

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD  
LAPLACE, LA – MEETING OF JANUARY 11, 2018**

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 **West St. John Elementary School**, 2555 La Highway 18, Edgard, Louisiana, on Thursday, January 11, 2018 at 6:00 p.m.

An agenda for the meeting is attached.

Sincerely, s/Kevin R. George  
Superintendent/Secretary

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

The Chair called the meeting to order at 6:00 p.m.

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

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

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

There were 9 members present and 2 members absent.

**ITEM 3a. APPROVAL OF MINUTES: Meetings of December 14, 2017**

MOTION BY: Mitchell

SECOND BY: Keller

MOTION: To approve the minutes from the meetings of December 14, 2017.

No objections.

The motion carried.

Roll Call:

9 Yeas - Keller, Sanders, Jones, Johnson, Wise, Wallace, Mitchell, Triche, Burl

2 Absent – Holden, DeFrancesch

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

Mr. George thanked Mrs. Roybiski for providing a meal for the WSJH football team and the Board.

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

**ITEM 5a. Recognition of D’Andrei Pittman**

Mr. Nick Mitchell, representative of Uverify, recognized ESJH student D’Andrei Pittman, for his participation in the program, which tracks student athlete’s academic standings. A plaque was presented to Mr. Pittman, and ESJH was presented with a banner.

Mrs. DeFrancesch arrived at 6:17 p.m. and was recorded as present.

**ITEM 5b. Resolution to the family of Leroy Mitchell**

Mr. Sanders read the following resolution into the record and the family presented a plaque. Mr. Mitchell’s wife thanked the board and several members of the board shared fond memories of Mr. Mitchell.

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

*WHEREAS, Mr. Leroy Mitchell served the St. John the Baptist Parish community for 12 years as a school board member, and*

*WHEREAS, Mr. Mitchell served the State of Louisiana and this parish, the worthiness of his service will always be remembered; and*

WHEREAS, the St. John the Baptist Parish School Board recognizes his dedication and commitment with this resolution of sympathy forwarded to the members of his family; and

THEREFORE BE IT RESOLVED, that this school district, on behalf of its members, recognizes the contributions of Leroy Mitchell, desires to present this Resolution to his family in recognition of the value and the love this system has for him. Furthermore, St. John the Baptist Parish School System wishes his family well in their bereavement and also that this Resolution be made part of the official record of this School Board on this 11<sup>th</sup> day of January 2018, thus done and subscribed therein.

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**ITEM 5c. Resolution to the family of Maxine Edwards**

The following resolution was read into the record and the family presented a plaque. Mrs. Edwards’ son thanked the board for the recognition.

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

WHEREAS, Ms. Maxine Edwards served the St. John the Baptist Parish School District and community for over 32 years as a secretary, and

WHEREAS, Ms. Edwards served the State of Louisiana and this parish, the worthiness of her service will always be remembered; and

WHEREAS, the St. John the Baptist Parish School Board recognizes her dedication and commitment with this resolution of sympathy forwarded to the members of her family; and

THEREFORE BE IT RESOLVED, that this school district, on behalf of its members, recognizes the contributions of Maxine Edwards, and desires to present this Resolution to her family in recognition of the value and the love this system has for her. Furthermore, St. John the Baptist Parish School System wishes her family well in their bereavement and also that this Resolution be made part of the official record of this School Board on this 11<sup>th</sup> day of January, in the year 2018, thus done and subscribed therein.

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**ITEM 5d. Recognition of West St. John High School Football Team as the Louisiana Class 1A State Champions**

Mr. George presented the members of the team, coaches, and staff with personalized tumblers. He also presented the school with a plaque in recognition of their achievement. Several board members congratulated the team, coaches and Principal Hill. There will be a parade in honor of the Championship next Saturday.

**ITEM 6. PERSONNEL MATTERS – None**

Mrs. Holden arrived at 6:42 p.m. and was recorded as present.

**ITEM 7. BUSINESS AND FINANCE**

**ITEM 7a. Mr. Felix Boughton – Quarterly Budget to Actual Report: (Amended 2017-18)**

This item was for information only.

