

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
LAPLACE, LA – MEETING OF MAY 24, 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 **Godchaux Grammar Cafeteria**, 1600 Hwy. 44, Reserve, LA at 11:00 a.m. on Thursday, May 24, 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 11:00 a.m. He called for a moment of prayer led by Rev. Bering, followed by the Pledge of Allegiance, led by Russ Wise.

ITEM 2. ROLL CALL OF MEMBERS:

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

There were 7 members present and 4 member absent.

ITEM 3a. APPROVAL OF MINUTES: Meeting of May 10, 2018.

MOTION BY: Triche

SECOND BY: Wise

MOTION: To approve the minutes from the meetings of May 10, 2018.

No objections.

The motion carried.

Roll Call:

7 Yeas - Keller, Sanders, Wise, Wallace, Mitchell, Triche, Burl

4 Absent – Holden, DeFrancesch, Jones, Johnson

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

Mr. George stated that both high school graduations were very nice. He also talked about the increasing school violence around the country and assured the Board and public that administration is working diligently to make and keep our schools safe. He invited Pastor Bering to address the Board regarding a summer program his church is implemented this year. Pastor Bering stated that his church is partnering with Fifth Ward Elementary to target and reach at least 40 children. He also stated on May 31st there will be a Community Outreach and on August 7th there will be a Back to School Prayer and invited all to attend.

Mr. Jones arrived at 11:19 a.m. and was recorded as present.

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

ITEM 5a. Mr. Kevin R. George - Recognition of LaPlace Elementary School – 2017-2018 School of Excellence by Imagine Learning

Mr. George presented LaPlace Elementary School with a plaque in recognition of this prestigious recognition. As the only school in the state of Louisiana to receive this award, Mr. George stated that he was extremely proud of the work the ESL teacher has done. He thanked Ms. Erica Merrick and Mrs. Alison Cupit, and the ESL teacher Ms. Thompson, for their support of this program.

Mrs. Holden arrived at 11:26 a.m. and was recorded as present.

ITEM 5b. Ms. Rita Perrilloux – Historic Riverlands Christian Center Tours

Ms. Rita Perrilloux shared a short video with the Board and public and asked that they Historic Riverlands Christian Center Tours be added to the approved field trip list for next school year.

ITEM 5c. Ms. Terry Charles – CEP Initiative

Ms. Charles stated that all schools in St. John Parish will participate in the CEP Program. She stated the significance of this is that every student at every school next year will eat breakfast and lunch free of charge. She asked the Board and administration for their support in increasing the number of students who take advantage of this program, especially breakfast.

ITEM 5d. Ms. Shannon Smith – Jump Start Grant

Ms. Shannon Smith stated that the Jump Start Summer Program Grant will allow all Incoming Sophomores, Juniors and Seniors the opportunity to: Earn up to \$400 (based on certain criteria); Earn Carnie Units, Industry Based Credentials; and Workplace Experiences. Applications available at St. John School Board, 118 West 10th St. in Reserve. Space is limited. Parents must email interest letter to shsmith@stjohn.k12.la.us AND submit applications before May 29th at 4 p.m. The program will begin on June 4th. She continued to say that any student who is required to attend Summer School for remediation purposes is NOT eligible for this program. Ms. Smith stated that this is the first year for this to be offered in St. John Parish and she hopes to assist 100 students in earning the rewards of this program.

ITEM 6. PERSONNEL MATTERS - None**ITEM 7.** BUSINESS AND FINANCE**ITEM 7a.** Mr. Peter Montz – Request approval of the Land and Facilities Committee Recommendation on the low bid for East St. John Preparatory Academy Gymnasium

Mr. Montz stated that the low bid was received by Brunt Construction at a total cost of \$1,999,300. Mr. Ragusa of Brunt Construction was present and addressed the Board.

MOTION BY: Sanders

SECOND BY: Mitchell

MOTION: To accept the low bid for East St. John Preparatory Academy Gymnasium, received from Brunt Construction at a total cost of \$1,999,300.

No objections.

The motion carried.

Roll Call:

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

2 Absent – DeFrancesch, Johnson

ITEM 7b. Mr. Peter Montz – Request Board approval to reject both submittals on Bid 19.08 Bus Parts and re-advertise

MOTION BY: Sanders

SECOND BY: Wise

MOTION: To reject both submittals on Bid 19.08 Bus Parts and re-advertise.

No objections.

The motion carried.

