

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD  
LAPLACE, LA – MEETING OF AUGUST 18, 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 Emily C. Watkins Elementary School, 938 Highway 628, LaPlace, Louisiana, at 6:00 p.m. on Thursday, August 18, 2016.

An agenda for the meeting is attached.

Sincerely, s/Kevin R. George  
Superintendent/Secretary

The Chair called for the invocation, led by Clarence Triche, followed by the Pledge of Allegiance led by Patricia Triche.

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

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

There were 10 members present and 1 members absent.

**ITEM 3a. APPROVAL OF MINUTES:** Meetings of July 21, 2016 and Special Minutes of the Board Retreat July 26-27, 2016.

MOTION BY: DeFrancesch

SECOND BY: Jack

MOTION: To approve the minutes from the meetings July 21, 2016 and Special Minutes of the Board Retreat July 26-27, 2016.

No objections.

The motion carried.

Roll Call:

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

0 Nays

1 Absent – Nicholas

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

Superintendent George stated that there will be no school tomorrow, Friday, August 19<sup>th</sup>, due to the threat of backflow flooding in our parish. He also stated that there was currently a drive to collect donations in our school system to benefit St. Helena Parish Schools, whose families were affected by the flooding and that the deadline to donate has been extended to Monday. He also stated that the start of the school year has gone very smoothly.

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

**ITEM 5a.** Mr. Kevin George – Introduction of new principals

Mr. George introduced the new principal of Garyville/Mt. Airy Magnet – Mr. Terran Perry.

Mr. George introduced the new principal of Fifth Ward Elementary – Ms. Drenean Brown.

**ITEM 6. PERSONNEL MATTERS**

**ITEM 7. BUSINESS AND FINANCE:**

**ITEM 7a.** Mr. Felix Boughton/Mr. Hugh Martin – To consider and take action with respect to adopting a resolution ordering and calling a special election to be held in School District No. 1 of the Parish of St. John the Baptist, State of Louisiana, to authorize the levy of a sales and use tax therein; making application to the State Bond Commission in connection therewith; and providing for other matters in connection therewith.

MOTION BY: Sanders

SECOND BY: Keller

MOTION: To adopt a resolution ordering and calling a special election to be held in School District No. 1 of the Parish of St. John the Baptist, State of Louisiana, to authorize the levy of a sales and use tax therein; making application to the State Bond Commission in connection therewith; and providing for other matters in connection therewith.

SUBSTITUTE MOTION BY: Wise

SECOND BY: -

MOTION: To amend the resolution to include a time limit on the tax, (5 years).

Due to the lack of a second, the Substitute motion by Mr. Wise failed.

2<sup>nd</sup> SUBSTITUTE MOTION BY: Burl

SECOND BY: -

MOTION: To table this item.

Due to the lack of a second, the Substitute motion by Mr. Burl failed. Upon roll call on the original motion to adopt the resolution as presented, there were:

Roll Call:

8 Yeas - Jack, Keller, Sanders, DeFrancesch, Johnson, Wallace, Triche Jones

2 Nays - Burl, Wise

1 Absent – Nicholas

The motion carried.

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The following resolution was offered by Patrick Sanders and seconded by Gerald Keller:

**RESOLUTION**

A resolution ordering and calling a special election to be held in the Parish of St. John the Baptist, State of Louisiana, to authorize the levy of a sales and use tax therein; making application to the State Bond Commission in connection therewith; and providing for other matters in connection therewith.

BE IT RESOLVED by the Parish School Board of the Parish of St. John the Baptist, State of Louisiana (the "Governing Authority"), acting as the governing authority of the Parish of St. John the Baptist, State of Louisiana (the "Parish"), for school purposes, that:

SECTION 1. Election Call. Subject to the approval of the State Bond Commission, and under the authority conferred by Article VI, Section 29 of the Constitution of the State of Louisiana of 1974, the applicable provisions of Chapter 5, Chapter 6-A and Chapter 6-B of the Louisiana Election Code, and other constitutional and statutory authority, a special election is hereby called and ordered to be held in the Parish on **SATURDAY, DECEMBER 10, 2016**, between the hours of seven o'clock (7:00) a.m., and eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541, and at the said election there shall be submitted to all registered voters qualified and entitled to vote at the said election under the Constitution and laws of this State and the Constitution of the United States, the following proposition, to-wit:

**PROPOSITION  
(1/4% SALES TAX)**

Shall the Parish School Board of the Parish of St. John the Baptist, State of Louisiana (the "School Board"), under the provisions of Article VI, Section 29 of the Constitution of the State of Louisiana of 1974, and other constitutional and statutory authority, be authorized to levy and collect a tax of one-fourth of one percent (1/4%) (the "Tax"), in perpetuity, from and after July 1, 2017, upon the sale at retail, the use, the lease or rental, the consumption and storage for use or consumption of tangible personal property and on sales of services in the Parish (an estimated \$2,400,000 reasonably expected at this time to be collected from the levy of the Tax for an entire year), all as defined by law, with the proceeds thereof (after paying the reasonable and necessary costs and expenses of collecting and administering the Tax), to be dedicated and used as follows: (i) 50% for the purpose of the payment of salaries and benefits for all permanent school employees; and (ii) 50% for the purpose of maintaining and repairing all school buildings?

SECTION 2. Publication of Notice of Election. A Notice of Special Election shall be published in the *L'Observateur*, a newspaper of general circulation within the Parish, published in LaPlace, Louisiana, and being the official journal of the Parish, once a week for four consecutive weeks, with the first publication to be made not less than forty-five (45) days nor more than ninety (90) days prior to the date of the election, which Notice shall be substantially in the form attached hereto as "Exhibit A" and incorporated herein by reference the same as if it were set forth herein in full.

SECTION 3. Canvass. This Governing Authority shall meet at its regular meeting place, the Godchaux Grammer Cafeteria, 1600 Hwy. 44, Reserve, Louisiana, on **TUESDAY, JANUARY 19, 2017, at SIX O'CLOCK (6:00) P.M.**, and shall then and there in open and public session proceed to examine and canvass the returns and declare the result of the said special election.

SECTION 4. Polling Places. The polling places set forth in the aforesaid Notice of Special Election are hereby designated as the polling places at which to hold the said election, and the Commissioners-in-Charge and Commissioners, respectively, will be the same persons as those designated in accordance with law.

SECTION 5. Election Commissioners; Voting Machines. The officers designated to serve as Commissioners-in-Charge and Commissioners pursuant to Section 4 hereof, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, shall hold the said special election as herein provided, and shall make due returns of said election for the meeting of the Governing Authority to be held on Tuesday, January 19, 2017, as provided in Section 3 hereof. All registered voters in the Parish will be entitled to vote at the special election, and voting machines shall be used.

SECTION 6. Authorization of Officers. The Secretary of the Governing Authority is hereby empowered, authorized and directed to arrange for and to furnish to said election officers in ample time for the holding of said election, the necessary equipment, forms and other paraphernalia essential to the proper holding of said election and the President and/or Secretary of the Governing Authority are further authorized, empowered and directed to take any and all further action required by State and/or Federal law to arrange for the election.

SECTION 7. Furnishing Election Call to Election Officials. Certified copies of this resolution shall be forwarded to the Secretary of State, the Clerk of Court and *Ex-Officio* Parish Custodian of Voting Machines of St. John the Baptist Parish and the Registrar of Voters

of St. John the Baptist Parish, as notification of the special election, in order that each may prepare for said election and perform their respective functions as required by law.