**GENERAL FUND REVENUES**

Code	Type	Original Appropriation	Revised Budget	Difference
01	Local revenues	\$34,401,701	\$33,535,701	-\$866,000
02	State revenues	\$28,036,538	\$28,501,047	\$464,509
04	Other revenues	\$2,609,200	\$2,609,200	\$0
	Total Revenues	<u>\$65,047,439</u>	<u>\$64,645,948</u>	-\$401,491

**GENERAL FUND EXPENDITURES**

Code	Type	Original Appropriation	Revised Budget	Difference
11	Regular Education	\$26,406,993	\$26,140,645	-\$266,348
12	Special Education	\$9,774,277	\$10,269,238	\$494,961
13	Vocational Ed	\$1,201,815	\$1,599,545	\$397,730
14	Other Instruction	\$1,845,150	\$1,974,372	\$129,222
15	Special Programs	\$693,017	\$669,433	-\$23,584

21	Pupil Support	\$5,132,462	\$4,913,476	-\$218,986
22	Instructional Staff	\$1,002,860	\$987,395	-\$15,465
23	General Admin	\$1,921,287	\$1,899,199	-\$22,088
24	School Adm	\$5,488,789	\$5,560,883	\$72,094
25	Business Adm	\$829,205	\$764,448	-\$64,757
26	Maintenance	\$8,374,183	\$8,389,322	\$15,139
27	Transportation	\$4,271,871	\$4,228,387	-\$43,484
28	Central Services	\$988,222	\$1,057,007	\$68,785
50	Other	\$1,064,092	\$1,064,092	\$0
		<u>\$68,994,223</u>	<u>\$69,517,442</u>	\$523,219
<b>Current Year Projected Deficit</b>		<u>-\$3,946,784</u>	<u>-\$4,871,494</u>	
<b>Beginning Unassigned Fund Balance</b>		<b>\$11,423,540</b>	<b>\$11,423,540</b>	
<b>Ending Unassigned Fund Balance</b>		<b>\$7,476,756</b>	<b>\$6,552,046</b>	

**ITEM 7b.** Mr. Peter Montz – Request approval to reject submittals received on RFP N18.30 E-Rate Wide Area Network (WAN) Services and re-advertise

MOTION BY: Keller

SECOND BY: Jones

MOTION: To reject submittals received on RFP N18.30 E-Rate Wide Area Network (WAN) Services and re-advertise.

Upon roll call, there were:

11 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Mitchell, Triche, Burl  
The motion carried.

**ITEM 7c.** Mr. Peter Montz – Request Board approval to solicit bids for GMMS HVAC Replacement.

MOTION BY: Jones

SECOND BY: Mitchell

MOTION: To approve the solicitation of bids for GMMS HVAC Replacement.

Upon roll call, there were:

11 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Mitchell, Triche, Burl  
The motion carried.

**ITEM 8. OLD BUSINESS**

**ITEM 9. NEW BUSINESS**

**ITEM 9a.** Ms. Iman Montgomery/Mrs. Serina Duke – Introduction to New/Modified Policies: EBA-Tobacco-Free Schools; GAMA-Employee Tobacco Use; JCDAA-Student Smoking/Tobacco Use; JCDAD-School Bus Conduct

This item was for introduction only. The following policies were introduced:

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**EBA: TOBACCO-FREE SCHOOLS**

Because tobacco is the leading cause of preventable death, disease, and disability, the St. John the Baptist School Board shall provide a Smoke-Free Campus (Louisiana Smoke-Free Air Act) and Tobacco-Free school environment (Louisiana’s Tobacco-Free Schools policy – the Department of Health and Hospitals Tobacco Control Program).

The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

*School Board property* shall include any elementary or secondary school buildings or grounds, buildings, portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

This prohibition on smoking, tobacco, and smoking object/devices shall also apply to all visitors and contractors that enter on School Board property.

Smoking and tobacco advertising shall be prohibited on all School Board property.

COMPLIANCE AND ENFORCEMENT

“Smoke Free/Tobacco-Free” signs shall be displayed on school property. Notice of this policy shall be posted at the entrances to the grounds of each school and school building, and within school vehicles.