Roll Call:

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

2 Absent – DeFrancesch, Johnson

ITEM 7c. Mr. Peter Montz – Recommendation of the following bids: Bid 19.09 Copier/Computer Paper; Bid 19.10 Office Supplies; Bid 19.11 Instructional Materials; Bid 19.12 General Maintenance; Bid 19.13 Electrical Supplies; Bid 19.14 Air Conditioning/Welding Supplies; Bid 19.15 Plumbing Supplies; Bid 19.16 Custodial Supplies; Bid 19.18 Award/Incentive Items

MOTION BY: Keller

SECOND BY: Triche

MOTION: To approve the recommendation of the following bids: Bid 19.09 Copier/Computer Paper; Bid 19.10 Office Supplies; Bid 19.11 Instructional Materials; Bid 19.12 General Maintenance; Bid 19.13 Electrical Supplies; Bid 19.14 Air Conditioning/Welding Supplies; Bid 19.15 Plumbing Supplies; Bid 19.16 Custodial Supplies; Bid 19.18 Award/Incentive Items.

No objections.

The motion carried.

Roll Call:

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

2 Absent – DeFrancesch, Johnson

ITEM 7d. Mr. Peter Montz – Consider and take action regarding the Student/Athletic Accident and Catastrophic Insurance Coverage

MOTION BY: Sanders

SECOND BY: Jones

MOTION: To renew the Student/Athletic Accident and Catastrophic Insurance Coverage with the current provider with no increase in premiums.

No objections.

The motion carried.

Roll Call:

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

2 Absent – DeFrancesch, Johnson

ITEM 7e. Mr. Felix Boughton – Request Approval of Amended Salary Schedule for 2017-2018

MOTION BY: Wise

SECOND BY: Jones

MOTION: To approve the Amended Salary Schedule for 2017-2018.

No objections.

The motion carried.

Roll Call:

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

2 Absent – DeFrancesch, Johnson

Salary Schedules are available on the District website: www.stjohn.k12.la.us

ITEM 7f. Mr. Felix Boughton – Request Approval of Salary Schedules for 2018-2019

MOTION BY: Sanders

SECOND BY: Jones

MOTION: To approve the salary schedules for 2018-2019.

No objections.

The motion carried.

Roll Call:

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

2 Absent – DeFrancesch, Johnson

Salary Schedules are available on the District website: www.stjohn.k12.la.us

ITEM 7g. Mr. Felix Boughton – Request Approval of Amended Budget for 2017-2018

MOTION BY: Wise

SECOND BY: Mitchell

MOTION: To approve the amended budget for 2017-2018, contingent upon results of the public hearing.

No objections.

The motion carried.

Roll Call:

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

2 Absent – DeFrancesch, Johnson

Budgets are available for viewing at the Central Office: 118 West 10th St., Reserve, LA

ITEM 7h. Mr. Felix Boughton – Request Approval of Comprehensive Budget for 2018-2019

MOTION BY: Wise

SECOND BY: Holden

MOTION: To approve the comprehensive budget for 2018-2019, contingent upon results of the public hearing.

No objections.

The motion carried.

Roll Call:

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

2 Absent – DeFrancesch, Johnson

Budgets are available for viewing at the Central Office: 118 West 10th St., Reserve, LA

ITEM 8. OLD BUSINESS - None

ITEM 9. NEW BUSINESS

ITEM 9a. Ms. Iman Montgomery – Introduction to Revised Policy BCB

This item was for introduction only. No discussion was held.

Mr. Wallace left the meeting at 12:25 p.m. and was recorded as absent.

ITEM 9b. Mr. Kevin R. George – Request approval of the form of Administrative Contracts for Principals and Non-Principals

MOTION BY: Sanders

SECOND BY: Wise

MOTION: To approve the Administrative Contract Form for Principals and Non-Principals as presented. The motion carried.

Roll Call:

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

3 Absent – DeFrancesch, Johnson, Wallace

ITEM 9c. Mr. Kevin R. George – Request Approval of Revision of 2017-2018 School Calendar to reflect the last student day as May 25, 2018

MOTION BY: Wise

SECOND BY: Sanders

MOTION: To approve the Revision of 2017-2018 School Calendar to reflect the last student day as May 25, 2018.

No objections.

The motion carried.

Roll Call:

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

3 Absent – DeFrancesch, Johnson, Wallace

ITEM 9d. Mr. Kevin R. George – Introduction of Central Office Reorganizational Plan for the 2018-2019 School Year

This item was for introduction only. No discussion was held.

