

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
RESERVE, LA – MEETING OF MAY 26, 2016**

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, at 6:00 p.m. on Thursday, May 26, 2016.

An agenda for the meeting is attached.

Sincerely, s/Kevin R. George
Superintendent/Secretary

The Chair called for the invocation, led by Rev. Nicholas, followed by the Pledge of Allegiance led by Officer Anthony Ealy.

ITEM 2. ROLL CALL OF MEMBERS:

PRESENT: Messrs. Jack, Burl, Keller, Sanders, DeFrancesch, Johnson, Wise, Wallace, Nicholas, Triche, Jones
ABSENT: None

There were 11 members present and 0 members absent.

ITEM 3a. APPROVAL OF MINUTES: Meeting of May 12, 2016.

MOTION BY: Sanders

SECOND BY: Wallace

MOTION: To approve the minutes from the meetings of May 12, 2016.

No objections.

The motion carried.

Roll Call:

11 Yeas - Jack, Burl, Keller, Sanders, DeFrancesch, Johnson, Wise, Wallace, Nicholas, Triche, Jones
0 Nays
0 Absent

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

Superintendent George asked that the students in the audience that had received a music scholarship please come to the podium and introduce themselves. Kyle Brumfield and Dane Pinchard approached and introduced themselves. Mr. George "bragged" on these students for both receiving full scholarships and thanked them for coming out to the meeting.

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

ITEM 5a. Mr. Antonio Gardner – Music/Band Scholarship Recipients

This was addressed under the Superintendent's Report

ITEM 6. PERSONNEL MATTERS

ITEM 6a. Request approval of revised job description: Head Start Bus Monitor/Center Assistant

ITEM 6b. Request approval of revised job description: Part Time Bus Monitor/Center Assistant

MOTION BY: Nicholas

SECOND BY: Sanders

MOTION: To approve both Item 6a: Revised job description for Head Start Bus Monitor/Center Assistant and Item 6b: Revised job description: Part Time Bus Monitor/Center Assistant.

No objections.

Upon roll call, there were:

11 Yeas - Jack, Burl, Keller, Sanders, DeFrancesch, Johnson, Wise, Wallace, Nicholas, Triche, Jones
0 Nays
0 Absent

**St. John the Baptist Parish School System
Job Description**

JOB TITLE: *Head Start Bus Monitor/Center Assistant*
REPORTS TO/EVALUATED BY: Principal
TERMS OF EMPLOYMENT: 9 Months
SALARY RANGE: \$12.50 / hour
SCOPE OF RESPONSIBILITIES: To provide safe transportation to Head Start students during school routes and assistance to the Head Start program.

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 the bus driver in maintaining good student conduct on the bus.
2. Assists children in getting on and off the bus.
3. Assures that all students are transported in a safe and orderly fashion.
4. Visual check of interior of bus by walking and checking each seat and under each seat prior to parking and exiting the bus.
5. Collects and turns over to the school secretary items left on the bus by the students.
6. Maintains a high level of ethical behavior and confidentiality of information about students.
7. Insures that the protective safety devices are in use and fastened properly.
8. Is present on the school bus at all times during the bus route.
9. Attends CPR class every 2 years and pediatric first aid course every 3 years.
10. Helps collect and maintain the vehicle confidential emergency data which includes:
 - a) Student's name and address
 - b) Emergency health care information, student's physician, parent/guardian or custodians who can be contacted in the case of emergency.
11. Notifies bus driver of any bus changes.
12. Provides the student's welfare when and if the student is unable to meet at the designated bus stop.
13. Adheres to state and federal guidelines dealing with transportation of students.
14. Assists in the classroom as a teacher's aides as needed.
15. Assists Head Start Program staff as needed.
16. Attends all meetings called or approved by the Superintendent, Head Start Director, or Principal.
17. Serves as a student role model in conduct, grooming, and dress.
18. Informs teacher(s) of any problems or special concerns of an individual student.
19. Makes use of constructive criticism and refrains from sarcasm, undue criticism, inappropriate language and behavior, and the use of racial and/or ethnic slurs when dealing with others.
20. Uses grammatically correct written and spoken language.
21. Attends work punctually and regularly.
22. Works cooperatively with others.
23. Displays proper respect for superiors.
24. Observes professional lines of communication at all times inside and outside the school system.
25. Notifies supervisor promptly in case of absence and communicates in advance the data of return so provisions can be made.
26. Performs any other tasks as pertains to the scope of the job as assigned.

