

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
RESERVE, LA – MEETING OF NOVEMBER 5, 2015**

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

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

Dear Board Member:

Upon call of the President, the St. John the Baptist Parish School Board will meet in regular session at Godchaux Grammar Cafeteria, 1600 Highway 44, Reserve, Louisiana, on Thursday, November 5, 2015, at 6:00 p.m.

An agenda for the meeting is attached.

Sincerely, s/Kevin R. George
Superintendent/Secretary

The Chair called for the invocation, followed by the Pledge of Allegiance, led by Mr. Russ Wise.

ITEM 2. ROLL CALL OF MEMBERS:

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

There were 8 members present, 3 absent.

ITEM 3. APPROVAL OF MINUTES:

ITEM 3a. Meetings of October 15, 2015

MOTION BY: Nicholas

SECOND BY: Triche

MOTION: To approve the minutes of the meeting of October 15, 2015.

No objections.

The motion carried.

Mr. Jack arrived at 6:03 p.m. and was recorded as present.

ITEM 4. SUPERINTENDENT'S REPORT

Supt. George shared the commercial that is currently being shown on local cable channels. He stated that a committee has been formed and meets monthly to discuss what the next month's commercial will include, but noted that the district is focusing on all the "strengths" in the parish.

Supt. George shared information with the Board regarding the School Performance Scores. He stated that although all the tallying is not complete, St. John Parish Schools are tied for 4th place in the state for growth shown this year. Despite all the adversity our schools have face, we continue to grow academically.

Supt. George also shared the news that VH-1 recently awarded a \$30,000 grant to LaPlace Elementary School to "bring back the music" and has unofficially announced that they plan to award 3 more of our elementary schools the same next year and the final 3 elementary schools the year following that. Mr. Wise thanked Supt. George for hiring the 3 music teachers, which, he feels prompted VH-1 to make the generous offer. Mr. Burl thanked Mr. Wise for spearheading the push for music in our schools.

Ms. DeFrancesch arrived at 6:06 p.m. and was recorded as present.

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

ITEM 6. PERSONNEL MATTERS

None

ITEM 7. BUSINESS AND FINANCE

ITEM 7a. Mr. Peter Montz / Yeates & Yeates Architects – Lake Pontchartrain Elementary School Bid Recommendation

MOTION BY: Burl

SECOND BY: Wise

MOTION: To refer this item back to the Land and Facilities Committee for a recommendation.

No objections.

Upon roll call, there were:

10 Yeas – Jack, Burl, Keller, Sanders, DeFrancesch, Johnson, Wise, Wallace, Nicholas, Jones

0 Nays

1 absent – Triche

The motion carried.

ITEM 7b. All South Engineers – Notice to Proceed on East St. John Elementary School Design (Option 3 or Option 4)

MOTION BY: Burl

SECOND BY: Wise

MOTION: To refer this item back to the Land and Facilities Committee for a recommendation.

No objections.

Upon roll call, there were:

10 Yeas – Jack, Burl, Keller, Sanders, DeFrancesch, Johnson, Wise, Wallace, Nicholas, Jones

0 Nays

1 absent – Triche

The motion carried.

ITEM 8. OLD BUSINESS

ITEM 8a. Mr. Peter Montz – Consider and take action on Transportation Fleet Mechanic Contract.

Supt. George recommended that the Board offer a 1 year contract, that will include the proposed amendments, to the current mechanic.

MOTION BY: Nicholas

SECOND BY: Sanders

MOTION: To offer a 1 year contract, that will include the proposed amendments, to the current mechanic.

No objections.

Upon roll call, there were:

10 Yeas – Jack, Burl, Keller, Sanders, DeFrancesch, Johnson, Wise, Wallace, Nicholas, Jones

0 Nays

1 absent – Triche

The motion carried.

New Contract Amendments

1. The fleet mechanic shall report to and be directed by the transportation supervisor or his designee.
2. The fleet shall be maintained per Bulletin 119, Federal Motor Carrier, Louisiana Department of Public Safety motor vehicle inspection requirements and all other applicable Federal, State and Local regulations, policies and procedures. Repairs shall be made to OEM specification in effect at the time of manufacture or their nearest available equivalent. OEM equivalent parts manufactured or provided by third-party manufacturers shall be preferred. Rental fees associated with buses in non-compliance will be deducted from the contract monthly payments.
3. Provide the transportation supervisor a weekly fleet mechanic schedule indicating pending repairs and expected date of return to service for portion of the fleet that is out for repairs, preventative maintenance or not available for use.
4. The fleet mechanic shall complete all repairs within fifteen (15) days from the date of receipt of a written request or provide documentation for justification, explaining why an exception should be made. Rental fees associated with extended out of service buses will be deducted from the contract monthly payments, unless proper documentation is provided to the transportation supervisor.
5. Each January, for our budget process, provide a written fleet inspection report with recommendations to repair, declare surplus, or designate as a spare bus. Fleet mechanic shall document, track and provide hours of labor and cost of parts to provide cost of ownership on each individual vehicle in the fleet.
6. The fleet mechanic and his mechanics who operate or test drive St. John Parish fleet vehicles, shall maintain the proper licenses as required by LA DOT to operate all vehicles in the fleet to properly road test vehicles.
7. Fleet mechanic's monthly payment shall be withheld until all terms of the contract and amendment one revision one are fulfilled. Fleet mechanic under due process may forward an appeal to the Board.