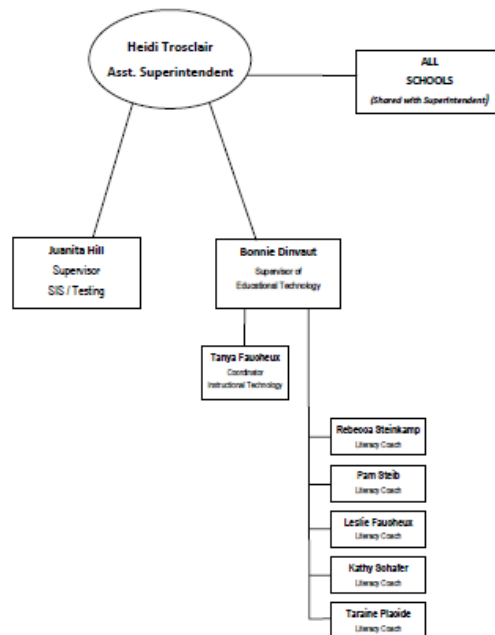
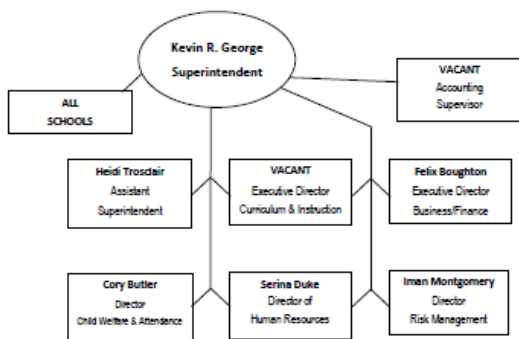
**St. John the Baptist Parish Schools
Organizational Chart 2018-2019**

(1 of 4)



**St. John the Baptist Parish Schools
Organizational Chart 2018-2019**

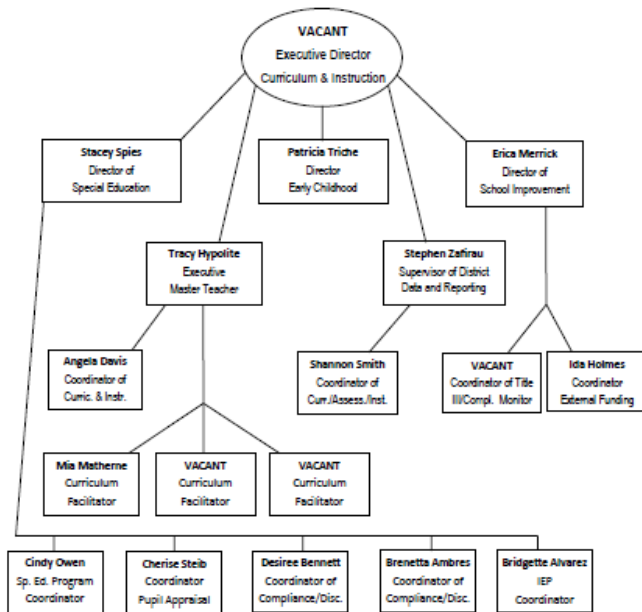
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**St. John the Baptist Parish Schools
Organizational Chart 2018-2019**



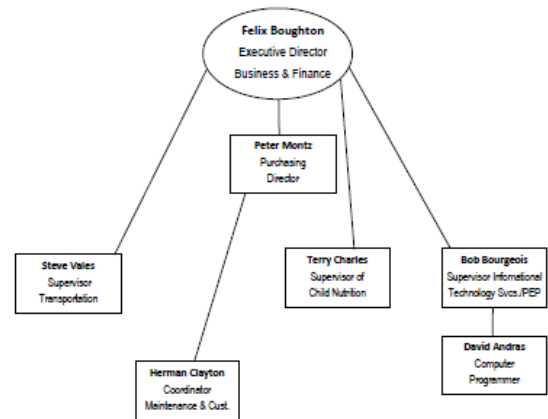
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**St. John the Baptist Parish Schools
Organizational Chart 2018-2019**



(4 of 4)



St. John the Baptist Parish School System Job Description



JOB TITLE:	<i>Executive Director of Curriculum and Instruction</i>
REPORTS TO/EVALUATED BY:	Superintendent
TERMS OF EMPLOYMENT:	12 Months
SALARY RANGE:	Executive Director Salary Schedule
SUPERVISES:	Directors and Supervisors
SCOPE OF RESPONSIBILITIES:	Provides leadership toward the development and implementation of curriculum; educational goals and activities; instruction and assessments.

