel eligible to substitute for support personnel absent from work. Only persons approved by the School Board shall be eligible for employment as substitutes. Appropriate judgment as to actual need should be exercised before employment of a substitute for support personnel.

#### Bus Operators

The Transportation Supervisor shall maintain a qualified substitute bus operator list. The substitute bus operator list shall be updated as changes occur.

A substitute bus operator who accepts a route and then elects not to accept the job, shall lose his/her seniority and be moved to the bottom of the list.

A substitute bus operator may only be used as a temporary resource until a permanent operator is appointed to the route. A substitute bus operator may not drive a route for a period that exceeds the end of the school semester of the school year during which the operator began driving the route.

A substitute bus operator shall be paid a daily rate as approved by the School Board, but in no case less than sixty-five percent (65%) of the daily rate of pay being paid the regular bus operator, to be computed by dividing the annual pay of the regular operator by the number of school days in the regularly scheduled session, exclusive of any compensation or mileage allowance for use of a privately owned bus.

Revised: October, 1997

Revised: June, 1998

Revised: July, 1999

Revised: February, 2007

Revised: October 18, 2012

Revised: September, 2014

Ref: La. Rev. Stat. Ann. §§~~11:708~~, [11:710](#), ~~11:791~~, [17:81](#), ~~17:84~~, [17:419.3](#), [17:493.1](#), [17:500](#), ~~17:1202~~, 17:1212, 17:1213, [17:1216](#), [17:1217](#); Board minutes, 2-2-95, 12-17-98, 11-16-06, 10-18-12.

## NEW POLICY:

### DIEA: PRESERVATION OF SCHOOL BOARD RECORDS DUE TO LEGAL ACTION

The St. John the Baptist Parish School Board recognizes that circumstances occur where the normal and routine retention, disposal, and/or destruction of records must be suspended according to federal and State requirements and St. John the Baptist Parish School Board policy. Present and future records that are involved in litigation, or reasonably anticipated in foreseeable legal action, shall be preserved until the Superintendent releases the hold on such records. Such preservation of records shall apply to all School Board records owned or otherwise controlled by the School Board and all faculty, staff, administrators, School Board members, contractors or anyone else having access to School Board technology resources. The Superintendent or his/her designee shall be authorized to implement the necessary administrative regulations and procedures for governing and monitoring the preservation of School Board records due to legal action being taken or for potential legal action.

### DEFINITIONS

Records – The term *records* shall include all records, whether in electronic or paper form, created, received, or maintained in the transaction of School Board business. Such records may include, but are not limited to, paper records and electronic records transferred and/or stored by or on behalf of the School Board using the School Board's technology resources. Electronic records may exist in a wide variety of formats, including, without limitation, text documents, spreadsheets, presentations, HTML documents, digital images, email messages, databases, voicemails and other digital recordings.

Technology Resources – The term *technology resources* shall mean telecommunications equipment, transmission devices, electronic video and audio equipment, computers, data processing or storage systems, storage media, computer systems, servers, networks, programs, and/or computer-driven or web accessible software that is owned or operated by the School Board.

Preservation of Records – The term *preservation of records* shall mean an order or notice to cease destruction or disposal and to preserve all records pertaining to the nature or subject of the preservation (to place a “hold” on such record).

#### PRESERVATION OF RECORDS

Notwithstanding School Board policies or procedures to the contrary, School Board records, whether in paper or electronic form, pertaining to any pending or anticipated legal claim against the School Board shall be preserved and maintained until the legal claim, whether litigation or other legal proceeding, is finally concluded. It shall be the responsibility of the Superintendent, or his/her designee(s), to ensure that appropriate holds on any relevant records are timely implemented and monitored and that affected School Board personnel are given timely notice of their responsibility to preserve School Board records pertaining to any pending or anticipated legal claim until the legal proceeding is finally concluded. The Superintendent shall maintain regulations and procedures that provide for the preservation and maintenance of such records.

Generally, the preservation obligations do not extend to back-up tapes or other media which are maintained solely for disaster recovery. In the event that the Superintendent determines that relevant electronic records can only be obtained via backup tapes or other media maintained for disaster recovery, the School Board may undertake, if reasonable to do so, efforts to extract the pertinent records and separately maintain them until conclusion of the legal proceeding.

The Superintendent shall determine and communicate to affected School Board personnel when a preservation order may be lifted and records are no longer need to be on hold pursuant to the preservation order.

#### VIOLATIONS

Violations of this policy and any administrative regulations and procedures implemented pursuant to this policy shall subject personnel to disciplinary action up to and including dismissal in accordance with applicable federal and state law and School Board policy.

New policy: June, 2016

Ref: Fed. Rules Civ. P., Rules 34, 37; La. Rev. Stat. Ann. §17:81.

### **GBD: EMPLOYMENT OF PERSONNEL**

The St. John the Baptist Parish School Board and its administrative staff believes that it has an obligation to provide the children attending its schools with the very best personnel available regardless of race, color, creed, sex, age, national origin or any similar personal characteristic. Age shall be considered only with respect to minimums set by law.

St. John the Baptist Parish School Board hereby assures compliance with federal and state statutory provisions, that no person in the United States shall on the basis of age, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the St. John the Baptist Parish School Board received federal financial assistance from the Louisiana Department of Education:

1. Applications will be accepted from all individuals who apply for positions regardless of age, except no person under eighteen years of age shall drive a school bus having children therein en route to or from school or a school function;
2. No individual who is at least forty (40) years of age or over will be rejected for any position because of his/her age; and,
3. No individual who is at least forty (40) years of age or over will be discharged, or forced to retire because of his/her age.

The Superintendent or his/her designee shall be responsible for establishing and maintaining appropriate procedures for reviewing and evaluating any and all applicants for selection, including administrative and supervisory personnel, and assuring adherence to applicable state and federal legal requirements. Selection of personnel to fill all positions shall be based upon performance, effectiveness, and qualifications applicable to each specific position. Decisions shall be made on a non-discriminatory basis with selection procedures and evaluative criteria known to all applicants. Applicants should not resort to the use of political, social, or other pressures to gain employment or promotion.

Teachers and all other personnel shall be selected for employment by the Superintendent. It shall be the responsibility of the Superintendent to ensure that all persons recommended have proper certification where applicable, and are qualified for the position. Seniority and tenure shall not be used as the primary criteria when making any employment decision.

The Superintendent shall delegate to the school principal all decisions regarding the employment of any teacher or other personnel at the school in which the principal is employed, subject to the approval of the Superintendent.

The Superintendent and/or his/her designee shall consult with teachers regarding any possible selections made by the Superintendent for the hiring or placement of a principal at the school in which such teachers are employed, subject to the provisions of any applicable court order.

#### BUS DRIVERS

Whenever a school bus operator is needed to drive a new route or a route vacated by a previous operator, the school bus operator who is tenured and has acquired the greatest seniority shall be offered the opportunity to and may change from driving his/her route to the vacant route before another operator is selected. If the tenured bus operator with the greatest seniority chooses not to change to the vacant route, the route shall then be offered in order of seniority to a school bus operator who has acquired tenure.

If no tenured operator chooses to change to the vacant route, the route shall then be offered to a full-time probationary bus operator.

If no regular bus operator, tenured or probationary, chooses to change to the vacant route, then a substitute bus operator shall be selected for the position from a list of approved substitute school bus operators. If no tenured, probationary, or substitute bus operator wants the route, then a new driver shall be hired.

Whenever a school bus operator owning his/her own bus retires, a vacated route shall be offered first to any person meeting the requirements of the School Board who is willing to acquire the bus of the retiring operator at full appraised value. This provision shall be applicable only when the bus owned by the retiring operator has been manufactured within a period of five (5) years immediately prior to the operator's retirement and the operator is retiring due to a documented physical disability.

The Superintendent may select an operator to fill a vacant route using a different process than outlined above, but **only** if the School Board is required to bear an increase in the unreimbursed costs for nonpassenger miles over those attributable to the previous operator who vacated the route.

Whenever a vacancy occurs on a route due to death, resignation, retirement, or the expiration of the regular operator's approved leave, or a new route is established, the route shall be filled with a regular school bus operator using the process stated above no later than the following school year unless the route is consolidated or eliminated. A substitute bus operator may only be used as a temporary measure until a permanent operator is appointed to a route.

If an operator is on approved leave, his/her route shall not be considered a vacant route. A substitute shall be used to drive a route for an operator on approved leave regardless of the length of time of the approved leave.

Substitute drivers for bus routes shall have and shall meet the same qualifications as regular drivers.

#### FEDERAL OR STATE GRANT FUNDED POSITIONS

Whenever the School Board is the recipient of grants from federal, state or private funding agencies for supplementing and/or funding of innovative educational strategies, long range planning, and special supportive services, such grants may fund staff positions related to the grants. Grant-funded positions may be full-time or part-time positions established for specific periods of time, not to exceed the scheduled termination date of the applicable grant funded. The letter of appointment sent to an employee for grant-funded positions shall state that continuation of the employee's service in that position shall be contingent upon the continuing availability of funds from the applicable grant funding source.

Revised: December, 1990  
 Revised: December, 1992  
 Revised: November, 1993  
 Revised: March, 1995  
 Revised: November, 1995  
 Revised: December, 1995  
 Revised: October, 1997  
 Revised: June, 1998  
 Revised: July, 1999  
 Revised: October, 2001  
 Revised: August, 2002  
 Revised: June, 2003  
 Revised: August, 2005

Revised: September, 2006  
 Revised: September, 2008  
 Revised: October 15, 2009  
 Revised: October 18, 2012  
 Revised: June, 2016

Ref: La. Rev. Stat. Ann. §§17:81, 17:81.9, 17:413, 17:493.1, 23:897; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 10-5-95, 2-4-99, 7-1-99, 8-17-00, 10-15-09, 10-18-12.

#### **EBBG: HAZARDOUS SUBSTANCES**

The St. John the Baptist Parish School Board, in its efforts to contain and control the dangers of hazardous substances, authorizes the Superintendent or his/her designee to establish and maintain administrative regulations and procedures which address the purchase, storage, handling, use, transportation, and disposal of hazardous materials for all school facilities and operations including instructional areas. Emergency response actions and evacuation plans shall also be coordinated with the procedures.

Administrative regulations and procedures shall be in compliance with all applicable federal and state laws and regulations which pertain to the safe and proper storage, transportation, and disposal of hazardous materials.

