

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
LAPLACE, LA – MEETING OF JULY 19, 2018**

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

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

Dear Board Member:

Upon call of the President, the St. John the Baptist Parish School Board will meet in regular session at West St. John Elementary School, 2555 La Highway 18, Edgard, Louisiana, at 6:00 p.m. on Thursday, July 19, 2018.

An agenda for the meeting is attached.

Sincerely, s/Kevin R. George
Superintendent/Secretary

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

The Chair called the meeting to order at 6:10 p.m. He called for a moment of silent meditation, followed by the Pledge of Allegiance, led by Russ Wise.

ITEM 2. ROLL CALL OF MEMBERS:

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

There were 10 members present and 1 member absent.

ITEM 3a. APPROVAL OF MINUTES: Meeting of June 14, 2018.

MOTION BY: Triche

SECOND BY: Jones

MOTION: To approve the minutes from the meeting of June 14, 2018.

No objections.

The motion carried.

Roll Call:

9 Yeas - Holden, Keller, Sanders, DeFrancesch, Jones, Wise, Wallace, Mitchell, Triche

1 Nay - Burl

1 Absent – Johnson

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

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

ITEM 5a. Mrs. Charo Holden - Recognition of West Bank Civic Association

Board Member Charo Holden presented a plaque to the West Bank Civic Association in appreciation of their contributions to the West Bank students, staff, administration and community.

ITEM 5b. Mrs. Charo Holden - Recognition of Rudolph G. Dinvaout Athletic Foundation

Board Member Charo Holden presented a plaque to the Rudolph G. Dinvaout Athletic Foundation in appreciation of the contributions to the West Bank students, staff, administration and community

Ms. Bonnie Dinvaout spoke on behalf of the family, thanking Ms. Holden for the recognition, adding the Rudolph G. Dinvaout Foundation has donated over a quarter of a million dollars to the athletic department at WSJH in honor of their father.

ITEM 5c. Mr. Steve Vales – Update regarding NTS Board recommendation for lap and shoulder belts

Mt. Steve Vales, Director of Transportation, gave the Board an update regarding the lap and shoulder belt recommendation, stating that the NTSB has made the recommendation for lap and shoulder belts to be installed in school buses, but that recommendation has not been accepted by the National Highway Traffic Safety Administration. Discussion was held.

ITEM 5d. Dr. Gerald J. Keller – Update on Title III Grant to monitor private schools

Discussion was held regarding the Title III Grant. Dr. Keller will submit questions to Mrs. Erica Merrick regarding this topic.

ITEM 6. PERSONNEL MATTERS

ITEM 6a. Mrs. Serina Duke – Approval of Revised Job Description: English Learner Coach

MOTION BY: Jones

SECOND BY: Wallace

MOTION: To approve the Revised Job Description: English Learner Coach.

No objections.

The motion carried.

Roll Call:

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

1 Absent – Johnson

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



Job Title:	<i>English Learner Coach</i>
Reports To:	Title III Coordinator/Compliance Monitor
Terms of Employment:	9 months
Salary Range:	Teacher Salary Schedule
Scope of Responsibilities:	The English Learner Coach shall identify, implement and facilitate teacher use of methods grounded in scientific research to improve instruction and promote a higher degree of academic success for English Learners in all schools of St. John the Baptist Parish School District.

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. To facilitate high quality collaborative teaming structures and provide professional development opportunities based on multiple sources of data (through weekly leadership teaming, weekly cluster meetings, observation, feedback and inquiry cycles and coaching cycles).
2. To continuously include teachers of English Learner(EL) students in the content coaching cycle: to co-plan, model, co-teach and debrief/reflect on Instructional Core aligned lessons.
3. To support teachers in the creation of aligned lessons and assessments and to examine EL student work from aligned assessments to inform further instruction and assessments.
4. To facilitate the use of online instructional and tutorial programs for EL students.
5. To facilitate/administer the LDOE/Federally mandated assessment of EL students.
6. To maintain observation, assessment and evaluation records to determine the integrity of the St. John the Baptist Parish EL program as a productive and viable program for improving the performance of EL students.
7. To use appropriate technology for instruction, communication, research and reporting.
8. To provide insight and suggestions during meetings of teachers and parents of EL students.
9. To maintain regular contact with the parents of EL students regarding attendance and academic achievement.
10. To collaborate regularly with school and district administrators.
11. To perform other duties as assigned by the Title III Coordinator.

WORK ENVIRONMENT

The English Learner Coach is required to: 1). work in a classroom type setting, climate controlled environment adhering to school board energy policy; 2). sometimes work evenings, as required by job responsibilities and supervisor; 3). work in assigned schools and attend meetings in various locations locally and outside the parish.

COMMUNICATION SKILLS

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

PHYSICAL INVOLVEMENT

Must be able to operate office equipment. Standing, walking, reaching, bending, lifting up to 10-50 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 English Learner Coach 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 work collaboratively with Principals and faculty and staff at assigned school sites. 4). comply with federal, state, and parish regulations.

