

**ST. JOHN THE BAPTIST PARISH SCHOOL BOARD**

**MINUTES OF THE JANUARY 22-23, 2018 SCHOOL BOARD RETREAT**

**MONDAY, JANUARY 22, 2018**

The board retreat was held at the Embassy Suites in New Orleans, Louisiana.

President Albert Burl, III, opened the meeting at 8:45 a.m., January 22, 2018, followed by a moment of silence. The Pledge of Allegiance was led by Board Member Russ Wise.

Board members in attendance were: Gerald Keller, Patrick Sanders, Phillip Johnson, Russ Wise, Shawn Wallace, Nia Mitchell, Albert Burl, III.

Absent were: Charo Holden, Sherry DeFrancesch, Clarence Triche, Keith Jones

With 7 present and 4 absent, there was a quorum.

**St. John the Baptist Parish Public Schools Academic Strategy & Request Board Approval of Pupil Progression Plan: District Curriculum Team**

The Academic Team shared information with the Board, including detailed information and explanations of: Academic Goals, SJBP’s Progress with individual school scores, TAP Overview, Principal’s Circle, WAAM (When Administrator’s Meet), Curriculum Walkthroughs, Curriculum Team Meetings, and Fastbridge.

*Mrs. DeFrancesch arrived at 11:30 a.m. and was recorded as present.*

Mrs. Shanna Beber presented the following changes to the Pupil Progression Plan and asked the Board for approval of the Pupil Progression Plan with these changes.

SY 17-18 PPP Current Language	SY 17-18 PPP Recommended Change for New Template	Rationale
ELDA (English Language Development Assessment)	ELPT (English Language Proficiency Test)	Name Change for new Assessment
LAA1 (Alternate Assessment Test)	LAA1/LEAP CONNECT	Name Change for new Assessment
Page 15: All LEAP 2025/EOC exam grades will count as the final exam grade and will be computed as 20% of the course average.	Page 15: All LEAP 2025/ECO, with the exception of US History (due to delayed scoring), exam grades will count as the final exam grade and will be computed as 20% of the course average.	US History scores will not be reported until June; therefore, it cannot be used as a final grade.
Page 13: Local policy: Remove: All high school students must complete one of the following in order to graduate:  1. <u>Complete the FAFSA</u> ; or 2. <u>Complete the Louisiana TOPS form</u> ; or 3. Certify a waiver in writing to the LEA (sample: <u>non-participation LEA form/Letter</u> ); or 4. Receive a waiver through the district hardship waiver process.	Removed from local policy to state policy. Policy is still in Pupil Progression Plan, just as state policy instead of local policy.	Now state requirement

A motion was made by Mr. Sanders, seconded by Mrs. DeFrancesch, to approve the Pupil Progression Plan as presented with changes. Upon roll call, there were:

8 Yeas – Holden, Keller, Sanders, DeFrancesch, Johnson, Wise, Mitchell, Burl

2 Absent – Triche, Jones

1 Not Seated - Wallace

The motion carried.

Mr. Jones arrived at 12:06 p.m. and was recorded as present.

**Discussion regarding a policy to address the Industrial Tax Exemption Program:** Broderick Bagere, Together Baton Rouge

Mr. Bagere talked to the Board regarding the Industrial Tax Exemption Program and how it affects the Board’s finances. He stated that the Board should consider passing a resolution dictating how ITEPs will be handled in the future. (Start with Finance Committee/Wise) Mr. George stated that administration has tried, unsuccessfully, to meet with the other taxing agencies, but agrees that with something in writing, he could push to meet with them regarding the ITEPs. Mr. Bagere shared the following information:

