February 4, 2019

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, February 7, 2019 at 6:00 p.m.

The agenda is attached for the meeting.

Sincerely,

Patrick H. Sanders
Board President

AAB:sww

xc: News Media
   Legal Counsel
   SJAE
   Agenda Participants
AGENDA - ST. JOHN PARISH SCHOOL BOARD MEETING  
February 7, 2019 – 6:00 p.m.  
Godchaux Grammar Cafeteria ~ Reserve, Louisiana

1. CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE

2. ROLL CALL OF MEMBERS

3. APPROVAL OF MINUTES
   a. Public Comment. Meeting of January 10, 2019 and Board Retreat January 28-29, 2019 (Requires action)

4. SUPERINTENDENT’S REPORT – Mr. Kevin R. George

5. EDUCATIONAL PRESENTATIONS AND RECOGNITIONS BY THE BOARD OR STAFF
   a. Public Comment. Ms. Serina Duke - Recognition of teachers earning certification this school year
   b. Public Comment. Ms. Serina Duke – Recognition of Students of the Year and District Teachers of the Year
   c. Public Comment. Ms. Nia Mitchell - Presentation of Board Strategic Planning Goals

6. PERSONNEL MATTERS

7. BUSINESS AND FINANCE
   a. Public Comment. Mr. Felix Boughton – Monthly Budget to Actual
   b. Public Comment. Mr. Peter Montz –Request board approval on Proposal for Property Insurance (Requires action)
   c. Public Comment. Mr. Peter Montz – Accept substantial completion on Garyville/Mt. Airy Roof Replacement Project (Requires action)
   d. Public Comment. Mr. Peter Montz – Accept substantial completion on Fifth Ward Elementary Roof Replacement Project (Requires action)

8. OLD BUSINESS

9. NEW BUSINESS
   c. Public Comment. Mr. Patrick H. Sanders – Standing Committees
   d. Public Comment. Mr. Patrick H. Sanders – Adopt a hiring freeze on employment, excluding school-based personnel, effective February 8, 2019 (Requires action)

10. ADMINISTRATIVE MATTERS

11. BOARD ITEMS OF INTEREST

12. ADJOURNMENT
ST. JOHN PARISH SCHOOL BOARD
SCHOOL BOARD MEETING
AGENDA ITEM

ITEM #: 5a

DATE: 02-07-2019

TOPIC: Personnel Matters

BACKGROUND: Recognition of teachers earning certification this school-year.

Recognition of the following teachers:

1. Elizabeth Agerton: PL—Elem Grades 1-5
2. Darryl Becnel: PL—ELA 6-12
3. Vincent Bello: Lvl 1—Instrumental Music K-12
4. Patricia Brown: OS—PK-3
5. Jessica Bogle: PL—ELA 6-12
6. Kelsey Franklin: PL—Social Studies 6-12
7. Halle Gayten: OS—Kindergarten, Elementary Grades 1-6
8. Nicole Johnson: Lvl 1—Elem Grades 1-5
9. Nathan Joseph: PL—Middle School Math 4-8
10. Tai Nicholas: AN—Talented Theatre
11. Brandy Nora: CTTIE
12. Marchel Rapp: CTTIE
14. Derron Thomas: CTTIE
15. Quantrell Toval: CTTIE
16. Hope Tregre: CTTIE
17. Nicole Williams: CTTIE
18. Cory Batiste: PL – Middle School Science (Application being processed by LDOE)

ALTERNATIVES:

SUPERINTENDENT’S
RECOMMENDATION:

INFORMATION
SOURCES:
   Serina Duke,
   Human Resources Director
ITEM #: 5b

DATE: 02-07-2019

TOPIC: Recognition of Students of the Year & District Teachers of the Year 2018-19

BACKGROUND:

Recognition of Students of the Year and District Teacher of the Year

District Teachers of the Year:

- High School: Billie Dinvaunt Duncan – East St. John High
- Middle School: Kelley Thompson - Lake Pontchartrain
- Elementary School: Kimberly Poullard - John L. Ory

School Level Students of the Year:

- Emily C. Watkins: 5th Grade - Sienna Belvin; 8th Grade - Aysia Brown
- East St. John High School: 12th Grade - Cameron Cage
- East St. John Prep: 5th Grade - Warren LeBeouf III; 8th Grade - Norelle Frank
- Garyville/Mt. Airy Magnet: 5th Grade - Chaela Alexander; 8th Grade - Emani Payne (STEM/GMMS)
- John L. Ory: 5th Grade - Tyler Jones; 8th Grade - Cali Boudreaux
- LaPlace Elementary: 5th Grade - Theron Gross; 8th Grade - Alyssa Munoz
- Lake Pontchartrain Elementary: 5th Grade - Julian Ruffin; 8th Grade - Yasmin Moore
- West St. John Elementary: 5th Grade - Cydnee Lewis
- West St. John High School: 8th Grade - Skylar Edwards; 12th Grade - Amiya Lumar

District Level Students of the Year:

- High School: Cameron Cage – East St. John High School
- Middle School: Emani Payne – Garyville/Mt. Airy Magnet
- Elementary School: Chaela Alexander – Garyville/Mt. Airy Magnet
ITEM #: 7a  
DATE: 02/07/2019  

TOPIC: Monthly Budget-to-Actual

BACKGROUND:

ALTERNATIVES:

SUPERINTENDENT’S RECOMMENDATION:

COST:

INFORMATION SOURCES: Mr. Felix Boughton
### GENERAL FUND REVENUES

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Original Appropriation</th>
<th>Revised Budget</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Local revenues</td>
<td>$31,448,059</td>
<td>$31,448,059</td>
<td>$0</td>
</tr>
<tr>
<td>02</td>
<td>State revenues</td>
<td>$29,438,182</td>
<td>$31,065,912</td>
<td>$1,627,730</td>
</tr>
<tr>
<td>04</td>
<td>Other revenues</td>
<td>$2,345,200</td>
<td>$2,345,200</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td><strong>Total Revenues</strong></td>
<td><strong>$63,231,441</strong></td>
<td><strong>$64,859,171</strong></td>
<td><strong>$1,627,730</strong></td>
</tr>
</tbody>
</table>

### GENERAL FUND EXPENDITURES

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Original Appropriation</th>
<th>Revised Budget</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Regular Education</td>
<td>$27,110,047</td>
<td>$27,331,330</td>
<td>$221,283</td>
</tr>
<tr>
<td>12</td>
<td>Special Education</td>
<td>$10,418,993</td>
<td>$10,555,933</td>
<td>$136,940</td>
</tr>
<tr>
<td>13</td>
<td>Vocational Ed</td>
<td>$1,622,717</td>
<td>$1,447,132</td>
<td>-$175,585</td>
</tr>
<tr>
<td>14</td>
<td>Other Instruction</td>
<td>$1,953,068</td>
<td>$2,135,052</td>
<td>$181,984</td>
</tr>
<tr>
<td>15</td>
<td>Special Programs</td>
<td>$680,471</td>
<td>$636,831</td>
<td>-$43,640</td>
</tr>
<tr>
<td>21</td>
<td>Pupil Support</td>
<td>$4,925,446</td>
<td>$5,206,298</td>
<td>$280,852</td>
</tr>
<tr>
<td>22</td>
<td>Instructional Staff</td>
<td>$942,395</td>
<td>$1,132,207</td>
<td>$189,812</td>
</tr>
<tr>
<td>23</td>
<td>General Admin</td>
<td>$1,771,897</td>
<td>$1,792,851</td>
<td>$20,954</td>
</tr>
<tr>
<td>24</td>
<td>School Adm</td>
<td>$5,530,680</td>
<td>$5,749,163</td>
<td>$218,483</td>
</tr>
<tr>
<td>25</td>
<td>Business Adm</td>
<td>$763,448</td>
<td>$744,031</td>
<td>-$29,417</td>
</tr>
<tr>
<td>26</td>
<td>Maintenance</td>
<td>$7,583,081</td>
<td>$8,145,462</td>
<td>$562,381</td>
</tr>
<tr>
<td>27</td>
<td>Transportation</td>
<td>$4,245,387</td>
<td>$4,251,292</td>
<td>$5,905</td>
</tr>
<tr>
<td>28</td>
<td>Central Services</td>
<td>$1,014,142</td>
<td>$1,059,040</td>
<td>$44,898</td>
</tr>
<tr>
<td>50</td>
<td>Other</td>
<td>$1,484,481</td>
<td>$1,392,481</td>
<td>-$92,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$70,046,253</strong></td>
<td><strong>$71,579,103</strong></td>
<td><strong>$1,532,850</strong></td>
</tr>
</tbody>
</table>

**Current Year Projected Deficit**  
$-6,814,812  

**Beginning Total Fund Balance**  
$13,876,251  

**Ending Total Fund Balance**  
$7,061,439
ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
SCHOOL BOARD MEETING
AGENDA ITEM

ITEM #: 7b

DATE: 02/07/2019

TOPIC:
Request Board approval on Proposal for Property Insurance.

BACKGROUND:
The Board previously authorized the solicitation of Proposals.

ALTERNATIVES:
Accept recommendation
Do not accept
Table

SUPERINTENDENT'S RECOMMENDATION:

COST:
$1,041,119.10

FUNDING SOURCE:
General Fund

INFORMATION SOURCES:
Mr. Peter Montz
ST. JOHN PARISH SCHOOL BOARD

PROPOSAL RECOMMENDATION SUMMARY

Meeting Date: February 7, 2019
Proposal Name: Property Insurance
Proposal Term: One Year

RELEASE/RECEIPT INFORMATION

Number of Proposal packages released: 15

Dave Millet Insurance Agency
Riverlands Insurance Agency
Louisiana Insurance Service
LOCA
Benchmark Investments
Demand Benefit
Risk Services of LA
Arthur J Gallagher
LUBA
McGriff Seibels and Williams
Regions Insurance
Tatje Insurance Agency
Hammerman and Gainer
Brown and Brown Insurance
HSRI

Web page hits: 3

Number of Proposals submitted: 2
Louisiana Insurance Service
Arthur J Gallagher

Number of no Proposals: 0

Number of Proposals rejected: 1
Arthur J Gallagher - non responsive

Number of Proposals Withdrawn 0

PROPOSAL AWARD RECOMMENDATION

LOUISIANA INSURANCE AGENCY
PROPERTY
RSUI/Ventus/James River/Ventus/RSUI/RSUI - $1,041,119.10

TERRORISM
Lloyd’s Syndicate/Hiscox $12,613.46 $5,000 deduct/$1,000,000. Occurrence

TOTAL $1,053,732.56
ST. JOHN THE BAPTIST PARISH SCHOOL BOARD

AGENDA ITEM

ITEM #: 7c

DATE: 02/07/2019

TOPIC:
Accept Substantial Completion on Garyville Mt. Airy roof replacement project.