HUMAN RELATIONS INVOLVEMENT

The English Learner Coach must be: 1). able to work compatibly in group settings; 2). able to respond positively to supervision and to accept suggestions for improvement; 3) able to use resourcefulness, tact, and sensitivity in meeting and assisting persons who make inquiries about the St. John the Baptist Parish English Learner Program, as well as work positively with other departments.

MINIMUM QUALIFICATIONS

Education/Certification – Bachelor's degree. Must possess a valid Louisiana Teaching Certificate with an English as a Second Language endorsement. Prefer 3 years teaching experience with English Learner students.

EXPERIENCE

Five years of successful professional experience. Experience in working with EL students, planning, problem solving and coaching.

ITEM 7. BUSINESS AND FINANCE

ITEM 7a. Felix Boughton – Monthly Budget to Actual

The following information was shared:

GENERAL FUND REVENUES				
Code	Type	Original Appropriation	Revised Budget	Difference
01	Local revenues	\$31,448,059	\$31,448,059	\$0
02	State revenues	\$29,438,182	\$29,438,182	\$0
04	Other revenues	\$2,345,200	\$2,345,200	\$0
	Total Revenues	\$63,231,441	\$63,231,441	\$0
GENERAL FUND EXPENDITURES				
Code	Type	Original Appropriation	Revised Budget	Difference
11	Regular Education	\$27,110,047	\$27,110,047	\$0
12	Special Education	\$10,418,993	\$10,418,993	\$0
13	Vocational Ed	\$1,622,717	\$1,622,717	\$0
14	Other Instruction	\$1,953,068	\$1,953,068	\$0
15	Special Programs	\$680,471	\$680,471	\$0
21	Pupil Support	\$4,925,446	\$4,925,446	\$0
22	Instructional Staff	\$942,395	\$942,395	\$0
23	General Admin	\$1,771,897	\$1,771,897	\$0
24	School Adm	\$5,530,680	\$5,530,680	\$0
25	Business Adm	\$763,448	\$763,448	\$0
26	Maintenance	\$7,583,081	\$7,583,081	\$0
27	Transportation	\$4,245,387	\$4,245,387	\$0
28	Central Services	\$1,014,142	\$1,014,142	\$0
50	Other	\$1,484,481	\$1,484,481	\$0
		\$70,046,253	\$70,046,253	\$0
Current Year Projected Deficit		-\$6,814,812	-\$6,814,812	
Beginning Total Fund Balance		\$9,116,272	\$9,116,272	
Ending Total Fund Balance		\$2,301,460	\$2,301,460	

ITEM 7b. Mr. Peter Montz – Request Board approval on Bid 19.08 Bus Parts

MOTION BY: Sanders

SECOND BY: DeFrancesch

MOTION: To approve the recommendation to award Bid 19.08 Bus Parts to Kenworth of South Louisiana. No objections.

The motion carried.

Roll Call:

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

1 Absent – Johnson

ITEM 7c. Mr. Peter Montz – Request Board action to reject all submittals on Bid 19.19 and re-advertise

MOTION BY: Triche

SECOND BY: Mitchell

MOTION: To approve the recommendation to reject all submittals on Bid 19.19 and re-advertise. No objections.

The motion carried.

Roll Call:

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

1 Absent – Johnson

ITEM 7d. Mr. Peter Montz – Request Board approval to solicit Proposals for General and Fleet Liability Insurance

MOTION BY: Wise

SECOND BY: DeFrancesch

MOTION: To approve the request to solicit Proposals for General and Fleet Liability.

No objections.

The motion carried.

Roll Call:

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

1 Absent – Johnson

ITEM 8. OLD BUSINESS

ITEM 8a. Ms. Iman Montgomery – Request Approval of Revisions to Policy BCB

MOTION BY: Triche

SECOND BY: Mitchell

MOTION: To approve the revisions to Policy BCB as presented.

No objections.

The motion carried.

Roll Call:

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

1 Absent – Johnson

FILE: BCB

SCHOOL BOARD MEETING PROCEDURES

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 has the authority to hold as many School Board Meetings per month as the School Board deems necessary, but is required by state law to conduct at least one meeting per month to consider those items contained on the agenda prepared for that meeting, and each meeting shall be conducted in accordance with School Board policy.
- 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~~ **upon written public notice given no later than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before any regular or re-scheduled meeting.** 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 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.

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 (Acts of God), 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. STUDENT HEARINGS - All review hearings on student expulsions and early readmittances shall be held during regular scheduled Board Meetings.
- F. TENURE HEARINGS - All tenure and other hearings shall be held in accordance with La. R.S. [17:443](#).
- G. SCHOOL BOARD RETREATS – School Board shall conduct two (2) retreats per year.