**SECTION 8. Application to State Bond Commission.** Application is made to the State Bond Commission for consent and authority to hold the special election as herein provided, and in the event said election carries for further consent and authority to levy and collect the sales and use tax provided for therein. A certified copy of this resolution shall be forwarded to the State Bond Commission on behalf of this Governing Authority, together with a letter requesting the prompt consideration and approval of this application.

**SECTION 9. Additional Notice Requirement.** This Governing Authority made the announcement with respect to the adoption of this resolution required by La. R.S. 42:19.1, at its public meeting on Wednesday, July 6, 2016 and published said announcement in the Official Journal on Wednesday, June 22, 2016.

This resolution having been submitted to a vote, the vote thereon was as follows:

MEMBERS:	YEAS:	NAYS:	ABSENT:	ABSTAINING:
Russell Jack	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Albert "Ali" Burl, III	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>
Gerald J. Keller	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>
Patrick H. Sanders	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Sherry DeFrancesch	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Keith Jones	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Phillip Johnson	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>
Russ Wise	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>
Shawn Wallace	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Rodney B. Nicholas	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>
Clarence Triche	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>

And the resolution was declared adopted on this, the 18<sup>th</sup> day of August, 2016.

/s/ Kevin R. George  
Secretary

/s/ Keith A. Jones  
President

**EXHIBIT "A"**

**NOTICE OF SPECIAL ELECTION**

Pursuant to the provisions of a resolution adopted by the Parish School Board of the Parish of St. John the Baptist, State of Louisiana (the "Governing Authority"), acting as the governing authority of the Parish of St. John the Baptist, State of Louisiana (the "Parish"), for school purposes, on August 18, 2016, NOTICE IS HEREBY GIVEN that a special election will be held within the Parish on **SATURDAY, DECEMBER 10, 2016**, and that at the said election there will be submitted to all registered voters in the Parish qualified and entitled to vote at the said election under the Constitution and Laws of the State of Louisiana and the Constitution of the United States, the following proposition, to-wit:

**PROPOSITION  
(1/4% SALES TAX)**

Shall the Parish School Board of the Parish of St. John the Baptist, State of Louisiana (the "School Board"), under the provisions of Article VI, Section 29 of the Constitution of the State of Louisiana of 1974, and other constitutional and statutory authority, be authorized to levy and collect a tax of one-fourth of one percent (1/4%) (the "Tax"), in perpetuity, from and after July 1, 2017, upon the sale at retail, the use, the lease or rental, the consumption and storage for use or consumption of tangible personal property and on sales of services in the Parish (an estimated \$2,400,000 reasonably expected at this time to be collected from the levy of the Tax for an entire year), all as defined by law, with the proceeds thereof (after paying the reasonable and necessary costs and expenses of collecting and administering the Tax), to be dedicated and used as follows: (i) 50% for the purpose of the payment of salaries and benefits for all permanent school employees; and (ii) 50% for the purpose of maintaining and repairing all school buildings?

The said special election will be held at the following polling places situated within the Parish, which polls will open at seven o'clock (7:00) a.m., and close at eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541, to-wit:

POLLING PLACES		
Ward	Precinct	Location
01	01	Pleasure Bend Fire Station, 1200 Hwy. 643, Vacherie
01	02	St. John Parish Courthouse, 2393 Hwy. 18, Edgard
01	03	Wallace Fire Station, 5733 Hwy. 18, Vacherie
01	04	John L. Ory Elementary School, 182 West 5 <sup>th</sup> Street, LaPlace
01	05	Milesville Special School, 538 West 2 <sup>nd</sup> Street, LaPlace
01	06	Milesville Special School, 538 West 2 <sup>nd</sup> Street, LaPlace
01	07	Milesville Special School, 538 West 2 <sup>nd</sup> Street, LaPlace
01	08	John L. Ory Elementary School, 182 West 5 <sup>th</sup> Street, LaPlace
01	09	John L. Ory Elementary School, 182 West 5 <sup>th</sup> Street, LaPlace
02	01	Garyville Magnet School, 240 Hwy. 54, Garyville
02	02	Garyville Magnet School, 240 Hwy. 54, Garyville
02	03	Parish Health Unit, 473 Central Avenue, Reserve
02	04	Lacour Center@St. Peter's School, 188 West 7 <sup>th</sup> Street, Reserve
02	05	Lacour Center@St. Peter's School, 188 West 7 <sup>th</sup> Street, Reserve
03	01	Parish Health Unit, 473 Central Avenue, Reserve
03	02	Fifth Ward Elementary School, 158 Panther Drive, Reserve
03	04	Ninth Grade Building, 3000 Airline Hwy., Reserve
04	01	East St. John High School, 3000 West Airline Hwy., Reserve
04	02	East St. John High School, 3000 West Airline Hwy., Reserve
04	03	East St. John High School, 3000 West Airline Hwy., Reserve
04	08	Percy Hebert Bldg., 1801 W. Airline Hwy., LaPlace
04	10	Percy Hebert Bldg., 1801 W. Airline Hwy., LaPlace
04	11	Percy Hebert Bldg., 1801 W. Airline Hwy., LaPlace
04	12	Percy Hebert Bldg., 1801 W. Airline Hwy., LaPlace
04	13	Percy Hebert Bldg., 1801 W. Airline Hwy., LaPlace
04	14	LaPlace Elementary School, 393 Greenwood Drive, LaPlace
05	01	John L. Ory Elementary School, 182 West 5 <sup>th</sup> Street, LaPlace
05	03	St. John Baptist Parish Library, 2920 Hwy. 51, LaPlace
05	04	St. John Baptist Parish Library, 2920 Hwy. 51, LaPlace
05	07	John L. Ory Elementary School, 182 West 5 <sup>th</sup> Street LaPlace

POLLING PLACES		
Ward	Precinct	Location
05	08	East St. John High School, 3000 West Airline Hwy., Reserve
06	01	Arcuri Center, 1020 Cambridge Drive, LaPlace
06	03	Arcuri Center, 1020 Cambridge Drive, LaPlace
06	04	Arcuri Center, 1020 Cambridge Drive, LaPlace
06	05	Arcuri Center, 1020 Cambridge Drive, LaPlace
07	02	LaPlace Elementary School, 393 Greenwood Drive, LaPlace
07	03	LaPlace Elementary School, 393 Greenwood Drive, LaPlace
07	05	LaPlace Elementary School, 393 Greenwood Drive, LaPlace
07	07	LaPlace Elementary School, 393 Greenwood Drive, LaPlace

The polling places set forth above are hereby designated as the polling places at which to hold the said election, and the Commissioners-in-Charge and Commissioners, respectively, shall be those persons designated according to law.

The said special election will be held in accordance with the applicable provisions of Chapter 5, Chapter 6-A and Chapter 6-B of Title 18 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority, and the officers appointed to hold the said election, as provided in this Notice of Special Election, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, will make due returns thereof to said Governing Authority, and NOTICE IS HEREBY FURTHER GIVEN that the Governing Authority will meet at its regular meeting place, the Godchaux Grammer Cafeteria, 1600 Hwy. 44, Reserve, Louisiana, on **TUESDAY, JANUARY 19, 2017, at SIX O'CLOCK (6:00) P.M.**, and shall then and there in open and public session proceed to examine and canvass the returns and declare the result of the said special election. All registered voters of the Parish are entitled to vote at said special election and voting machines will be used.