#### PESTICIDES

The St. John the Baptist Parish School Board recognizes that the exposure of school children to pesticides poses known and unknown risks to their health and well-being. Therefore, the School Board shall prepare or cause to be prepared, and submit to the Department of Agriculture and Forestry on or before August first of each year a single comprehensive integrated pest management plan for all schools under its jurisdiction that applies integrated pest management strategies of pest prevention methods and strongly recommends the least toxic methods of control for grass and weed control, and rodent and general pest control in, on or around school structures and grounds. Any deviation from the submitted annual pest management plan shall be delivered in writing to the Director of Pesticide and Environmental Programs, *Department of Agriculture and Forestry* no later than twenty-four (24) hours prior to any pesticide application. Records of inspections, identification, monitoring, evaluations, and pesticide applications shall be maintained by the schools and submitted with the annual pesticide management plan to the department annually.

In addition to a comprehensive pest management plan, the School Board, in accordance with statutory provisions shall:

1. Assure that the application of any herbicide, rodenticide, insecticide or restricted use pesticide, in, on, or around structures or grounds of schools that provide education to pre-kindergarten through twelfth grade classes shall be done by or under the supervision of a certified commercial applicator.
2. Require each school to maintain a hypersensitive student registry listing the names of students whose parents have submitted a written statement to the school which shall include but not be limited to the student's name and address, parent's or guardian's signature, name and address, and a written medical verification by a licensed physician which includes the physician's signature, name and address.
3. Require that schools shall use, whenever possible, the least toxic method of pest control. The least toxic method of pest control may include methods other than the application of pesticides. A restricted use pesticide shall be applied to a school building or on school grounds only during periods in which students are not expected to be present for normal academic instruction or organized extracurricular activity for at least eight (8) hours after the application.
4. Require each school to keep a written record of restricted use pesticides used to control pests, with an entry of pertinent information about the application being recorded after each application. The written record shall be kept in each school and shall be available for inspection during school hours.
5. Employ at least one (1) certified commercial applicator if the system has less than ten (10) schools or at least two (2) certified commercial applicators if the system has ten (10) or more schools.

Revised: March 17, 2016  
 Revised: June, 2016

Ref: La. Rev. Stat. Ann. §§3:3381, 3:3382, 3:3383, 3:3384, 3:3385, 3:3386, 3:3387, 3:3388, 3:3389; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 3-17-16.

#### **GBL: TENURE**

TEACHERS

A teacher who has acquired tenure before September 1, 2012 shall retain tenure, subject to the provisions of state law. Effective beginning on July 1, 2012, a teacher shall be rated *highly effective* for five (5) years within a six-year period pursuant to the *Personnel Evaluation Plan* adopted by the School Board in accordance with La. Rev. Stat. Ann. ' ' 17:3881 through 3905, to be granted tenure. The Superintendent shall notify a teacher, in writing, when tenure has been awarded and the teacher shall be deemed to have acquired tenure on the date specified therein.

A tenured teacher who receives a [final](#) performance rating of *ineffective* pursuant to the teacher's annual evaluation shall lose his/her tenure and all rights related thereto immediately upon exhaustion of the grievance procedure [outlined in §317 of Bulletin 130, Regulations for Evaluation and Assessment of School Personnel set forth in the personnel evaluation plan adopted by the School Board](#), unless the ineffective performance rating is reversed. Such [ineffective](#) rating shall constitute sufficient grounds for disciplinary action pursuant to La. Rev. Stat. Ann. §17:443. If a teacher is found *highly effective* based on the evidence of the growth portion of the evaluation but is found *ineffective* according to the observation portion, within thirty (30) days after such finding, the teacher shall be entitled to a second observation by members of a team of three (3) designees, chosen by the Superintendent, which shall not include the principal.

A teacher who loses tenure shall reacquire tenure if the teacher receives a performance rating of *highly effective* for five (5) years within a six-year period subsequent to receiving an *ineffective* rating.

Teachers Paid with Federal Funds

A teacher paid with federal funds shall not be eligible to acquire tenure, nor shall time spent in employment paid with federal funds be counted toward the time required for acquisition of tenure.

CONTRACT APPOINTEES

Any teacher who has acquired tenure and is promoted to a higher salaried position shall not be eligible to gain tenure in the position to which promoted, but shall retain any tenure acquired as a teacher.

Any person hired under a performance contract shall not be eligible to gain tenure.

BUS OPERATORS

~~La. Rev. Stat. Ann. '17:492 specifies that bus operators shall serve a probationary term of three (3) years reckoned from the date of first employment with the School Board, provided bus operators personally operate and drive the school bus they are employed to operate. Upon absence of notification of dismissal by the School Board within the probationary period, the bus operator shall be granted tenure at the end of the probationary term.~~ School bus operators hired on or after July 1, 2012 shall not be granted tenure.

SCHOOL EMPLOYEES

No tenure is granted by law or School Board policy to school employees of the St. John the Baptist Parish School Board. *School employee* shall be defined as any employee whose job description does not require the holding of a teaching certificate or who is not employed as a bus driver.

Revised: November, 1985

Revised: October 18, 2012

Revised: September 4, 2014

Revised: June, 2016

Ref: La. Rev. Stat. Ann. §§13:3204, 17:82, 17:441, 17:442, 17:443, 17:444, 17:522, 17:525, 17:1213, 17:1217, ~~17:3881, 17:3882~~, 17:3883, ~~17:3884, 17:3901, 17:3902, 17:3903, 17:3904~~; Board minutes, 10-18-12, 9-4-14.

**BE: SCHOOL BOARD ETHICS**

Recognizing that as a member of a public School Board and that each St. John the Baptist School Board member is filling a position of public trust, responsibility, and authority endowed by the State of Louisiana, the St. John the Baptist Parish School Board, individually and collectively, shall subscribe to the principles of the Louisiana School Boards Association, by which a School Board member should be guided.

In addition, certain actions of elected officials may be considered improper, and in some circumstances, illegal. Actions which may present a conflict of interest, acceptance of gifts, or solicitations, or gratuities, abuse of authority of office or position, and decisions regarding the employment of a family member of an official are all subject to statutory restrictions. The ethical conduct of School Board members, as well as other designated officials, shall be in accordance with state law.

ETHICS EDUCATION AND TRAINING

All School Board members and employees shall be required to receive a minimum of one (1) hour of education and training on the Louisiana Code of Governmental Ethics annually. Education and training shall be provided by [employees of](#) the Louisiana Board of Ethics [or others authorized to provide such training by the Louisiana Board of Ethics](#), and [shall be](#) administered through seminars or via the Internet.

GIFTS

Acceptance of personal gifts by any School Board member or employee of the St. John the Baptist Parish School Board from persons or firms doing business with the School Board, or any department or school thereof, is prohibited. Reduced cost and/or free travel expenses are also defined as gifts with regard to this policy provision. This policy provision does not preclude acceptance of food, drinks, or refreshment of a social nature or participation in a social event, provided the value of the food, drink, or refreshment does not exceed that amount permitted under state law. It also shall not preclude the acceptance of campaign contributions for use in meeting campaign expenses by any employee or School Board member who is or becomes a candidate for election to any public office.



NEPOTISM

No member of the immediate family of an agency head shall be employed in his/her agency. No member of the immediate family of a member of a governing authority or the chief executive of a governmental entity shall be employed by the governmental entity, with limited exception as outlined below.

The provisions above shall not prohibit the continued employment of any public employee nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such public employee where a member of a public employee's immediate family becomes the agency head of such public employee's agency, provided that such public employee has been employed in the agency for a period of at least one year prior to the member of the public employee's immediate family becoming the agency head.

Exceptions

Any School Board member or Superintendent whose immediate family member is employed, or who may be employed, as excepted below shall recuse himself from any decision involving the promotion or assignment of teaching or service location of such employee.

1. Any member of the immediate family of any School Board member or the Superintendent may be employed as a classroom teacher provided that such family member is *certified to teach* or is *temporarily authorized to teach while pursuing certification*.

2. ~~Any immediate family member of a member of the School Board or the Superintendent may be promoted, if the person receiving the promotion is employed as a certified classroom teacher, provided that such family member has the appropriate qualifications and certifications for such position.~~ (moved to number 3)

~~For any School Board in a parish having a population of fewer than sixty thousand (60,000) according to the latest federal decennial census, any member of the immediate family of any School Board member or of the Superintendent may be employed as a special education related services professional provided that such family member is licensed in an appropriate field for special education related services and such family member is the only applicant who meets the qualifications for the position who has applied for the position after it has been advertised for at least thirty (30) days in the official journal of the School Board. A special education related services professional shall include the following when employed to provide special education services: a social worker, occupational therapist, physical therapist, speech therapist/pathologist, teacher of hearing impaired students, teacher of visually impaired students, or nurse.~~ (moved from number 3)

3. ~~For any School Board in a parish having a population of fewer than sixty thousand (60,000) according to the latest federal decennial census, any member of the immediate family of any School Board member or of the Superintendent may be employed as a special education related services professional provided that such family member is licensed in an appropriate field for special education related services and such family member is the only applicant who meets the qualifications for the position who has applied for the position after it has been advertised for at least thirty (30) days in the official journal of the School Board. A special education related services professional shall include the following when employed to provide special education services: a social worker, occupational therapist, physical therapist, speech therapist/pathologist, teacher of hearing impaired students, teacher of visually impaired students, or nurse.~~ (moved to number 2)

~~Any immediate family member of a member of the School Board or the Superintendent who is employed pursuant to paragraphs 1 or 2 above may be promoted to an administrative position if the person receiving the promotion is employed as a certified classroom teacher, provided that such family member has the appropriate qualifications and certifications for such the promotional position. For the purposes of such promotions, the term certifications shall not include any temporary or provisional certification or certifications.~~ (moved from number 2)

4. An immediate family member of an athletic director of a school may be employed as a coach at such school.

ABUSE OF OFFICE

No School Board member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to provide himself/herself, any other public servant, or other person with any thing of economic value.

No School Board member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to engage in political activity.

No School Board member shall act in an individual capacity to use the authority of his/her office or position as a member of the School Board in a manner intended to interfere with, compel or coerce any personnel decision, including the hiring, promotion, discipline, demotion, transfer, discharge, or assignment of work to any school employee.

No School Board member shall use the authority of his/her office or position as a member of the School Board in a manner intended to interfere with, compel, or coerce any school employee to make any decision concerning benefits, work assignment, or membership in any organization.

TRANSACTIONS AFTER TERMINATION OF PUBLIC SERVICE

No former agency head or elected official shall, for a period of two (2) years following the termination of his/her public service as the head of such agency or as an elected public official serving in such agency, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction, involving that agency or render any service on a contractual basis to or for the School Board.

No former member of the School Board shall, for a period of two (2) years following the termination of his/her public service on such School Board, contract with, be employed in any capacity by, or be appointed to any position by the School Board, except that the School Board may employ a former member for any classroom teaching position which requires a valid Louisiana teaching certificate or a school psychologist with a valid certificate in school psychology, provided the former School Board member holds such a certificate.