TOGETHER LOUISIANA		Industrial Tax Exemption Program -- Parish Report, 1998 to 2017					
		St. John the Baptist					
		For questions about analysis, please contact <a href="mailto:togetherlouisiana@gmail.com">togetherlouisiana@gmail.com</a> .					
Parish ITEP Summary							
ITEP subsidies approved, 1998 to 2017		\$918.9 M					
Lost revenue to parish entities from ITEP in 2016		\$60.8 M					
Total property taxes paid in 2016		\$50.3 M					
ITEP exemptions as % of ad valorem collected		121%					
# companies receiving ITEP		15					
# ITEPs awarded, 1998 to 2017		261					
ITEP Job Creation Performance							
New jobs company claims		1,181					
Actual net change in jobs		418					
Tax subsidy per job created		\$2.2 M				per new job	
Competitive vs. Routine Investments							
% for new companies / start-ups		1%					
Additions or Expansions		5%					
Routine investments (equipment / maintenance)		94%					
Top Parish ITEP recipients							
Rank	Company	Total ITEP subsidies	# ITEPs	Jobs claim	Net change in jobs	Tax subsidy per job created	
1	Marathon Petroleum Company LP	\$803.5 M	127	336	483	\$1.7 M per job created	
2	Pinnacle Polymers Co.	\$21.6 M	4	110	10	\$2.2 M per job created	
3	Air Products and Chemicals, Inc.	\$20.8 M	1	5		\$20.8 M for zero job growth	
4	Nalco Company	\$18.4 M	27	314	-32	\$18.4 M for a loss of 32 jobs	
5	ArcelorMittal LaPlace, LLC	\$14.5 M	30	72	-42	\$14.5 M for a loss of 42 jobs	
6	Denka Performance Elastomer, LLC	\$12.7 M	6	5	19	\$706.4 K per job created	
Totals for top 6		\$891.5 M	195	842	438	\$2.0 M per job created	
% of overall		97%					

Source: Louisiana Economic Development (obtained August 8th, 2017); Louisiana Tax Commission Annual Reports.

The curriculum presentations went over their time limit, therefore, the Board worked through lunch.

**Personnel Update: Plan to address Shortage of Certified Teachers and Incentive Pay for teachers at High Needs Schools: Serina Duke**

Mrs. Duke shared the following information with the Board and discussion was held:

**EDUCATION**

What do the numbers say?

School		Certified		Uncertified	
Emily C. Watkins	C	31	89%	4	11%
East St. John Prep C-3		23	82%	5	18%
Fifth Ward Elementary	D	26	67%	13	33%
Garyville Mt. Airy Magnet D->C		23	77%	7	23%
John L. Dry Magnet	A	28	97%	1	3%
Lake Pontchartrain	C	33	94%	2	6%
Laplace Elementary	C	58	91%	6	9%
St. John Alternative		10	100%	0	0%
West St. John Elem.	C	20	80%	5	20%
East St. John High	C	62	66%	32	34%
West St. John High	B	14	64%	8	36%
Milesville		45	92%	4	8%
Totals		373	81%	87	19%

November 16, 2017

**EDUCATION**

**Certification Options**

- 1 Traditional University – Teacher Certification Program**
  - 24 Semester Hours
  - Students transfer to an approved university
  - Tuition and Fees
- 2 Track Alternative Certification**
  - 24 Semester Hours
  - All earned by St. John
  - Practicum
- 3 Louisiana Resource Center for Educators**
  - 24 Semester Hours
  - One Semester Online in Baton Rouge
  - No Outcomes
- 4 Status Quo**

**Selection Criteria**

1. Completion of Application
2. Successful Teacher Evaluations
3. Principal Recommendations
4. Seniority
5. Agreement with SJB Practitioner Contract

**EDUCATION**

**Certify St. John**

**SALE \$4500 PRICE**

**Spring**  
 • Application and selection process  
 • Contracts signed with Calendar of Dates

**Praxis I**

**Summer**  
 • 9 hours=Online Classes

**Praxis II**

**Fall**  
 6 hours  
 3 hrs=Online Classes  
 3 hrs=Teaching Practicum

**Praxis III**

**Apply For Certification**  
 6 Hours  
 3hrs=Online Course  
 3hrs=Teaching Practicum

**Spring**

**Ceremony**

**EDUCATION**

**Hiring for hard-to-staff schools**

- Additional professional development
  - Instructional Methods
  - Classroom Management
- Stipend in exchange for a period of service
- Contract outlining each party's responsibility and stipulations