BACKGROUND:

ALTERNATIVES:
Accept recommendation
Do not accept
Table

SUPERINTENDENT'S RECOMMENDATION:

COST:
$

FUNDING SOURCE:

INFORMATION SOURCES:
Mr. Peter Montz
# Garyville Mt. Airy Magnet School

## Change Order Reconciliation

as of 02.05.19

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contingency Funds</td>
<td>$180,413.00</td>
</tr>
<tr>
<td>CO 1 Pressure Wash Entry</td>
<td>$15,955.00</td>
</tr>
<tr>
<td>CO 2 Add Storefront Steel</td>
<td>$4,580.00</td>
</tr>
<tr>
<td>CO 3 Freezer unit, cuppers</td>
<td>$12,056.00</td>
</tr>
<tr>
<td>CO 4 Paint hand rails, gutter</td>
<td>$1,565.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid + Alternates</td>
<td>$1,288,877.00</td>
</tr>
<tr>
<td>Total Amount of COP's</td>
<td>$34,156.00</td>
</tr>
<tr>
<td>Percentage of COP's</td>
<td>2.65%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount of COP's</td>
<td>$34,156.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining Contingency Balance</td>
<td>$146,257.00</td>
</tr>
<tr>
<td>Percentage of Remaining Contingency</td>
<td>81%</td>
</tr>
</tbody>
</table>
ST. JOHN THE BAPTIST PARISH SCHOOL BOARD

AGENDA ITEM

ITEM #: 7d

DATE: 02/07/2019

TOPIC:
Accept Substantial Completion on Fifth Ward Elementary roof replacement project.

BACKGROUND:

ALTERNATIVES:
Accept recommendation
Do not accept
Table

SUPERINTENDENT'S RECOMMENDATION:

COST:
$

FUNDING SOURCE:

INFORMATION SOURCES:
Mr. Peter Montz
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contingency Funds</td>
<td>$128,887.00</td>
<td>Base Bid + Alternates</td>
<td>$1,288,877.00</td>
</tr>
<tr>
<td>CO 1 Change Door Finish</td>
<td>$4,427.00</td>
<td>Total Amount of COP's</td>
<td>$97,701.00</td>
</tr>
<tr>
<td>CO 1 Demo Café Ceiling Grid</td>
<td>$18,494.00</td>
<td>Percentage of COP's</td>
<td>7.58%</td>
</tr>
<tr>
<td>CO 1 Paint Ext Light Brackets</td>
<td>$1,144.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO 1 Install 3 Ext Lights</td>
<td>$2,574.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO 2 Replace 7 AC Ceiling Grilles Café</td>
<td>$3,601.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO 2 Install Soffit Grilles</td>
<td>$6,445.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO 2 Install New Lights Café</td>
<td>$21,850.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO 2 Install AC Wall AC Grilles</td>
<td>$4,686.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO 3 Roof Huggers</td>
<td>$34,480.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Amount of COP's</td>
<td>$97,701.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remaining Contingency Balance</td>
<td>$31,186.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24%</td>
<td></td>
</tr>
</tbody>
</table>
ST. JOHN PARISH SCHOOL BOARD
SCHOOL BOARD MEETING
AGENDA ITEM

ITEM #: 8a
DATE: 02/07/2019

TOPIC: Request approval of Revised Policy: IFD - Parent and Family Engagement

BACKGROUND:

ALTERNATIVES:

SUPERINTENDENT'S RECOMMENDATION:

INFORMATION SOURCES: Ms. Iman Montgomery
PARENTAL INVOLVEMENT IN EDUCATION - PARENT AND FAMILY ENGAGEMENT

The St. John the Baptist Parish School Board recognizes that parental involvement and family engagement must be a priority of the School Board for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the School Board throughout their children’s elementary and secondary school careers. The term parent shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of parental involvement and family engagement shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the School Board and each public school in St. John the Baptist Parish, in meaningful collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the School Board, in accordance with applicable state and federal laws and regulations. As part of the parental involvement and family engagement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

DISTRICT LEVEL RESPONSIBILITIES

At the district level, the School Board shall:

1. Involve parents and family members in the joint development and amendment of the school district’s plan, which includes components of the district’s parental involvement and family engagement program, to be submitted to the Louisiana Department of Education. Such involvement shall involve, but not be limited to, the following:
   a) appointing to, and interacting with, each school’s School Improvement Team, which is actively involved with assessing needs and addressing these needs in the school;
   b) conducting open public workshops on major issues;
   c) holding regular School Board meetings, with opportunities for the Board to receive public input and comments;
   d) requiring each school to conduct an annual open house meeting;

St. John the Baptist Parish School Board 1 of 7
e) encouraging school-based parental organizations, such as PTA, PTO, TEAM, etc.

2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in St. John the Baptist Parish in planning and implementing effective parental-parent and family involvement programs and strategies activities to improve student academic achievement.

3. Coordinate and integrate parental-involvement parent and family engagement strategies with other relevant programs that promote parental involvement, such as encouraging school-based parental organizations, such as PTA, PTO, TEAM, etc.

4. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of components and strategies of the School Board's parental-involvement parent and family engagement program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the School Board, including identifying barriers to greater participation by parents in educational and parental-involvement parent and family engagement activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental and family involvement, and to revise, if necessary, the parental involvement parent and family engagement policies and procedures.

5. Distribute to parents and families, in a language the parents can understand, information about the St. John the Baptist Parish School Board's parental-involvement parent and family engagement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law. Notification shall also include, at the start of school each year, the right of parents to request and receive timely information on the professional qualifications of their children's classroom teachers.

6. Submit with the No Child Left Behind (NCLB) Consolidated Application plan to the Louisiana Department of Education comments of parents of participating children who are not satisfied with components of the parental involvement program.

7. Inform and notify parents and organizations of the existence of a parental information and resource center established by the state to provide training, information, and support to parents and individuals who work with parents, School Boards, and schools.
SCHOOL LEVEL RESPONSIBILITIES

As part of the parental-involvement parent and family engagement program, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the St. John the Baptist Parish School Board to:

1. Convene an annual open house meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.

2. Offer a flexible number of engagement meetings at convenient times services; and/or activities, on or off school campuses, at various times of the day to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.

