

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
LAPLACE, LA – MEETING OF JUNE 14, 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 6:00 p.m. on Thursday, June 14, 2018.

An agenda for the meeting is attached.

Sincerely, s/Kevin R. George
Superintendent/Secretary

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

In the absence of President Burl, Vice President Patrick H. Sanders assumed the Chair.

The Chair called the meeting to order at 6:00 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: Keller, Sanders, Jones, Johnson, Wise, Wallace, Mitchell, Triche
ABSENT: Holden, DeFrancesch, Burl

There were 8 members present and 3 member absent.

ITEM 3a. APPROVAL OF MINUTES: Special Meeting of May 22, 2018 and Regular Meeting of May 24, 2018.

MOTION BY: Triche

SECOND BY: Jones

MOTION: To approve the minutes from the meetings of Special Meeting of May 22, 2018 and Regular Meeting of May 24, 2018.

No objections.

The motion carried.

Roll Call:

8 Yeas - Keller, Sanders, Jones, Johnson, Wise, Wallace, Mitchell, Triche

3 Absent – Holden, DeFrancesch, Burl

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

Mr. George stated that met with officials at Xavier University regarding a partnership with our STEM Magnet Program and their University.

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. Mrs. Patricia Triche – CDC Director’s Reports

HEAD START DIRECTOR’S MONTHLY REPORT
APRIL 2018
Monthly Program Information Summary

1. Health/Development Information Summary:						
Health Screenings/	#	%	# Follow-Ups	# Follow-Ups		
Developmental Assessments	Completed	Completed	Needed	In Process		
Physical Exams	185	96%	8	8		
Dental Examinations	178	92%	15	15		
Immunizations	188	97%	5	5		
New student Students due for annual physical						
2. Parent Involvement Summary:						
Parent Activities or Trainings	Dates	# Attending				
St. John Child Development Center Transition Meeting	4/18/18	33				
Pizza with Pops	4/25-27/18	61				
Lake Pontchartrain Elementary Pizza with Pops	4/27/18	57				
Transition Meeting	4/10/18	15				
3. Disability/Mental Health Information Summary:						
# Children with Completed IEP's	# Referrals Pending	# Parent Conferences	# Mental Health Observations	# Mental Health Referrals		
28	1	-	5	-		
4. Program Enrollment and Attendance Report						
School	Funded Enrollment	Children Accepted	3 Years Old	4 Years Old	Vacant Slots	Average Attendance
St. John Child Development Center	97	-	22	75	-	87%
Lake Pontchartrain Elementary	80	-	-	80	-	85%
West St. John Elementary	16	-	16	-	-	94%
5. Number of Meals/Snacks Served						
School						
St. John Child Development Center	3097					
Lake Pontchartrain Elementary	930					
West St. John Elementary	678					

HEAD START DIRECTOR’S MONTHLY REPORT
MAY 2018
Monthly Program Information Summary

1. Health/Development Information Summary:						
Health Screenings/	#	%	# Follow-Ups	# Follow-Ups		
Developmental Assessments	Completed	Completed	Needed	In Process		
Physical Exams	185	96%	8	8		
Dental Examinations	178	92%	15	15		
Immunizations	188	97%	5	5		
New student Students due for annual physical						
2. Parent Involvement Summary:						
Parent Activities or Trainings	Dates	# Attending				
St. John Child Development Center Closing Exercises	5/23/2018	67				
Closing Exercises	5/24/2018	79				
Lake Pontchartrain Elementary Closing Exercises	5/18/2018	101				
Closing Exercises	5/18/2018	31				
3. Disability/Mental Health Information Summary:						
# Children with Completed IEP's	# Referrals Pending	# Parent Conferences	# Mental Health Observations	# Mental Health Referrals		
31	-	-	5	-		
4. Program Enrollment and Attendance Report						
School	Funded Enrollment	Children Accepted	3 Years Old	4 Years Old	Vacant Slots	Average Attendance
St. John Child Development Center	97	-	22	74	1	85%
Lake Pontchartrain Elementary	80	-	-	78	2	71%
West St. John Elementary	16	-	16	-	-	
5. Number of Meals/Snacks Served						
School						
St. John Child Development Center	3450					
Lake Pontchartrain Elementary	2061					
West St. John Elementary	570					

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

This item will be carried to the next meeting.

ITEM 5c. Mr. Kevin R. George – Recognition of ESJHS Alumni Association Scholarship Winners

Mr. George asked that Ms. Paula Henderson please introduce the Scholarship Winners

East St. John High Alumni Association Scholarship Recipients:

“Supporting East St. John High students and Promoting Educational Goals”

Scholarship #1 Two, \$1000.00 scholarships will be awarded.

