

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
RESERVE, LA – MEETING OF APRIL 15, 2014**

At 5:00 p.m. a PUBLIC HEARING was held for Redistricting purposes. The hearing was opened by President Triche. There was no public comment. Mr. Joshua Manning with South Central Planning explained the process of Redistricting and presented the 3 alternate maps. The hearing adjourned at 5:35 p.m.

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

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

Dear Board Member:

Upon call of the President, the St. John the Baptist Parish School Board will meet in regular session at Godchaux Grammar Cafeteria, 1600 Highway 44, Reserve, Louisiana, on Tuesday, April 15, 2014, at 6:00 p.m.

An agenda for the meeting is attached.

Sincerely, s/Kevin R. George
Superintendent/Secretary

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

ITEM 2. ROLL CALL OF MEMBERS:

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

There were 10 members present, 1 absent.

ITEM 3. Approval of Minutes – Meeting of April 3, 2014.

MOTION BY: Mr. Jones

SECOND BY: Mr. Nicholas

MOTION: To approve the minutes of the meeting of April 3, 2014.

No objections.

The motion carried.

10 Yeas - Jack, Burl, Keller, DeFrancesch, Jones, Johnson, Wise, Bacas, Nicholas, Triche

0 Nays

1 Absent – Sanders

Mr. Sanders arrived at 6:04 p.m. and was recorded as present.

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

Mr. George stated that the week of High Stakes Testing was a great week. He thanked all employees for their hard work and dedication to our students. He also thanked Capital One and Junior Achievement for the wonderful “Finance Park” being held at Garyville Mt. Airy Magnet for all 8th grade students and invited the Board to go see this wonderful program for themselves.

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

ITEM 6. PERSONNEL MATTERS

ITEM 6a. Ms. Page Eschette – Personnel Changes. (In the absence of Ms. Eschette, Superintendent George presented this item.)

I. PROFESSIONAL

a. Medical Leave Without Pay

1. Candice Murphy, Teacher, West St. John High School. March 17-April 25, 2014

MOTION BY: Mr. Wise

SECOND BY: Mr. Sanders

MOTION: To approve Personnel Changes as presented.

No objections.

The motion carried.

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

0 Nays

0 Absent

Mr. Burl requested administration provide him with the number of positions that the School Board is paying 2 people to perform. When asked to clarify his request, Mr. Burl stated that he wants to know how many employees are out on leave, being paid, but the School Board is paying another person to actually perform the job (substitute).

ITEM 6b. Ms. Page Eschette - Request approval of new job description: Supervisor of School Improvement. (In the absence of Ms. Eschette, Superintendent George presented this item.)

MOTION BY: Mr. Jones

SECOND BY: Mr. Nicholas

MOTION: To approve the new job description: Supervisor of School Improvement.

No objections.

The motion carried.

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

0 Nays

0 Absent

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

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

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

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

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

- 34. Openly receive feedback, work to improve weaknesses, show balance of confidence vs humility, and behave professionally.
- 35. Assisted by his/her evaluator, collaboratively develops and implements a professional growth plan based on the district's Personnel Evaluation criteria.
- 36. Demonstrates personal and intellectual honesty and respects the rights of others.
- 37. Serves as an acceptable role model for students and teachers.
- 38. Maintains ethical behavior and confidentiality of information.
- 39. Makes use of constructive criticism and avoids use of sarcasm, undue criticism, inappropriate language and behavior, and use of racial and/or ethnic slurs when dealing with others.
- 40. Attends work regularly and arrives punctually.

WORK ENVIRONMENT

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

COMMUNICATION SKILLS

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

EQUIPMENT

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

MENTAL INVOLVEMENT

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

HUMAN RELATIONS INVOLVEMENT

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

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

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

APPROVED: _____ DATE: _____

REVIEWED AND AGREED TO: _____ DATE: _____

ITEM 6c. Introduction of Policies: Revised Policy CE: School Superintendent; New Policy DFN: Sale of Buildings and Land; New Policy DIBA: Federal Financial Reporting; Revised Policy DJ: Expenditure of Funds; Revised Policy DJE: Purchasing; New Policy DJEG: Purchase Orders and Contracts; Revised Policy GAAA: Equal Opportunity Employment; Revised Policy IDBB: Alcohol, Tobacco, Drug, & Substance Abuse Education Program; Revised Policy JAA: Equal Educational Opportunity; Revised Policy JBA: Compulsory School Attendance Ages; Revised Policy JBD: Student Absences and Excuses; Revised Policy JCDAC: Student Alcohol and Drug Use; Revised Policy JCDAE: Electronic Telecommunication Devices; Revised Policy JGB: School Wellness; New Policy JGFHA: Student Biometric Information.