No former School Board employee shall, for a period of two (2) years following the termination of his/her employment, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction in which such former public employee participated at any time during his/her public employment and involving the School Board by which he/she was formerly employed, or for a period of two (2) such years following termination of his/her employment, render any service which such former public employee has rendered to the School Board during the term of his/her public employment on a contractual basis, regardless of the parties to the contract, to, for, or on behalf of the School Board with which he/she was formerly employed.

FEDERAL GUIDELINES: CONFLICT OF INTEREST

In addition to other ethics provisions, in receiving federal funds the School Board shall ensure compliance with federal guidelines covering conflict of interest and governing the actions of officers and employees engaged in the selection, award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict may arise when the employee, officer, or



agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in, or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the School Board shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to contracts.

Employees and volunteers shall be required to report any actual, possible, or perceived conflict of interest which they or others have, or may have, to their immediate supervisor as soon as they become aware of the conflict. A School Board member shall report the perceived conflict of interest to the Superintendent and School Board attorney.

Anyone who engages in activities that violate these provisions, including failure to disclose a conflict of interest, may be subject to disciplinary action up to and including termination of employment, and/or other appropriate sanctions.

#### DEFINITIONS

**Agency** means a department, office, division, agency, commission, board, committee, or other organizational unit of a governmental entity. For public servants of political subdivisions, it shall mean the agency in which the public servant serves, except that for members of any governing authority and for the elected or appointed chief executive of a governmental entity, it shall mean the governmental entity.

**Agency head** means the chief executive or administrative officer of an agency or any member of a board or commission who exercises supervision over the agency.

**Immediate family** as the term relates to a public servant means his/her children, the spouses of his/her children, his/her brothers and their spouses, his/her sisters and their spouses, his/her parents, his/her spouse, and the parents of his/her spouse.

**Public servant** means a public employee or an elected official.

Revised: November, 1999

Revised: December 2, 2010

Revised: August, 2003

Revised: September 22, 2011

Revised: September, 2006

Revised: October 18, 2012

Revised: April, 2009

Revised: March 17, 2016

Recorded: January, 2010

Revised: June, 2016

Ref: 2 CFR 200.318 (*General Procurement Standards*); La. Rev. Stat. Ann. ' ' 17:81, 17:428, 42:1101, 42:1102, 42:1112, 42:1115, 42:1115.1, 42:1116, 42:1119, 42:1120, 42:1121, 42:1123, 42:1170; Board minutes, 4-2-09, 12-2-10, 9-22-11, 10-18-12, 3-17-16.

#### **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 School 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 School 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~~ QUALIFIED GROUP PURCHASING ORGANIZATIONS

A qualified group purchasing organization means an organization, whether for profit or not for profit, of which two (2) or more public school districts are members and which solicits proposals or bids from vendors of services, materials, equipment, or supplies of the type and nature as may be purchased by a public school district or public school.

The School Board, ~~as a member,~~ may ~~participate in a school district purchasing cooperative~~ enter into an agreement with: (A) one or more School Boards to form a qualified group purchasing organization; or (B) one or more qualified group purchasing organizations for the purchase of services, materials, equipment, and supplies, including installation thereof. Any such agreement shall require that the qualified group purchasing organization submit a price list for those materials and supplies offered by it and that the prices quoted on the list remain in effect for a stated period of time of not less than three (3) months. Any such price list shall be considered, for all purposes, to be a valid and binding bid by the qualified group purchasing organization during the effective period of the agreement, and no additional bid by the qualified group purchasing organization is necessary.

~~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~~ [from a qualified group purchasing organization if the price for such equipment is less than that for the same or substantially similar equipment on the state bid list.](#)

#### 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  
Lake Ponchartrain School

Revised: November, 2011  
 Revised: November, 2014  
 Revised: December, 2014  
 Revised: May 7, 2015  
 Revised: September, 2016

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, 5-7-15.

#### **EBBH: USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

The St. John the Baptist Parish School Board directs that if funding is available, each high school ~~that participates in interscholastic athletics~~ shall have an Automated External Defibrillator (AED) on its premises. [Each high school shall have the authority to accept donations of AEDs or funds to acquire AEDs.](#)

In schools which have an AED on site, any expected AED user (those designated by the Superintendent or principal to render emergency care at that school) shall receive appropriate training in the use of AEDs from any nationally recognized course in cardiopulmonary resuscitation (CPR) and AED use. All training of personnel in the use of AEDs shall be fully documented.

The School Board shall notify ~~the Department of Health and Hospitals and~~ a local provider of emergency medical services (such as a 911 service, local ambulance service, or fire department) of the acquisition, location, and type of any AED device.

This policy shall not create an obligation to use an AED, nor is it intended to create any expectation that an AED will be present or that a trained employee will be present and/or able to use an AED, if a condition arises making the use of an AED beneficial.

In addition to the civil immunity provided to persons rendering emergency assistance as provided by law, any person or entity which provides training in CPR and in the use of an AED and any expected AED user shall not be liable for any civil damages arising from any act or omission of acts related to the operation of or failure to operate an AED that do not amount to willful or wanton misconduct or gross negligence.

New policy: March 21, 2013  
 Revised: September, 2016

Ref: La. Rev. Stat. Ann. ' ' 9:2793, 17:81, [40:1137.3](#), 40:1236.12, 40:1236.13; Board minutes, 3-21-13.

#### **IDDF: EDUCATION OF STUDENTS WITH EXCEPTIONALITIES**

The St. John the Baptist Parish School Board shall make available a free appropriate public education in the least restrictive educational environment to each student with an exceptionality, ages three through twenty-one, who is a resident of the geographical boundaries of the school district. Special education and related services may be provided by the School Board to eligible children with exceptionalities under three years of age. Generally, identified children shall be screened and evaluated to determine eligibility to receive special education and related services. If it is determined through the evaluation process that a child has a disability and, by reason thereof, needs special education and related services, then the child is classified in accordance with Louisiana's *Pupil Appraisal Handbook*, Bulletin 1508, and becomes eligible to receive special education services. All special education services shall be provided to eligible students with exceptionalities in accordance with the regulations outlined in *Regulations for the Implementation of the Exceptional Children's Act*, Bulletin 1706 and all other applicable federal and state regulations.

The School Board shall establish and maintain policies and procedures in accordance with federal and state laws and regulations to ensure that students with exceptionalities and their parents are provided the necessary procedural safeguards with respect to the provision of free appropriate public education by the School Board.

#### **SECLUSION AND RESTRAINT**

The School Board recognizes that, in order for students to receive a free appropriate public education, a safe learning environment needs to be provided. In doing so, the School Board also recognizes that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with students with exceptionalities who pose an imminent risk of harm to self or others.

The School Board fully supports the use of positive behavior interventions and support when addressing student behavior. The School Board reserves its right, however, to use physical restraint and/or seclusion consistent with state law to address the behavior of a student with an exceptionality when school personnel reasonably believe the behavior poses an imminent risk of harm to the student or others. The School Board shall not preclude the use of physical restraint and/or seclusion performed consistent with the requirements of a student's *Individualized Education Program* (IEP) or behavior intervention/management plan.

The provisions regarding seclusion and restraint shall not be applicable to a student who has been deemed to be gifted or talented under Bulletin 1508, unless the student has been identified as also having a disability [under Bulletin 1508](#).

#### **Definitions**

*Imminent risk of harm* shall mean an immediate and impending threat of a person causing substantial physical injury to self or others.

*Seclusion* shall mean a procedure that isolates and confines a student in a separate room or area until he or she is no longer an immediate danger to self or others.

*Seclusion room* means a room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.

*Mechanical restraint* means the application of any device or object used to limit a person's movement. Mechanical restraint does not include: (1) A protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and

which is used in compliance with orders issued by an appropriately licensed health care provider; and (2) Any device used by a duly licensed law enforcement officer in the execution of his/her official duties.

*Physical restraint* means bodily force used to limit a person's movement. Physical restraint does *not* include: (1) Consensual, solicited, or unintentional contact; (2) ~~Holding of a student by a school employee for less than five minutes in any given hour or class period for the protection of the student or others~~ [Momentary blocking of a student's action if the student's action is likely to result in harm to the student or other person](#); (3) Holding of a student, by one school employee, for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted; (4) Minimal physical contact for the purpose of safely escorting a student from one area to another; (5) Minimal physical contact for the purpose of assisting the student in completing a task or response.

*Positive behavior interventions and support* means a systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate and culture.

*School employee* means a teacher, paraprofessional, administrator, support staff member, or a provider of related services.

#### Documentation and Notification

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student's parent or other legal guardian shall also be notified in writing, within twenty-four (24) hours, of each incident of seclusion or physical restraint. Such notice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint, and the names and titles of any school employee involved.

The director or supervisor of special education shall be notified any time a student is placed in seclusion or is physically restrained.

A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident. Such report shall be submitted to the school principal not later than the school day immediately following the day on which the student was placed in seclusion or physically restrained and a copy shall be provided to the student's parent or legal guardian.

~~This policy and~~ The guidelines and procedures regarding seclusion and restraint maintained by the Superintendent and staff shall be provided to [the Louisiana Department of Education \(LDE\)](#), all school employees, and every parent of a student [identified](#) with a disability under Bulletin 1508.

All instances where seclusion or physical restraint is used to address student behavior of students with disabilities under [Bulletin 1508](#) shall be reported, [in accordance with the Louisiana Board of Elementary and Secondary Education \(BESE\) policy](#), by the School Board to the ~~Louisiana Department of Education (LDE)~~.

#### Guidelines and Procedures

The School Board shall require the Superintendent and staff to maintain adequate written guidelines and procedures governing the use of seclusion and physical restraint of students in accordance with federal and state law, as well as regulations and guidelines promulgated by ~~the Louisiana Board of Elementary and Secondary Education (BESE)~~. The School Board shall approve written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint. The written guidelines and procedures shall be provided to all school employees and every parent of a student with an exceptionality and shall include reporting requirements and follow-up procedures, including notification requirements for school officials, notification to the student's parent or legal guardian, and reporting of seclusion and restraint incidents to the LDE.