**Salaries and Benefits**

- Offer an additional \$5,000 to all teachers, current and prospective
- Increases benefits by a minimum of \$1400, dependent upon their salary (28.05%)
- Tiered Compensation (TAP) with an opportunity to earn through students' effectiveness

Fifth Ward Elementary		
45 Teachers	+\$300 allotment	\$13,500
Addendum	\$5000	\$225,000
Benefits	\$1402.50	\$63,112.50
Rough Cost Difference		\$301,612.50

**EDUCATION**

**Campaign Teach St. John**

**Advertise, Advertise, Advertise**

- Internal
  - Job Fair
  - Website
  - Social Media
  - Referral Bonus (\$100)
- External
  - NOLA.com
  - TeachLouisiana.net
  - Universities

A motion was made by Mr. Jones, seconded by Mr. Wallace, to amend the agenda for 01-23-18 to include items not discussed today. Upon roll call, there were:  
 10 Yeas – Holden, Keller, Sanders, DeFrancesch, Johnson, Wise, Wallace, Mitchell, Jones, Burl  
 1 Absent – Triche  
 The motion carried.

A motion was made by Mr. Sanders, seconded by Mrs. DeFrancesch, to recess until the next morning (January 23, 2018). There was no objection.

The board recessed at 4:59 p.m.

**TUESDAY, JANUARY 23, 2018**

A motion was made by Mr. Mitchell, seconded by Ms. Holden to reconvene in Regular Session. There being no objections, the board reconvened in Regular Session on Tuesday, January 23, 2018 at 9:09 a.m.

Roll Call:

Present: Holden, Keller, Johnson, Wise, Mitchell, Burl  
 Absent: Sanders, DeFrancesch, Wallace, Triche, Jones  
 With 6 present and 5 absent, there was a quorum.

**Discussion of Board Settlement Policy: Iman Montgomery**

Ms. Montgomery went over a policy that was recently presented to the board regarding settlement of legal cases. Discussion was held and no action was taken.

*Mr. Sanders and Mrs. DeFrancesch arrived at 9:14 a.m. and was recorded as present.*

**Financial Update: Expiration of Tax Exemptions & Finance Department Restructure: Felix Boughton**

Mr. Boughton shared a PowerPoint with the Board and discussion was held:

School Board Finance  
 Financial Impacts – Tax Exemption  
 Expirations/Bonding Capacity/Charter Schools

- ▶ Based on the Charter School enrollment projections, in the year 2019-2020, we will lose \$ 3,408,825 in local "MIF" dollars.
- ▶ In 2019-2020 several industrial expansion exemptions will expire, including Marathon. This will generate an additional \$ 19,000,000 in local revenues; \$ 14,166,425 General Fund and \$ 4,833,375 for debt service. (Figures from assessors office)
- ▶ The charter school will get its share of these dollars. The amount is yet to be determined because sales taxes are also used in the calculation.
- ▶ In 2021-2022 our minimum foundation program funds will be reduced because of the expiration of this exemption. The estimated amount is \$ 5,000,000. (This will change)
- ▶ **The net effect to the general fund is \$ 5,757,800 annually**
- ▶ **We will have bonding capacity of 20-25 million, dependent on the final assessment figures**

School Board Finance  
 Where we rank in teacher pay  
 Average Salaries

Parish	Salary
1 - St James	\$ 55,116
2 - St Charles	\$ 53,025
3 - St Tammany	\$ 52,501
4 - East Baton Rouge	\$ 51,317
5 - Ascension	\$ 51,062
6 - St John	\$ 49,868
7 - Terrebonne	\$ 49,487
8 - Jefferson	\$ 49,335
9 - Orleans	\$ 49,299
10 - Tangipahoa	\$ 48,1331 -