THUS DONE AND SIGNED at Reserve, Louisiana, on this, the 18<sup>th</sup> day of August, 2016.

ATTEST:

/s/ Keith A. Jones  
President

/s/ Kevin R. George  
Secretary

STATE OF LOUISIANA  
PARISH OF ST. JOHN THE BAPTIST

I, the undersigned Secretary of the Parish School Board of the Parish of St. John the Baptist, State of Louisiana (the "Governing Authority"), the governing authority of the Parish of St. John the Baptist, State of Louisiana (the "Parish"), for school purposes, do hereby certify that the foregoing pages constitute a true and correct copy of the proceedings taken by the Governing Authority on August 18, 2016, ordering and calling a special election to be held in the Parish of St. John the Baptist, State of Louisiana, to authorize the levy of a sales and use tax therein; making application to the State Bond Commission in connection therewith; and providing for other matters in connection therewith.

IN FAITH WHEREOF, witness my official signature at Reserve, Louisiana, on this, the 18<sup>th</sup> day of August, 2016.

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Secretary

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ITEM 8. OLD BUSINESS

ITEM 9. NEW BUSINESS

ITEM 9a. Mrs. Erica Merrick/Mrs. Juanita Hill – Introduction of the Pupil Progression Plan 2016-17

The Pupil Progression Plan, in its entirety, can be viewed at the Central Office, 118 West 10<sup>th</sup> Street, Reserve, LA 70084. Adoption will be sought at the Board Meeting of September 8, 2016.

ITEM 9b. Mr. Bob Bourgeois – Permission to file and accept all required documents and forms for the 2017-2018 E-Rate Grant for Priority 1 and 2 items. (Requires action)

ITEM 9c. Mr. Bob Bourgeois – Permission to advertise and accept RFP’s for Internet Content Filtering and Firewall for the district. As required by the E-Rate program. (Requires action)

ITEM 9d. Mr. Bob Bourgeois – Permission to advertise and accept RFP’s for High Speed Internet Service for the district. As required by the E-Rate program. (Requires action)

MOTION BY: Keller

SECOND BY: Wise

MOTION: To approve ITEM 9b, ITEM 9c, and ITEM 9d.

Roll Call:

9 Yeas – Jack, Keller, Sanders, DeFrancesch, Johnson, Wise, Wallace, Triche, Jones

1 Nays - Burl

1 Absent – Nicholas

The motion carried.

ITEM 9e. Mrs. Page Eschette – Introduction to Policy Revisions of Policy IFBC – Field Trips and Excursions

This item was for introduction only.

### **FIELD TRIPS AND EXCURSIONS**

St. John the Baptist Parish School Board Transportation Department shall service field trip needs to all of the schools being transported by the St. John the Baptist Parish School Board Transportation Department.

All [field trip](#) requests from schools must be directly affiliated with the educational goals of each school, [and the application request for a field trip must be submitted to the central office for approval no later than two \(2\) weeks in advance.](#)

All field trips must be of educational value and must be related to the objectives of the lesson plan for that class. All field trips must be approved by the school principal.

An effort should be made to schedule trips between the hours of 9:00 a.m. and 1:30 p.m. or after 4:30 p.m. to prevent conflict with daily routes. All trips that affect daily routes must have approval of the Transportation Department. Such trips may be cancelled or rescheduled due to the demands on the Transportation Department. ~~Such requests must be made no later than two (2) weeks in advance.~~

If the Transportation Department cannot provide needed services, outside bus services may be contracted [with prior approval from the Superintendent/Superintendent's designee.](#)

#### **GRADES K-6 FIELD TRIPS**

~~Two (2) field trips per year, per grade level, one in the parish, one outside the parish, shall be permitted for all grades K-6. Requests for any of these type field trips shall be submitted to the Transportation Department thirty (30) days in advance of the trip.~~

~~Such field trips shall be conducted in accordance with applicable regulations.~~

#### **ATHLETIC TRIPS**

The St. John the Baptist Parish School Board shall provide transportation for athletic events and practice for all schools within the system.

As in field trips, every effort should be made to avoid conflict with daily routes. Athletic transportation shall be scheduled around daily routes.

All athletic transportation shall be coordinated by the school's Athletic Director. All schedules for every sport must be turned in to the Transportation Office two (2) weeks in advance of the opening playing date. The Athletic Director shall keep a bus log of all the transportation, events and practices. When athletic events are cancelled, an effort should be made with the Transportation Office on a rescheduled date.

Junior Varsity events shall be scheduled around daily routes. All away Junior Varsity events will be scheduled after daily routes or on weekends. Summer events must have the approval of the principal and the Director of Auxiliary Programs.

There shall be a limit of transporting to away sporting events on a given school day.

#### **STUDENT EXCURSIONS**

Whenever any student trip or excursion utilizes the services of a travel agent or booking agent to provide or arrange for transportation or lodging, the School Board shall require the travel agent or booking agent to provide proof of adequate insurance and present to the School Board a surety bond sufficient to insure recovery of all monetary advances as a result of nonperformance.

The amount of the bond shall be at least equal to any payments made to the travel agent agency or booking agent prior to the date of travel. In addition, any bond issued shall be from a surety company licensed to do business in Louisiana and approved by the School Board. A certified check from the travel agency covering the full amount of advanced payment may be accepted by the School Board, but only when a bond is not available.

Additional regulations governing field trips or excursions for students that involve travel or lodging may be maintained by the Superintendent and staff.

The principal of a junior high, middle school, or high school shall be prohibited from approving any field trip or extracurricular activity promoted by any individual, organization, or entity which plans, promotes, or organizes travel arrangements, unless the trip or activity is in accordance with all School Board and staff established criteria, and is covered by proper insurance and an acceptable surety bond.

#### **STUDENT OFF-CAMPUS ACTIVITIES**

The St. John the Baptist Parish School Board values off-campus activities for students, including athletic activities, as a part of students' total educational experiences. The School Board recognizes that both curricular and extracurricular off-campus events provide learning environments which foster academic and athletic achievement, citizenship, cultural enrichment, and social/emotional skill development.

To ensure the safety and welfare of students while participating in off-campus activities, the School Board requires adherence to the following guidelines:

1. All students attending off-campus activities must be accompanied by an adult chaperone. This includes at the event, as well as during transportation, if on a school or contracted bus trip.
2. The school must seek parental approval prior to allowing students to participate in off-campus activities.
3. Parental participation as chaperones during off-campus activities should be sought and encouraged.
4. Any off-campus activities which require an overnight stay must include same-sex chaperones.

#### **TRIPS PAID FOR BY THE SCHOOL BOARD**

The School Board shall pay for the following trips:

Athletic and practice; State Rally; Beta Club Convention; Junior Beta Club Convention; FBLA Convention; Parish Fairs - Spelling Bee, Social Studies, Science, Math; Band athletic performances; Band practice; Adaptive P.E. (Special Education); 4-H trips; Special Olympics; and Community Service.

Revised: October 15, 2009

Ref: La. Rev. Stat. Ann. §§17:81, 17:176.1; Board minutes, 10-13-94, 8-20-98, 10-15-09, 10-17-13.