3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of parental-involvement parent and family engagement programs, including the planning, development, review, and improvement of the school parental-involvement parent and family engagement policy and the joint development of the school-wide parental-involvement parent and family engagement program plan.

4. Provide parents, especially those of participating children in NCLB programs:
   A. timely information about educational and parental-involvement parent and family programs;
   B. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet achievement levels of state academic standards;
   C. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and,

D. the School Board’s written Parent and Family Engagement policy.

5. If the school-wide parental-involvement parent and family engagement program plan is not satisfactory to the parents of participating children, submit any parent
comments on the plan when the school makes the plan available to school district level personnel.

SHARED RESPONSIBILITIES

As part of the parental-involvement parent and family engagement program, to build a capacity for involvement, the School Board and each public school under the jurisdiction of the School Board:

1. Shall provide assistance to parents of children served by the school or School Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, the components of the Board's parental-involvement program, and how to monitor a child's progress and work with educators to improve the achievement of their children.

2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.

3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start, and public pre-school and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.

6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

7. May provide necessary literacy training from federal and state funds received if the School Board has exhausted all other reasonably available sources of funding for such training.

8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, appropriate refreshments, and/or child care costs, to enable parents to participate in school-related meetings and training sessions.
9. May train parents to enhance the involvement of other parents.
10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.

11. May adopt and implement model approaches to improving parental involvement.

12. Shall recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as tutoring, improving attendance, and contributing and preparing school/classroom support materials and services.

12. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs.

13. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.

14. Shall provide such other reasonable support for parental involvement activities as parents may request.

15. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

PARENTS' RESPONSIBILITIES

The School Board realizes that a child's education begins at birth. Parents and family members, as their child's primary teachers, play a vital role in the intellectual, social, and emotional growth of their children. A child's development and success is dependent on the direct support a child receives at home. In an effort to promote responsible and successful parenting skills, the Board expects parents to:

1. Make sure children attend school regularly and arrive at school on time.
2. Supervise completion of all homework assignments.
3. Assure proper hygiene and daily cleanliness of their children.
4. Make sure children are dressed properly, in accordance with the uniform or dress code.
5. Make sure that children get adequate amounts of sleep nightly.
6. Visit and discuss their child's academic progress regularly with teachers.
7. Discuss academic progress and school events regularly with their child.
8. Instill proper respect for parents, teachers, and other adults.
9. Volunteer in child's classroom, school, or related activities to the extent feasible and appropriate.
10. When feasible, attend school-sponsored programs in which their child may participate.
11. When feasible, join and be active in parent/teacher organizations.

Statement of Compliance

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a Statement of Compliance, in accordance with state law. For students, the Statement of Compliance shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the Statement of Compliance shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences.

SCHOOL-PARENT COMPACT

Each school shall jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.
2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
   A. parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
   B. frequent reports to parents on their children's progress;
   C. reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and
   D. parental activities and/or contributions away from the school site that enhance academic achievement.

OTHER PROGRAMS

In conjunction with the district services rendered under the School Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the St. John the Baptist Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Partners in Education, and District Parent/Teacher Association (PTA). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in the St. John the Baptist Parish public schools.

Revised: February, 2003
Approved: October 15, 2009
Revised: December, 2017

ST. JOHN PARISH SCHOOL BOARD
SCHOOL BOARD MEETING
AGENDA ITEM

ITEM #: 9a

DATE: 02/07/2019

TOPIC: Introduction of Revised Policy: BCB – School Board Meeting Procedures

BACKGROUND:

ALTERNATIVES:

SUPERINTENDENT’S RECOMMENDATION:

INFORMATION SOURCES: Ms. Iman Montgomery
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, 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. An **affirmative vote of the majority of members present and voting** shall be necessary for the passage of any motion, except in such instances as the law or other policies of the St. John the Baptist Parish School Board that may require a larger vote. Every member present, including the President, shall be entitled to one vote.

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. All voting shall be by voice, or by show of hands; a roll call vote may be requested by any member and/or ordered by the President, with the vote of each member recorded in the minutes. On voice votes, the name of each voting "nay" shall be recorded in the minutes. 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.


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 allow public comment, no more than five (5) minutes for any one individual, at any meeting of the School Board prior to taking any vote. The comment period
shall be for each agenda item and shall precede each agenda item. 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 the event that the Board should add an item to its agenda after the Board meeting begins, the presiding officer shall orally request of the audience whether anyone in attendance would like to speak on the added agenda item. Each person indicating a desire to do so shall be given an opportunity to address the Board on each agenda item added. The Board shall delay deliberations on that agenda item until such time as all interested members of the public have had an opportunity to speak.

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 drivers, 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/AUXILIARY 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
• 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 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.

<table>
<thead>
<tr>
<th>Revised: September, 1985</th>
<th>Revised: November 6, 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised: February, 1989</td>
<td>Revised: March, 2009</td>
</tr>
<tr>
<td>Revised: June, 1989</td>
<td>Revised: March 21, 2013</td>
</tr>
<tr>
<td>Revised: June, 1991</td>
<td>Revised: September 4, 2014</td>
</tr>
<tr>
<td>Revised: January, 1992</td>
<td>Revised: October, 2014</td>
</tr>
<tr>
<td>Revised: March, 1995</td>
<td>Revised: April 1, 2015</td>
</tr>
<tr>
<td>Revised: April, 1995</td>
<td>Revised: July, 2016</td>
</tr>
<tr>
<td>Revised: July, 1998</td>
<td>Revised: September 8, 2016</td>
</tr>
<tr>
<td>Revised: June, 2004</td>
<td>Revised: October 19, 2017</td>
</tr>
<tr>
<td>Revised: September, 2007</td>
<td>Revised: July 19, 2018</td>
</tr>
</tbody>
</table>