[The written guidelines and procedures shall be posted at each school under the jurisdiction of the School Board, and on the School Board's website.](#)

#### Follow-Up

Following any situation resulting in the use of seclusion or restraint of a student, a *Functional Behavioral Assessment (FBA)* should be considered. If a student subject to the use of seclusion or physical restraint is involved in five (5) such incidents in the school year, the student's *Individualized Education Program (IEP)* team shall review and revise the student's Behavior Intervention Plan (BIP) to include any appropriate and necessary behavioral supports. [Thereafter, if the student's challenging behavior continues or escalates, requiring repeated use of seclusion or physical restraint practices, the special education director or supervisor or his/her designee shall review the student's plans at least once every three \(3\) weeks.](#)

~~Documentation compiled for a student who has been placed in seclusion or has been physically restrained and whose challenging behavior continues or escalates shall be reviewed at least once every three (3) weeks.~~

#### Employee Training Requirements

The Superintendent or his/her designee shall be responsible for conducting or obtaining appropriate training programs for school personnel designed to address the use of seclusion and restraint techniques with students with disabilities. In addition, positive behavioral intervention strategies, crisis intervention, and de-escalation, as well as other procedures, may also be included in any training.

#### Charter Schools

Notwithstanding any state law, rule, or regulation to the contrary and except as may be otherwise specifically provided for in an approved charter, a charter school established and operated in accordance with State law, including its approved charter and the school's officers and employees, shall be subject to the School Board's policy and written procedures and guidelines regarding the use of seclusion and restraint with students with exceptionalities.

Adopted: September 21, 1978

Revised: April, 2009

Revised: December, 2011

Revised: September 6, 2012

Revised: October 17, 2013

Revised: September, 2016

Ref: 20 USCA '1400 et seq. (*Individuals with Disabilities Education Act*); 34 CFR '300 (*Assistance to States for the Education of Children with Disabilities*); La. Rev. Stat. Ann. '17:7, 17:416.21, 17:1941, 17:1942, 17:1943, 17:1944, 17:1945, 17:1946, 17:1947; *Pupil Appraisal Handbook*, Bulletin 1508, Louisiana Department of Education; *Regulations for the Implementation of the Exceptional Children's Act*, Bulletin 1706, Louisiana Department of Education; Board minutes, 4-2-09, 9-6-12, 10-17-13.

The Superintendent and his/her designee shall possess the authority to discipline employees when an employee's behavior warrants such action. A principal shall have the authority to recommend to the Superintendent when appropriate that employees at the school in which he/she is employed should be disciplined.

Discipline of an employee shall be progressive in nature such that penalties for poor job performance or broken rules become increasingly harsh as similar or related conditions continue or infractions are repeated. Such progressive discipline, however, shall not inhibit the Superintendent's authority or, in the case of certain employees, the School Board's authority, to discipline, suspend, or terminate an employee based on the circumstances of any single event. Documentation of employee behavior, employee performance and any disciplinary action taken shall be properly and thoroughly recorded.

Should any disciplinary measure become necessary, any documentation shall be considered confidential and treated in accordance with statutory provisions and School Board policy.

#### TEACHERS

Hearing procedures are statutorily required for certain disciplinary actions for teachers as defined below. However, such procedures do not prevent the Superintendent and/or principal from taking other disciplinary measures which do not require a hearing, as he/she feels appropriate.

##### Definitions

For the purpose of this section:

Discipline and disciplinary action shall include only suspension without pay, reduction in pay, involuntary demotion, or dismissal.

Written notice shall be considered given when the notice is hand delivered to the teacher, or on the day it is delivered to the teacher by registered mail, certified mail, or a commercial courier.

##### Non-Tenured Teachers

The Superintendent may take disciplinary action against any non-tenured teacher after providing such teacher with the written reasons therefor and providing the teacher the opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in the teacher's personnel file. The Superintendent shall notify the teacher in writing of his/her final decision. The teacher shall not be entitled to a hearing before the School Board.

Within sixty (60) days of such notice, the teacher may seek summary review in district court of whether or not the Superintendent's action was arbitrary or capricious.

##### Tenured Teachers

A teacher with tenure shall not be disciplined except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond.

The teacher shall have ten (10) calendar days from written notice of the charges to respond, in person or in writing. Following review of the teacher's response, the Superintendent may take interim disciplinary action, which may include placing the teacher on paid administrative leave. If the teacher has been arrested for a violation of any of the following: La. Rev. Stat. Ann. §§14:42 through 14:43.5, 14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615, the administrative leave shall be without pay. Paid administrative leave shall not exceed fifty (50) days from notice of the Superintendent's interim decision.

Within ten (10) calendar days after written notice of the interim disciplinary action or within ten (10) calendar days after receipt of the teacher's response if no interim disciplinary action is taken, a teacher may request a hearing before a disciplinary hearing officer. If the teacher fails to timely request a hearing, the disciplinary action shall become final.

Upon request for a review hearing, the Superintendent shall randomly appoint a hearing officer from a list of persons previously approved by the School Board as disciplinary hearing officers. If the school district serves fewer than twenty thousand students, the School Board shall maintain a list of at least five (5) hearing officers. If the school district serves twenty thousand students or more, the School Board shall maintain a list of at least ten (10) hearing officers. All hearing officers shall be qualified to serve as a disciplinary hearing officer in accordance with state law. If the School Board fails to maintain such a list, the Superintendent may randomly appoint a hearing officer from a list of persons previously approved by the Louisiana Board of Elementary and Secondary Education.

Such hearing may be private or public, at the option of the teacher, and shall commence no sooner than ten (10) calendar days nor later than thirty (30) calendar days after receipt of the teacher's request for such hearing. The disciplinary hearing officer shall have the power to issue subpoenas, and shall conduct the hearing in accordance with procedures adopted by the School Board.

The teacher shall have the right to appear before the disciplinary hearing officer with witnesses on his/her behalf and with counsel of his/her selection. The disciplinary hearing officer shall hold a hearing and review on whether the interim decision of the Superintendent was arbitrary or capricious and shall either affirm or reverse the action of the Superintendent. The disciplinary hearing officer shall notify the Superintendent and the teacher of his/her final determination, with written reasons, within ten (10) days from the date of the hearing. If the Superintendent's disciplinary action is affirmed, it shall become effective upon the teacher's receipt of the decision of the disciplinary hearing officer. If the Superintendent's disciplinary action is reversed, the teacher shall be restored to duty.

Within sixty (60) days from the postmarked date of such written notification of the decision of the disciplinary hearing officer, the School Board or the teacher may petition a court of competent jurisdiction to review the matter as a summary proceeding.

The time periods contained above may be extended by mutual agreement of the parties.

#### BUS OPERATORS/CONTRACT APPOINTEES

The Superintendent shall have the authority to discipline tenured bus operators and persons employed on performance contracts, including suspension with or without pay, when circumstances necessitate immediate action. If sufficient grounds for suspension without pay are subsequently not found to exist by the School Board or Superintendent, the bus operator or contract appointee shall be reimbursed for any loss of compensation.

#### NON-TENURED EMPLOYEES

The Superintendent shall have the authority to discipline, including suspension, any non-tenured, non-contract employee with or without pay, when circumstances warrant such action.

New policy: November, 2006 Revised: October 18, 2012  
Approved: October 15, 2009 Revised: September 4, 2014

Ref: La. Rev. Stat. Ann. §§13:3204, 17:81, 17:81.8, 17:443  
 Reed v. Orleans Parish School Board, April 30, 1945, 21 So.2d 895  
 Frazier v. East Baton Rouge Parish School Board, App. 1 Cir. 1961, 128 So.2d 250  
 Board minutes, 10-15-09, 10-18-12, 9-4-14

St. John the Baptist Parish School Board

**GBK ADDENDUM:**

**PROCEDURES TO GOVERN THE CONDUCT OF HEARINGS HELD PURSUANT TO R.S. 17:443(B)(2) AND R.S. 17:444(B)(4)(C)(III)**

The purpose of this policy is to implement the provisions of Act 570 of the 2014 Regular Session of the Louisiana legislature. All dismissal hearings held pursuant to R.S. 17:443(B)(2) and R.S. 17:444(B)(4)(c)(iii) shall be held in strict conformance with these procedures.

**I. LIST OF HEARING OFFICERS**

A list of persons meeting those qualifications imposed by law to serve as a disciplinary hearing officers shall be approved and maintained by the school board. The minimum number of persons on such list shall be fixed in accordance with law depending upon the number of students enrolled in the school district.

**II. SELECTION OF DISCIPLINARY HEARING OFFICERS; CONFLICTS OF INTEREST**

When the services of a disciplinary hearing officer are required, the Superintendent shall randomly select the name of a disciplinary hearing officer from the Board-approved list in the presence of at least one witness. Such random appointment shall be made by the use of either a random name generator or by the blind drawing of a name from the entire list of board-approved disciplinary hearing officers. In the absence of a list of disciplinary hearing officers approved by the school board, the disciplinary hearing officer shall be selected randomly from the list maintained by the Board of Elementary and Secondary Education.

Upon such selection, the proposed disciplinary hearing officer shall be provided with written notification of appointment and a listing of the parties and potential witnesses. The disciplinary hearing officer must complete and return that portion of such notification attesting to both the disciplinary hearing officer's continued qualification to serve and the absence of a conflict of interest that would prohibit him/her from serving.

In the event that the disciplinary hearing officer selected is an immediate family member of any of the parties or witnesses to testify at the hearing, prohibited from serving due to a conflict of interest prescribed by the Louisiana Rules of Professional Conduct, or is otherwise unavailable to conduct the hearing within the time delays provided by law, another name shall be randomly selected.

**III. COMPENSATION OF DISCIPLINARY HEARING OFFICERS**

Each person selected as a disciplinary hearing officer shall be entitled to compensation at the rate approved by the Attorney General for each hour spent on the matter. The disciplinary hearing officer shall submit an invoice to the Superintendent no later than 15 days after the conclusion of his duties. The invoice of the disciplinary hearing officer shall be paid by this Board no later than 30 days after submission.

**IV. POWERS AND AUTHORITY OF DISCIPLINARY HEARING OFFICERS**

Each disciplinary hearing officer appointed as provided herein shall have the powers and authority to:

- A. administer oaths and affirmations;
- B. regulate the course of the hearings;
- C. set the time and place for continued hearings;
- D. fix the time for filing of briefs and other documents;
- E. direct the parties to appear and confer to consider simplification of the issues; and
- F. sign and issue subpoenas requiring attendance and giving of testimony by witnesses and the production of books, papers, and other documentary evidence.

Notwithstanding the foregoing, all parties shall have the right to (1) present evidence on all issues of fact, (2) present argument on all issues of law and policy, and (3) conduct such cross-examination as may be required for a full and true disclosure of the facts.

**V. DUTIES OF AND RESPONSIBILITIES DISCIPLINARY HEARING OFFICERS**

Each disciplinary hearing officer appointed as provided herein shall have the duty and responsibility to:

- A. advise the teacher or administrator that the hearing will be either public or private, at the option of the teacher or administrator;
- B. review whether the interim decision of the Superintendent was arbitrary or capricious;
- C. affirm or reverse the action of the Superintendent;
- D. notify the Superintendent and the teacher or administrator of his final determination, with written reasons, within ten (10) days from the date of the hearing;
- E. maintain and safeguard all exhibits accepted or proffered into evidence at the hearing; and
- F. such other duties and responsibilities as may be imposed upon him by R.S. 17:443(B)(2) and/or this policy.