## ITEM 9f. Mrs. Page Eschette – Introduction to Policy Revisions of Policy BCB – Rules of Procedure

### **BCB - RULES OF PROCEDURE**

The St. John the Baptist Parish School Board has adopted the following Rules of Procedure in order to facilitate the conduction of School Board business:

#### 1. TIME, PLACE AND AGENDA OF REGULAR SCHOOL BOARD MEETINGS

- A. The St. John the Baptist Parish School Board shall hold regular meetings of the Board at 6:00 P.M. on the first and third Thursday of the month, to consider those items contained on the agenda prepared for that meeting, and each meeting shall be conducted in accordance with these Rules of Procedure.
- B. Except as otherwise provided in these Rules of Procedure, all meetings of the School Board shall be held at its domicile and offices at 104 West 10th Street, Reserve, Louisiana. Once every six (6) months, however, regular meetings shall be held at a West Bank school site. (Last meeting in January and last meeting in July.) Upon School Board approval a change to the venue of any regular scheduled meeting can be made.
- C. A regular meeting of the School Board may be cancelled, or time and place thereof changed, by a motion or duly adopted at a regular or special meeting of the School Board. Notice of such change and notice of the agenda for any regular School Board meeting shall be given by:
  - 1) Posting a copy of the notice, and agenda, on the front door of the School Board office; or by publication of same in the official journal of the School Board no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting; and,
  - 2) Electronically mailing a copy of the notice, and agenda, to any member of the news media who requests notice of such meetings; any such member of the news media shall be given notice of all meetings in the same manner as is given to members of the School Board.
  - 3) Providing notice and a copy of the agenda on the School Board's official website no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, immediately preceding the meeting.
- D. At any regular meeting of the School Board, no business may be transacted which does not come within the purpose or purposes set forth in the agenda for the meeting, except upon **unanimous approval of the members of the Board present** at that meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

#### 2. SPECIAL MEETINGS OF THE BOARD

- A. Special meetings of the School Board may be called only by the President or by **a majority of the entire School Board** except that, when the President is out of the parish, ill, or otherwise unavailable, the Vice President of the School Board may call a special meeting of the School Board.
- B. No special meeting may be called except upon written notice to the members of the School Board, Superintendent, and public or by a motion adopted at an official School Board meeting. Such written notice must be signed by the President, Vice President, or a majority of the members of the entire School Board, as the case may be. Such written notice must be electronically mailed at least twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the time of such special meeting. In the event that electronic mail is not available, other options of delivery include: United States mail (postage prepaid) or hand delivery; additionally, the Superintendent shall attempt to contact all School Board Members by telephone. Such written notice shall also be posted on the front door of the School Board office and forwarded to any member of the news media who has requested to be sent copies of such notice.
- C. The written notice required herein, or the motion adopted at an official School Board meeting, shall state the date, time and place of such special meeting and shall specify the matters to be considered at such meeting. No matter or item not stated in the agenda for the special meeting shall be considered by the School Board at such meeting except upon **unanimous approval of the members of the School Board present** at that meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.
- D. In cases of extraordinary emergency, the time and notice requirements of this Section shall not be required; provided, however, that the person or persons calling such special meeting shall give such notice thereof as they deem appropriate and circumstances permit, including notice to the news media in the same manner as notice is given to School Board members, and provided further that the existence of an extraordinary emergency and waiver of the time and notice requirements must be approved by a favorable vote of a **majority of the total School Board** at such special meeting.
- E. Finance and Curriculum Meeting - The School Board shall hold a special Finance and Curriculum meeting on either the Tuesday or Wednesday, at least one week prior to the last meeting of the month. At these meetings, no official action of the School Board shall take place. The purpose of these meetings shall be:
  - 1) To receive reports and recommendations from the Superintendent for possible School Board action.
  - 2) To allow the Assistant Superintendents and members of their staff to give reports and make recommendations for possible School Board action.
  - 3) To allow citizens of the community to present to the School Board ideas or potential programs that may be of interest to the school community.
- F. STUDENT HEARINGS - All review hearings on student expulsions and early readmittances shall be held on the second Thursday of the month at 6:00 p.m. at the School Board meeting room.
- G. TENURE HEARINGS - All tenure and other hearings shall be held on the second Thursday of the month at 6:00 p.m. at the School Board meeting room.

H. *SCHOOL BOARD RETREATS – School Board retreats shall be held each year on the second weekend in January and the second weekend of June.*

3. *QUORUM AND VOTE NECESSARY FOR AFFIRMATIVE*

- A. *No meeting of the School Board may be officially convened and conducted unless a quorum (simple majority of the total membership of the School Board) is present.*
- B. *Except as provided in Sections II(C), V(A), (G) and (H), VI(A), (C) (D), VIII, IX(B), X(E), and XII hereof, any motion, resolution or other action of the School Board shall be deemed valid only upon a favorable vote of a **majority of the members of the total School Board** taken at a properly called regular or special meeting of the School Board which is open to the public in accordance with Sections 11-28 of Title 42 of the Louisiana Revised Statutes, as such statute may be now or hereafter amended.*
- C. *Should a quorum cease to be present after a meeting has been officially convened, the presiding officer shall recess the meeting for such time as is deemed appropriate to attempt to re-establish a quorum and may thereafter declare the meeting adjourned if such presiding officer determines that quorum cannot be obtained within a reasonable time.*

4. *VOTING PROCEDURE AND REQUIREMENTS*

- A. *Voting shall be by the use of an electronic voting board which will reflect simultaneously a "yes," "no," or "abstain" vote for each and all members present. When the voting board does not correctly reflect the voting intent of a member of the School Board, that member may correct his/her vote by immediately advising the presiding officer of such error prior to announcement of the vote by the presiding officer.*
- B. *When the voting board is not available, the vote may be taken by a show of hands or by roll call of the members present at the discretion of the presiding officer. Each School Board Member must be present in his/her seat in the School Board meeting room in order to have his/her vote counted on the voting board or otherwise; and no School Board Member or other person may cast a vote, in any manner, for another member of the School Board.*
- C. *There shall be no voting by proxy and no voting by secret ballot.*
- D. *In determining whether a particular motion, resolution or action of the School Board has received the requisite number of "yea" votes, an "abstention" shall not be counted and that member shall be considered as not voting. This rule shall apply regardless of whether the required number of favorable votes must be of the total membership of the School Board, of those members present, or, of those members present and voting.*