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, 7-19-18

St. John the Baptist Parish School Board
ST. JOHN PARISH SCHOOL BOARD
SCHOOL BOARD MEETING
AGENDA ITEM

ITEM #: 9b
DATE: 02/07/2019

TOPIC: Request approval of New Policy: HC – Charter School Monitoring, Extension, and Renewal

BACKGROUND:

ALTERNATIVES:

SUPERINTENDENT’S RECOMMENDATION:

INFORMATION SOURCES: Ms. Iman Montgomery
CHARTER SCHOOL MONITORING, EXTENSION, AND RENEWAL

It is the responsibility of the St. John the Baptist Parish School Board to hold charter schools accountable for achieving the performance standards set forth in policy, the SJBPSS Annual Review Indicators, and each charter school's operating agreement.

ANNUAL ASSESSMENT AND REPORTING OF CHARTER PERFORMANCE

The School Board collects data and information concerning the performance of its charter schools through monitoring processes and that data and information is used to produce an Annual Review for each charter school authorized by the School Board. The Annual Review is a public document that reports the performance of charter schools and is based on the expectations for high-quality charter schools outlined in the Louisiana Department of Education’s Charter School Performance Compact. Annual Reviews are released each winter using data to assess the performance of each school in the prior school year.

The Annual Review assesses a school in three areas that correspond to the performance expectations for high-quality charter schools. Each school receives a single score for academic, organizational, and financial performance as based on the metrics in the Annual Review. There are measurements that align to each subcomponent of each expectation. These scores are derived by looking at both quantitative measures of performance as well as compliance-based actions.

<table>
<thead>
<tr>
<th>Expectation</th>
<th>Area of Annual Review</th>
<th>Types of Measurement</th>
<th>Possible Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students, regardless of background, need, or ability, are afforded an</td>
<td>Academic</td>
<td>School Performance Score (SPS) and Letter Grade</td>
<td>Letter grade A, B, C, D, F, or T</td>
</tr>
<tr>
<td>educational environment that provides them with opportunities for academic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>growth and achievement.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schools enroll and serve all students through prioritizing equity in their</td>
<td>Organizational</td>
<td>Consideration of data related to enrollment of students who are economically</td>
<td>Meets All Expectations, Meets Most Expectations, or Does Not Meet Expectations</td>
</tr>
<tr>
<td>enrollment and discipline policies and procedures.</td>
<td></td>
<td>disadvantaged and students with disabilities as well as enrollment stability,</td>
<td></td>
</tr>
<tr>
<td>All special student populations receive the services and supports they</td>
<td></td>
<td>discipline rates, and special education indicators</td>
<td></td>
</tr>
<tr>
<td>need to ensure academic success in accordance with applicable law and policy.</td>
<td></td>
<td>Compliance with enrollment, special</td>
<td></td>
</tr>
</tbody>
</table>
Schools and governing boards responsibly follow all laws, policies, and contractual obligations.

Schools demonstrate strong financial practices resulting in fiscally viable and responsibly maintained institutions.

<table>
<thead>
<tr>
<th>Schools and governing boards responsibly follow all laws, policies, and contractual obligations.</th>
<th>education, governance, and safety-related laws and policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial</td>
<td>Performance on annual audits; Financial Risk Assessment; Appropriate use of funds in accordance with law and policy</td>
</tr>
<tr>
<td>Meets All Expectations, Meets Most Expectations, or Does Not Meet Expectations</td>
<td></td>
</tr>
</tbody>
</table>

Performance on the metrics in the Annual Review determines the Superintendent’s recommendations to the School Board related to high-stakes decisions, which are described below in the section on Accountability Decisions and Interventions. The impact of a school’s performance on extension and renewal recommendations is described below in the section on Extension and Renewal Standards.

**MONITORING OF CHARTER SCHOOL PERFORMANCE**

Each year, St. John the Baptist Parish Public Schools shall assess each Type 1 and 3 charter school on each component of the Annual Review and reports this information publicly. The school system shall collect the information needed to compile the Annual Review through a set of monitoring and oversight activities. The information collected through these activities is aligned with the performance expectations to which charter schools are held.

Each year, all charter schools are subject to the following oversight and reporting activities.

1. **School Visits**
   During the year, school system staff members shall visit each charter school at least once and use data to inform the activities that are conducted during the visit(s). Visits may be announced or unannounced. The activities conducted during the visits depend on a school’s performance and may include the following:
   - Classroom observations
   - Staff interviews
   - Audit of student files and records
   - Review of policies and procedures
   - Health and safety review
   - Facilities review
   - Discussions with school and board leadership

2. **Systematic Review of Data and Documents**
   As information is reported throughout the school year, the school system shall conduct systematic data reviews in order to assess school performance in a variety of areas. Additionally, the school system shall routinely review school policies, procedures, and other materials for compliance with law and policy.
3. Monitoring of Financial Performance

All charter schools are required to submit an Annual Operating Budget, Quarterly Financial Reports, and the Annual Financial Report. These requirements are managed by the school system’s finance team and charter schools shall receive ongoing communications throughout the year on requirements and deadlines.

As needed, the school system may also assess schools based on information and data collected through:

- Additional school visits
- In-depth reviews of student records including, but not limited to the areas of discipline, attendance, enrollment, testing, special populations, and special education
- Targeted review of school policies
- More in-depth facility reviews
- Discussions with families and community members

ACCOUNTABILITY DECISIONS AND INTERVENTIONS

St. John the Baptist Parish Public Schools shall use information collected from the processes outlined above and the metrics included in the Annual Review for three purposes:

1. To undertake actions and interventions in instances where schools fail to meet expectations in one or more areas;
2. To make high stakes decisions and recommendations related to charter school extension and renewal; and
3. To make decisions and recommendations about charter school expansion and replication.