### Union Contract Regarding Raises

- ▶ Raises have to be negotiated
- ▶ There are some union contract language that needs to be changed.
- ▶ This should be negotiated before any raises are granted

St. John the Baptist Parish School System

### Proposed policy on purchasing sick leave

**PROPOSED POLICY ON PURCHASING UNUSED SICK LEAVE FROM EMPLOYEES UPON RETIREMENT FROM SCHOOL BOARD**

- ▶ The school board can purchase unused sick leave from employees upon retirement if all of the following conditions are met:
  - ▶ The employee has to be eligible for immediate retirement from a school board sponsored retirement plan.
  - ▶ The employee has to be able to immediately draw a retirement check from the appropriated retirement system.
  - ▶ The employee has to have a minimum of one year of accrued sick leave that the retirement system cannot convert to service credit for calculation of the monthly benefit. This has to be certified by the appropriate retirement system.
  - ▶ The employee has to have a certification from a licensed medical doctor that the employee is unable to work for a year.
- ▶ If all of the above conditions are satisfied, the board can offer the employee a one-time purchase of one year of the accrued unused sick leave using the following calculation:
  - ▶ (Annual Salary + school board's portion of retirement + Medicare tax) times 25 percent.
- ▶ Upon payment the employee has to immediately sever employment with the school board.

St. John the Baptist Parish School System

### New audit requirements

- ▶ Superintendent/Board President to review bank reconciliations
- ▶ Mandatory policy on contracting services
- ▶ Budget to actual reports monthly, as opposed to quarterly
- ▶ EMMA reporting added to debt service policy
- ▶ Ethics policy has to have a monitoring system

St. John the Baptist Parish School System

### Business Department Restructuring Succession Plan

- ▶ The Business Department is under staffed:

	Past	Current
Accounts Payable Clerks	2	1
Insurance Clerks	2	1
Payroll Clerks	3	2

- ▶ Workload has tripled with all of the programs we offer – especially Teachers as Subs!
- ▶ What is needed:
  - ▶ Another payroll clerk
  - ▶ Replace Accounting Supervisor – change job requirements to allow for general business degree – requires action
  - ▶ Hire a CFO this summer -

St. John the Baptist Parish School System

**Discussion Magnet High School Initiative: Kevin R. George**

Mr. George and the Board discussed options for a magnet school program for next school year. No action was taken.

**Vision of the St. John the Baptist Parish School Board: Board Members**

There was an informal discussion among the school board members, Mr. George, and his administrative team. Among the topics discussed were: creating and implementing a long-term plan for the district, school administration successes and failures, and facilities maintenance plans. No action was taken during this discussion.

A motion was made by Mrs. DeFrancesch, seconded by Ms. Mitchell, to waive policy to include as an action item, amending the school calendar to reflect make-up time lost due to the weather. Upon roll call, there were:

9 Yeas – Holden, Keller, Sanders, DeFrancesch, Johnson, Wise, Wallace, Mitchell, Burl

2 Absent – Triche, Jones

The motion carried.

A motion was made by Mr. Wise, seconded by Mr. Johnson to delegate to administration the decision to amend the school calendar based on a survey of employees with the following 2 options: 2 days at Mardi Gras and 1 at the end of the year; or 3 days at Easter. Upon roll call, there were:

9 Yeas – Holden, Keller, Sanders, DeFrancesch, Johnson, Wise, Wallace, Mitchell, Burl

2 Absent – Triche, Jones

The motion carried.

With all business having been addressed, a motion was made by Mr. Wise, seconded by Mr. Sanders to adjourn. There were no objections.

The meeting adjourned at 12:19 p.m.

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Albert A. Burl, III, President

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Kevin R. George, Superintendent