ITEM 9. NEW BUSINESS

ITEM 9a. Mr. Keith Jones/Mr. Kevin George – Introduction of 2016 School Board Meeting Calendar

This item was for introduction only.

**St. John the Baptist Parish
School Board Meeting Dates
January 1, 2016 through December 31, 2016**

| Date | Time | Location |
|--------------------|-------------|-----------------------------|
| January 14, 2016 | 6:00 p.m. | West St. John Elementary |
| February 25, 2016 | 6:00 p.m. | Godchaux Grammar Cafeteria |
| March 17, 2015 | 6:00 p.m. | Godchaux Grammar Cafeteria |
| April 7, 2016 | 6:00 p.m. | Godchaux Grammar Cafeteria |
| April 21, 2016 | 6:00 p.m. | Godchaux Grammar Cafeteria |
| May 12, 2016 | 6:00 p.m. | Godchaux Grammar Cafeteria |
| May 26, 2016 | 6:00 p.m. | Godchaux Grammar Cafeteria |
| June 16, 2016 | 6:00 p.m. | Godchaux Grammar Cafeteria |
| July 21, 2016 | 6:00 p.m. | West St. John Elementary |
| August 18, 2016 | 6:00 p.m. | Emily C. Watkins Elementary |
| September 8, 2016 | 6:00 p.m. | Godchaux Grammar Cafeteria |
| September 22, 2016 | 6:00 p.m. | Godchaux Grammar Cafeteria |
| October 13, 2016 | 6:00 p.m. | Godchaux Grammar Cafeteria |
| November 3, 2016 | 6:00 p.m. | Godchaux Grammar Cafeteria |
| December 8, 2016 | 6:00 p.m. | Emily C. Watkins Elementary |

Godchaux Grammar Cafeteria: 1600 Highway 44, Reserve, Louisiana
West St. John Elementary School: 2555 LA Hwy. 18, Edgard, Louisiana
Emily C. Watkins Elementary School: 944 La. Hwy. 628, LaPlace, Louisiana

ITEM 9b. Introduction to Revision of Director of Child Nutrition Job Description to Supervisor of Child Nutrition

This item was for introduction only.

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

JOB TITLE: *Supervisor of Child Nutrition*
REPORTS TO / EVALUATED BY: Executive Director of Business & Finance
TERMS OF EMPLOYMENT: 12 months
SALARY RANGE: Supervisor Salary Schedule
SUPERVISES: All lunchroom personnel and office staff
SCOPE OF RESPONSIBILITIES: **To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring**

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

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

- 1. Prepares and administers the department budget.**
- 2. Purchases and maintains an inventory of all goods, supplies, and equipment.**

3. Standardizes prices charged for various types of lunches, including the price of milk.
4. Plans and supervises the preparation and serving of menus at all schools.
5. Informs the public, through the local press, of planned lunch menus on a weekly basis.
6. Plans and checks all menus for school lunches and special dinners.
7. Standardizes as much as possible the size of portions served as related to lunch type.
8. Provides assistance and suggestions for the preparation and serving of government surplus foods.
9. Inspects school lunch facilities and cafeterias as often as possible, checking that high standards of health and safety are maintained, and observing possible improvements in operations.
10. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.
11. Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.
12. Assists principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition.
13. Administers personnel policies and evaluates cafeteria managers.
14. Interviews, screens and recommends appointment of all cafeteria personnel.
15. Reviews all food service personnel payrolls.
16. Reviews all bills and purchase orders for accuracy before payment.
17. Makes all applications for federal subsidies.
18. Makes distribution of all federal funds to various school lunch and school milk programs.
19. Makes application for government surplus food for school cafeteria use, and directs its distribution and transfer.
20. Plans disposition of government commodities as part of the ongoing food service program.
21. Checks all government reimbursements.
22. Prepares specifications and bid conditions for all items requiring such bids by law or board policy.
23. Keeps patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation in the school food service program.
24. Provides in service training for school food service personnel as documented by agendas and evaluations.
25. Makes a presentation each July with regards to the prices of school lunches for the upcoming year. All prices must be approved by the board.
26. Develops job descriptions for all cafeteria and office personnel.
27. Follows the rules and regulations of the St. John the Baptist Parish School Board.
28. Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.
29. Attends work regularly and arrives punctually.
30. Displays proper respect for superiors.
31. Observes professional lines of communication at all times with individuals inside and outside the school system.
32. Assisted by his/her evaluator, collaboratively develop and implement a professional growth plan based on the district's Personnel Evaluation criteria.
33. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.
34. Makes use of constructive criticism and avoids use of sarcasm, undue criticism, inappropriate language and behavior, and use of racial and/or ethnic slurs when dealing with others.
35. Accepts other duties as may be assigned which are related to the scope of the job.