5. *SCHOOL BOARD MEETING AGENDA*

- A. *The Superintendent with the approval of the President, shall prepare a written agenda for each regular School Board meeting which shall list the specific items of business for which School Board action is required and, except for "Administrative Matters" as described in Section VIII hereof, no matter may be considered by the School Board which has not been listed on such agenda except after a motion to suspend these rules to consider a specific item has been adopted by **unanimous approval of the members of the School Board present** at that meeting. The person requesting suspension of the rules must include in such motion the specific matter or item to be considered and the action being requested of the School Board for such motion to suspend the rules to be properly before the School Board for vote. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.*
- B. *No business, item or matter may be placed upon the agenda for any School Board meeting except at the discretion of a member of the School Board or the Superintendent, and no business matter or item not listed on such agenda may be considered by the School Board or discussed at the meeting without a suspension of the rules as provided hereinabove.*
- C. *The agenda for any particular meeting of the School Board shall be considered as closed as of 2:00 p.m. on the Thursday immediately preceding such School Board meeting and the Superintendent is hereby specifically prohibited from placing any item, with the exception of items under "Administrative Matters," on the agenda after that time regardless of who makes the request. The agenda shall not be changed less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the scheduled time of the meeting.*
- D. *Upon the agenda being closed, the Superintendent shall immediately prepare the written agenda and forward the same by electronic mail to each member of the School Board, the Superintendent, the School Board's General Counsel, and all newspapers and television and radio stations who have submitted a written request for such notification and agenda. The Superintendent shall, at the same time, post a copy of the agenda on the front door of the School Board office building, and on the School Board's official website, and have copies available for interested citizens. In the event that electronic mail is not available, other options of delivery to School Board members include: United States mail (postage prepaid) or hand delivery.*
- E. *Each item on the agenda shall be listed separately and described with reasonable specificity. Before the School Board may take any action on the agenda item, the presiding officer shall read aloud the description of the item.*
- F. *Any citizen or organization may request consideration by the School Board of an item concerning matters within the jurisdiction of the Board at a particular School Board meeting by submitting such request in writing to the Superintendent, together with a brief explanation of the subject matter and the action requested of the School Board, by 2:00 p.m. on the Thursday immediately preceding the week in which consideration is requested. Within twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, after the written request is received, the Superintendent shall notify the citizen or organization making such request as to whether or not the Superintendent has placed such item on the agenda.*
- G. *The written agenda prepared by the Superintendent shall list the business of the board for a particular meeting in the following order:*

*AGENDA FOR REGULAR MEETING OF \_\_\_\_\_.*

- 1). *Call to order, invocation and pledge of allegiance.*
- 2). *Student presentation on individual school.*
- 3). *Roll call for determination of a quorum present.*
- 4). *Approval of minutes.*
- 5). *Educational presentations and recognitions by the School Board or staff.*
- 6). *Superintendent's Report.*
- 7). *Personnel Changes.*

- 8) *Unfinished Business.* Under unfinished business will be listed items from previous agendas which were not completed and/or which were specifically deferred to this particular meeting. These items shall be listed exactly as they appear on the previous agenda.
- 9) *New Business. Recommendations of the Superintendent and/or School Board Committees.* Under the Item "New Business" shall appear those items requested for the agenda by the Superintendent, a member of the School Board, or a School Board Committee prior to the closing of the agenda. The Superintendent's recommendations and reports and recommendations of the School Board Committees shall be listed first, followed by other items that are requested. All agenda items dealing with the following cannot be voted on at the meeting they are introduced: 1) curriculum changes; 2) budget adoptions or revisions - all; 3) student attendance zones; 4) School Board member district lines or changes; 5) teacher allotments; 6) bond issues; 7) tax proposals; and 8) major policy changes in School Board policy -- example, the way the School Board operates. They will be submitted for a vote at the subsequent meeting. All material covering these items will be distributed at or before the meeting they are introduced. Any change in policy must be done by the motion to waive policy and by a **two-thirds (2/3) vote of the School Board.** All agenda items requiring action by the School Board must be stipulated following each item - example, (Requires action by the School Board).
- 10) *Administrative Matters.* Matters under this item are limited to those presented by the Superintendent under the authority of and in accordance with Section VIII of these Rules of Procedure.
- 11) *School Board Related Items of Interest*
- 12) *Adjournment.* Meetings of the School Board may be adjourned on motion of the presiding officer or any member of the School Board and will carry unless objections are raised. In the event objection to the adjournment is raised, a vote shall be taken on the motion to adjourn, without need of a second to the motion, and the meeting shall be adjourned on the vote of majority of the members present and voting.

No matter, item, business or subject which is not specifically listed on the agenda of a particular meeting may be considered or discussed at a School Board meeting except after a motion to suspend the rules to consider such matter has been duly made, seconded and carried by upon **unanimous approval of the members of the School Board present** at that meeting.

- H. Subject to the exceptions listed below, no item, matter, subject or business which has been considered and voted on at a previous School Board meeting, regardless of the nature of the motion voted upon and regardless of the outcome of the vote, may be considered at a subsequent School Board meeting until after the expiration of the sixty (60) days from such vote, unless a motion to suspend the rules to reconsider such item has first been duly made, seconded and carried by the favorable vote of **two-thirds of the total membership of the School Board.** This prohibition shall not apply where the previous motion was to defer action on the item for a specific period of time or until a specific School Board meeting or where the previous motion was to refer the matter to staff personnel or to a committee of the School Board for further study. This prohibition shall also not apply to consideration of items supplemental to an item previously acted upon, but shall apply only where the purpose of the item is to change previous School Board action.

## 6. CONDUCT OF SCHOOL BOARD MEETING

The purpose of School Board meetings is to allow the duly elected representatives of the people to consider and act upon matters of importance to the operation of the school system which are within the jurisdiction and authority of the School Board. It is in the best interests of the citizens of this parish that such meetings be conducted in an orderly and expeditious manner which permits full presentation of information and viewpoints by interested citizens, followed by thorough discussion among the School Board, the Superintendent and designated members of the staff, and concluded with debate and final decision by the School Board on those items of business listed on the agenda. To that end, the following rules shall govern the conduct of all meetings of the School Board and its committees and sub-committees.

- A. The President of the School Board, or in his/her absence, the Vice President of the School Board, shall serve as the presiding officer until a temporary chairman for that meeting has been elected by a **majority vote of those School Board members present and voting.**
- B. After the call to order, invocation, pledge of allegiance, student presentation, roll call, and action on the minutes of any previous meeting, the presiding officer shall call, in the order listed on the agenda, first the items under new business, and shall recognize first the Superintendent or the School Board member who caused such item to be placed on the agenda. The Superintendent or School Board member shall then explain the item, and make or recommend, as the case may be, such motion as he/she shall desire.

After such motion receives a second, the presiding officer shall open the floor for community input not to exceed five (5) minutes for any one individual or group or organization. The presiding officer shall, with the approval of the School Board, set a time limitation on an agenda item. At the conclusion of public input, the presiding officer shall recognize any members of the School Board, the Superintendent and members of the staff designated by the Superintendent, who wish to be heard on that item, in the order the presiding officer deems advisable. Each School Board member shall be allowed ten (10) minutes to express his/her initial views on any agenda item, motion, substitute motion, or amendment related to each agenda item and five (5) minutes for further comment. No member of the School Board or staff shall speak without first being recognized by the presiding officer.

Items of business not on the agenda may not be suggested from the floor for discussion except by **unanimous approval of the members present** at a meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

- C. After discussion by the member of the School Board and the Superintendent has been completed, the presiding officer shall call for the vote upon the pending motion or any amendments or substitute motions which may have been made. During School Board discussion of any agenda item, any School Board member, at any time, may move the question on any pending motion, substitute motion, amending motion, etc. and thus conclude further discussion of same, provided there is an affirmative vote of **two-thirds of the members present and voting** on the motion for the previous question.
- D. The presiding officer of any meeting shall conduct such meeting in accordance with the Rules of Procedure and shall have authority to make rulings or interpretation of these Rules of Procedure and any other matter or question which may arise with regard to conducting the meeting, including recognition of speakers, whether a speaker is out of order, etc. The decision of the presiding officer shall be final, unless appealed by a School Board member to the entire School Board as set forth hereinbelow.

Any member of the School Board who disagrees with a decision by the presiding officer may appeal such decision to the total School Board. Such appeal may be taken by a statement to that effect and no second is required. The presiding officer shall immediately call for a vote on the question of whether or not the ruling of the presiding officer shall be sustained. Upon a favorable vote of a **majority of those School Board members present and voting**, including the presiding officer, the rules of the presiding officer shall have been sustained.

