

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
LAPLACE, LA – MEETING OF NOVEMBER 15, 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 Highway 44, Reserve, Louisiana, on Thursday, November 15, 2018 at 6:00 p.m.

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 6:00 p.m. He called for a moment of silent meditation, followed by the Pledge of Allegiance, led by Tracy Hypolite.

ITEM 2. ROLL CALL OF MEMBERS: The Chair called for Public Comment.

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

There were 10 members present and 1 member absent.

ITEM 3. APPROVAL OF MINUTES: The Chair called for Public Comment.

ITEM 3a. Approval of Minutes of the Meeting of October 18, 2018.

MOTION BY: Triche

SECOND BY: Wallace

MOTION: To approve the minutes from the meeting of October 18, 2018.

No objections.

The motion carried.

Roll Call:

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

1 Absent – Holden

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

ITEM 4a. Public Comment. Dr. Stephen Zafirau – Accountability Update

Dr. Zafirau presented the following information, along with a Power Point presentation:

SJBP Improves District Performance Score Under New System

District Performance Score:

- **DPS grew 1.9** points under new, more rigorous accountability formula
- **SJBP was awarded a “B” in the Progress Index**, meaning we are doing a solid job of growing students from where they were the year before
- SJBP’s **High School Graduation rate** reached an all-time high last year, with 80.7% of the 2016-17 graduating cohort graduating in 4 years. SJBP’s graduation rate once lagged behind the state, but it has steadily caught up over the last 10 years and now exceeds the state average.
- **Strength of Diploma** (a measure of credentials and credits that graduates earn in high school) is projected to grow 6.7 index points. 5.1% of students in the 2016-17 graduating cohort left our schools with Advanced credentials or college credits, representing an all-time high for our district.
- **Dropout Credit Accumulation Index** grew 7.4 points, meaning that more students are earning high school credits in middle school and by the end of the 9th grade

School Performance Scores:

- **Seven schools saw growth** in their School Performance Scores
- **Four schools** were designated as **Top Gains Schools** by the LDOE for scoring an “A” on the Progress Index, meaning that students showed strong academic growth from where they started the year: ESJPA, GMMS, JLO, WSJE
- **Two schools** were designated as **Equity Honorees** for outperforming 90% of all schools in the state among particular groups of students: JLO with Latino students, WSJH with African American students

The District Attorney’s Office was not consulted or asked to review any materials related to this issue.

Ms. Holden arrived at 6:11 p.m. and was recorded as present.

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

ITEM 6. PERSONNEL MATTERS

ITEM 6a. Public Comment. Mrs. Serina Duke – Introduction of Revised Job Description: Supervisor of External Programs Fiscal Officer

This item was for introduction only.

The District Attorney’s Office was not consulted or asked to review any materials related to this issue.

ITEM 6b. Public Comment. Mrs. Serina Duke – Introduction of Revised Policy: Bulletin 130

This item was for introduction only.

The District Attorney’s Office was not consulted or asked to review any materials related to this issue.

ITEM 6c. Public comment. Mrs. Serina Duke – Introduction of New Job Description: Full time Early Childhood Program Assistant

This item was for introduction only.

The District Attorney’s Office was not consulted or asked to review any materials related to this issue