WORK ENVIRONMENT

The Food Service Supervisor is required to: 1) work in an office type setting, climate controlled environment adhering to school board energy policy; 2) sometimes work evenings, weekends, and holidays as required by job responsibilities and supervisors; 3) often visit schools and attend meetings in various locations locally and outside the parish.

COMMUNICATIONS SKILLS

The Food Service Supervisor must be able to: 1) communicate effectively in English both orally and in writing; 2) have ability to accurately give and receive information via telecommunication system; 3) communicate successfully and pleasantly with the public and St. John Parish school system employees; 4) accurately compile data, summarize information and provide written reports to supervisor; 5) have ability to represent school system at various public functions.

EQUIPMENT USED

Telephone

PHYSICAL INVOLVEMENT

Sitting is required most of each work day. Must be able to operate office equipment. Standing, walking, reaching, bending lifting up to 10 pounds is sometimes required. Ability to provide own transportation to schools, work locations, and meeting sites. Mobility skills necessary to access a variety of work locations.

MENTAL INVOLVEMENT

The Food Service Supervisor must: 1) understand and interpret written and verbal instructions from supervisor; 2) must be able to work independently with minimal supervision; 3) have ability to manage, direct, supervise and evaluate staff; 4) comply with federal, state and parish regulations.

HUMAN RELATIONS INVOLVEMENT

The Food Service Supervisor must be: 1) able to work compatibly in group settings; 2) able to respond positively to supervision and to accept suggestions for improvement.

MINIMUM QUALIFICATIONS

In accordance with Louisiana State Department of Education Bulletin 746, Revised.

DESIRABLE QUALIFICATIONS

Extensive administrative experience in food services; 2) expertise in area of certification; 3) eligibility for relevant state certification.

ITEM 9c. Ms. Page Eschette – Introduction of New and/or Revised Policies: GAK (Personnel Records); IDCJ (Supplemental Educational Services); II (Testing Program); JGFH (Student Identification)

GAK: PERSONNEL RECORDS

The St. John the Baptist Parish School Board shall require the maintenance of a uniform system of personnel records for all employees. It shall be the responsibility of the Superintendent or designee to keep the records updated and complete in accordance with statutory provisions.

A personnel file shall be accurately maintained in the central administrative office for each present and former employee. These files shall contain applications for employment, references, and records relative to compensation, payroll deductions, evaluations, and such other matters as may be considered pertinent to the proper maintenance of all personnel records. It is the duty of the employee to furnish the personnel office with certificates, transcripts, statements of degrees, and other educational experience related documentation.

The Superintendent shall be designated as custodian of all personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of the files. The Superintendent may, however, designate another official to perform the duties of records management on the understanding that this official is to be held responsible for granting or denying access to records on the basis of these guidelines.

GENERAL ACCESS TO AN EMPLOYEE'S PERSONNEL FILE

Any school employee requesting to see his/her personnel file shall be given access to his/her entire personnel file, including but not limited to all documents placed in the employee's file on or before September 1, 1987. The contents of a school employee's personnel file shall not be divulged to third parties without the express written consent of the school employee, except when ordered by a court or by subpoena, or in accordance with this policy. No school system employee other than the personnel file custodian or the Superintendent for the system, or the designee of either, who shall be a school system employee, shall be allowed access to a school employee's personnel file without the school employee's expressed written consent, unless that employee is charged with the duty of supervising that particular school employee's performance. A School Board member or any other person authorized pursuant to this policy shall be permitted to examine any and all records of the school system, except school employee records relative to evaluations, observations, formal complaints, and grievances. However, in accordance with La. Rev. Stat. Ann. §17:81, the School Board, *upon a majority vote of the total School Board membership*, shall have the right to examine any and all records of the school system, including personnel records.

In case a personnel file should be accessed by the School Board or anyone else, the employee whose file was so accessed shall receive written notice of the fact and the name and title of the person who was permitted access. All persons permitted access shall maintain the confidentiality of those documents in the file that are not matters of public record.

If an employee wishes to review and/or obtain a copy of his/her personnel file, the employee must make a written request to the Superintendent or his/her designee not less than forty-eight (48) hours before the date the file will be reviewed.

REQUESTS FOR ACCESS AND INSPECTION

Additions to Personnel File

No complaint, commendation, suggestion, or evaluation may be placed in the evaluation file unless it meets the following requirements:

1. Each document concerning a school employee shall be placed in the employee's personnel file within a reasonable time and no document, except those resulting from routine recordkeeping, shall be placed in a school employee's personnel file by any school system employee, unless and until that school employee is presented with the original document and a copy thereof prior to its filing.
2. Upon receipt of the original document and copy of the same, the school employee shall sign the original document as an acknowledgement of the receipt of the copy of the document. Such signature shall not be construed as an agreement to the contents of the document.

Rebuttal and Response

Each school employee shall be given the opportunity to rebut and to respond to a document placed in his/her personnel file including but not limited to any document placed in such file on or before September 1, 1987.