1. Ongoing Actions and Interventions

Based on the information collected through its monitoring and oversight processes, St. John the Baptist Parish Public Schools may become aware of concerns related to a school’s performance as measured by the Charter School Evaluation Framework. St. John the Baptist Parish Public Schools may use this information to address these situations through other interventions including but not limited to:

- Targeted communications with school leaders and board chairs and connection with support organizations
- Additional inquiry and oversight
- Restriction of growth and/or the ability to expand
- Entry into the Accountability Intervention Ladder

Accountability Intervention Ladder

All charter schools are initially considered to be in Good Standing and in compliance with the contract they have with the School Board. However, based on routine and ad hoc monitoring and oversight by St. John the Baptist Parish Public Schools over the course of the school year, information received by the School Board may reveal that a charter school is failing to meet expectations in a certain area that requires immediate remediation. In these instances, the
charter school will enter the intervention ladder through the issuance of a Notice of Concern or Notice of Breach.

- **Notices of Concern** are given to schools in instances of less significant non-compliance of law or policy as determined by school system staff.
- **Notices of Breach** are given to schools in instances of significant, systemic, or repeated non-compliance of law or policy as determined by staff.

Notices contain specific action steps and due dates required to remedy the issue. Upon remediying the issue, the school returns to Good Standing.

- If a Notice of Concern is not remedied in the time allotted, the school progresses to a Notice of Breach with additional steps required to address the issue.
- If a Notice of Breach is not remedied in the time allotted, additional accountability actions may be taken by St. John the Baptist Parish Public Schools up to and including a recommendation of revocation to the School Board.

In serious situations, failure to remedy a Notice of Breach or repeated Notices of Breach in a single school year can lead to a school entering the charter contract revocation review. Receipt of a Notice of Concern or Breach is considered in the assessment of a school’s performance, is included in the Annual Review, and can impact decisions related to extension and renewal or expansion.

**Revocation Review**

In instances where a charter school has ongoing and significant concerns or is threatening the safety, health, and welfare of students, St. John the Baptist Parish Public Schools may recommend to the School Board that the charter be revoked, which may lead to immediate closure of the school. In these situations, St. John the Baptist Parish Public Schools will engage in a revocation review before making that recommendation.

The revocation review will involve additional data and document collection and may include visits to the school or an in-depth audit to assess financial and organizational health. Findings from the revocation review shall determine whether a school enters into revocation proceedings or is granted a revised Notice of Breach.

The school system recognizes the magnitude of revocation proceedings and only rarely uses this authority in cases of persistent shortcomings or grave incidents that threaten the health, safety, or welfare of students. If a school enters revocation proceedings, the school system will follow the revocation procedures outlined in Bulletin 126 and the charter contract.

2. **Extensions and Renewals**

Charter schools are granted an initial contract length of four years. During a school’s fourth year of operation, St. John the Baptist Parish Public Schools shall assess each school’s performance and makes a recommendation to the School Board as to whether the school should be allowed to operate for a fifth year. This is known as the extension process.

During a charter school’s fifth year of operation, St. John the Baptist Parish Public Schools shall again assess the school’s performance and make a recommendation to the School Board as to whether the school should receive a renewal contract to continue operation. This is known as the renewal process. The renewal process occurs in the last year of every charter contract term.
Decisions and recommendations for extensions and renewals shall be made in accordance with this framework and Bulletin 126 and based on longitudinal information over a school’s charter term as collected and reported in the Annual Review. Specifically, a charter school’s School Performance Score (SPS) and its various components comprise the section of the Annual Review that lays out expectations for academic performance. A school’s accountability results, considered against the academic standards for extension and renewal in policy, will inform whether St. John the Baptist Parish Public Schools recommends a school for extension or renewal, as well as the minimum number of years for the new contract term.

Once a school has been recommended for renewal, St. John the Baptist Parish Public Schools shall also determine a recommended renewal term length. The length of the renewal term is guided by a school’s performance on the organizational and financial components of the Annual Review over the entire term of the current contract. Schools that continue to meet organizational and financial expectations are eligible for additional years over and above the base number of years earned by their academic performance. In instances where the school has serious, systemic, or repeated non-compliance with organizational or financial standards, the Superintendent may recommend a term length up to two years shorter than the base number of years.

For a charter school with a renewal term of six or more years, the St. John the Baptist Public School Board will conduct an in-depth review and evaluation of the charter school, equivalent to a renewal review, at least once every five years to measure the charter school’s performance as measured by the charter school performance compact. The superintendent or his or her designee shall present such review and evaluation to the St. John the Baptist Parish School Board at a regular meeting and provide an opportunity for the Board to take appropriate action or impose meaningful consequences, if necessary, as provided for in the adopted performance framework.

3. Charter School Expansion and Replication

Charter schools may seek to serve more students in one of two ways:
   - Expansion of the enrollment of a school currently in existence, or
   - The opening of a new charter school.

In order to ensure that only the highest-quality schools are expanding, the ability to serve additional students is contingent upon a school’s performance as measured by this framework and the Annual Review.

ANNUAL REVIEW INDICATORS

The Superintendent shall adopt and maintain Annual Review Indicators to be used in the Annual Review. Such indicators shall provide for multiple measure of each charter school’s financial, organizational, and academic performance.

ANNUAL REVIEW STANDARDS

In the Annual Review, each school will receive academic, financial, and organizational performance ratings based on the Annual Review Indicators.
Schools earn points for indicators where their performance meets expectations based upon a review of available data. These indicators are aligned to each expectation and are outlined below within the categories of academic, organizational, and financial performance. Schools that fail to meet performance indicators can lose points for organizational or financial performance.