Extra-Curricular Groups: Band, Sugarettes, Majorettes, Cheerleaders, Dance, Flag team and Choir. Student must be a current member as a senior with at a 2.5 grade point average or higher.

Javohn Dashaun Washington and Tewana Hawkins

Scholarship #2 Four, \$500.00 Scholarships will be awarded.

Students that will be attending a Technical, Vocational two year college, Junior College, Culinary School or Performing Arts School. Grade point average required: 2.0 or higher.

Natalie Brooks and Byronik Joseph

Scholarship #3 One, \$1000.00 Scholarship will be awarded.

Student Athletes: Students participating in all sports: football, track and field, cross country, volleyball, basketball, softball, baseball, weight lifting..., with a 2.5 grade point average of higher required.

John Gayden

Scholarship #4 Two, \$1000.00 Scholarships will be awarded.

Students with a GPA of 3.0 or higher that will be attending a four year college/university. Student must provide sealed transcript showing proof of grade point average.

Kyla Brumfield and Serenity Lagrange

Scholarship #5 One, \$1000.00 Scholarship will be awarded.

Student that have been active (good standing) members of the following clubs: Beta Club, Interact Club, Visual Talented Arts club, Talented Theatre of Arts Program, Debate Team, Pro Start Culinary Club, Technology Students Association club, Nursing, First Responders, Pharmacy Tech, Health Occupational Students of America (HOSA), Family, Career and Community Leaders of America (FCCLA), Future Business Leaders of America (FBLA) and Yearbook Staff. Students must be attending a four year college/university. Grade point average must be 2.5 or higher.

Austin Scioneaux

Mrs. DeFrancesch arrived at 6:09 p.m. and was recorded as present.

ITEM 6. PERSONNEL MATTERS – None

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

Mrs. Duke advised the Board that this item was for introduction and she would seek approval at the next Board meeting.

ITEM 6b. Mrs. Serina Duke – Approval of Revised Job Description: Executive Director of Curriculum and Instruction

MOTION BY: Wise

SECOND BY: Wallace

MOTION: To approve the Revised Job Description: Executive Director of Curriculum and Instruction.

No objections.

The motion carried.

Roll Call:

7 Yeas – Sanders, DeFrancesch, Johnson, Wise, Wallace, Mitchell, Triche

1 Nay – Keller

1 Not Seated - Jones

2 Absent – Holden, Burl

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 RESPONSIBILITES:	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 or 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

Ms. Holden arrived at 6:20 p.m. and was recorded as present.

ITEM 7. BUSINESS AND FINANCE

ITEM 7a. Felix Boughton – Monthly Budget to Actual

The following information was shared:

PUBLIC NOTICE				
The St. John the Baptist Parish School Board will have a public hearing on the 2017-2018 proposed amended budgets for the General Fund and Special Revenue Funds on Thursday, May 24th, 2018 at 4:00 p.m. at the St. John the Baptist Parish School Board office in Reserve, Louisiana. The proposed amended budget has been submitted to the School Board and is available for public inspection at the St. John the Baptist Parish School Board office during normal working hours prior to the hearing. A general summary of the proposed amended budgets is as follows:				
ST. JOHN THE BAPTIST PARISH SCHOOL BOARD AMENDED GENERAL AND SPECIAL REVENUE FUND BUDGETS FISCAL YEAR ENDED JUNE 30, 2018				
	AMENDED BUDGETS			
	GENERAL FUND	SPECIAL FUND FEDERAL	NCLB FUND	OTHER SPECIAL FUND
REVENUES:				
LOCAL REVENUES	\$ 31,448,059.00			\$ 117,400.00
STATE REVENUES	\$ 28,438,182.00			\$ 58,906.00
FEDERAL REVENUES	\$ 2,345,200.00	\$ 12,029,524.00	\$ 3,264,313.00	\$ 3,901,750.00
OTHER REVENUES				
TOTAL REVENUES	\$ 62,231,441.00	\$ 12,029,524.00	\$ 3,264,313.00	\$ 4,078,056.00
EXPENDITURES:				
REGULAR EDUCATION	\$26,444,356.00			
SPECIAL EDUCATION	\$ 10,518,993.00			
VOCATIONAL EDUCATION	\$ 1,652,717.00			
OTHER PROGRAMS	\$ 1,902,421.00		\$ 3,264,313.00	
SPECIAL PROGRAMS	\$ 685,471.00	\$ 7,029,524.00		
PUPIL SUPPORT	\$ 4,975,446.00			
INSTRUCTIONAL SUPPORT	\$ 942,395.00			
GENERAL ADMINISTRATION	\$ 1,905,949.00			
SCHOOL ADMINISTRATION	\$ 5,563,883.00			
BUSINESS ADMINISTRATION	\$ 763,448.00			
MAINTENANCE	\$ 8,040,339.00			
TRANSPORTATION	\$ 4,265,387.00			
CENTRAL SERVICES	\$ 1,059,642.00			
OTHER FUND USES	\$ 859,491.00			
CAPITAL REPAIRS		\$ 5,000,000.00		
FOOD SERVICES				\$ 4,169,814.00
TOTAL EXPENDITURES	\$69,579,928.00	\$ 12,029,524.00	\$ 3,264,313.00	\$ 4,169,814.00
CURRENT PERIOD SURPLUS/(DEFICIT)	\$ (7,348,487.00)	\$ -	\$ -	\$ (91,758.00)
BEGINNING FUND BALANCE/(DEFICIT)		\$ -		\$ 123,173.00
Unassigned	\$ 11,423,540.00			
Assigned	\$ 5,041,219.00			
ENDING FUND BALANCE/(DEFICIT)	\$ 9,116,272.00	\$ -	\$ -	\$ 31,415.00