This item was for introduction only.

ITEM 7. BUSINESS AND FINANCE

ITEM 7a. Mr. Felix Boughton - Mr. Felix Boughton - Notice is hereby given that in the event the voters approve the levy of a 1/4% sales tax rededication at the May 3, 2014 election, the Parish School Board of the Parish of St. John the Baptist, State of Louisiana (the "School Board") plans to adopt the levy of said sales tax rededication pursuant to said voter authorization, at its meeting on Thursday, May 15, 2014 at 6:00 p.m. at the Godchaux Grammar Cafeteria, 1600 Hwy. 44, Reserve, Louisiana.

MOTION BY: Mr. Nicholas

SECOND BY: Mr. Sanders

MOTION: To notify the public that in the event voters approve the levy of a 1/4% sales tax rededication at the May 3, 2014 election, the St. John Parish School Board plans to adopt the levy of said sales tax rededication pursuant to said voter authorization, at its meeting on Thursday, May 15, 2014 at 6:00 pm at the Godchaux Grammar Cafeteria, 1600 Hwy 44, Reserve, Louisiana.

No objections.

The motion carried.

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

0 Nays

0 Absent

ITEM 8. OLD BUSINESS

ITEM 9. NEW BUSINESS

ITEM 9a. Mr. Kevin R. George – Introduction of Head Start Calendar for 2014-15

This item was for introduction only.

**St. John the Baptist Parish School Board
Head Start Program ~ 2014-2015 Calendar**

August 1	New hire orientation/required training
August 4-6	Head Start Conference in Lafayette, LA
August 7-8	Annual pre-service trainings (Required by the Head Start Act and Day Care Licensing at the start of the program year - all staff): Vision/Mission Commitment, Benefits/Personnel Policies/Payroll, Civil Rights/Sexual Harassment, Operational Policies/Policies and Procedures, Supervision of Children, Discipline Policy, Release Policy, Confidentiality Policy, Internet Use Policy, In-kind Requirements/Volunteer Opportunities/Job Descriptions, Dental Hygiene/Toothbrushing, Blood borne Pathogens/Universal Precautions, Child Outcomes Overview/Minimum Standards/Individual Needs, Emergency Response Plan/Health and Safety Procedures, Licensing Standards, Mental Health, Child Abuse and Neglect, Transportation Training for transportation staff, Location and use of fire extinguishers and breaker box at each center
August 11	Parent Orientation/Health Fair – West St. John Elementary
August 12	Parent Orientation/Health Fair – Lake Pontchartrain Elementary families (at St. John Child Development Center)
August 13	Parent Orientation/Health Fair – St. John Child Development Center families
August 14-20	First Home Visits
August 21	First Day of School

ITEM 9b. Ms. Pamelyn Smith - Re-budget one time funds award of \$300,000.00 for the year 2012-13 (Hurricane Isaac)

Ms. Smith stated that she would like to table this item until the May 1, 2014 meeting.

MOTION BY: Dr. Keller

SECOND BY: Mr. Jones

MOTION: To table Item 9b until the May 1, 2014 meeting.

No objections.

The motion carried.

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

0 Nays

0 Absent

ITEM 9c. Ms. Pamelyn Smith – Restoration of Funds (60,837.00) reduced by Sequestration FY2013 COLA (Cost of Living Adjustment) Increase Basic Budget FY2014 \$15,007.00.

MOTION BY: Mr. Jones

SECOND BY: Mr. Nicholas

MOTION: To approve the Restoration of Funds (60,837.00) reduced by Sequestration FY2013

COLA (Cost of Living Adjustment) Increase Basic Budget FY2014 \$15,007.00.

No objections.

The motion carried.

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

0 Nays

0 Absent

ITEM 9d. Selection of Redistricting Plan

MOTION BY: Mr. Wise

SECOND BY: Mr. Sanders

MOTION: To approve the selection of Alternative 2 Redistricting Plan as presented.

Upon roll call, there were:

9 Yeas – Jack, Burl, Keller, Sanders, DeFrancesch, Johnson, Wise, Nicholas, Triche

2 Nays – Jones, Bacas

0 Absent

The motion carried.

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

None.

ITEM 10. ADMINISTRATIVE MATTERS

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

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

ITEM 11. BOARD ITEMS OF INTEREST

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

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

MOTION BY: Mr. Jones

SECOND BY: Mr. Bacas

MOTION: Motion for adjournment.

There were no objections.

The meeting adjourned at 6:37 p.m.

Kevin R. George, Secretary

Clarence Triche, President