WORK ENVIRONMENT

The Head Start Bus Monitor/Center Assistant must be able to: 1) withstand temperatures changes inherent in riding under any weather condition; 2) work in a school setting which includes both a climate controlled environment and outside areas which are subject to climate extremes; 3) comply with daily hours at assigned site according to bargaining unit agreement.

COMMUNICATION SKILLS

A Head Start Bus Monitor/Center Assistant must be able to: 1) effectively communicate in English both orally and in writing; 2) accurately give and receive information via system; 3) communicate successfully and pleasantly with students, parents, and school personnel; and 4) use grammatically correct written and spoken language.

EQUIPMENT

A Head Start Bus Monitor/Center Assistant must be able to use the telephone, audio-visual equipment, classroom computer, copy machine, laminator, calculator, and other appropriate machines.

PHYSICAL INVOLVEMENT

A Head Start Bus Monitor/Center Assistant must be able to: 1) stand, walk, reach, bend, squat, and occasionally lift between 10-50 pounds; 2) operate and use classroom equipment; and 3) endure dust, fumes, smokes, gases, or excessive noise.

MENTAL INVOLVEMENT

A Head Start Bus Monitor/Center Assistant must be able to: 1) apply instructional strategies; 2) understand, follow, and interpret written and verbal instructions; 3) instruct students; 4) maintain emotional control under stressful situations.

HUMAN RELATIONS INVOLVEMENT

A Head Start Bus Monitor/Center Assistant must be able to: 1) work cooperatively with bus drivers, teachers, students, parents, and other school personnel; and 2) respond positively to supervision and suggestions for improvement.

MINIMUM QUALIFICATIONS

1) High school diploma or GED; 2) at least 18 years of age; 3) score a minimum of 10.0 score on a district-wide administered aptitude test.

APPROVED: _____ DATE: _____

REVIEWED AND AGREED TO: _____ DATE: _____

Revised: April, 2016

**St. John the Baptist Parish School System
Job Description**

JOB TITLE: *Part Time Bus Monitor/Center Assistant*
REPORTS TO/EVALUATED BY: Principal
TERMS OF EMPLOYMENT: 9 Months
SALARY RANGE: \$10.10 / hour
SCOPE OF RESPONSIBILITIES: To provide safe transportation to students during school routes and assistance to the Head Start/LA4 and Pre-School program.

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

- 27. Assists the bus driver in maintaining good student conduct on the bus.
- 28. Assists children in getting on and off the bus.
- 29. Assures that all students are transported in a safe and orderly fashion.
- 30. Visual check of interior of bus by walking and checking each seat and under each seat prior to parking and exiting the bus.
- 31. Collects and turns over to the school secretary items left on the bus by the students.
- 32. Maintains a high level of ethical behavior and confidentiality of information about students.
- 33. Insures that the protective safety devices are in use and fastened properly.
- 34. Is present on the school bus at all times during the bus route.
- 35. Attends CPR class every 2 years and pediatric first aid course every 3 years.
- 36. Helps collect and maintain the vehicle confidential emergency data which includes:
 - c) Student's name and address
 - d) Emergency health care information, student's physician, parent/guardian or custodians who can be contacted in the case of emergency.
- 37. Notifies bus driver of any bus changes.
- 38. Maintain a daily bus log of student pickups and drop offs, securing guardian signatures
- 39. Provides the student's welfare when and if the student is unable to meet at the designated bus stop.
- 40. Adheres to state and federal guidelines dealing with transportation of students.
- 41. Assists in the classroom as a teacher's aides as needed.
- 42. Assists Head Start Program staff as needed.
- 43. Attends all meetings called or approved by the Superintendent, Head Start Director, or Principal.
- 44. Serves as a student role model in conduct, grooming, and dress.
- 45. Informs teacher(s) of any problems or special concerns of an individual student.
- 46. Makes use of constructive criticism and refrains from sarcasm, undue criticism, inappropriate language and behavior, and the use of racial and/or ethnic slurs when dealing with others.
- 47. Uses grammatically correct written and spoken language.
- 48. Attends work punctually and regularly.
- 49. Works cooperatively with others.
- 50. Displays proper respect for superiors.
- 51. Observes professional lines of communication at all times inside and outside the school system.
- 52. Notifies supervisor promptly in case of absence and communicates in advance the data of return so provisions can be made.
- 53. Performs any other tasks as pertains to the scope of the job as assigned.