ITEM 7. BUSINESS AND FINANCE

ITEM 7a. Public comment. 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	\$31,065,912	\$1,627,730
04	Other revenues	\$2,345,200	\$2,345,200	\$0
	Total Revenues	<u>\$63,231,441</u>	<u>\$64,859,171</u>	\$1,627,730
GENERAL FUND EXPENDITURES				
Code	Type	Original Appropriation	Revised Budget	Difference
11	Regular Education	\$27,110,047	\$27,203,304	\$93,257
12	Special Education	\$10,418,993	\$10,559,122	\$140,129
13	Vocational Ed	\$1,622,717	\$1,431,832	-\$190,885
14	Other Instruction	\$1,953,068	\$2,122,914	\$169,846
15	Special Programs	\$680,471	\$643,670	-\$36,801
21	Pupil Support	\$4,925,446	\$5,116,629	\$191,183
22	Instructional Staff	\$942,395	\$1,088,707	\$146,312
23	General Admin	\$1,771,897	\$1,744,626	-\$27,271
24	School Adm	\$5,530,680	\$5,711,313	\$180,633
25	Business Adm	\$763,448	\$766,036	\$2,588
26	Maintenance	\$7,583,081	\$7,827,340	\$244,259
27	Transportation	\$4,245,387	\$4,219,092	-\$26,295
28	Central Services	\$1,014,142	\$1,014,840	\$698
50	Other	\$1,484,481	\$1,484,481	\$0
		<u>\$70,046,253</u>	<u>\$70,933,906</u>	\$887,653
	Current Year Projected Deficit	<u>-\$6,814,812</u>	<u>-\$6,074,735</u>	
	Beginning Total Fund Balance	\$14,826,856	\$14,826,856	
	Ending Total Fund Balance	<u>\$8,012,044</u> **	<u>\$8,752,121</u> **	

** \$ 3,464,000 assigned for retiree insurance

The District Attorney’s Office was not consulted or asked to review any materials related to this issue.

ITEM 7b. Public Comment. Public Comment. Mr. Peter Montz - Request Board approval to declare the following vehicles surplus and sell them to the highest bidder: White Fleet: Four Dodge vans and one Dodge pickup truck; Buses: S7, S8, S9, S11, 58, 83, 85, 87, 89; and Buses 5 and 6 to satisfy the requirements of the VW Environmental Mitigation Grant

MOTION BY: Triche

SECOND BY: Keller

MOTION: To grant approval to declare the following vehicles surplus and sell them to the highest bidder: White Fleet: Four Dodge vans and one Dodge pickup truck; Buses: S7, S8, S9, S11, 58, 83, 85, 87, 89; and Buses 5 and 6 to satisfy the requirements of the VW Environmental Mitigation Grant

No objections.

The motion carried.

Roll Call:

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

0 Absent

The District Attorney's Office was not consulted or asked to review any materials related to this issue.

ITEM 7c. Public Comment. Mr. Peter Montz – Request Board approval on Proposal 19.27 School Bus Air Conditioners

MOTION BY: Sanders

SECOND BY: Jones

MOTION: To accept the Proposal 19.27 School Bus Air Conditioners at a cost of \$11,450 per bus (including 5 year warranty)

Following further discussion, there was a

SUBSTITUTE MOTION BY: Sanders

SECOND BY: Mitchell

MOTION: To accept the Proposal 19.27 School Bus Air Conditioners at a cost of \$11,450 per bus (including 5 year warranty) but to also add Bus 14 to the list of buses that will receive air conditioning.

No objections.

The motion carried.

Roll Call:

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

0 Absent

The District Attorney's Office was not consulted or asked to review any materials related to this issue.

ITEM 7d. Public Comment. Mr. Felix Boughton – Receive the S.O.C. (Service Organization Control) Report from ACI, Inc.

Discussion was held. No action was taken on this item.

District Attorney's Office: The School Board's current sales and use tax collection contract mandates the following: "Service Organization Control (SOC) reports shall be prepared and generated by a School Board selected, independent third-party accounting firm or company, with at least five (5) years of qualified knowledge and experience with auditing and collection processes for local government sales and use and Hotel-Motel tax collection services. The cost of the SOC report will be paid by the School Board."

ITEM 8. OLD BUSINESS

ITEM 8a. Public Comment. Mr. Peter Montz – Remove from the table and request Board approval to enter into a Land Lease Agreement with New Cingular Wireless PCS, LLC

MOTION BY: Holden

SECOND BY: Sanders

MOTION: To remove from the table and request Board approval to enter into a Land Lease Agreement with New Cingular Wireless PCS, LLC.

No objections.

The motion carried.