1. The rebuttal and response must be in written form and once filed shall be attached to the document to which the response and rebuttal applies, and thus become a permanent part of the school employee's personnel file as long as the document remains a part of the personnel file.
2. No document or copy thereof, to which a response and rebuttal has been filed, shall be used for any purpose whatsoever unless the rebuttal and response or copy thereof is attached to the document or copy sought to be used.
3. A school employee shall have the right to receive proof of any allegations and statements contained in a document placed in his/her file that the school employee believes to be inaccurate, invalid, or misrepresented. If such proof is not presented, the document containing the allegations and statement shall be removed from the school employee's personnel file and destroyed.

If, at any time, the Superintendent takes any personnel action against an employee based upon any document that was placed in the employee's file on or before September 1, 1987, the employee shall be given the opportunity to rebut and respond to such document.

Procedure for Filing of Rebuttal and Response

1. Any rebuttal and response to a document placed in a school employee's personnel file shall be filed by the employee within fifteen (15) school days from the date on which the school employee signs the document acknowledging its receipt.
2. The school employee may be granted an additional ten (10) school days for the filing of the rebuttal and response, provided the school employee requests such an extension in writing addressed to the personnel file custodian within the original fifteen-day period. The personnel file custodian's consent to the ten-day extension of time shall not be unreasonably withheld.
3. The rebuttal and response shall be deemed filed by the delivery of the original and one copy of the rebuttal and response to the personnel file custodian. The personnel file custodian shall then sign and date the original rebuttal and response and file the same into the school employee's personnel file. The personnel file custodian shall also sign and date a copy of the rebuttal and response and return the same to the school employee.

CONFIDENTIAL INFORMATION

Certain items in the personnel records of School Board employees shall be confidential, including:

1. The home telephone number of the employee where such employee has chosen to have a private or unlisted home telephone number because of the nature of his/her occupation with such body.

2. The home telephone number of the employee where such employee has requested that the number be confidential.
3. The home address of the employee where such employee has requested that the address be confidential, except it shall be made available to recognized educational groups.
4. The social security number and financial institution direct deposit information as contained in the personnel records of an employee of the School Board. However, when the employee's social security number or financial institution direct deposit information is required to be disclosed pursuant to any other provision of law, including such purposes as child support enforcement, health insurance, retirement reporting, or to officials or employees of the school, School Board, Louisiana Department of Education, or Board of Elementary and Secondary Education (BESE), in the performance of duties or responsibilities of the official or employee, the social security number or financial institution direct deposit information of the employee shall be disclosed pursuant to such provision of law.
5. The name and account number of any financial institution to which the public employee's wages or salary is directly deposited by an electronic direct deposit payroll system or other direct deposit system.

The above information shall not be divulged to third parties.

HEALTH AND MEDICAL RECORDS

An employee's health and medical records are deemed confidential and shall be maintained in a separate file apart from the employee's general personnel file. Such records will include:

1. Medical/health records, claim forms, life insurance application, requests for payment of benefits and all other health records of an employee and his/her dependents enrolled in the St. John the Baptist Parish School Board adopted insurance plan.
2. All medical records of an employee, all records of payment of compensation to an employee or his/her dependent and other records which would ascertain the identity of the injured employee or his/her dependent in a Worker's Compensation action.
3. Medical information obtained as a result of an employee's request for a reasonable work accommodation due to a disability.

There may be instances where an employee's medical information will need to be made available to certain supervisory personnel, such as where a request for a reasonable accommodation has been granted, to inform a supervisor of necessary work duties or restrictions due to an on-the-job injury, emergency treatment required by the employee, or if specific procedures are needed to aid the employee in case of fire or other evacuations. Supervisors, however, shall not have unlimited access to an employee's medical file or to information about an employee's medical condition which is unnecessary to the performance of the employee's job.

Medical information may also be made available to third parties as required by law or business necessity. For example, the School Board may be required to release such information to government officials investigating the School Board's compliance with the *Americans with Disabilities Act*, to state worker's compensation offices in accordance with Louisiana worker's compensation laws, or to insurance companies where the insurer requires a medical examination before providing health or life insurance to employees.

RELEASE OF PERSONNEL RECORDS PERMITTED

There are conditions under which personnel records of employees may be released. These conditions are:

1. Personnel records may be released to persons other than the affected employee with the written consent of the employee or as required by law or the courts.
2. Information relating to dependents and beneficiaries of deceased employees. Requests for such information may be required to be in writing.
3. In all cases, an employee shall have unlimited access to any and all information contained in or pertaining to his/her own health record.

DEFINITIONS

Document means any written or otherwise tangible material intended to be or actually used as a part of or any evidence of the work history of any employee including but not limited to any and all reports, comments, reprimands, correspondence, memoranda, evaluations, observations, and grievances relative to a particular employee.

Personnel file means those file(s) which contain the cumulative collection of any and all documents maintained by the school system with respect to each individual employee.

Personnel file custodians (file custodians) means those persons employed by the school system charged with the duty of maintaining and preserving the personnel files.

Third party means any person or entity not regularly employed, or employed under a contract by the school system in which the employee is employed.