Notice of this policy shall be given to students, all school staff, parents or families through dissemination of the student handbook every year and posted signage at each campus. The community shall be made aware of the policy by signage and handbooks as needed.

#### COMMUNICATION

At the beginning of each school year the Wellness Committee will share a summary of the School Wellness policy with all school principals. Updates to the policy may be highlighted and discussed. School principals will then communicate this information to school staff, faculty, students, and parents through various faculty and parent meetings, as well as through the student handbooks provided at each school. Any special events that the Wellness Policy Committee plans to achieve should be shared with everyone affected and the *School Health Advisory Council*.

Visitors and contractors shall also be informed of the *Smoke Free and Tobacco-Free Schools* policy through posted signs at the entrances to the grounds of each school and school buildings, and within school vehicles.

New policy: January 12, 2012

Revised: November, 2017

Ref: 20 USC 6083 (*Non-Smoking Policy for Children’s Services*); La. Rev. Stat. Ann. ' ' 17:240, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 1-12-12.

#### **GAMA: EMPLOYEE TOBACCO USE**

Because tobacco is the leading cause of preventable death, disease, and disability, the St. John the Baptist School Board shall provide a Smoke-Free campus (Louisiana Smoke-Free Air Act) and Tobacco-Free school environment (Louisiana’s Tobacco-Free School Policy – the Department of Health and Hospitals Tobacco Control Program).

The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

*School Board property* shall include any elementary or secondary school buildings or grounds, buildings, portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any property owned, operated, or leased by the School Board.

#### COMPLIANCE AND ENFORCEMENT

Notice of this policy shall be given to School Board personnel every year and posted signage at each campus.

School employees who violate the *Smoke Free and Tobacco-Free School* policy shall, in addition to disciplinary action, also be referred to the Louisiana Quit-Line (1-800-QuitNow) which is a free counseling service for tobacco cessation.

Revised: December 7, 2006

Revised: January 12, 2012

Revised: November, 2017

Ref: 20 USC 6083 (*Non-Smoking Policy for Children’s Services*); La. Rev. Stat. Ann. §§17:240, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 7-12-90, 8-8-91, 12-10-92, 1-7-93, 12-7-06, 1-12-12.

#### **JCDAA: STUDENT SMOKING/TOBACCO USE**

Student possession or use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all St. John the Baptist Parish School Board property and vehicles, and at all school-sponsored or school-approved functions.

*School Board property* shall include any elementary or secondary school buildings or grounds, buildings, portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

All tobacco products are also prohibited at school-sponsored functions (e.g. field trips, athletic events, proms, dances, promotional activities, etc.) including those away from school property.

Parental permission to smoke does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action.

In addition to disciplinary action, those students who are found in violation of this policy shall be referred to the school’s health provider (Nurse, Health Center, or Social Worker) for a tobacco intervention. The school’s health provider shall have the option of referring the student to the Fax to Quit Louisiana Program, coordinated by the *Louisiana Department of Health and Hospitals Tobacco Control Program*, which refers the student to the Louisiana Quit-line, a free counseling service done over the phone for tobacco cessation.

Adopted: September 21, 1978

Revised: September, 1994

Revised: January 12, 2012

Revised: November, 2017

Ref: La. Rev. Stat. Ann. ' ' 17:240, 17:416, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 7-21-94, 1-12-12.

#### **JCDAD: SCHOOL BUS CONDUCT**

The St. John the Baptist Parish School Board recognizes the driver of a school bus to be in authority with regard to pupil behavior in or about the vehicle which he/she operates. School Board regulations regarding proper conduct on school buses shall be provided in writing to students and parents/legal guardians at the start of school each year. The bus operator shall report disorderly or unmanageable pupil conduct to the principal of the school in which the pupil is enrolled. Such conduct by a pupil shall be good cause for the principal to suspend the privilege of riding any school bus; however, bus operators may not administer

disciplinary action and shall continue, except in extreme emergencies, to transport a pupil until disciplinary action is administered by the school. It shall be the responsibility of the parents of pupils, in such cases, to provide transportation to and from school during the period of any suspension/expulsion of bus riding privileges.