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. 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 4:00 p.m. on the Friday 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 4:00 p.m. on the Friday 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 Matters.
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**. The School Board reserves the right to waive policy at its discretion. 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 believes should be brought to the attention of the School Board and/or matters which have come to his/her attention after the agenda for that meeting was officially closed and which he/she believes need immediate action by the School Board. Any items under "Administrative Matter" 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**.
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 School Board policy and procedure and shall have authority to make rulings or interpretation of School Board policy and 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.
- E. 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.
- F. 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 10th 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 seven (7), with a quorum of four (4) 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;
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 operators, 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. Nomination ballots will be delivered by District email to all employees
 - c. Principals and site base administrators are to forward nomination ballots to the St. John the Baptist Parish School Board Personnel Department.
 - d. 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.
 - e. An official ballot will be compiled and distributed to employees by the second week of January.
 - f. 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 via a random selection process
 - d. In the event that there are no remaining replacement ballots, the replacement shall be recommended by the Superintendent for School Board approval
17. The respective School Board standing committees shall have the following duties and responsibilities:

FINANCE/AUXILLIARY COMMITTEE (7 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

18. Board Committees

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: The Strategic Planning 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.

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, 16th 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.

19. 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.

20. 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 (2) 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.

REPEAL OR SUSPENSION OF RULES OF SCHOOL BOARD MEETING PROCEDURES

Rules of Procedure

Procedures for the conducting of meetings of the School Board and its official committees may not be repealed or amended except by the affirmative vote of **two-thirds of the members of the School Board**.

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: September 8, 2016
- Revised: October 19, 2017

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](#), [9-8-16](#), [10-19-17](#)

St. John the Baptist Parish School Board

ITEM 8b. Dr. Gerald Keller – Motion to suspend rules and discuss school board approval of 2018-2019 organizational plan based upon new information

MOTION BY: Keller

SECOND BY: Wise

MOTION: To suspend rules and discuss school board approval of 2018-2019 organizational plan based upon new information.

No objections.

The motion carried.

Roll Call:

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

1 Absent – Johnson

Following discussion, Mr. Burl passed the chair to Vice President Patrick Sanders for the following motion:

MOTION BY: Burl

SECOND BY:

MOTION: Call for question.

This motion failed due to the lack of a second.

MOTION BY: Burl

SECOND BY: Wallace

MOTION: To table this item until the Finance Committee meets to discuss this item.

No objections.

The motion carried.

Roll Call:

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

1 Absent – Johnson

Vice President Sanders passed the chair back to President Burl.

ITEM 9. NEW BUSINESS

ITEM 9a. Mr. Kevin R. George - Resolution to Contract Services with LYFE

Following discussion, there was a

MOTION BY: Wise

SECOND BY: Holden

MOTION: To table this item.

No objections.

The motion carried.

Roll Call:

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

1 Absent – Johnson

ITEM 9b. Mr. Kevin R. George – Consider and take action regarding the official name of the STEM Program

MOTION BY: DeFrancesch

SECOND BY: Wallace

MOTION: To table this item.

No objections.

The motion carried.

Roll Call:

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

1 Absent – Johnson

ITEM 9c. Ms. Iman Montgomery - Ms. Iman Montgomery – Introduction of Revised Policy: JCDB – Dress Code

This item was for introduction only.

ITEM 9d. Ms. Iman Montgomery – Executive Session: Update on SJAE Negotiations

MOTION BY: Sanders

SECOND BY: Wallace

MOTION: To convene in Executive Session.

No objections.

The motion carried.

Roll Call:

10 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Wise, Wallace, Mitchell, Triche, Burl
1 Absent – Johnson

The Board convened in Executive Session at 7:20 p.m.

MOTION BY: Wise

SECOND BY: Holden

MOTION: To reconvene in Regular Session.

No objections.

The motion carried.

Roll Call:

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

1 Absent – Johnson

The Board reconvened in Regular Session at 7:31 p.m.

MOTION BY: Wise

SECOND BY: Holden

MOTION: To suspend rules to consider an extension to the SJAE Contract.

No objections.

The motion carried.

Roll Call:

8 Yeas – Holden, Keller, Sanders, Jones, Wise, Wallace, Triche, Burl

2 Not Seated – DeFrancesch, Mitchell

1 Absent – Johnson

MOTION BY: Wise

SECOND BY: Keller

MOTION: To extend the existing contract with SJAE for 2 months (until August 29th, 2018) to allow further negotiations to take place.

No objections.

The motion carried.

Roll Call:

9 Yeas – Holden, Keller, Sanders, Jones, Wise, Wallace, Mitchell, Triche, Burl

1 Not Seated – DeFrancesch

1 Absent – Johnson

ITEM 10. ADMINISTRATIVE MATTERS

ITEM 10a. Mr. Albert A. Burl, III – Announce dates of Board Retreat

Mr. Burl announced the following dates:

- August 13-14, 2018 – Board Retreat to be held at Embassy Suites, NOLA
- Superintendent Evaluation will take place at the Board Retreat as well as a presentation by the principals regarding action plans for the upcoming school year
- August 16, 2018 – Discuss the retreat and advise the Superintendent of the Board's intentions regarding his contract. Reminder: this meeting will take place at Emily C. Watkins Elementary School.

ITEM 11. BOARD ITEMS OF INTEREST

Dr. Keller stated that the test scores were released July 10th and asked requested a Special Board Meeting on August 2, 2018 at 6:00 p.m. for the sole purpose of receiving a report on the test scores.

No action was taken.

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

MOTION BY: DeFrancesch

SECOND BY: Wise

MOTION: Motion for adjournment.

There were no objections.

The meeting adjourned at 7:38 p.m.