Revised: November, 1993
 Revised: November, 1999
 Revised: October, 2001
 Revised: November, 2003
 Revised: November, 2006
 Approved: October 15, 2009
 Revised: September, 2015

Ref: 5 USCA '552 (*Privacy Act of 1974*); La. Rev. Stat. Ann. ' 17:81, 17:440, 17:1231, 17:1232, 17:1233, 17:1234, 17:1235, 17:1236, 17:1237, 17:1238, 23:1127, 23:1131, 23:1293, 44:1, 44:2, 44.4, 44:11, 44:12; Board minutes, 10-15-09.

IDCJ: SUPPLEMENTAL EDUCATIONAL SERVICES

The St. John the Baptist Parish School Board may offer parents of eligible children in schools identified in school improvement, opportunities for higher academic achievement through supplemental educational services (SES).

Supplemental educational services (SES) are additional academic instruction in reading, language arts/English, and/or mathematics that are designed to increase the academic achievement of students in schools in need of improvement. These services may include academic assistance such as tutoring, remediation and other educational interventions that are consistent with the content and instruction used by the St. John the Baptist Parish School Board, and which are aligned with the State of Louisiana's academic content standards. In keeping with provisions of the

No Child Left Behind Act of 2001 (NCLB), all supplemental educational services shall be provided outside of the regular school day, before or after school, on weekends, or in the summer, and shall be of high quality, research-based, and specifically designed to increase student academic achievement.

School Boards with schools rated as *Academically Unacceptable* may offer supplemental educational services as part of their school improvement efforts. If utilized, the School Board shall notify parents about SES and explain the process and the scope of services. If SES is to be utilized in a school rated F, the SES provider shall be selected by the School Board from a state-approved list of providers published by the Louisiana Department of Education.

New policy: October 15, 2009

Revised: September, 2015

Ref: 20 USC 6316 (*No Child Left Behind Act of 2001*, Section 1116); Board minutes, 10-15-09.

II: TESTING PROGRAM

The St. John the Baptist Parish School Board shall take every precaution to assure that all tests administered within the school system shall be conducted in such a manner so as not to compromise in any way the testing results. For criterion-referenced, norm-referenced, alternate assessments and certain other tests administered by or through the Louisiana Board of Elementary and Secondary Education (BESE), testing materials and procedures, as well as any electronic data, computer media, or passwords related to student testing, shall be properly supervised in strict compliance with regulations outlined by BESE and the School Board. In addition, all secure tests, answer documents, student log-in information, and supplementary secure materials shall be stored under lock and key in designated areas when not in use.

Employees shall be responsible for reporting irregularities or improprieties in the administration of standardized tests. Although procedures for reporting irregularities to district personnel are listed below, employees may report such information directly to the Louisiana Department of Education, which shall investigate the allegations. No employee shall make a report of irregularities or improprieties in the administration of standardized tests knowing that the information included is false. No employee shall knowingly obstruct the procedures for receiving and investigating a report of irregularities or improprieties in the administration of standardized tests.

No public school administrator or member of a School Board shall retaliate against an employee who in good faith participates in an investigation of testing administration improprieties or irregularities. Retaliation shall include discharging, demoting, suspending, threatening, harassing, or discriminating of an employee who in good faith reports testing administration improprieties or irregularities.

DEFINITIONS

Access—access to secure test materials means physically handling the materials, not reading, reviewing, or analyzing test items or student responses, either before, during, or after testing, except where providing approved accommodations.

Secure Materials—test materials that contain test items or student responses and to which access is restricted. Secure test materials include:

1. student test booklets;
2. student answer documents;
3. student log-in information; and
4. any other materials that contain test items or student responses.

Testing Irregularity—any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.

CELLULAR TELEPHONES

All cell phones or other similar technological devices with imaging or text-messaging capabilities that are the property of students, test administrators, and school test coordinators must be placed in and remain in the off position while test booklets and answer documents are in the vicinity. Except for devices required for approved accommodations or online assessments, if a student is in possession of and/or uses a cell phone or electronic device in any manner during the administration of a statewide test, the phone or electronic device will be confiscated until assurance can be evidenced that all traces of information, in print, image, or verbal form, have been removed from all local and cloud storage and that no such traces remain on the device.

If evidence exists on the cell phone or other electronic device that indicates the device was used during the test administration and/or test material was recorded and/or transmitted, the student's score shall be voided.

Violation of the no cell phone or electronic device rule may result in discipline in accordance with School Board policy.

VIOLATIONS OF TEST SECURITY

It shall be a violation of test security for any person to do any of the following:

1. Administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education and the School Board that would give examinees an unfair advantage or disadvantage;
2. Give examinees access to test questions prior to testing;
3. Examine any test item at any time (except for students during the test or test administrators while providing the accommodations Tests Read Aloud or Communication Assistance, Transferred Answers, or Answers Recorded for students determined to be eligible for those accommodations);
4. At any time, copy, reproduce, record, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure test item, test booklet, answer document, or supplementary secure materials;
5. Coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;
6. Provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form -- written, printed, verbal or nonverbal;
7. Administer published parallel, previously administered, or current forms of any statewide assessment as a practice test or study guide; including all forms of the Iowa test.
8. Fail to follow security regulations for distribution and return of secure test booklets, answer documents, student log-in information, supplementary secure materials, as well as overages as directed; or fail to account for and secure test materials before, during, or after testing;
9. Conduct testing in environments that differ from the usual classroom environment (excluding computer labs used for online testing) without prior written permission from the *Louisiana Department of Education, Division of Assessments and Accountability* except for the purpose of providing accommodations;

10. Fail to report any testing irregularities immediately to the District Test Coordinator, who must report such incidents to the *Louisiana Department of Education, Division of Assessments and Accountability*;
11. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

STATEMENT OF ASSURANCE

A copy of the School Board's test security policy and procedures for handling emergencies during online testing that are in compliance with the state's test security policy and a *Statement of Assurance* regarding the School Board's test security policy shall be submitted annually to the *Louisiana Department of Education, Division of Assessments and Accountability*. This statement shall include the name of the individual designated by the Superintendent to procure test materials.