Roll Call:

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

0 Absent

The District Attorney's Office has opined via email on November 9, 2018 at 3:18 PM that the version of the Land Lease Agreement attached in said email comports with the recommendations of the District Attorney's Office as provided in the legal opinions dated July 11, 2018 and October 19, 2018.

ITEM 8b. Public Comment. Ms. Iman Montgomery – Request Approval of New/Revised Policy: IFBGA – Computer and Internet Usage

MOTION BY: Sanders

SECOND BY: Wallace

MOTION: To approve New/Revised Policy: IFBGA – Computer and Internet Usage

No objections.

The motion carried.

Roll Call:

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

0 Absent

The District Attorney’s Office was not consulted or asked to review any materials related to this issue.

IFBGA: COMPUTER AND INTERNET USE

The St. John the Baptist Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. All users, including students, employees, or any other users of School Board computers, hardware, and School Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

In addition, the School Board, in conjunction with local law enforcement agencies, shall develop and distribute age and grade appropriate information to each student regarding Internet and cell phone safety and online content that is a threat to school safety. The information shall include the following:

- Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform.
- Visual examples of possible threats.
- The process for reporting potential threats, which shall be in accordance with the procedures referenced in policy *EBBB, School and Student Safety*.

Such information shall be either distributed to or explained to students and school personnel at the beginning of each school year and shall be posted on an easily accessible page of the School Board’s website and the website of each school.

If information reported to a school is deemed a potential threat to school safety, the school shall present the written form and any further evidence to local law enforcement.

The Internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. The School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. The School Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by the School Board.

It shall be the policy of the St. John the Baptist Parish School Board that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the student, or other appropriate disciplinary action. The School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision.

Students may use the Internet only if under the direct supervision of a teacher or other professional designated by the teacher.

USE OF INTERNET REGULATIONS

The School Board provides access to the Internet to students, teachers, staff and administrators. The Internet is a very exciting educational tool which can greatly benefit schools. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. The School Board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. Users must demonstrate honest, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. No individual student shall be permitted to have an e-mail account. Only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.
3. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
4. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain.
5. Threatening, profane, or abusive messages shall be forbidden.
6. No activities shall be allowed which may damage or interrupt equipment or any networking system.
7. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
8. No user is permitted to upload, or create, a computer virus on the Internet or any networking system.
9. Resources offered by the Internet and paid for by the School Board may not be willfully wasted.
10. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
11. Invading the privacy of another user, or using their account, shall not be tolerated.
12. Posting personal messages without the author’s consent shall be forbidden.
13. Sending or posting anonymous messages shall be forbidden.
14. Perusing or otherwise accessing obscene or pornographic material, or using profanity in messages shall be forbidden.
15. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
16. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet.
17. Any subscriptions to list servers, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.
18. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.

- 19. Suspension shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.

No one shall be permitted to use the Internet unless a completed Internet Usage Contract has been submitted to the Superintendent or designee.

Revised: April, 2009
Revised: March 21, 2013
Revised: September, 2018

Ref: 47 USC 254(h), *Children's Internet Protection Act* (CIPA); La. Rev. Stat. Ann. §§17:81, 17:100.7, 17:280, 17:410; Board minutes, 4-2-09, 3-21-13.

ITEM 8c. Public Comment. Ms. Iman Montgomery – Request Approval of New/Revised Policy: JCDAG – Threats of Terrorism or Violence

MOTION BY: Johnson
SECOND BY: Triche
MOTION: To approve New/Revised Policy: JCDAG – Threats of Terrorism or Violence
No objections.
The motion carried.
Roll Call:
11 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Mitchell, Triche, Burl
0 Absent

The District Attorney’s Office was not consulted or asked to review any materials related to this issue.

JCDAG: THREATS OF TERRORISM OR VIOLENCE

The St. John the Baptist Parish School Board is committed to providing a safe environment for the students and employees of its schools. Any potential threat of violence or terrorism to students and employees shall be addressed immediately in accordance with policy *EBBB, School and Student Safety*. If the threat is determined to be credible and imminent, the threat shall be reported immediately to a local law enforcement agency and the school shall initiate procedures outlined in policy *EBBC, Emergency/Crisis Management*.