<table>
<thead>
<tr>
<th>Category</th>
<th>Overall Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Meets All Expectations: “A” letter grade AND 64 points</td>
</tr>
<tr>
<td></td>
<td>Meets Most Expectations: “C” or higher letter grade AND 33-63 points</td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations: “D” or lower letter grade OR 0-32 points</td>
</tr>
<tr>
<td>Organizational</td>
<td>Meets All Expectations: 8 points</td>
</tr>
<tr>
<td></td>
<td>Meets Most Expectations: 5-7 points</td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations: 0-4 points</td>
</tr>
<tr>
<td>Financial</td>
<td>Meets All Expectations: 40 points</td>
</tr>
<tr>
<td></td>
<td>Meets Most Expectations: 21-39 points</td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations: 0-20 points</td>
</tr>
</tbody>
</table>

**EXTENSION AND RENEWAL STANDARDS**

*Extension Standards*

<table>
<thead>
<tr>
<th>Extension/Renewal Type</th>
<th>Minimum Academic Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension or 1st Renewal</td>
<td>“D” or higher letter grade in the most recent year of the contract term</td>
</tr>
<tr>
<td>2nd or Subsequent Renewal</td>
<td>“C” or higher letter grade in the most recent year of the contract term OR “D” letter grade in the most recent year of the contract term and “C” letter grades for more than half of the letter grades earned during the charter term and the final letter grade earned for the charter’s prior term</td>
</tr>
</tbody>
</table>
### Renewal Standards

<table>
<thead>
<tr>
<th>Current Letter Grade</th>
<th>Minimum Term Length</th>
<th>Potential Additional Years (Based on Organizational and Financial Performance Over Current Term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>6 Years</td>
<td>&quot;Does Not Meet Expectations&quot; in any year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&quot;Meets All&quot; and/or &quot;Meets Most Expectations&quot; all years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&quot;Meets All Expectations&quot; all years</td>
</tr>
<tr>
<td>B</td>
<td>5 Years</td>
<td>&quot;Does Not Meet Expectations&quot; in any year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&quot;Meets All&quot; and/or &quot;Meets Most&quot; Expectations all years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&quot;Meets All Expectations&quot; all years</td>
</tr>
<tr>
<td>C</td>
<td>4 Years</td>
<td>No additional years</td>
</tr>
<tr>
<td>D, F or no letter grade</td>
<td>3 Years</td>
<td>No additional years</td>
</tr>
</tbody>
</table>

Notwithstanding, the School Board may recommend a renewal term that is up to two years shorter than the minimum term length, but no shorter than 3 years for a charter school: 1) where fewer than 50% of the school’s enrolled grades are testable under state accountability; or 2) that has significant, intentional, or repeated non-compliance with financial or organizational requirements.

New Policy: February 7, 2019

### St. John the Baptist Parish School System
#### Charter School Annual Review Indicators

### 1. Academic Standards of Evaluation

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Level 4: Exemplary level of development and implementation</th>
<th>Level 3: Fully functioning and operational level of implementation</th>
<th>Level 2: Partial implementation</th>
<th>Level 1: Low level or no evidence of development and implementation</th>
<th>Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>The vision and mission statements reflect the school purpose.</td>
<td>The vision and mission are clear driving forces for the school stakeholders; the future course is clearly aligned with the vision and mission.</td>
<td>Stakeholders have sufficiently implemented the vision and mission and the future plans indicate continued successful implementation.</td>
<td>The vision, mission and future plans have changed somewhat or have little association with the work of the stakeholders.</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

**Comments/Recommendations:**

**The school has achieved adequate levels of academic growth and achievement over the term of the charter based on LEAP, iLEAP, ACT and EOC/GEE.**

<table>
<thead>
<tr>
<th>Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>School received a letter grade of A with increased academic achievement.</td>
</tr>
<tr>
<td>School received a letter grade of B or C and has an SPS at or above the midpoint of the C range (77).</td>
</tr>
<tr>
<td>School received a letter grade of C and has an SPS below the midpoint of the C range (77), or letter grade D.</td>
</tr>
<tr>
<td>School received a letter grade of F.</td>
</tr>
</tbody>
</table>