In all cases of suspension of bus riding privileges, the parent, bus operator, Special Education Department, and the Supervisor of Transportation shall be notified by the principal in writing, within forty-eight (48) hours of such decision, of the facts concerning each suspension, including reasons and term of suspension.

If the principal recommends the expulsion of bus riding privileges for a student, a hearing shall be conducted by the Superintendent or his/her designee and thereby informing the student and parent as to why bus riding privileges are being recommended for expulsion. The student, at that time, shall be given an opportunity to explain his/her version of the incident(s) to the Superintendent or his/her designee. The decision of the Superintendent/designee shall be final.

A pupil who causes damage to a school bus shall be subject to suspension from school and shall not be readmitted until acceptable provisions for restitution have been made for such damage or until readmittance is directed by the Superintendent.

#### PROCEDURES FOR REPORTING BUS CONDUCT

1. All schools shall be provided with the *School Bus Behavior Report Form*, which shall be completed on any occasion when a pupil's conduct on a bus is unsatisfactory.
2. One copy of the *School Bus Behavior Report Form* shall be signed by the parent and returned to the school principal. In all such cases a pupil shall be permitted to continue to ride the bus until transportation privileges have been denied by action taken by the appropriate school administrator.
3. In cases of severe misconduct, the principal or designee may temporarily suspend the pupil's bus privilege until appropriate disciplinary action is taken. The pupil's parents should be immediately notified of the temporary suspension.
4. Immediately after taking disciplinary action, the principal, or designee, shall sign and shall indicate the disciplinary action taken on the *School Bus Behavior Report Form*. Copies of the report shall be distributed to the pupil's file; to the parent; and to the driver. A copy of the report may also be sent to the Superintendent or designee.
5. In the event of an appeal of the principal's decision by parents, a hearing may be scheduled by the Superintendent or designee.

Adopted: September 18, 1985

Revised: November, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:223, 17:416, 17:416.1; *Louisiana School Transportation Specifications and Procedures*, Bulletin 119, Louisiana Department of Education; Board minutes, 9-18-85.

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#### **ITEM 9b.** Mrs. Patricia Triche – Child Development Center Board Reports: December 2017 Director's Report

This item was for information purposes only and no action was taken.

**ITEM 9c.** Mr. Felix Boughton – Executive Session: Update on Valero Refining New Orleans, LLC vs St. John the Baptist Parish Sales and Use Tax Office BTA Docket No. – L00018; and Update on Willow Bend Ventures, LLC vs St. John the Baptist Parish School Board BTA Docket No. –L0003

MOTION BY: Jones

SECOND BY: Mitchell

MOTION: To convene in Executive Session to receive an update on Valero Refining New Orleans, LLC vs St. John the Baptist Parish Sales and Use Tax Office BTA Docket No. – L00018; and update on Willow Bend Ventures, LLC vs St. John the Baptist Parish School Board BTA Docket No. –L0003

Upon roll call, there were:

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

The motion carried.

The Board convened in Executive Session at 6:52 p.m.

MOTION BY: Wallace

SECOND BY: Holden

MOTION: To reconvene in Regular Session.

Upon roll call, there were:

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

The motion carried.

The Board reconvened in Regular Session at 7:25 p.m.

MOTION BY: Wise

SECOND BY: Sanders

MOTION: To authorize attorneys Savoie & Savoie to file suit against St. Charles Parish School Board regarding a dispute over taxes paid by Valero, Inc.

Upon roll call, there were:

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

The motion carried.

#### **ITEM 10. ADMINISTRATIVE MATTERS**

Mr. Wise asked the President to please announce where the Board Retreat will be held. Mr. Burl stated that the Retreat will be held in New Orleans, LA and an agenda would be forthcoming next week.

**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: Wallace

MOTION: Motion for adjournment.

There were no objections.

The meeting adjourned at 7:32 p.m.

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Kevin R. George, Secretary

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Albert A. Burl, III, President