PROCEDURES FOR TEST SECURITY

Test materials, including all test booklets, answer documents, student log-in information, supplementary secure materials containing secure test questions, videotapes, and completed observation sheets, shall be kept secure and accounted for in accordance with procedures specified in the test administration manuals and other communications provided by the Louisiana Department of Education.

Procedures for the security of test materials shall include:

1. The Superintendent shall designate annually one individual in the district as District Test Coordinator, and, if necessary, one individual as Backup District Test Coordinator, who shall be authorized to procure test materials which are utilized in testing programs administered by or through BESE or the Louisiana Department of Education. The names of the individuals so designated shall be provided in writing to the *Division of Assessments and Accountability, Louisiana Department of Education*, and included on the *Statement of Assurance*.

If during the academic year the person appointed as District Test Coordinator changes, the Superintendent shall notify the LDE, *Division of Assessments and Accountability* in writing within fifteen (15) days of the change of appointment.

2. All persons involved in the administration of tests or that have access to test materials or student test data shall annually receive proper training and development for handling and securing all testing materials, as well as proper security maintenance, access to electronic data and confidentiality requirements. A record of such activities shall be maintained by the School Board. Such activities shall be coordinated and supervised by the District Test Coordinator. School testing coordinators shall in turn inservice all school level personnel having access to testing materials on security, administration, and confidentiality of individual or aggregated student test data.
3. The District Test Coordinator shall provide for and assure the security of all test materials prior to distribution to the schools and upon return of test materials from the schools.

All test materials, except district and school test coordinator manuals and test administration manuals, shall be kept in a designated, locked secure storage area prior to, during, and after administration of any test; all secure materials, including any parallel forms of a test, shall be kept in locked storage at both the district and school levels; secure materials must never be left in open areas or unattended; test administrators shall be given access to the tests and any supplementary secure materials only on the day the test is to be administered, and these are to be retrieved immediately after testing is completed for the day and stored in a designated locked, secure storage area each day of testing.

All test booklets, answer documents, student log-in information, and supplementary secure materials shall be accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.

4. The School Board also shall maintain procedures to code testing materials at no more than two (2) secure central locations and to house the testing materials at the central locations until no more than three (3) working days prior to test administration, to the extent practicable.
5. Any discrepancies noted in the serial numbers of test booklets, answer documents, and any supplementary secure materials, or the quantity received from contractors shall be reported to the *Division of Student Assessments and Accountability* (LDE) by the District Test Coordinator prior to the administration of the test.
6. In the event the test booklets, answer documents, student log-in information, or supplementary secure materials are determined to be missing while in the possession of the school district or in the event of any other testing irregularities or breaches of security, the District Test Coordinator shall immediately notify by telephone the *Division of Student Assessments and Accountability* (LDE) and follow the detailed procedures for investigating and reporting specified in BESE's *Test Security Policy*.
7. ***Only personnel trained in test security and administration*** shall be allowed to have access to or administer any statewide assessments.
8. Individuals shall adhere to all procedures specified in all operational manuals that govern the mandated testing programs, as well as ensure the security of individual student test data in electronic formats, including encryption of student demographics in any email correspondence.
9. All test administrators and proctors shall be required to sign the *Oath of Security* and return it to the School Test Coordinator to keep on file for three (3) years. The School Test Coordinator and principal shall be required to sign an *Oath of Security* and return it to the District Test Coordinator to be kept on file at the School Board office for three (3) years.
10. A list of personnel authorized to have access to the locked, secure storage area where all test materials are stored shall be maintained by the School Board. School personnel authorized to have access to the locked secure storage area shall only include the School Test Coordinator, principal, or assistant principal of each school. Additionally, a list of all individuals who have access to student level test data shall be maintained.
11. The School Board shall ensure that individual student test data in electronic and paper formats, are protected from unauthorized access and disclosure. The District Test Coordinator and other authorized users shall be responsible for ensuring the security of all passwords, any disks or CD's with downloaded individual student test data, and student-level data open on a computer screen. Any student information from these systems shall not be disclosed to anyone other than a state, district, or school official, or parent/guardian as defined by the *Family Educational Rights and Privacy Act of 1974* (FERPA). All users who are granted a password to these systems shall abide by FERPA provisions.

School level passwords for access to individual school data shall be provided to school principals by the District Test Coordinator as requested. Principals shall be responsible for distributing the password as needed to school personnel and to provide for security and confidentiality of the school level password.