**VI. GENERAL RULES CONCERNING HEARINGS**

A. Hearings shall be scheduled in accordance with the timelines established by law and shall be held in private or open session, at the option of the teacher or administrator.

B. Hearings shall be held at the school board's central office, unless a different location is fixed by the disciplinary hearing officer.

C. Hearings shall be conducted on weekdays during normal business hours, unless the disciplinary hearing officer determines that the just and efficient completion of the hearing, compliance with the mandated delays, or the disciplinary hearing officer's, counsel's or party's schedule requires a deviation from such times.

D. The disciplinary hearing officer may suspend a hearing, upon both parties' agreement and request, when it appears that a resolution of the disciplinary action at issue has been reached between the parties. Before such hearing is suspended, such resolution shall be entered upon the record of such proceeding and shall have the same preclusive force and effect as a compromise entered and received in open court. Any verbal agreements placed into the record shall be memorialized in writing and signed by all parties within 7 calendar days.

E. The disciplinary hearing officer has the power to require that the proceedings shall be conducted with dignity and in an orderly and expeditious manner, and to control the proceedings so that justice is done.

F. The exclusion of witnesses is governed by Louisiana Code of Evidence Article 615.



G. The disciplinary hearing officer on his own motion, or on the motion of any party, after hearing, may grant a mistrial.

H. The normal order of the hearing shall be as follows:

1. The opening statements by the Superintendent and the teacher or administrator, in that order;
2. The presentation of the evidence of the Superintendent and of the teacher or administrator, in that order;
3. The presentation of the evidence of the Superintendent in rebuttal; and
4. The argument of the Superintendent, of the teacher or administrator, and of the Superintendent in rebuttal, in that order.

This order may be varied by the disciplinary hearing officer when circumstances so justify.

H. Before testifying, every witness shall be required to declare that he will testify truthfully, by oath or affirmation administered in a form calculated to awaken his conscience and impress his mind with his duty to do so.

I. A witness who appears but refuses to testify without proper cause shall be considered in contempt and the disciplinary hearing officer may apply to a district judge in the Parish where the hearing is being held for an Order holding the recalcitrant witness in contempt.

J. The disciplinary hearing officer may order, upon a showing of appropriate safeguards, live testimony of a witness to be presented during the hearing by teleconference, video link, or other visual remote technology, if the witness is beyond the subpoena power of the disciplinary hearing officer or when compelling circumstances are shown.

K. A party or a person identified with a party may be called as a witness and examined by the adverse party in accordance with Louisiana Code of Evidence Articles 607 and 611.

L. The testimony of expert medical witnesses may be presented to the disciplinary hearing officer by way of oral or video deposition taken pursuant to the Louisiana Code of Civil Procedure.

M. Formal exceptions to rulings or orders of the disciplinary hearing officer are unnecessary. For all purposes it is sufficient that a party, at the time the ruling or order of the disciplinary hearing officer is made or sought, makes known to the disciplinary hearing officer the action which he desires the disciplinary hearing officer to take or his objection to the action of the disciplinary hearing officer and his grounds therefor; and, if a party has no opportunity to object to a ruling or order at the time it is made, the absence of an objection does not thereafter prejudice him.

N. When the disciplinary hearing officer rules against the admissibility of any evidence, he shall either permit the party offering such evidence to make a complete record thereof, or permit the party to make a statement setting forth the nature of the evidence.

O. At the request of any party, the disciplinary hearing officer may allow any excluded evidence to be offered, subject to cross-examination on the record during a recess or such other time as the disciplinary hearing officer shall designate. When the record is completed during a recess or other designated time there will be no necessity for the requesting party to make a statement setting forth the nature of the evidence.

P. In all cases, the disciplinary hearing officer shall state the reason for his ruling as to the inadmissibility of the evidence.

Q. If the disciplinary hearing officer permits a party to make a complete record of the evidence held inadmissible, it shall allow any other party the opportunity to make a record in the same manner of any evidence bearing upon the evidence held to be inadmissible.

R. While the Louisiana Code of Evidence is not applicable to hearings conducted before the disciplinary hearing officer (with the exceptions noted hereinabove), the principles underlying the Code of Evidence shall serve as guides to the admissibility of evidence and the specific exclusionary rules and other provisions shall be applied to the extent that they tend to promote the purposes of the proceeding.

S. Each hearing shall be transcribed by a certified court reporter.

T. The certified court reporter shall be retained by the disciplinary hearing officer and this Board shall pay for his services.

U. Upon request of any party to the disciplinary hearing officer, the certified court reporter shall transcribe the testimony of each witness testifying at the hearing and transmit the transcript of the hearing to the disciplinary hearing officer. The requesting party shall be obligated to pay all costs and fees associated with the transcription of the hearing by the certified court reporter.

V. All exhibits accepted or proffered into evidence shall be maintained and safeguarded by the disciplinary hearing officer for a period of not less than 120 days after transmission of his final determination to the Superintendent.

W. Upon request of any party directed to the disciplinary hearing officer, he shall cause the original transcript of the hearing and all exhibits accepted or proffered into evidence to be filed with the appropriate district court. The requesting party shall be obligated to pay all costs and fees associated with the filing of the transcript and exhibits

#### FGG: CHANGE ORDERS

The St. John the Baptist Parish School Board, in order to increase or decrease the amount of a contract after bids have been officially accepted by the School Board, shall require the approval of a *change order*. ~~When a change is necessary, and that decision cannot be delayed until the next regularly scheduled meeting of the Board, the architect shall thoroughly investigate the problem with the contractor and shall obtain a cost proposal for time and money that is approved by the architect as a fair and reasonable cost for the additional work. This change order will then be reviewed by Timpa and Associates and recommended to the President of the Board. The architect, Superintendent or designee, the construction consultant, and the President of the Board or designee shall consult and consider the change order. If all parties agree that the change is necessary and that the cost is fair, the work shall be performed and the change order shall be presented to the Board for ratification at the next regularly scheduled meeting. There shall be a limit of \$10,000.00 to these type changes. All other change order proposals which are not time critical shall be presented to the Board at a regularly scheduled meeting.~~

The School Board shall authorize the Superintendent to approve any change order which is less than \$25,000. Any change order which is between \$25,000 and \$75,000, shall be brought to the School Board's Land and Facilities Committee for approval, which shall then be reported to the School Board. If the Land and Facilities Committee rejects a change order, the change order shall be presented to the School Board for consideration. Any change order which exceeds \$75,000 shall be submitted to the School Board for consideration of approval.

Revised: January, 2017

Ref: La. Rev. Stat. Ann. '38:2212.



The St. John the Baptist Parish School Board shall require from the Superintendent a review of the architect's activities in his/her supervision of any building construction. This review shall assure compliance with all provisions of the School Board's Capital Improvements Procedure Manual, which shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school district. The Superintendent shall make periodic reports certifying by his/her personal knowledge that the work of the construction contractor and the architect are being performed in accordance with plans, specifications and contracts.

A change order may be approved by the Superintendent provided he/she has first secured School Board approval, as detailed in policy FGG, Change Orders. In cases of emergency, the Superintendent shall be authorized to issue change orders and shall inform the School Board members promptly of such action.

Request made by contractors for extensions of time to their contracts, for delay or days missed due to inclement weather, shall be documented on a day by day basis and submitted for the School Board's consideration. No extension shall be granted where proper documentation has not been submitted for the School Board's consideration. No extension shall be granted where proper documentation has not been submitted and the penalty clause of the contract shall be enforced.

Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance ~~will~~ shall be made to the School Board by the Superintendent.

Orientation of school personnel to new or expanded facilities shall be the responsibility of retained architects and shall precede any administrative recommendation for final acceptance of any project.

Revised: January, 2017

Ref: Board Minutes, 8-8-91.

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**ITEM 6b. Ms. Page Eschette – Introduction of New Job Descriptions: Career Teacher; District and Data Reporting Analyst; Risk Management Director; and Supervisor of School Improvement – Federal & State Programs**

This item was for introduction only.

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



JOB TITLE:	<i>Career Teacher</i>
REPORTS TO/EVALUATED BY:	Principal/Designee
TERMS OF EMPLOYMENT:	9 Months
SALARY RANGE:	Teacher Salary Schedule

***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.***

The TAP Instructionally Focused Accountability System 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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The TAP Instructionally Focused Accountability System includes the following elements: Teaching Skills, Knowledge and Responsibilities Performance Standards.

**Designing and Planning Instruction:** Instructional plans are based on extensive content knowledge and understanding of students and are designed to engage students in significant learning. All aspects of the plans – instructional outcomes, learning activities, materials, resources, and assessments – are in complete alignment and are adapted as needed for individual students, including but not limited to implementation of 504, IDEA and other modifications as required. Written lesson plans represent the appropriate content, provide opportunities for student involvement in the learning process and assess student progress effectively. Examples of this accountability include, but are not limited to, the following: Instructional plans include:

- Measurable and explicit goals aligned to state content standards.
- Activities, materials, and assessments that are aligned to state standards.
- Logical sequencing building on students' background knowledge and sub-objectives.
- Appropriate amount of time allotted for student work, student reflection, and lesson/unit closure.
- Regular opportunities to accommodate individual student needs.

Assignment and assessment plans include:

- Student work assignments and assessments that are developed and aligned to pre-post tests, which are aligned to the high-stakes test.
- Assessments that are aligned to state content, standards have clear measurement, criteria provide students with multiple opportunities to demonstrate mastery of content and require extended written tasks.
- Description of how results will be used to inform future instruction.

**The Learning Environment:** Performs management accountabilities by maintaining a positive environment conducive to learning and maximizing the amount of time available for instruction. Expectations for student learning are high, and interactions among individuals are respectful. Standards for student conduct are clear, and the physical environment supports learning. Examples of this accountability include, but are not limited to, the following:

- Classroom management techniques are varied and utilized to promote positive student behavior whereby teacher-student and student-student interactions demonstrate caring and respect for one another.
- High and demanding expectations are set for every student whereby all students are encouraged to learn from mistakes and given opportunities to experience success.
- Classroom physical arrangement is organized and understandable to all students allowing easy and ready access to supplies, equipment, and resources.