WORK ENVIRONMENT

The Part Time Bus Monitor/Center Assistant must be able to: 1) withstand temperatures changes inherent in riding under any weather condition; 2) work in a school setting which includes both a climate controlled environment and outside areas which are subject to climate extremes; 3) comply with daily hours at assigned site according to bargaining unit agreement.

COMMUNICATION SKILLS

A Part Time Bus Monitor/Center Assistant must be able to: 1) effectively communicate in English both orally and in writing; 2) accurately give and receive information via system; 3) communicate successfully and pleasantly with students, parents, and school personnel; and 4) use grammatically correct written and spoken language.

EQUIPMENT

A Part Time Bus Monitor/Center Assistant must be able to use the telephone, audio-visual equipment, classroom computer, copy machine, laminator, calculator, and other appropriate machines.

PHYSICAL INVOLVEMENT

A Part Time Bus Monitor/Center Assistant must be able to: 1) stand, walk, reach, bend, squat, and occasionally lift between 10-50 pounds; 2) operate and use classroom equipment; and 3) endure dust, fumes, smokes, gases, or excessive noise.

MENTAL INVOLVEMENT

A Part Time Bus Monitor/Center Assistant must be able to: 1) apply instructional strategies; 2) understand, follow, and interpret written and verbal instructions; 3) instruct students; 4) maintain emotional control under stressful situations.

HUMAN RELATIONS INVOLVEMENT

A Part Time Bus Monitor/Center Assistant must be able to: 1) work cooperatively with bus drivers, teachers, students, parents, and other school personnel; and 2) respond positively to supervision and suggestions for improvement.

MINIMUM QUALIFICATIONS

1) High school diploma or GED; 2) at least 18 years of age; 3) score a minimum of 10.0 score on a district-wide administered aptitude test.

APPROVED: _____ DATE: _____

REVIEWED AND AGREED TO: _____ DATE: _____

ITEM 7. BUSINESS AND FINANCE:

ITEM 7a. Mr. Peter Montz – Request Board approval to solicit proposals for Student and Athletic Insurance

MOTION BY: Triche

SECOND BY: Nicholas

MOTION: To approve the solitiation of proposals for Student and Athletic Insurance.

No objections.

Upon roll call, there were:

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

0 Nays

0 Absent

The motion carried.

ITEM 7b. Mr. Felix Boughton – Introduce Amended Budget – June 30, 2016

This item was for introduction only. Mr. Boughton reminded the Board and the public that the budgets are available for review at any time at the Central Office.

PUBLIC NOTICE

The St. John the Baptist Parish School Board will have a public hearing on the 2015-2016 proposed amended budgets for the General Fund and Special Revenue Funds on Thursday, June 16, 2016 at 4:00 p.m. at the St. John the Baptist Parish School Board office in Reserve, Louisiana. The proposed amended budget has been submitted to the School Board and is available for public inspection at the St. John the Baptist Parish School Board office during normal working hours prior to the hearing. A general summary of the proposed amended budgets is as follows:

ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
 AMENDED GENERAL AND SPECIAL REVENUE FUND BUDGETS
 FISCAL YEAR ENDED JUNE 30, 2016