Potential threats not rising to the level of reasonable belief which are not reported to law enforcement shall be referred immediately to school administrators for further investigation, in accordance with applicable procedures outlined in policy *JCDAF, Bullying and Hazing*.

DEFINITIONS

Threat of terrorism means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.

Threat of violence means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.

EVIDENCE

Whenever potential threats of violence or terrorism are reported to school administrators, any evidence related to a threat such as statements, writings, recordings, electronic messages, and photographs shall be collected and kept in a secure location.

MANDATORY EVALUATION

If a student is reported to a local law enforcement agency for threats of terrorism or violence, the student shall not be permitted to return to school until undergoing a formal mental health evaluation.

New policy: September, 2018

Ref: La. Rev. Stat. Ann. □□17:409.1, 17:409.2, 17:409.3, 17:409.5, 17:401, 17:416, 17:416.1, 17:416.13.

ITEM 8d. Public Comment. Ms. Iman Montgomery – Request Approval of New/Revised Policy: JCDAF – Bullying and Hazing

MOTION BY: Johnson
SECOND BY: DeFrancesch
MOTION: To approve New/Revised Policy: JCDAF – Bullying and Hazing
No objections.
The motion carried.
Roll Call:
11 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Mitchell, Triche, Burl
0 Absent

The District Attorney’s Office was not consulted or asked to review any materials related to this issue.

JCDAF: BULLYING AND HAZING

The St. John the Baptist Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student is subject to bullying, hazing, or similar behavior while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students or school personnel shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

Bullying shall mean:

1. A pattern of any one or more of the following:
 - A. Gestures, including but not limited to obscene gestures and making faces.
 - B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
 - C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
 - D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

NOTICE TO STUDENTS AND PARENTS

The School Board shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions; including the potential criminal consequences and loss of driver's license, and the proper process and procedure for reporting any incidents involving such prohibited actions. A copy of the written notice shall also be delivered to each student's parent or legal guardian.

REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain *confidential*, with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

Students and Parents

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, parent, or guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or his/her designee. A student, or parent or guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any such report shall remain *confidential*.

School Personnel

Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, immediately shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents/legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

False Reports

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board.

INVESTIGATION PROCEDURE

Investigations of any reports of bullying, hazing, or similar behavior of a student shall be in accordance with the following:

1. **Timing**
The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed as expeditiously as possible, but not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.
2. **Scope of Investigation**

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining oral, visual or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender and alleged victim shall not be interviewed together.

The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* form.

3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

- A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.
- B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or Article 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

4. Documentation

At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the principal or his/her designee or School Board shall:

- A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.
- B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
- C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
- D. Maintain reports/complaints and investigative reports for three (3) years.
- E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators or other school personnel pending completion of the investigation.

Handling Evidence

Whenever an employee/administrator receives notice of a bullying or hazing, or similar behavior, such as threats, any physical evidence of the act/communication shall be secured in the building administrator's office with as little physical contact as possible. If the act/communication is in the form of graffiti, the area shall be sealed off by the building administrator. Photographs shall be taken as soon as possible. Student/public exposure shall be as minimal as possible. Graffiti shall not be removed until law enforcement has properly examined the area.

APPEAL

If the school principal or his/her designee does not take timely and effective action in any bullying incident, the student, parent, or school employee may report, in writing, the incident to the School Board. The School Board shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board.

If the School Board does not take timely and effective action, the student, parent, or other school employee may report any bullying incident to the Louisiana Department of Education.

DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interferes with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

PARENTAL RELIEF

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board.

Such request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

- 1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.
- 2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.
- 3. Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The School Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

TRAINING

The School Board shall provide a minimum of four (4) hours of training for all new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus operators, with respect to bullying, in accordance with state statutory provisions.

RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such behavior, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

CHILD ABUSE

The provisions of this policy shall not be interpreted to conflict with or supersede the provisions requiring mandatory reporting pursuant to Louisiana Children's Code, Art. 609 and as enforced through La. Rev. Stat. Ann. §14:403.

Revised: December 2, 2010
 Revised: March 21, 2013
 Revised: October 17, 2013
 Revised: September, 2018

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. ' ' 14:40.3, 14:40.7, 14:40.8, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13; La. Children's Code, Art. 609, 730, 731; Davis v. Monroe County Board of Education, 119 S. Ct. 1661 (1991); Board minutes, 9-23-04, 12-2-10, 3-21-13, 10-17-13.

ITEM 8e. Public Comment. Iman Montgomery – Request Approval of Revised Policy BBBE

Mr. Wise asked that this item be removed from the table.

ITEM 9. NEW BUSINESS 9a. Public Comment. Mr. Kevin R. George/Mr. Albert Burl, III – Introduction of 2019 School Board Meeting Calendar

This item was for introduction only.

The District Attorney's Office was not consulted or asked to review any materials related to this issue.

**St. John the Baptist Parish
 School Board Meeting Dates
 January 1, 2019 through December 31, 2019**

Date	Time	Location
January 10, 2019	6:00 p.m.	West St. John Elementary
February 7, 2019	6:00 p.m.	Godchaux Grammar Cafeteria
March 14, 2019	6:00 p.m.	Godchaux Grammar Cafeteria
April 4, 2019	6:00 p.m.	Godchaux Grammar Cafeteria
April 25, 2019	6:00 p.m.	Godchaux Grammar Cafeteria
May 9, 2019	6:00 p.m.	Godchaux Grammar Cafeteria
May 23, 2019	6:00 p.m.	Godchaux Grammar Cafeteria
June 13, 2019	6:00 p.m.	Godchaux Grammar Cafeteria
July 18, 2019	6:00 p.m.	West St. John Elementary
August 15, 2019	6:00 p.m.	Godchaux Grammar Cafeteria
September 19, 2019	6:00 p.m.	Godchaux Grammar Cafeteria
October 17, 2019	6:00 p.m.	Godchaux Grammar Cafeteria
November 14, 2019	6:00 p.m.	Godchaux Grammar Cafeteria
December 12, 2019	6:00 p.m.	Emily C. Watkins Elementary

Godchaux Grammar Cafeteria: 1600 Highway 44, Reserve, Louisiana
 West St. John Elementary School: 2555 LA Hwy. 18, Edgard, Louisiana
 Emily C. Watkins Elementary School: 944 La. Hwy. 628, LaPlace, Louisiana
 Lake Pontchartrain Elementary School: 3328 Hwy. 51, LaPlace, Louisiana

Mr. Jones asked that the August 15th meeting be moved to Emily C. Watkins Elementary School.

ITEM 9b. Public Comment. Ms. Iman Montgomery – Request approval of the SJAE Collective Bargaining Agreement

Ms. Montgomery stated that they are asking to have this item tabled until the December 13, 2018 Board meeting.

MOTION BY: Sanders

SECOND BY: Wallace

MOTION: To table until the December 13, 2018 meeting.

No objections.

The motion carried.

Roll Call:

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

0 Absent

The District Attorney's Office was not consulted or asked to review any materials related to this issue.

ITEM 9c. Public Comment. Mr. Albert Burl, III – Reinstruct Kevin Klibert and the Becnel Law Firm, LLC to turn over ALL claims and litigation files to the District Attorney's Office

No action was taken on this item. Mr. Kevin Klibert with Becnel Law Offices, stated that the information requested will be forwarded to the Board.