**Instruction:** All students are engaged in learning as a result of clear directions and explanations, utilizing the skillful use of questioning and discussion to maximize learning. Activities and assignments are of high quality, and teacher and students make productive use of assessments. Assessment strategies are integrated into instruction in order for the teacher to demonstrate flexibility and responsiveness to the needs of all learners. Instructional approach shifts easily when the situation demands it. Examples of this accountability include, but are not limited to, the following:

- Standards and objectives are aligned to state content standards, logically sequenced, and explicitly communicated. S/O are consistently referred to and connected to what students have previously learned.
- Content is organized and presented in a manner that motivates students to learn where inquiry, curiosity, and exploration are valued and learning is personally meaningful and/or relevant to students.
- Instructional content is presented through the use of visuals with examples, illustrations, analogies, and/or labels leading to student mastery of specific skills in a more efficient manner.
- Lesson is effectively segmented so that sufficient time is allocated to all parts of the lesson to best support student learning - a clear beginning, middle, and end with time for reflection.
- Variety of materials and activities, clearly aligned to objectives, is utilized to address various learning styles and intelligences.
- Frequent, purposeful and coherent questioning is varied and high quality, providing a balanced mix of question types that require active responses from students.
- Specific and timely academic feedback supports student learning as opposed to informing students of the accurateness of their responses. Feedback is also used to make adjustments in instruction.
- Instructional grouping of students consistently maximizes student understanding and facilitates opportunities for students to set personal goals, reflect on, and evaluate their learning.
- Strong content knowledge is demonstrated by connecting the content being taught to other ideas and concepts. Utilization of subject-specific instructional strategies enhances student content knowledge.
- Teacher knowledge of students is evident and differentiated instructional methods ensure students have the opportunity to master what is being taught.
- Opportunities are provided during instruction to students to hone their research-based thinking skills and to think analytically, practically, and creatively.
- Activities are implemented to teach and reinforce problem solving skills so that students can manage complex tasks and higher levels of learning.

**Professional Responsibilities:** Ethical standards and sense of professionalism are highly developed, showing perceptive use of reflection, effective systems for record keeping and communication, leadership roles in both school and district projects. Demonstrates ownership for professional development activities and accepts responsibilities contributing to school improvement. Examples of this accountability include, but are not limited to, the following:

- Seeks out opportunity for professional development and makes a systematic effort to conduct action research through professional learning communities (PLC).
- Prompt, prepared, and participates in PLCs using student work to enhance and improve personal proficiency.
- Seeks out feedback on teaching from both supervisors and colleagues.
- Reports child abuse or suspected neglect to proper authorities.
- Challenges negative attitudes or practices to ensure that all students are honored, both emotionally and academically, in the school and throughout the district.
- Manages textbook distribution, collection and fee collection for damaged or lost books.
- Accepts leadership responsibilities and/or assists peers in contributing to a safe and orderly school environment.
- Information is provided to families frequently on student progress with concern for professional and cultural sensitivity.
- Attends faculty meetings, parent/teacher organization meetings, and other school functions.
- Accepts responsibilities of collection and distribution of all fees collected.
- Performs assigned duties with respect to recess, lunch, planning periods, and library periods.
- Performs other duties as required.
- Attend cluster group meetings
- Meetings will be held weekly for a time period of 90 minutes. During these meetings, career teachers are expected to attend and be prepared to participate in all aspects of the meeting.
- Collaborate in the classroom with master and mentor teachers
  - In conjunction with cluster groups, career teachers will be paired with a master and a mentor teacher who will, in each teacher's own classroom, provide instructional support to increase teacher expertise, and hence, student achievement. This team-teaching environment will allow the master/mentor teacher to observe the career teacher regularly. Variations of this one-to-one pairing may occur, depending upon financial viability and the number of qualified teachers at a school site.
- Participate in TAP's Instructionally Focused Accountability System
  - All teachers in TAP schools will be evaluated 2-4 times during the year by multiple evaluators using the TAP Rubrics as the measurement tool.
  - With assistance from the master/mentor teachers, career teachers develop expertise through creating and maintaining an Individual Growth Plan (IGP).
- In alignment with the teacher's refinement area (as identified during the TAP evaluation process) and his/her students' academic needs, the teacher will be asked, with ongoing support from the master/mentor teachers, to develop and maintain a TAP IGP/PGP.

**Miscellaneous:**

- Follows St. John the Baptist Parish IEP policies and procedures. (Special Education Teacher Only)
- Develops Individual Education Plans (IEP) in timelines as mandated by IDEA. (Special Education Teacher Only)
- Prepare and provides specific number of instructional minutes for each individual student in the location indicated in student's IEP. (Special Education Teacher Only)
- Assesses and evaluates each student's progress on IEP goals a minimum of one time per week and maintains a file of work and test results. (Special Education Teacher Only)
- Provides parents with special education progress report on goals/objectives at the end of each marking period. (Special Education Teacher Only)
- Provides written directives for any instructional staff responsible for working with individual and/or small groups of students identified as special education students. (Special Education Teacher Only)
- Participates in the development of an Individualized Education Program (IEP) when needed
- Uses grammatically correct written and spoken language
- Follows the rules and regulations of the St. John the Baptist Parish School Board
- Follows the time and/or duty schedule authorized by the school principal for the day and extracurricular activities
- Is prompt and diligent when supervising students in hallways and classrooms and escorts students if necessary
- Keeps a class schedule posted in the classroom
- Accounts for and is responsible for the proper care of the classroom, textbooks, pupil desks, materials, furniture, and other equipment which is assigned
- Notifies the principal promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made for hiring substitute teacher
- Reports promptly to the principal any accident or illness of students
- Knows and follows the school district's adopted Code of Discipline
- Maintains neat, accurate, current and complete records and reports and submits same on time to the appropriate personnel when requested
- Informs principal when a student is absent three consecutive days or five days overall
- Effectively communicates student progress to parents according to Pupil Progression Plan
- Attends school regularly and arrives punctually

- Works cooperatively in sharing knowledge, expertise, and skills with others
- Displays proper respect for superiors
- Observes professional lines of communication at all times with individuals inside and outside the school system
- Maintains the confidentiality of school and student records
- Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others
- 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
- Accepts other duties as may be assigned which are related to the scope of the job

**WORK ENVIRONMENT/HOURS:**

A Career Teacher 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; 2) comply with teacher hours at assigned school site according to bargaining unit agreement.

**COMMUNICATION SKILLS:**

A Career Teacher must be able to: 1) effectively communicate in English both orally and in writing; 2) accurately give and receive information via tele-communication system; and, 3) communicate successfully and pleasantly with students, parents, and school personnel.

**EQUIPMENT:**

A Career teacher must be able to use telephone, audio-visual equipment, classroom computer, copy machine, laminator, calculator, and other appropriate machines.

**PHYSICAL INVOLVEMENT:**

A Career Teacher must be able to: 1) stand, walk, reach, bend, and occasionally lift between 10-50 pounds; and 2) operate and use classroom equipment, including technological equipment; and physically transfer, restrain or position students as required.

**MENTAL INVOLVEMENT:**

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

**HUMAN RELATIONS INVOLVEMENT:**

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

**MINIMUM QUALIFICATIONS:**

Elementary Teacher/Secondary Teacher certification in accordance with Louisiana Department of Education, Bulletin 746, Revised.

**DESIRABLE QUALIFICATIONS:**

May vary with specific positions.

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

**JOB TITLE:*****District Data and Reporting Analyst*****REPORTS TO/EVALUATED BY:**

Executive Director of Accountability and Assessment

**TERMS OF EMPLOYMENT:**

12 Months

**SALARY RANGE:**

Coordinator Schedule

**SCOPE OF RESPONSIBILITIES:**

Coordinates and monitoring the collection and submission of quality district data that is provided to the United States Department of Education (USDOE), Louisiana Department of Education (LDE), the National Institute for Excellence in Teaching (NIET), and utilized by the District. The Analyst facilitates knowledge of data requirements to multiple divisions and departments including developing and monitoring training protocols and reporting and presenting findings.

***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.***

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist the District Administration in implementing and maintaining professional learning programs for educators to effectively use data to drive decisions and to determine districts academic investments.
2. Serve as a liaison between the US Department of Education and National Center for Excellence in Teaching and schools regarding data and reporting issues.
3. Create custom data reports within a proprietary software platform to aid teachers in evaluating student learning and teaching effectiveness.
4. Query, organize, and present data using lay language and in a manner that assists in the evaluation of program effectiveness as it relates to District initiatives and strategic plan implementation.
5. Provide assistance in the collection, analysis and interpretation of data, including, but not limited to, state assessment data, student demographics, and other data related to school and student improvement.
6. Develop and provide professional learning opportunities for administrators and others in the use and analysis of student/program data to improve student performance and programs.
7. Construct and provide models of analysis for national, state and local student performance measures.
8. Create and conduct surveys and data analysis to benchmark and improve District initiatives.
9. Support and train Professional Learning Community (PLC) liaisons and other appropriate staff in analyzing common assessments and other relevant district/student achievement data using appropriate technology tools.
10. Collaborate with PLC liaisons and other administrators to provide support as needed or requested.
11. Develop and maintain historical student and school data files to monitor and track performance.
12. Interpret and review assessment data with administrators and teachers; support planning of action steps
13. Compile data from multiple assessments to develop student, subject, grade-level, or school achievement profiles.
14. Ensure the validity of all data presented to staff.
15. Attend, and lead as appropriate, training sessions and site meetings related to assigned responsibilities.
16. Serve as direct contact for data program provider
17. Manage, collect, coordinate, and input system-wide data associated with the incentive program.

18. Oversees the training of district employees in the appropriate dissemination, collection, and submission of forms related to program data collection
19. Perform other related duties as assigned

The District Data and Reporting Analyst engages in growth opportunities, creates, and sustains partnerships with families, colleagues, and communities to accomplish district’s mission.

20. Engages in self-reflection and growth opportunities to enhance individual skills and knowledge needed to support high levels of learning for teachers and students.
21. Functions professionally and harmoniously with parents, school personnel, and students.
22. Serves on task force and decisions making committees when appropriate.
23. Maintains accurate, complete, and correct records as required.
24. Provides for communication with students and parents outside the instructional day as determined by administrative policy.
25. Performs class and duty assignments dependably and punctually.
26. Accepts constructive criticism as an evaluative element of professional and instructional improvement.
27. Exhibits loyalty and maintains a positive attitude in the promotion of the school/system’s goals.
28. Uses grammatically correct written and spoken language.
29. Follows the rules and regulations of the St. John Parish School Board.
30. Notifies the principal promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.
31. Knows and follows the district’s adopted Code of Discipline.
32. Maintains neat, accurate, current and complete records and reports and submits on time to the appropriate personnel when requested.
33. Attends school regularly and arrives punctually.
34. Displays proper respect for superiors.
35. Maintains the confidentiality of teacher observations.
36. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others.
37. 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.
38. Accepts other duties as may be assigned which are related to the scope of the job.