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

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

1. Plans and carries out a districtwide program of curriculum and instruction for the schools.
2. Coordinates the activities of instructional personnel: Directors and Supervisors
3. Leads the district curriculum team in development, implementation, and monitoring of curriculum and instructional services.
4. Makes recommendations for the budget in areas of curriculum and instructional needs.
5. Supports the selection of curriculum and instructional materials.
6. Conducts and/or assists in the facilitation of curriculum team meetings.
7. Conducts meetings of assigned administrative and supervisory personnel.
8. Serves as a resource person and/or leader of curriculum, instruction and assessment workshops.
9. Evaluates the effectiveness of professional development activities on the district and school level
10. Facilitates effective instructional and curriculum support for leaders and teachers.
11. Keeps current with educational developments and the literature in the field of education and participates in the affairs of state and national professional societies devoted to the advancement of education.
12. Makes specific recommendations to the Superintendent for in-service trainings on a quarterly basis or as necessary to upgrade performance skills for administrators and teachers.
13. Assists in insuring compliance with Federal and State Laws and regulations related to Special Education Services
14. Prepares and submits on a timely basis all required and requested local, state, regional, and national forms and reports.
15. Aids in the selection of administrators and teachers and in the organization of personnel by working in conjunction with the Personnel Department and Superintendent.
16. Represents the Superintendent on boards and citizen's committees as needed or required.
17. Participates in district office staff meetings.
18. Develops, implements, supervises and submits necessary reports on specially assigned programs.
19. Oversees the development, implementation, and evaluation of pre-service and inservice training programs in the area of assessment for all instructional personnel.
20. Works with education staff to develop and implement a challenging curriculum.
21. Oversees educational programs specific to the appropriate levels.
22. Follows the rules and regulations of the St. John the Baptist Parish School Board.
23. Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.

- 24. Attends work regularly and arrives punctually.
- 25. Displays proper respect for superiors
- 26. Observes professional lines of communication at all times with individuals inside and outside the school system.
- 27. Assisted by his/her evaluator, collaboratively develops and implements a professional growth plan based on the district’s Personnel Evaluation criteria.
- 28. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.
- 29. 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.
- 30. Accepts other duties as may be assigned which are related to the scope of the job.

WORK ENVIRONMENT

The Executive Director of Curriculum Instruction 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.

COMMUNICATION SKILLS

The Executive Director of Curriculum and Instruction must be able to: 1) communicate in grammatically correct English both orally and in writing; 2) 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 supervisors; and 5) represent school system at various public functions.

EQUIPMENT USED

Telephone, copy machine, facsimile machine, calculator, word processor, microcomputer and audiovisual machines.

PHYSICAL INVOLVEMENT

Sitting is required most of each work day. The Executive Director of Curriculum and Instruction must be able to operate office equipment; 2) stand, walk, reach, bend, and lifting up to 10 pounds; 3) provide own transportation to schools, work locations, meeting sites; and 4) have the mobility skills necessary to access a variety of work locations.

MENTAL INVOLVEMENT

The Executive Director of Curriculum and Instruction must: 1) communicate effectively orally and in writing; 2) understand and interpret written and verbal instructions from supervisors; 3) be able to work independently with minimal supervision; 4) have ability to manage, direct, supervise and evaluate staff, and 5) comply with federal, state and parish regulations.

HUMAN RELATIONS INVOLVEMENT

The Executive Director of Curriculum and Instruction must be: 1) able to oversee and guide the working of other professionals; 2) able to work compatibly in group settings; 3) able to respond positively to supervision and to accept suggestions for improvement.

MINIMUM QUALIFICATIONS

The Executive Director of Curriculum and Instruction must have: 1) Master’s Degree; 2) School principalship certification or minimum 5 year experience on district or state supervisory level; 3) a Valid Louisiana Type A, or Level 3 Teaching Certificate

DESIRABLE QUALIFICATIONS

Knowledge of learning theory, program planning, curriculum and instructional development

APPROVED: _____

DATE: _____

REVIEWED AND AGREED TO: _____

DATE: _____

Revised November 2013

ITEM 9e. Mr. Albert A. Burl III/Ms. Nia Mitchell – Discussion of developing an RFQ for an external academic consultant

MOTION BY: Sanders

SECOND BY: Holden

MOTION: To table.

No objections.

The motion carried.

Roll Call:

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

3 Absent – DeFrancesch, Johnson, Wallace

ITEM 10. ADMINISTRATIVE MATTERS

ITEM 11. BOARD ITEMS OF INTEREST

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

MOTION BY: Wise

SECOND BY: Jones

MOTION: Motion for adjournment.

There were no objections.

The meeting adjourned at 12:38 p.m.