ITEM 7b. Mr. Peter Montz – Request approval to solicit bids for weightlifting racks, weights and platforms for ESJH fieldhouse

MOTION BY: DeFrancesch

SECOND BY: Wallace

MOTION: To approve the solicitation of bids for weightlifting racks, weights and platforms for ESJH fieldhouse with a budget of \$45,000.

No objections.

The motion carried.

Roll Call:

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

1 Absent – Burl

ITEM 8. OLD BUSINESS

ITEM 8a. Ms. Iman Montgomery – Request Approval of Contracts Policy and Procedure

MOTION BY: Wise

SECOND BY: Triche

MOTION: To approve Contracts Policy and Procedure, as preented.

No objections.

The motion carried.

Roll Call:

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

1 Absent – Burl

Contracts Policy and Procedure

PURPOSE:

Establish a policy and procedure for the execution, enforcement, and signatory authority for all contracts for St. John the Baptist Parish School Board.

SCOPE:

This policy and procedures document applies to all departments of St. John the Baptist Parish School Board. Specifically, this policy is applicable in the event of a renewal or re-negotiation of an existing contractual agreement, authorization of a request for qualifications, authorization of a request for proposal, etc. The St. John the Baptist Parish School Board shall adhere to all local, state, and federal procurement guidelines.

DEFINITIONS:

This policy uses the term ‘contract’ to mean any agreement, written or oral, that creates an obligation, right, or liability for St. John the Baptist Parish School Board. An agreement may be a binding contract even though one party provides something of value to the other party at no charge. This policy applies to the initial contract and to every amendment, renewal or extension of such a contract.

Examples of Board contracts include, but are not limited to: agreements for the purchase, lease, or rental of goods or services; deeds; request for quotation; request for proposal; nondisclosure agreements; agreements that set terms for acceptance for gifts; a sale or lease of Board goods or services; liability waivers; clinical service agreements; athletic agreements; settlement of disputes; licenses; memoranda/letters of understanding or cooperation; instructional agreements; assignment of the right of a person, group, or agency to use the Board’s name, logo or resources; etc.

POLICY:

Administrative Review

Individuals wishing to enter into negotiations for contracts such as those described above must have the cooperation and approval of every which may be directly or indirectly implicated in performance of the contract. The department initiating the contract is responsible for reading the contract entirely and determining that:

- the contract language is clear and consistent, and accurately reflects the current state of negotiations;
- the contract meets programmatic requirements of the Board;
- they can ensure compliance with the obligations the agreement places on the Board;
- they have consulted with all divisions or departments affected by the contract; and
- the contract terms have been approved by the Superintendent.

All contracts require the review of the Purchasing Department and may also go through legal review before being finalized. The Purchasing Department reserves the right to solicit additional bids for goods and services and is responsible for the final selection of vendors. Legal reviews may be required for legal form including, but not limited to, appropriate designation of parties, legal consideration (i.e., mutual obligations), jurisdiction, term and liability.

Authority to Sign and Execute Contracts

As established by the Board, the authority to sign contract rests with the Superintendent and the Board President. Unauthorized signers are in violation of this policy and can be held personally responsible for any obligation under the contract. Such actions may also result in disciplinary action, including termination.

Delegation

The Superintendent and Board President have delegated signatory authority at defined levels to the Purchasing Director. In a limited number of instances, the authority to sign a specific contract may be delegated to other officials of the Board by the Superintendent. Such authorization will be documented by the delegator and forwarded to the Purchasing Director for retention.