- E. In the conduct of meetings of the School Board any question not covered by these Rules of Procedure shall be governed by Robert's Rules of Order, Revised.



## 7. ORDER AND DECORUM AT SCHOOL BOARD AND COMMITTEE MEETINGS

*It is in the public interest, and the public demands, that meetings of the School Board or its committees, in handling the public's business, be conducted in an orderly and dignified manner. To this end, the following rules are established for the conduct of all persons, including School Board members and staff members, attending a meeting of the School Board or its committees:*

- A. *No signs, posters, placards, etc. shall be affixed to the walls, doors, etc. of the School Board office building or any room therein, except by the School Board staff in connection with School Board business and then only with permission of the Superintendent. No sign, placard, or poster which is carried by hand shall be permitted in the School Board office building or any of its rooms.*
- B. *All persons attending meetings of the School Board or of its committees must be recognized by the presiding officer before speaking. In return, the presiding officer and other School Board members shall courteously receive the comments made by such persons.*
- C. *Any person who fails or refuses to obey the rulings and directions of the presiding officer, or otherwise disrupts the meeting in any manner, shall be requested by the presiding officer to leave the meeting room for the remainder of the meeting. If any person refuses to follow the directions of the presiding officer, the presiding officer shall cause such person to be removed from the meeting as may be authorized by applicable laws of the State of Louisiana.*

## 8. ADMINISTRATIVE MATTERS

*Administrative matters shall be limited to matters of administration which the Superintendent believes should be brought to the attention of the School Board and/or matters which have come to his attention after the agenda for that meeting was officially closed and which he believes need immediate action by the School Board. Any items under "Administrative Matters" which require School Board action may be considered only after suspension of the rules by a favorable vote of **two-thirds of the total membership of the School Board**.*

## 9. OPEN MEETINGS AND EXECUTIVE SESSIONS

- A. *All meetings of the St. John the Baptist Parish School Board, all committees of the School Board, and/or any other body created or established by the School Board shall be open to the public and shall be held in accordance with the provisions of La. Rev. Stat. Ann. §§42:11 - 42:28 of the Louisiana Open Meetings Law, and these Rules of Procedure.*
- B. *The School Board, its committees and other bodies created or established by it may go into Executive Session by a vote of **two-thirds of the members present** for the purposes permitted by, and in accordance with, the provisions of La. Rev. Stat. Ann. §§42:11-42:28 of the Louisiana Open Meetings Law. The School Board may go into Executive Session at any time and regardless of whether the matter to be discussed in Executive Session is listed on the agenda. No person, other than a General Counsel, shall be admitted to an Executive Session of the School Board without permission of the School Board President.*

## 10. COMMITTEES OF THE SCHOOL BOARD

- A. *All committees of the School Board, whether standing committees, and all other bodies created or established by the School Board preferably should hold their meetings during the afternoons of the weeks that the School Board is not having a regular meeting. The time and place of such committee meetings may be changed after due notice and in accordance with these Rules of Procedure.*
- B. *If a committee goes into executive session in accordance with these Rules of Procedure, no person other than a School Board member, the Superintendent, and the General Counsel shall be admitted to such executive session without permission of the committee chairman.*
- C. *In the absence of a quorum of committee members, the School Board President shall be allowed to participate as a voting member of the committee.*
- D. *The St. John the Baptist Parish School Board is accountable to the community and values and promotes open communications with the residents of the school community. The School Board's work is to facilitate comprehensive discussions of school district matters.*

School Board Standing Committees

*School Board appointments to the School Board Standing Committees shall be made by the School Board President at the direction of the School Board.*

*Standing committees shall be guided by the following Rules and Procedures:*

- 1) *All committees of the St. John the Baptist Parish School Board, whether standing committees and all other bodies created by the Board, shall hold their meetings at the domicile and office of the St. John the Baptist Parish School Board at 118 West 10<sup>th</sup> Street, Reserve, Louisiana. The time and place of such committee meetings may be changed after due notice.*
- 2) *Committee meetings shall be announced in the same manner as regular or special meetings and should be governed by provisions of the Open Meetings Law.*
- 3) *Within the Louisiana Public Records Act, committees may have access to school personnel and District information. However, all access to personnel and information shall be coordinated with the Superintendent.*
- 4) *Committees shall report to the School Board on a regular basis. Each report shall be in written form with a copy for each School Board member and the Superintendent. A copy of the minutes of each meeting should be forwarded to the Superintendent's office for filing.*
- 5) *In order to encourage free and open exchange of thoughts and ideas, committee meetings shall be conducted as informally as possible. Committees are subject to the following:*
  - a. *The chairperson of each committee shall begin the committee meetings by calling on the person who placed an item on the agenda and asking him/her to explain the item and the action or recommendation sought from the committee.*
  - b. *Following a motion and second to that effect, the members of the committee shall discuss the motion and any substitute or amending motions made in connection with that item.*
  - c. *Following such committee discussion, and immediately prior to any vote on that item, the committee chairperson shall inquire of the audience if there are person(s) who wish to be heard on that agenda item and/or any motions under consideration by the committee.*
  - d. *Chairperson may limit discussion of an item on the basis of time.*

- e. *Each person appearing before a committee shall be required to first identify themselves and the group or organization that he/she represents, if any.*
  - f. *After all such persons have presented their comments to the committee; the committee chairperson shall ask if there are any committee members who would like to make additional comments.*
  - g. *If amendments or substitute motions are proposed by members of the committee, the chairperson shall again provide opportunity for public input as to such amendments or substitute motions.*
  - h. *At the conclusion of all comments by the audience and committee members, a voice vote of the members present should be made on the motion (s) before the committee.*
  - i. *A simple majority of the membership present at the meeting is needed for a motion to pass or fail.*
  - j. *For those items stipulated as requiring two-thirds majority, the concurrence of members present is required.*
  - k. *Any motion for action must be initiated by a committee member and subsequently seconded by a committee member.*
- 6) *The St. John the Baptist Parish School Board Personnel, and Communication/Pupil Services Standing Committees shall be composed of seven (7) members. A quorum is required for these committees to take action and is composed of four (4) members. The Finance/Auxiliary Standing Committee shall be composed of nine (9) members, with a quorum of five (5) members required for this committee to take action.*
- 7) *Standing committees include the following membership:*
- a. *Two appointed School Board members;*
  - b. *School Board President or School Board designee;*
  - c. *School Superintendent's designee;*
  - d. *Two employees;*
  - e. *One parent or community member; and*
  - f. *Two additional members for Finance/Auxiliary Committee -- one from the St. John Chamber of Commerce and one from the St. John Business Association, to be selected by each organization for the business community representation on the committee.*
- 8) *School Board Appointments*
- a. *The term of office for each School Board standing committee is two (2) years. The term begins in January of even numbered years.*
  - b. *School Board member chairs each committee meeting and he/she will be selected by the majority vote of the committee membership.*
- 9) *School Board Agenda Items*
- a. *An agenda must be established for each meeting of each committee and public notice thereof. The agenda for each committee meeting shall be closed at noon on the last Friday prior to the week in which the committee is meeting and only School Board members, committee members, the Superintendent or his/her designee may place an item on the agenda for any committee meeting of the proposed agenda item and the action on that item which is being sought.*
  - b. *No item or matter which is not on the official agenda of a committee for a particular meeting of that committee may be discussed or considered at such meeting except after **unanimous approval of the membership present and voting** to suspend the rules to consider such items.*
  - c. *The Superintendent, or his/her designee assigned to a particular committee, shall be responsible for seeing that any committee recommendation requiring action by the School Board is placed on the agenda for the next School Board meeting with a brief explanation of the subject matter of the item.*
  - d. *No item considered by a committee shall be placed on the agenda for a School Board meeting unless the committee is requesting action by the School Board on such item or the committee specifically votes to place such item on the School Board agenda for School Board discussion. However, this provision shall not be construed in such a manner as to limit the right of an individual School Board member, or the School Superintendent, to place an item on the School Board agenda that he/she so desires.*
- 10) *School Board Standing Committee Elections*
- a. *To qualify for service on the Finance/Auxiliary, Personnel or Communication/Pupil Services Committees, an employee in the appropriate category (teacher or support personnel) must:*
    - i. *Have three (3) years successful work experience in the St. John the Baptist Parish School Board System*
    - ii. *Be currently employed full-time by the St. John the Baptist Parish School Board*
    - iii. *Sign an official nominating ballot indicating his/her understanding of the responsibilities if elected to represent his/her peers*
    - iv. *Agree to serve on the committee to which he/she will be assigned*
- 11) *Teacher category (regular and special education): classroom teacher, guidance counselor, speech therapist, disciplinarian, curriculum coordinator, pupil appraisal*
- 12) *Support personnel category: maintenance workers, bus drivers, bus aides, secretaries, food service personnel, custodians, warehouse workers, teacher aides*
- 13) *Parents or community members wishing to serve on a committee must:*
- a. *Be a voting resident of St. John the Baptist Parish*
  - b. *Cannot be an employee of the St. John the Baptist Parish School Board*
  - c. *Sign an official nominating ballot indicating his/her understanding of the responsibilities if elected to represent his/her peers*
  - d. *Agree to serve on the committee to which he/she will be assigned*