District Attorney's Office: On November 9, 2017 the St. John the Baptist Parish School Board passed the following motion: "[t]o direct Kevin Klibert and the Becnel Law Firm, LLC to give copies of all claims and litigation files to the District Attorney's Office." This motion carried on a 10-1 vote in favor of approval. The District Attorney's Office has never received a copy of the files as ordered by the School Board. On September 26, 2018, Felix Boughton, Executive Director of Business and Finance made a formal request for the District Attorney's Office to provide descriptions and dispositions of all "pending or threatened litigation, claims and assessments to the School Board's auditing firm (Carr, Riggs & Ingram). On October 5, 2018, the District Attorney's Office submitted a formal request for a complete list of all pending claims and active litigation involving the Board. This is the same request that we have sent to Administration each year since 2015. As of today, the District Attorney's Office has not received any of the claims and litigation information we have requested since 2015. In accordance with the Board's own motion, and based upon the request for audit information, and in compliance with the law as Statutory General Counsel, the District Attorney's Office is requesting that the School Board provide copies of all claims and litigation files such that the District Attorney can properly respond to the Board's auditor's request and fully comply with its duties under Title 16 and Louisiana Law.

ITEM 9d. Public Comment. Mr. Kevin Klibert – Executive Session: Litigation Update - Denard Alonzo v. St. John Parish School Board, consolidated w/ Letoyia Weber, et al. v. Jennifer Davis, et al., consolidated w/Johnell Howard, Sr. v. Louisiana Public Schools Risk Management Agency, 40th Judicial District Court, Docket Nos. 67413, 67241 and 67409-A; Stirgus v. St. John Parish School Board, 40th Judicial District Court, Docket No. 53753-C; Bright v. St. John Parish School Board, 40th Judicial District Court, Docket No. 67261-C; Johnson v. St. John Parish School Board, 40th Judicial District Court, Docket No. 66030-A; Holmes v. Zeno, 40th Judicial District Court, Docket No. 67316; Stewart v. St. John Parish School Board, 40th Judicial District Court, Docket No. 71049; Bovie v. St. John Parish School Board, 40th Judicial District Court, Docket No. 72997

MOTION BY: Triche

SECOND BY: Jones

MOTION: To convene in Executive Session to receive a Litigation Update - Denard Alonzo v. St. John Parish School Board, consolidated w/ Letoyia Weber, et al. v. Jennifer Davis, et al., consolidated w/Johnell Howard, Sr. v. Louisiana Public Schools Risk Management Agency, 40th Judicial District Court, Docket Nos. 67413, 67241 and 67409-A; Stirgus v. St. John Parish School Board, 40th Judicial District Court, Docket No. 53753-C; Bright v. St. John Parish School Board, 40th Judicial District Court, Docket No. 67261-C; Johnson v. St. John Parish School Board, 40th Judicial District Court, Docket No. 66030-A; Holmes v. Zeno, 40th Judicial District Court, Docket No. 67316; Stewart v. St. John Parish School Board, 40th Judicial District Court, Docket No. 71049; Bovie v. St. John Parish School Board, 40th Judicial District Court, Docket No. 72997

No objections.

The motion carried.

Roll Call:

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

0 Absent

The Board convened in Executive Session at 6:58 p.m.

MOTION BY: Wise

SECOND BY: Mitchell

MOTION: To reconvene in Regular Session

No objections.

The motion carried.

Roll Call:

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

0 Absent

The Board reconvened in Regular Session at 7:29 p.m.

The District Attorney's Office was not consulted or asked to review any materials related to this issue.

ITEM 10. ADMINISTRATIVE MATTERS

The Chair called for Public Comment.

ITEM 11. BOARD ITEMS OF INTEREST

The Chair called for Public Comment.

Mr. Wise stated that this would be his final meeting as a Board Member, as he has a prior commitment on December 13, 2018.

ITEM 12. ADJOURNMENT

The Chair called for Public Comment.

The agenda having been completed, and there being no further business, there was a

MOTION BY: Sanders

SECOND BY: Wallace

MOTION: Motion for adjournment.

There were no objections.

The meeting adjourned at 7:32 p.m.

Kevin R. George, Secretary

Albert A. Burl, III, President