All school users shall be required to sign a confidentiality agreement guaranteeing they will not share any password with unauthorized individuals and maintain the confidentiality of student data. A copy of the confidentiality agreement shall be sent to the District Test Coordinator for safekeeping, or for school users, maintained by the principal of each school. Signed confidentiality agreements shall be valid until the District Test Coordinator receives notification that the confidentiality agreement available online has been revised. A new confidentiality agreement shall be signed by all users each year after the new password letter for schools and districts has been automatically generated in August of each year. If a breach in security occurs, principals shall immediately contact the District Test Coordinator or his/her backup for a replacement password. Users who have access to these systems and leave their positions at a

district or school site shall not use or share any passwords. District Test Coordinators shall send their signed confidentiality agreements to the Louisiana Department of Education.

12. Any testing irregularities, including anonymous complaints, access to electronic data, missing test materials, or instances of plagiarism or excessive wrong-to-right erasures on a test, or breaches in test security, including access to electronic data, shall be reported in writing to the District Test Coordinator, who will conduct an investigation and report the findings to the Superintendent. The District Test Coordinator shall initiate the investigation of all reports of testing irregularities, including anonymous complaints, in accordance with procedures outlined by the Louisiana Department of Education in Bulletin 118, *Statewide Assessment Standards and Practices*, and/or the School Board. The District Test Coordinator may elicit the assistance of school district administrative personnel as well as other persons deemed appropriate to assist in any investigation. Once the investigation has been completed, a report of the results of the investigation shall be submitted to the *Division of Assessments and Accountability, Louisiana Department of Education*, and the Superintendent.

Investigation Process

Procedures for investigating **any** testing irregularity (including cheating), and any employees accused of improprieties shall follow the procedures outlined in Bulletin 118, *Statewide Assessment Standards and Practices*, but shall include the following:

- A. In instances where any testing irregularities may have occurred, an initial written report of the alleged irregularity shall be prepared by the site administrator where the instance occurred. Said documentation shall then be forwarded to the building principal, school test coordinator, the District Test Coordinator, and the Superintendent.
- B. The District Test Coordinator shall review the allegation of test security violation and conduct an investigation of any such allegations, documenting all investigative activities. The formal investigation will include, but not be limited to:
- (1) The location of the designated, locked, secure area for storage of materials shall be examined, and the individuals with access to secure materials shall be identified;
 - (2) Interviews regarding testing administration and security procedures shall be conducted with the principal, school test coordinator(s), test administrator(s), and proctor(s) at the identified schools. All individuals who had access to the test materials at any time shall be interviewed;
 - (3) Interviews shall be conducted with students in the identified classes regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials during testing;
 - (4) Compilation of any documents to support or to refute allegations made. All individuals who had access to the test materials at any time must be interviewed.

A written summary of the findings of the investigation shall be provided the Superintendent.

- C. If the investigation conducted provides evidence to indicate that a breach of test security did indeed occur, individuals involved in such security breach shall be identified, and depending upon the nature of the violation, appropriate corrective and/or punitive action may be pursued.
- (1) Students found to have purposefully violated test security shall have test results voided and will be referred to the site administrator for appropriate disciplinary action in accordance with provisions of the St. John the Baptist Parish School Board *Policy Manual*.
 - (2) Any teachers or other school personnel found to have purposefully violated test security shall be charged with violation of state and/or School Board policy and disciplinary action shall be pursued in accordance with the provisions of state statutes, with direction from the St. John the Baptist Parish School Board.
- D. After completion of the investigation, the School Board shall provide a report of the investigation *and* a written plan of action to the State Superintendent within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence.
- E. In accordance with provisions of BESE's *Test Security Policy*, it is understood that the Louisiana Department of Education may conduct its own investigation into allegations of test security violations. In such instances, the District Test Coordinator and Superintendent shall aid and assist state department officials in the conduction of their investigation and provide documentation of information obtained in local investigative efforts.

TEST ENVIRONMENT

Testing shall be conducted in class-sized groups. Permission for testing in environments that differ from the usual classroom environment (excluding computer labs used for online testing) must be obtained in writing from the *Louisiana Department of Education, Division of Assessments and Accountability* at least thirty (30) days **prior** to testing. If testing outside the usual classroom setting is approved by the *Division of Assessments and Accountability*, the School Board shall provide at least one proctor for every thirty (30) students.

To the extent practicable, the School Board shall maintain administrative procedures to assign a different test administrator for a class than the teacher of record for the class, except for teachers testing students with accommodations and younger students, grades 3 through 8.

The School Board shall also maintain administrative procedures for the monitoring of test sites to ensure appropriate test security procedures are being followed and to observe test administration procedures.