- 14) School administrators are not eligible to serve on any standing committees
- 15) Standing Committee Election Process
- a. Each principal and site base administrator must distribute nomination ballots to all parents
  - b. Each principal/site administrator must select a building representative to distribute to all employees and collect ballots.
  - c. Each employee must sign a written documentation that he/she was issued a nomination ballot for each committee. This document must be returned with the nomination ballots.
  - d. Principals and site base administrators are to forward nomination ballots to the St. John the Baptist Parish School Board Personnel Department.
  - e. Ballots are to be distributed the first Wednesday of December and must be returned by the third Wednesday of December. No nomination ballots will be accepted after 4:00 p.m.
  - f. An official ballot will be compiled and distributed to employees by the second week of January.
  - g. Ballots will be color coded and distributed to individuals in each category (teachers-blue; support personnel-yellow; parent-community-white) and returned to the Personnel Department.

16) School Board Committee Replacements

- a. Attendance at School Board committee meetings is essential
- b. If a committee member misses over fifty percent (50%) of the meetings over a six-month period, or misses three (3) meetings in a row without a valid excuse, that committee member forfeits his/her seat on that standing committee and will be replaced
- c. Replacement will come from the list of candidates who qualified for the election ballot

17) The respective School Board standing committees shall have the following duties and responsibilities:

FINANCE/AUXILLIARY COMMITTEE (9 MEMBERS)

Duties and Responsibilities:

- ✓ Review and report on accounting and purchasing procedures;
- ✓ Recommend the annual budget schedule;
- ✓ Represent the School Board during the various budget preparation states;
- ✓ Represent the School Board in public meetings where public matters are discussed;
- ✓ Monitor the cafeteria and transportation programs;
- ✓ Develop and recommend a maintenance and replacement schedule for buildings and grounds;
- ✓ Conduct periodic inspection of school facilities and report to the School Board; and
- ✓ Recommend studies and provide School Board liaison to administration on matters pertaining to transportation, security, space, and community use of facilities.

PERSONNEL COMMITTEE (7 MEMBERS)

Duties and Responsibilities:

- ✓ This committee deals with all matters related to personnel such as:
  - Assisting in the establishment of new positions and aid in the development of job descriptions
  - Assisting in the development of personnel policies
  - Reviewing of policies, procedures, or action affecting personnel
  - Reviewing of implementation of federal and state mandates regarding personnel
  - Reviewing of budgetary (salary) recommendations

COMMUNICATION/PUPIL SERVICES COMMITTEE

Duties and Responsibilities:

- ✓ Conduct or coordinate curriculum studies undertaken by the School Board
- ✓ Report to the School Board on the status of the curriculum and suggest areas in need of study
- ✓ Periodically study and report on student progress and on standardized test results
- ✓ Study and recommend textbook usage
- ✓ Evaluate curriculum in view of school population trends
- ✓ Recommend budget changes in view of curriculum developments
- ✓ Assume responsibilities for extra-curricular and co-curricular activities
- ✓ Encourage the formation and growth of community groups concerned with the District and provide the School Board liaison with these groups
- ✓ Advise on behalf of the School Board the public relations policy adopted by the School Board
- ✓ Advise School Board liaison on matters pertaining to public relations
- ✓ Advise and recommend School Board action on public relations program of the administration including the continuing education program

STRATEGIC PLANNING COMMITTEE

Duties and Responsibilities:

- ✓ Develop a consensus-based vision of what the school district can be
- ✓ Create working environment that equips and sustains progress toward the vision
- ✓ Articulate common values to guide decision-making and problem solving
- ✓ Demonstrate leadership that supports shared responsibility, decision-making, and problem solving
- ✓ Establish motivational conditions that ensure growth in community, system, school and interpersonal capacities

Membership: As per contract with Louisiana Alliance for Education Reform

EXECUTIVE COMMITTEE (3 MEMBERS)

*Duties and Responsibilities:*

- ✓ Review and develop the Superintendent's contract
- ✓ Assist in the annual Superintendent's evaluation
- ✓ Review the School Board's policy manual of operation and make recommendations on policies to the full School Board for approval

*Membership: School Board President, Vice-President, and School Board President's appointment*

LANDS AND FACILITIES COMMITTEE (5 MEMBERS)*Duties and Responsibilities:*

- ✓ Develop and recommend a maintenance and replacement schedule for building, grounds, and major mechanical systems;
- ✓ Review periodic inspection reports of school facilities and report to the School Board;
- ✓ Recommend studies and serve as the liaison to administration on matters pertaining to facilities, security, space and community use of facilities;
- ✓ Monitor all matters involving procurement, public bid, construction projects, awarding of contracts, awarding of leases and right of ways, 16<sup>th</sup> Section Land issues;
- ✓ Receive project status reports from the School Board's engineers and architects on all public works projects.