**WORK ENVIRONMENT**

The District Data and Reporting Analyst is required to: 1) work in an office type setting, climate controlled environment adhering to school board energy policy; 2) sometimes work evenings, weekends, and holidays as required by job responsibilities and supervisors; 3) often visit schools and attend meetings in various locations locally and outside the parish.

**COMMUNICATION SKILLS**

The District Data and Reporting Analyst must be able to: 1) communicate in English both orally and in writing; 2) have ability to accurately give and receive information via telecommunication system; 3) communicate successfully and pleasantly with the public; 4) accurately compile data, summarize information and provide written reports to supervisor; 5) have ability to represent school system at various public functions.

**PHYSICAL INVOLVEMENT**

Sitting is required most of each work day. Must be able to operate office equipment. Standing, walking, reaching, bending, lifting up to 10-50 pounds is sometimes required. Ability to provide own transportation to schools, work locations, and meeting sites. Mobility skills necessary to access a variety of work locations.

**MENTAL INVOLVEMENT**

The District Data and Reporting Analyst must: 1) understand and interpret written and verbal instructions from supervisor; 2) must be able to work independently with minimal supervision; 3) have ability to manage, direct, supervise and evaluate staff; and 4) comply with federal, state, and parish regulations.

**HUMAN RELATIONS INVOLVEMENT**

The District Data and Reporting Analyst must be: 1) able to work compatibly in group settings; 2) able to respond positively to supervision and to accept suggestions for improvement; 3) able to use resourcefulness, tact, and sensitivity in meeting and assisting persons who make inquiries about federal and state programs as well as work positively with other departments.

**MINIMUM QUALIFICATIONS**

1) Must possess Master’s Degree; 2) three years successful teaching experience; 3) three years’ successful experience as a school or district administrator; 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 or district administration.

**EXPERIENCE**

Must have experience working with data from various types of student assessments, including assessments required by the State of Louisiana and other norm/criterion-referenced tests; Must have experience working with large data sets including data analysis, interpretation, and display; Must possess strong communication, organizational, analytical, and written skills; Must demonstrate initiative and the ability to handle multiple tasks simultaneously; Must have ability to interact positively with teachers and administrators; Must have prior experience working with adult learners; Must possess knowledge of the school improvement process; Must possess technological proficiency using the Microsoft Office Suite.



ST. JOHN PARISH SCHOOL SYSTEM  
JOB DESCRIPTION

JOB TITLE:	<b><i>Risk Management Director</i></b>
REPORTS TO/EVALUATED BY:	Superintendent
TERMS OF EMPLOYMENT:	12 Months
SALARY RANGE:	Director Salary Schedule
SCOPE OF RESPONSIBILITIES:	To administer, coordinate, and supervise all safety risk management, workers compensation and insurance programs.

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

**PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

1. Assists employees and departments with the preparation and filing of reports for employee injury, general public and accident/incident, vehicle accident, theft, and damage to Board property. Conducts interviews and on-site visits when appropriate.
2. Investigate accidents to prevent recurrence and to determine future protocols.
3. Survey employees regarding work/safety practices and environmental conditions.
4. Review contracts.

5. Review any and all documents requiring any Executive Staff employee's signature or approval when and where it is deemed necessary.
6. Review any and all documents requiring any Agent of the Board's signature or approval when and where it is deemed necessary.
7. Contribute to the recommendation of sound policies directed toward program improvement.
8. Seek alternative methods of insuring the district against all losses, including property, personal injury, general liability and Worker's Compensation.
9. Administers a sound loss control and safety program.
10. Maintains a master file of all lawsuits, monitors progress, and coordinates defense.
11. Maintain all required records.
12. Coordinate preparation of materials and evidence for use in hearings, and litigation.
13. Evaluate the impact of new and proposed legislation on the District and make recommendations for District compliance.
14. Maintain a working relationship with all intergovernmental agencies.
15. Coordinate with federal, state, and local agencies regarding any issues relating to the School Board.
16. Serve along with the CFO as a primary liaison for group health insurance and workman's compensation plan.
17. Evaluate and process public information requests and provide information as required within legal guidelines.
18. Develop and implement student privacy mechanisms in accordance with Act 677 and Act 837.
19. Develop and implement plans to ensure compliance with legal mandates.
20. Act in the capacity of a compliance officer – FMLA, HIPPA, ACA, ADA, EEOC, all other legal mandates.
21. Coordinate with Human Resources to maintain regulatory compliance in accordance with public information requests, employee incidences and discipline, discrimination complaints, etc.
22. Create, maintain policies, procedure manuals, and handbooks for the district.
23. Assist all departments with review and recommendation of any and all projects, proposals, policies, and procedures.
24. Maintains effective community relations and interprets the risk management concerns of the district to the community.
25. Performs such tasks that may from time to time be assigned by the Superintendent.
26. Assist all schools with review and maintenance of practices and guidelines aligned with policies and procedures.
27. Maintain current knowledge of all federal, state, and local regulations of which the district must comply (Family Medical Leave Act {FMLA}, Americans with Disabilities Act {ADA}, etc.).
28. Participate in the local, state and national professional societies denoted to the advancement of school risk management.
29. Attend and participate in relevant conferences, seminars, and learning modules designed for the advancement of risk management.
30. **Follows the rules and regulations of the St. John the Baptist School Board.**
31. **Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.**
32. Assisted by his/her evaluator, collaboratively develop and implement a professional growth plan based on the district's Personnel Evaluation criteria.
33. Attends work regularly and arrives punctually.
34. Works cooperatively in sharing knowledge, expertise, and skills with others.
35. Displays proper respect for superiors.
36. Observes professional lines of communication at all times with individuals inside and outside the school system.
37. Maintains the confidentiality of school and student records.
38. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others.
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. Accepts other duties as may be assigned which are related to the scope of the job.

**WORK ENVIRONMENT:**

The Risk Management Director is required to: 1) work in an office type setting, climate controlled environment adhering to school board energy policy; 2) sometimes work evenings, weekends, and holidays as required by job responsibilities and supervisors; 3) often visit schools and attend meetings in various locations locally and outside the parish.

**COMMUNICATION SKILLS:**

The Risk Management Director must be able to: 1) communicate effectively in English both orally and in writing; 2) have ability to accurately give and receive information via telecommunication system; 3) communicate successfully and pleasantly with the public and St. John Parish school system employees; 4) accurately compile data, summarize information and provide written reports to supervisor; 5) represent school system at various public functions.

**PHYSICAL INVOLVEMENT:**

Ability to work in a standard office environment with an ability to operate modern office equipment. Standing, walking, reaching, bending lifting up to 10-50 pounds is sometimes required. The ability to provide own transportation to schools, work locations, and meeting sites is necessary, as are mobility skills, to access a variety of work locations, including locations not on the ground floor.

**MENTAL INVOLVEMENT:**

The Risk Management Director must: 1) understand and interpret written and verbal instructions from supervisor; 2) must be able to work independently with minimal supervision; 3) have ability to manage, direct, supervise and evaluate staff; 4) be able to organize, develop, and present concepts and information at meetings and workshops; 5) possess and use effective interviewing / conferencing skills; and 6) comply with federal, state and parish regulations.

**HUMAN RELATIONS INVOLVEMENT:**

The Risk Management Director must be: 1) able to work compatibly in group settings; 2) able to respond positively to supervision and to accept suggestions for improvement; 3) skillful in handling and resolving conflict.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university and five (5) years of risk management and insurance administration experience in the industrial, business and/or governmental sector or Law Degree and Registered Member of the Louisiana Bar Association.

**PREFERRED QUALIFICATIONS:**

Law Degree and Registered Member of the Louisiana Bar Association.

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

JOB TITLE:	<i>Supervisor of School Improvement – Federal &amp; State Programs</i>
REPORTS TO/EVALUATED BY:	Assistant Superintendent
TERMS OF EMPLOYMENT:	12 Months
SALARY RANGE:	Supervisor Salary Schedule
SCOPE OF RESPONSIBILITIES:	Under the direct supervision of the Assistant Superintendent. Supervisor of School Improvement with Federal and State Programs is responsible for the development, implementation, and evaluation of all state and federal programs. This is a district-level administrative staff position in support of all education programs and personnel. The Supervisor of School Improvement with Federal and State Programs will provide leadership



in the areas of Title I, Title II, Title III, and At-Risk Programs, grant writing, staff development, and special services.

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

**PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

1. Composes the E-Grant each year and assures its timely submittal.
2. Prepares and submits an annual budget to the board including any revisions made thereto.
3. Prepares requests for materials and equipment in accordance with prescribed procedures of the school district.
4. Administers and monitors all aspects of the Title I, Title II, Title III, Title V, and Stimulus Funds programs.
5. Conducts scheduled parental conferences upon request.
6. Monitors schools for adherence to the Federal Programs guidelines and regulations.
7. Annually solicits input from the community into the preparation and development of the Title I, Title II, & Title III Grant.
8. Directs the development and implementation of planned in-service training.
9. Attends scheduled meetings of the project's advisory committee.
10. Plans with the appropriate personnel for the staffing of the Title I, Title II, & Title III classrooms in accordance with available funding.
11. Serves as liaison to the state and federal government in matters regarding Title I, Title II, & Title III.
12. Prepares all proposals for program funds for review by the Assistant Superintendent and Superintendent.
13. Prepares and submits the annual project and budget for each program.
14. Prepares and submits all federal and State reports related to each program.
15. Supervises English as a Second Language Teachers.
16. Remains current on laws and requirements regarding each program and meet with related staff to interpret and implement regulations.
17. Maintains a current property inventory for each program.
18. Monitors and participates in the identification of schools and selection of students for each program.
19. Confers with school administration on curriculum, coordination with project requirements and program administration.
20. Coordinates the integration of Federal and State Programs with other instructional programs and services.
21. Assists teachers in organizing and planning for effective student learning, including the use of varied instructional materials and equipment.
22. Monitors the evaluation of each program and initiates program improvement strategies when necessary.
23. Prepares all required reports and maintains all appropriate records.
24. Maintains all program records on file in such a manner that they are easily accessible for review and/or audit.
25. Collaboratively assists in the development of the professional growth plan for certified personnel.
26. Follows the rules and regulations of the St. John the Baptist Parish School Board.
27. Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.
28. Attends work regularly and arrives punctually.
29. Displays proper respect for superiors.
30. Observes professional lines of communication at all times with individuals inside and outside the school system.
31. Assisted by his/her evaluator, collaboratively develop and implement a professional growth plan based on the district's Personnel Evaluation criteria.
32. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.
33. 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.
34. Accepts other duties as may be assigned which are related to the scope of the job.