PROCEDURE:

Submission

- The original of any contract proposal shall be attached and forwarded to the Purchasing Department once all appropriate signatures have been obtained. Include any supplementary information to support the contract as an attachment to the contract at the time of submission. Because the Purchasing Department is responsible for the final selection of vendors, it is recommended that the organization and/or business review all documents with the Purchasing Department before submitting the contract for administrative review.

- Each contract shall be monitored for compliance by the relevant department of the Board.

Execution

- After a contract has successfully been through the Administrative Review process and the requisition tied to the contract has been submitted and approved, the contract will be signed by the Superintendent and/or Board President.

- The original signed contract will be submitted to the vendor by the Purchasing Department. Once all parties have signed the contract, the Board will retain the original contract at the Central Office and forward a copy to the affected organization and/or business.

ITEM 8b. Mr. Kevin R. George – Request Approval of Central Office Reorganizational Plan for the 2018-2019 School Year

MOTION BY: Mitchell

SECOND BY: Wise

MOTION: To approve the Central Office Reorganizational Plan for the 2018-2019 School Year, as presented.

No objections.

The motion carried.

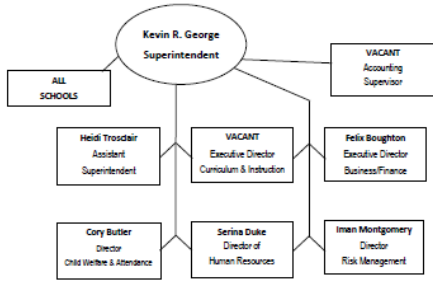
Roll Call:

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

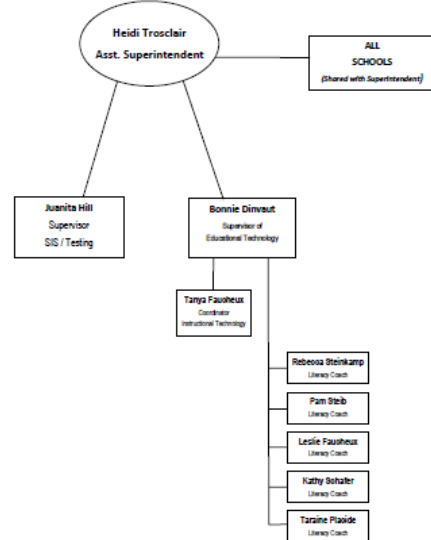
1 Nay - Keller

1 Absent – Burl

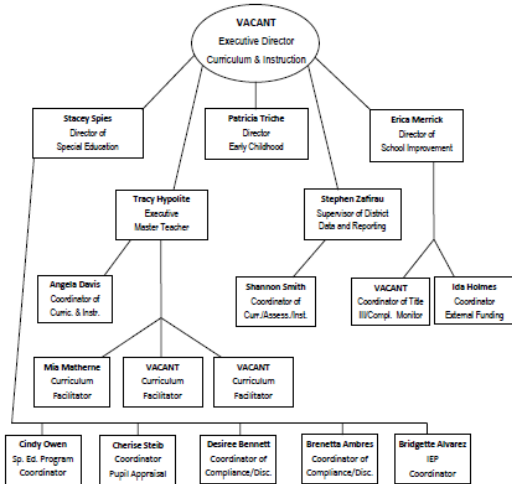
St. John the Baptist Parish Schools
Organizational Chart 2018-2019
(1 of 4)



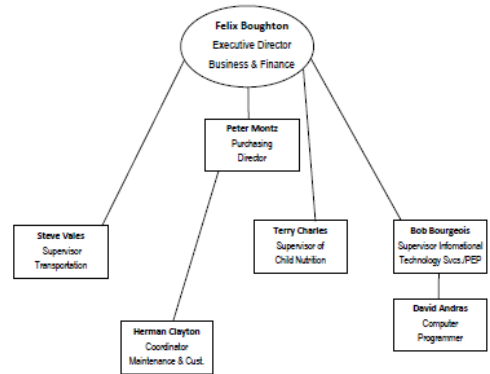
St. John the Baptist Parish Schools
Organizational Chart 2018-2019
(2 of 4)



St. John the Baptist Parish Schools
Organizational Chart 2018-2019
(3 of 4)



St. John the Baptist Parish Schools
Organizational Chart 2018-2019
(4 of 4)



ITEM 9. NEW BUSINESS

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: Jones

SECOND BY: Wallace

MOTION: Motion for adjournment.

There were no objections.

The meeting adjourned at 6:39 p.m.