CONDITIONS AND PENALTIES FOR VIOLATIONS

The State Superintendent of Education may disallow test results which may have been achieved in a manner which is violative of test security. In addition:

1. In cases where test results are not accepted because of breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been met.
2. Anyone known to be involved in the presentation of forged, counterfeit, or altered identification for the purposes of obtaining admission to a test administration site for any test administered by or through the State Board of Elementary and Secondary Education or the Louisiana Department of Education shall have breached test security. Any individual(s) or student who knowingly causes or allows the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site shall forfeit all test scores and will be allowed to retake the test at the next test administration.
3. Test scores may be voided at the school level in cases of cheating or other violations of test security. When either cheating or the violation of test security is suspected, a committee to include at least the principal, school test coordinator, and test administrator shall be convened to determine whether or not a score should be voided. A written report documenting and describing the incident(s) shall be completed. In the event the decision is made to void scores because of cheating, the student and parents shall be notified and offered an opportunity for a hearing to be conducted by the principal with the test administrator and school test coordinator also present. The principal shall make the final decision regarding voiding of test scores or breach of ethics. If the decision is made to void test scores, the school test coordinator must submit a letter on school letterhead with the principal's and school test coordinator's

signatures to the District Test Coordinator. Attached to the letter should be the written record of the breach of security or cheating, dates and times of all meetings/hearings relating to the incidents with signatures of all present at these meetings/hearings, and documentation of phone calls to parents. Any witnesses to cheating or breach of security should complete a written statement describing the incident and sign and date the statement. These should be submitted with the written report.

- 4. Any teacher or other personnel who breaches test security or allows breaches in test security shall be disciplined in accordance with the provisions of School Board policy and regulations adopted by the BESE and any applicable state laws. Any violation of test security or breach of ethics on the part of an employee of the St. John the Baptist Parish School Board before, during, or after testing (including erasure analysis and/or other evidence that results in the voiding of test scores) shall be investigated by the District Test Coordinator. If the violation occurred at the school level, the building principal shall participate in the investigation. In the event sufficient evidence exists to support a violation in test security or breach of ethics, a written report shall be submitted to the Superintendent. A hearing shall be conducted by the Superintendent with the employee(s) under investigation, the District Test Coordinator, the building principal, and the Director of Personnel present. If the Superintendent determines that a violation of test security or breach of ethics has occurred, appropriate recommendations for disciplinary action shall be made and action taken in accordance with School Board policy.

In the event that an employee has participated in activities to provide answers or otherwise alter test scores, the recommendation will be dismissal. All evidence of violations of test security and breach of ethics reported to the Superintendent by the Louisiana Department of Education shall require a written report from those suspected of violations, the building principal, and the school test coordinator regardless of whether or not the claims are substantiated.

- 6. Anonymous complaints received by either the Superintendent or the District Test Coordinator regarding violations of test security or breach of ethics shall be investigated by the District Test Coordinator. If evidence exists to support the complaint(s), appropriate action as described above shall be initiated.

Revised: June, 2001
Revised: November, 2001
Revised: May, 2003
Revised: April, 2006

Revised: April, 2008
Revised: November, 2010
Revised: February 2, 2012
Revised: September, 2015

Ref: La. Rev. Stat. Ann. ' ' 17:24, 17:81, 17:81.6, 49:953; *Statewide Assessment Standards and Practices*, Bulletin 118, Louisiana Department of Education; Board minutes, 5-3-01, 6-5-08, 2-2-12.

JGFH: STUDENT IDENTIFICATION

A state identification number shall be assigned each student upon enrollment, in accordance with Louisiana Board of Elementary and Secondary Education requirements.

EMERGENCY INFORMATION

At the beginning of each school year, students shall be required to complete emergency information forms which shall contain such information as:

- 1. Parent/guardian’s work phone numbers
- 2. Home phone numbers
- 3. Phone numbers where parents/guardians can be reached in case of emergencies
- 4. The name, address, and phone number of the student’s physician
- 5. The names of authorized persons to check-out and/or pick up students in the absence of the parent/guardian.
- 6. Other information as may be requested on the form

In addition, standardized school health forms shall be completed by the parents/legal guardian for each student. These health/medical forms provide pertinent health, medical and emergency contact information in times of need.

IDENTIFICATION BADGES

Students shall be issued identification badges which shall be worn by the student and shall be visible at all times when the student is on school campus.

New policy: September, 2015

Ref: La. Rev. Stat. Ann. §§17:81, 17:3914; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

ITEM 9d. Mr. Albert Burl, III – Seek RFP for Program Manager

Item tabled.

ITEM 9e. Mr. Albert Burl, III – Seek RFQ for Architect

Item tabled.

ITEM 9f. Mr. Albert Burl, III – Seek RFQ for Engineers

Item tabled.

ITEM 10. ADMINISTRATIVE MATTERS

ITEM 11. BOARD ITEMS OF INTEREST

Supt. George stated that a special Board meeting will be held on November 17, 2015 to announce the possibility of calling an election in regards to the mileages.

Mr. Wise reminded the public that early voting begins Saturday, November 7th and urged everyone to get out and vote.

Mr. Sanders applauded Supt. George on a job well done, citing the fact that the district has continued to improve through all the adversity.

Dr. Keller asked everyone to keep Mr. Clarence Triche in their prayers, as he is under the weather.

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

MOTION BY: DeFrancesch

SECOND BY: Keller

MOTION: Motion for adjournment.

No objections.

The meeting adjourned at 6:24 p.m.

Kevin R. George, Secretary

Keith A. Jones, President