	GENERAL FUND	AMENDED BUDGETS		OTHER SPECIAL FUND
		SPECIAL FUND FEDERAL	NCLB FUND	
REVENUES:				
LOCAL REVENUES	\$ 37,071,399.00			\$ 147,400.00
STATE REVENUES	\$ 28,463,421.00			\$ 61,133.00
FEDERAL REVENUES	\$ 2,197,634.00	\$ 10,162,442.00	\$ 3,337,076.00	\$ 3,585,150.00
OTHER REVENUES				
TOTAL REVENUES	\$ 67,732,454.00	\$ 10,162,442.00	\$ 3,337,076.00	\$ 3,793,683.00
EXPENDITURES:				
REGULAR EDUCATION	\$ 25,017,422.00			
SPECIAL EDUCATION	\$ 9,831,966.00			
VOCATIONAL EDUCATION	\$ 1,398,623.00			
OTHER PROGRAMS	\$ 1,826,070.00	\$ 4,562,442.00		
SPECIAL PROGRAMS	\$ 618,237.00		\$ 3,337,076.00	
PUPIL SUPPORT	\$ 5,029,132.00			
INSTRUCTIONAL SUPPORT	\$ 862,316.00			
GENERAL ADMINISTRATION	\$ 1,783,496.00			
SCHOOL ADMINISTRATION	\$ 5,368,139.00			
BUSINESS ADMINISTRATION	\$ 828,664.00			
MAINTENANCE	\$ 11,501,541.00			
TRANSPORTATION	\$ 4,459,669.00			
CENTRAL SERVICES	\$ 917,143.00			
OTHER FUND USES	\$ 9,481.00			
CAPITAL REPAIRS		\$ 5,600,000.00		
FOOD SERVICES				\$ 3,782,007.00
TOTAL EXPENDITURES	\$ 69,451,899.00	\$ 10,162,442.00	\$ 3,337,076.00	\$ 3,782,007.00
CURRENT PERIOD SURPLUS/(DEFICIT)	\$ (1,719,445.00)	\$ -	\$ -	\$ 11,676.00
BEGINNING FUND BALANCE/(DEFICIT)	\$ 6,698,616.00	\$ -		\$ 22,441.00
ENDING FUND BALANCE/(DEFICIT)	\$ 4,979,171.00	\$ -	\$ -	\$ 34,117.00

ITEM 7c. Mr. Felix Boughton – Introduce Comprehensive Budget – June 30, 2017

This item was for introduction only. Mr. Boughton reminded the Board and the public that the budgets are available for review at any time at the Central Office.

PUBLIC NOTICE

The St. John the Baptist Parish School Board will have a public hearing on the 2016-2017 proposed comprehensive budgets for the General Fund and Special Revenue Funds on Thursday, June 16, 2016 at 4:00 p.m. at the St. John the Baptist Parish School Board office in Reserve, Louisiana. The proposed comprehensive budget has been submitted to the School Board and is available for public inspection at the St. John the Baptist Parish School Board office during normal working hours prior to the hearing. A general summary of the proposed amended budgets is as follows:

ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
 COMPREHENSIVE GENERAL AND SPECIAL REVENUE FUND BUDGETS
 FISCAL YEAR ENDED JUNE 30, 2017