**WORK ENVIRONMENT**

The Supervisor of School Improvement with Federal and State Programs is required to: 1) work in an office type setting, climate controlled environment adhering to school board energy policy; 2) sometimes work evenings, weekends, and holidays as required by job responsibilities and supervisors; 3) often visit schools and attend meetings in various locations locally and outside the parish.

**COMMUNICATION SKILLS**

The Supervisor of School Improvement with Federal and State Programs must be able to: 1) communicate in English both orally and in writing; 2) have ability to accurately give and receive information via telecommunication system; 3) communicate successfully and pleasantly with the public; 4) accurately compile data, summarize information and provide written reports to supervisor; 5) have ability to represent school system at various public functions.

**PHYSICAL INVOLVEMENT**

Sitting is required most of each work day. Must be able to operate office equipment. Standing, walking, reaching, bending, lifting up to 10-50 pounds is sometimes required. Ability to provide own transportation to schools, work locations, and meeting sites. Mobility skills necessary to access a variety of work locations.

**MENTAL INVOLVEMENT**

The Supervisor of School Improvement with Federal and State Programs must: 1) understand and interpret written and verbal instructions from supervisor; 2) must be able to work independently with minimal supervision; 3) have ability to manage, direct, supervise and evaluate staff; and 4) comply with federal, state, and parish regulations.

**HUMAN RELATIONS INVOLVEMENT**

The Supervisor of School Improvement with Federal and State Programs must be: 1) able to work compatibly in group settings; 2) able to respond positively to supervision and to accept suggestions for improvement; 3) able to use resourcefulness, tact, and sensitivity in meeting and assisting persons who make inquiries about federal and state programs as well as work positively with other departments.

**MINIMUM QUALIFICATIONS**

1) Must possess Master's Degree; 2) five years successful teaching experience; 3) three years' successful experience as a Principal or district administrator; 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 or district administration.

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**ITEM 7. BUSINESS AND FINANCE**

**ITEM 7a.** Mr. Felix Boughton – Authorization for administration to accept request for qualifications (RFQ) for sales tax and hotel/motel tax collection services.

MOTION BY: Wise  
SECOND BY: Johnson



**MOTION:** To authorize administration to accept Request for Qualifications (RFQ) for sales tax and hotel/motel tax collection services.

Upon roll call, there were:

7 Yeas – Holden, Sanders, Johnson, Wise, Wallace, Triche, Burl

0 Nays

4 Not Seated – Keller, DeFrancesch, Jones, Mitchell

The motion carried.

**ITEM 7b.** Mr. Felix Boughton - Accept proposal from Government Consultants, Inc. as Municipal Advisors for a proposed Series 2017 Refunding bonds

**MOTION BY:** Wise

**SECOND BY:** Sanders

**MOTION:** To accept proposal from Government Consultants, Inc. as Municipal Advisors for a proposed Series 2017 Refunding bonds

Upon roll call, there were:

7 Yeas – Holden, Sanders, Johnson, Wise, Wallace, Triche, Burl

0 Nays

4 Not Seated – Keller, DeFrancesch, Jones, Mitchell

The motion carried.

**ITEM 7c.** Mr. Peter Montz – Recommendation on Request for Proposal 17.30 Property Insurance

**MOTION BY:** Wise

**SECOND BY:** Sanders

**MOTION:** To approve the Recommendation of Louisiana Insurance Agency for Proposal 17.30 Property Insurance.

Upon roll call, there were:

8 Yeas – Holden, Sanders, DeFrancesch Johnson, Wise, Wallace, Triche, Burl

0 Nays

3 Not Seated – Keller, Jones, Mitchell

The motion carried.

**ITEM 7d.** Mr. Peter Montz – Request Board approval to solicit proposals to install school bus air conditioners

**MOTION BY:** Sanders

**SECOND BY:** Wise

**MOTION:** To approve the solicitation of proposals to install school bus air conditioners

Upon roll call, there were:

8 Yeas – Holden, Sanders, DeFrancesch Johnson, Wise, Wallace, Triche, Burl

0 Nays

3 Not Seated – Keller, Jones, Mitchell

The motion carried.

**ITEM 7e.** Mr. Peter Montz – Recommendation on Invitation to Bid 17.31, Track & Field Equipment

**MOTION BY:** Triche

**SECOND BY:** Wallace

**MOTION:** To approve the Invitation to Bid 17.31, Track and Field Equipment.

Upon roll call, there were:

8 Yeas – Holden, Sanders, DeFrancesch Johnson, Wise, Wallace, Triche, Burl

0 Nays

3 Not Seated – Keller, Jones, Mitchell

The motion carried.

**ITEM 7f.** Mr. Peter Montz – Recommendation on Lake Pontchartrain Elementary Change Order Number 001

**MOTION BY:** Wise

**SECOND BY:** DeFrancesch

**MOTION:** To approve Lake Pontchartrain Elementary Change Order Number 001

Upon roll call, there were:

8 Yeas – Holden, Sanders, DeFrancesch Johnson, Wise, Wallace, Triche, Burl

0 Nays

3 Not Seated – Keller, Jones, Mitchell

The motion carried.

**ITEM 7g.** Discussion of renewal of property taxes



Mr. Boughton stated that the School Board will have 8 mils expiring in 2019. 4 mils go directly to salaries (\$1,000 per employee that would have to come out of the salary schedule if not renewed), 3 mils currently funds Pre-K but must be used for Academic Services and 1 mile funds the Retiree Health Insurance. Mr. Boughton is seeking direction from the Board as to whether or not to try for a renewal this year or not. Further discussion will be held regarding this item.

ITEM 8. OLD BUSINESS

ITEM 9. NEW BUSINESS

ITEM 9a. Hugh Martin/Felix Boughton –To consider and take action with respect to adopting a resolution ordering and calling a special election to fill the vacancy of School Board Member District 1 of St. John the Baptist Parish, State of Louisiana, and take other matters in connection therewith.

MOTION BY: Wise

SECOND BY: Holden

MOTION: To adopt a resolution ordering and calling a special election to fill the vacancy of School Board Member District 1 of St. John the Baptist Parish, State of Louisiana, and take other matters in connection therewith.

Upon roll call, there were:

11 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Mitchell, Triche, Burl

0 Nays

The motion carried.

ITEM 9b. Ms. Heidi Trosclair – Introduction to the 2017-2018 School Calendar

This item was for introduction only.



St. John the Baptist Parish Public Schools  
School Calendar 2017 - 2018

APPROVED: \_\_\_\_\_

<b>August</b>	
7 - 8	Professional Development Days
9	Teacher Work Day
10	First Day of School for Students
16	First Day for Kindergarten / Universal PreK / LA4 / Model Early Students
23	First Day for HeadStart Students
<b>September</b>	
4	Labor Day Holiday
18	Professional Development Day – No School for Students
<b>October</b>	
11	End of First Nine Weeks
16 - 17	Fall Break Holiday
<b>November</b>	
6	Professional Development Day – No School for Students
20 - 24	Thanksgiving Holidays
27	Students Return to School
<b>December</b>	
19	LPE ONLY – End of Second Nine Weeks
20	LPE ONLY – Pack Day (No Students – Staff Only)
20	End of Second Nine Weeks
21 - 29	Christmas Holidays
<b>January</b>	
1 - 2	New Year's Holiday
3	Professional Development Day – No School for Students
3	LPE ONLY – Mover's Final Transition to New Campus (No Students or 9 & 10 Month Employees)
4	LPE ONLY – Work Day for LPE Employees (No Students)
4	Students Return to School (No School for LPE Students Only)
5	LPE ONLY – Professional Development Day – No School for LPE Students
8	LPE ONLY – LPE Students Return to School
15	Martin Luther King Holiday
25	100 <sup>th</sup> Day of School
31	LPE ONLY – 100 <sup>th</sup> Day of School
<b>February</b>	
12 - 16	Mardi Gras Holidays
19	Students Return
26	Professional Development Day – No School for Students
<b>March</b>	
14	End of Third Nine Weeks
30	Easter Holiday
<b>April</b>	
2 - 6	Easter Holidays
9	Students Return to School
<b>May</b>	
25	Last Day for Students / End of Fourth Nine Weeks
28	Records' Day

2017-2018 LDOE Assessment Schedule (Calendar is subject to change when 2018 Test Dates are released):  
 ACT Statewide Testing (Initial/Make-Up) March, 2018/May, 2018 LEAP Paper-Based Testing (3<sup>rd</sup> - 4<sup>th</sup> grades) May, 2018  
 LEAP Computer-Based Window (5<sup>th</sup> - 8<sup>th</sup> grades) April - May, 2018 WorkKeys Testing Window Complete by May, 2018  
 EOC Testing Window April - May, 2018 AP Testing Window May, 2018

**ITEM 9c.** Mr. Kevin R. George - Introduction of the District Action Plan for the Reconfiguration of Fifth Ward Elementary School and East St. John Elementary School

Mr. George stated that there has been several meetings with Administration, Faculty, Staff, and Parents regarding the reconfiguration of Fifth Ward Elementary (K-3<sup>rd</sup>) and East St. John Elementary (4<sup>th</sup>-8<sup>th</sup>) and several more meetings are planned. This reconfiguration would apply only to these two schools at this time. There are no plans to go district-wide at this time.

**ITEM 9d.** Mr. Kevin R. George – Request Board Authorization to adjust the last day for students from May 25<sup>th</sup> to May 23<sup>rd</sup> and to authorize Professional Development Days for employees on May 24<sup>th</sup> and May 25<sup>th</sup>

MOTION BY: Wise

SECOND BY: Wallace

MOTION: To approve the adjustment of the last day for students from May 25<sup>th</sup> to May 23<sup>rd</sup> and to authorize Professional Development Days for employees on May 24<sup>th</sup> and May 25<sup>th</sup>.

Upon roll call, there were:

11 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Mitchell, Triche, Burl  
0 Nays

The motion carried.

**ITEM 9e.** Mr. Albert A. Burl, III, Board President – Appointment of replacement committee members for vacancies on the Finance Committee and the Personnel Committee

MOTION BY: Wise

SECOND BY: Wallace

MOTION: To table until the next Board Meeting.

Upon roll call, there were:

11 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Mitchell, Triche, Burl  
0 Nays

The motion carried.

**ITEM 9f.** Mr. Albert A. Burl, III – Approval to cancel the School Board Meeting scheduled for February 23, 2017

MOTION BY: Wise

SECOND BY: Wallace

MOTION: To cancel the School Board Meeting of February 23, 2017.

Upon roll call, there were:

11 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Mitchell, Triche, Burl  
0 Nays

The motion carried.

**ITEM 9g.** Mr. Patrick Sanders – Resolution to the Family of Lois Clark

This item was addressed earlier in the meeting.

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: Jones

MOTION: Motion for adjournment.

There were no objections.

The meeting adjourned at 7:38 p.m.