*Membership: The Land and Facilities committee shall be composed of five (5) members of the School Board, approved from recommendations of the President. This committee shall have a chairperson from its membership, who shall be elected by the members of the committee. The term of appointment shall be for a period of two (2) years or the remaining term of the member, whichever is shorter. Nothing herein shall prevent membership on a committee for consecutive terms.*

18) *School Board SJAE Contract Committees*INSURANCE COMMITTEE*Duties and Responsibilities:*

- ✓ Provide input into the selection process for determining the providers for the employee's medical, prescription drugs, life insurance, vision, and dental insurance plans
- ✓ Review quotes for medical plans for school employees
- ✓ Receive and analyze school insurance reports

*Membership: Five (5) members appointed by the St. John Association of Educators and five (5) members appointed by the School Board.*

CALENDAR COMMITTEE*Duties and Responsibilities:*

- ✓ Shall meet no later than March 1 of each school year for the purpose of constructing a school calendar applicable to the following school year
- ✓ The tentative calendar should be submitted to all employees for comments and the final draft of the school calendar should be submitted to the school board for adoption

*Membership: Fifty percent (50%) of the membership should be appointed by the St. John Association of Educators and the remainder should be designated by the Superintendent.*

CURRICULUM DEVELOPMENT COMMITTEE*Duties and Responsibilities:*

- ✓ Review programs now in progress
- ✓ Identify problems relating to curriculum development
- ✓ Stimulate studies and research
- ✓ Assist in finding consultant help when needed
- ✓ Make recommendations based upon the results of study and research
- ✓ Make recommendations based upon the results of study and research
- ✓ Make recommendations on the adoption of textbooks, library books, and other instructional materials

*Membership: Three (3) teachers appointed by the St. John Association of Educators; two (2) administrators appointed by the School Board; one (1) parent/community member; and one (1) School Board member.*

19) *State Mandated Committee*DISCIPLINE POLICY REVIEW COMMITTEE*Duties and Responsibilities:*

- ✓ Review all School Board discipline policies and make recommendations to the School Board for appropriate revisions to such policies
- ✓ Review and recommend changes of student dress code

*Membership: 16 members as follows:*

- ✓ Five (5) classroom teachers to be elected by their peers with at least one teacher each representing elementary, middle or junior high, and high school
- ✓ One (1) special education teacher to be elected by their peers
- ✓ Two (2) guidance counselors to be elected by their peers
- ✓ Two (2) principals to be elected by their peers, one representing an elementary school and one representing a high school
- ✓ One (1) school bus operator to be elected by their peers
- ✓ One (1) child welfare and attendance supervisor
- ✓ One (1) School Board member to be elected by their peers
- ✓ The local Superintendent or his/her designee
- ✓ Two (2) parents to be appointed by a method as provided by rules and regulations adopted by the State Board of Elementary and Secondary Education

11. OFFICERS OF THE SCHOOL BOARD: ELECTION THEREOF

A. Pursuant to La. Rev. Stat. Ann. §17:54, the School Board, at its first meeting in January of odd numbered years, shall elect a President and a Vice President from its membership for a term of two years, or expiration of his/her term in office, whichever is shorter. The term of office of such officers shall terminate upon the election of their respective successors. The officers may be removed during their term of office by a majority vote of the total School Board.

B. The elections of these officers shall be conducted in the following manner:

1. The office of President of the School Board shall be filled first from nominations by other School Board members, which nominations do not require a second.
2. If more than one person is nominated for the office of President, a vote shall be taken after nominations are closed. All School Board members, including the nominees, may vote but may vote for only one nominee.
3. If a nominee receives the votes of a majority of the members of the total School Board on the first ballot, that nominee shall be declared elected.
4. If no nominee receives a majority of the votes of the total School Board on the first ballot, a second vote shall be taken between the two nominees receiving the most votes. If there is a tie vote between more than two candidates for the highest number of votes, or between two or more candidates for the second highest number of votes, all such candidates shall be included in the run-off election.
5. In the run-off election, the nominee receiving the greatest number of votes shall be declared elected, provided, however, that such nominee must have received the vote of a majority of the total School Board.
6. In the event of a tie vote, or in the event of no nominee receiving the favorable vote of a majority of the total School Board, voting shall continue until a nominee receives the vote of the majority of the total School Board.

C. After the office of President has been filled, the office of Vice President shall be filled in the same manner as set forth above.

12. REPEAL OR SUSPENSION OF RULES OF PROCEDURE

These Rules of Procedure may not be repealed or amended except by the affirmative vote of two-thirds of the members of the School Board.

13. SEVERABILITY

If any provision, item, section, paragraph, clause or phrase of this act, or the application thereof, is held invalid, such invalidity shall not affect any other provision, item, section, paragraph, clause, phrase or application of these Rules of Procedure which can be given effect without the invalid provisions, items, section, paragraphs, clauses, phrases or applications, and to this end the provisions of these Rules of Procedure are hereby declared to be severable.

Revised: September, 1985  
 Revised: February, 1989  
 Revised: June, 1989  
 Revised: June, 1991  
 Revised: January, 1992  
 Revised: March, 1995  
 Revised: April, 1995  
 Revised: July, 1998  
 Revised: June, 2004  
 Revised: September, 2007  
 Revised: November 6, 2008  
 Revised: March, 2009

Revised: March 21, 2013  
 Revised: September 4, 2014  
 Revised: October, 2014  
 Revised: April 1, 2015  
 Revised: July, 2016  
 Revised: August, 2016

Ref: La. Rev. Stat. Ann. §17:81, 42:11, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:18, 42:19, 42:20, 42:21, 42:22, 42:23, 42:24, 42:25, 42:26, 42:27, 42:28; Jackson v. Assumption Parish School Board, App. 1 Cir. 1995, 652 So2d 549, 1994-0901 (La. App. 1 Circ. 3/3/95); Board minutes, 11-8-84, 8-8-85, 2-1-89, 2-28-91, 10-17-91, 12-18-94; 2-16-95, 5-7-98, 3-18-04, 8-16-07, 11-6-08, 12-4-08, 3-21-13, 9-4-14, 9-18-14, 4-1-15.

ITEM 9g. Mr. Peter Montz/Mr. Danny Hebert – Request Board approval to accept Civil and Environmental Consulting Engineers’ recommendation to grant substantial completion on Re-Bid Rudolph G. Dinvaut Stadium and Joe Keller Memorial Field Replacement Projects

MOTION BY: DeFrancesch

SECOND BY: Triche

MOTION: To accept Civil and Environmental Consulting Engineers’ recommendation to grant substantial completion on Re-Bid Rudolph G. Dinvaut Stadium and Joe Keller Memorial Field Replacement Projects.

Roll Call:

9 Yeas – Jack, Keller, Sanders, DeFrancesch, Johnson, Wise, Wallace, Triche, Jones

1 Nays - Burl

1 Absent – Nicholas

The motion carried.

ITEM 9h. Mr. Peter Montz – Request Board approval to extend the Grounds Maintenance Contracts for one year

MOTION BY: Sanders

SECOND BY: Wise

MOTION: To extend the Grounds Maintenance Contracts for one year.

Roll Call:

9 Yeas – Jack, Keller, Sanders, DeFrancesch, Johnson, Wise, Wallace, Triche, Jones

1 Nays - Burl

1 Absent – Nicholas

The motion carried.

ITEM 9i. Mrs. Patricia Triche – Informational: Present the Board with an Overview of Findings - Head Start Transportation

ITEM 10. ADMINISTRATIVE MATTERS

ITEM 5b. Recognition of Mr. Travis Cook, was addressed at this time.

Mr. George introduced Mr. Travis Cook, one of our employees, who recently dove into Lake Pontchartrain to save the life of stranger. He presented Mr. Cook with a plaque and Mr. Cook said a few words about his experience.

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: DeFrancesch

SECOND BY: Sanders

MOTION: Motion for adjournment.

There were no objections.

The meeting adjourned at 6:59 p.m.

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Kevin R. George, Secretary

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Keith Jones, President