	GENERAL FUND	AMENDED BUDGETS		OTHER SPECIAL FUND
		SPECIAL FUND FEDERAL	NCLB FUND	
REVENUES:				
LOCAL REVENUES	\$ 29,281,427.00			\$ 147,400.00
STATE REVENUES	\$ 28,149,450.00			\$ 61,133.00
FEDERAL REVENUES	\$ 3,397,634.00	\$ 10,162,442.00	\$ 3,337,076.00	\$ 3,585,150.00
OTHER REVENUES				
TOTAL REVENUES	\$ 60,828,511.00	\$ 10,162,442.00	\$ 3,337,076.00	\$ 3,793,683.00
EXPENDITURES:				
REGULAR EDUCATION	\$ 24,394,320.00			
SPECIAL EDUCATION	\$ 9,772,966.00			
VOCATIONAL EDUCATION	\$ 1,379,135.00			
OTHER PROGRAMS	\$ 1,355,711.00	\$ 4,562,442.00		
SPECIAL PROGRAMS	\$ 681,317.00		\$ 3,337,076.00	
PUPIL SUPPORT	\$ 4,734,009.00			
INSTRUCTIONAL SUPPORT	\$ 722,386.00			
GENERAL ADMINISTRATION	\$ 1,687,734.00			
SCHOOL ADMINISTRATION	\$ 5,342,484.00			
BUSINESS ADMINISTRATION	\$ 818,364.00			
MAINTENANCE	\$ 7,752,204.00			
TRANSPORTATION	\$ 4,242,009.00			
CENTRAL SERVICES	\$ 887,684.00			
OTHER FUND USES	\$ 9,481.00			
CAPITAL REPAIRS		\$ 5,600,000.00		
FOOD SERVICES				\$ 3,782,007.00
TOTAL EXPENDITURES	\$ 63,779,804.00	\$ 10,162,442.00	\$ 3,337,076.00	\$ 3,782,007.00
CURRENT PERIOD SURPLUS/(DEFICIT)	\$ (2,951,293.00)	\$ -	\$ -	\$ 11,676.00
BEGINNING FUND BALANCE/(DEFICIT)	\$ 4,979,171.00	\$ -		\$ 34,117.00
Reserved for Ad Valorem Decrease	\$ 1,000,000.00			
ENDING FUND BALANCE/(DEFICIT)	\$ 3,027,878.00	\$ -	\$ -	\$ 45,793.00

ITEM 8. OLD BUSINESS

ITEM 9. NEW BUSINESS

ITEM 9a. Mrs. Patricia Triche – Request approval of Head Start Extra Funding

MOTION BY: Nicholas

SECOND BY: Wise

MOTION: To approve the Head Start Extra Funding (Cost of Living Increase of \$21,900)

No objections.

Upon roll call, there were:

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

0 Nays

0 Absent

The motion carried.

ITEM 9b. Ms. Kimberly Williams/Strategic Solutions – Public Comment on Louisiana Premier Charter School Application

The President opened the floor for public comment on the application submitted by Louisiana Premier Charter School.

Ms. Alison Andrews stated that she was disappointed that the recommendation was to deny the application, but appreciated the Board’s consideration.

Ms. Carolyn Batiste spoke against the application, stating that as a “B” District, she didn’t feel the need for a charter school to be in our parish.

Following a last call for public comment, the President closed the floor for public comment.

ITEM 9b. Ms. Kimberly Williams/Strategic Solutions – Receive report from 3rd party charter evaluator and approve or deny the application of Louisiana Premier Charter School

Ms. Kimberly Williams stated that it is her recommendation to deny the application of Louisiana Premier Charter School at this time. She stated that there were several reasons for this recommendation, noting that there was little mention of special education services/accommodations in the application. When asked questions regarding special education services, the charter school team members could not answer them.

MOTION BY: Nicholas

SECOND BY: Triche

MOTION: To deny the application of Louisiana Premier Charter School

No objections.

Upon roll call, there were:

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

0 Nays

0 Absent

The motion carried.

ITEM 10. ADMINISTRATIVE MATTERS

ITEM 11. BOARD ITEMS OF INTEREST

a. Rev. Rodney Nicholas – Move East St. John High School Graduation to the new artificial turf field for 2017 Graduation

Mr. Nicholas stated that with the new turf being installed at Joe Keller Stadium, he would like to revisit the possibility of holding graduation on the field. Following discussion, it was decided to get Mr. Butler (principal) and the parents involved in discussion regarding this issue.

Mr. Jack stated that Ms. Bessie Jeffrey recently passed away and asked that her family be kept in our thoughts and prayers.

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

MOTION BY: Keller

SECOND BY: DeFrancesch

MOTION: Motion for adjournment.

There were no objections.

The meeting adjourned at 6:35 p.m.

Kevin R. George, Secretary

Keith Jones, President