**Comments/Recommendations:**
<table>
<thead>
<tr>
<th>The school has a method for identifying and meeting the needs of “At-Risk” students. “At-Risk” includes ESS, ELL and Low Income students.</th>
<th>The school has a clear and documented method for identifying and meeting needs of “At Risk” students.</th>
<th>The school identifies and meets needs of some subgroups.</th>
<th>The school identifies but does not meet needs of the subgroups.</th>
<th>The school does not have a method for identifying or meeting needs of “At Risk” students.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Comments/Recommendations:</td>
<td>Comments/Recommendations:</td>
<td>Comments/Recommendations:</td>
<td>Comments/Recommendations:</td>
<td>Comments/Recommendations:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The subgroups (ESS, ELL, Low Income) achieved adequate levels of academic growth over the term of the charter based on LEAP, iLEAP, ACT and EOC/GEE. (If less than 10, disregard)</td>
<td>School subgroup proficiency rate met or exceeded the 90th percentile of statewide subgroup performance.</td>
<td>School subgroup proficiency rate was between the 50th and 89th percentiles of statewide subgroup performance.</td>
<td>School subgroup proficiency rate was between the 20th and 49th percentiles of statewide subgroup performance.</td>
<td>School subgroup proficiency rate fell below the 20th percentile of statewide subgroup performance.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Comments/Recommendations:</td>
<td>Comments/Recommendations:</td>
<td>Comments/Recommendations:</td>
<td>Comments/Recommendations:</td>
<td>Comments/Recommendations:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The school has a plan for closing achievement gaps.</td>
<td>The school has an aggressive yet reasonable plan for closing the achievement gap for all students, subjects and</td>
<td>The school has a plan to close the achievement gap but it only addresses some of the student groups.</td>
<td>The school has a plan for closing the achievement gap for all students, subjects and grades but it is unlikely to</td>
<td>The school does not have an adequate plan to close the achievement gaps.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Stated Measures</td>
<td>Grades</td>
<td>Comments/Recommendations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>--------</td>
<td>--------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The school equips students for a post high school education or career.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At least 90% of students continue their education and/or are employed after graduation.</td>
<td>75% - 89% of students continue their education and/or are employed after graduation.</td>
<td>60% - 74% of students continue their education and/or are employed after graduation.</td>
<td>Less than 59% of students continue their education and/or are employed after graduation.</td>
<td></td>
</tr>
<tr>
<td>The school complies with state mandated &quot;seat time&quot; instruction guidelines.</td>
<td>The school complies with all state mandated guidelines.</td>
<td>The school complies with 70% of the state mandated guidelines.</td>
<td>The school complies with 50% of the state mandated guidelines.</td>
<td>The school complies with less than 50% of the state mandated guidelines.</td>
</tr>
<tr>
<td>The school provides effective instruction methods that are aligned to approved standards.</td>
<td>The school leader ensures every instructional staff member is improving, diverse student academic needs are being addressed and a variety of instructional methods are being used.</td>
<td>Most of the staff is improving and a several effective instructional methods are used to address varied student learning needs.</td>
<td>Effective instructional practices are inconsistent and not sustainable or prioritized.</td>
<td>A comprehensive instructional plan is not described, or it appears the plan has not been implemented at the classroom level.</td>
</tr>
</tbody>
</table>

Comments/Recommendations:
| The curriculum used is high quality and appropriate for respective courses. | The curriculum is high quality, research based and implemented with fidelity. | The curriculum is good quality and the most of the teachers implement it with fidelity. | The curriculum is good quality but not implemented with fidelity. | There is no evidence of a high-quality curriculum being implemented with fidelity. | 4 | 3 | 2 | 1 |

**Comments/Recommendations:**

| The school uses certified teachers. | The school's faculty is 80% certified. | More than 65% of the faculty is certified. | Less than 65% of the school's faculty is certified. | Less than 50% of the school's faculty is certified. | 4 | 3 | 2 | 1 |

**Comments/Recommendations:**

| Parents are satisfied with the school and kept informed of events and student progress. | At least 90% of parents surveyed are satisfied with the school. | 75%-89% of parents surveyed are satisfied with the school. | 60%-74% of parents surveyed are satisfied with the school. | Less than 59% of parents surveyed are satisfied with the school. | 4 | 3 | 2 | 1 |

**Comments/Recommendations:**

<p>| The school culture recognizes student academic achievement. | The culture strongly and repeatedly supports the recognition of student academic achievement in a myriad of ways. | A positive school culture exists that rewards student academic achievement on a regular basis. | There are some celebrations/traditions in place to honor student academic achievement. | Students get little or no recognition for academic achievement. | 4 | 3 | 2 | 1 |</p>
<table>
<thead>
<tr>
<th>Comments/Recommendations:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The school has a system in place to effectively handle discipline issues when they arise.</strong></td>
</tr>
<tr>
<td>The school has a solid system in place and a commendable record of implementing the discipline policy.</td>
</tr>
<tr>
<td><strong>Comments/Recommendations:</strong></td>
</tr>
<tr>
<td><strong>The discipline system is effective in managing student behavior.</strong></td>
</tr>
<tr>
<td>Less than 5% of students have been suspended or expelled.</td>
</tr>
<tr>
<td><strong>Comments/Recommendations:</strong></td>
</tr>
<tr>
<td><strong>The school has a low level of attrition.</strong></td>
</tr>
<tr>
<td>More than 95% of students enrolled in October are still enrolled in May.</td>
</tr>
<tr>
<td><strong>Comments/Recommendations:</strong></td>
</tr>
<tr>
<td><strong>The school monitors and minimizes attrition rates.</strong></td>
</tr>
<tr>
<td>The school has a solid system in place and a commendable record of implementing the attrition</td>
</tr>
</tbody>
</table>
## II. Organizational Standards of Evaluation

<table>
<thead>
<tr>
<th>Policy</th>
<th>Pieces of the Plan</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>The school has a reasonable yet progressive Academic five-year future plan.</td>
<td>The school has plans to exceed performance targets through year 2020 and beyond.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>The school has plans to meet performance targets through year 2020 and beyond.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>The school has few plans to exceed or meet performance targets through year 2020 and beyond.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>The school has no plans to exceed or meet performance targets through year 2020 and beyond.</td>
<td>1</td>
</tr>
</tbody>
</table>

**Comments/Recommendations:**

| The school a reasonable yet progressive facility/enrollment five-year future plan. | The school has plans to both increase enrollment and improve facilities through year 2020 and beyond. | 4 |
| | The school has plans to either increase enrollment or improve facilities through year 2020 and beyond. | 3 |
| | The school has plans to increase enrollment or improve facilities but it will take longer than year 2020. | 2 |
| | The school has no plans to increase enrollment and improve facilities through year 2020 and beyond. | 1 |

**Comments/Recommendations:**

## III. Financial Standards of Evaluation

<table>
<thead>
<tr>
<th>Policy</th>
<th>Pieces of the Plan</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>The school has strong financial performance over the term of the charter.</td>
<td>For the term of the charter, the school has always adhered to a balanced budget, built a substantial fund balance, had clean independent financial audits, and demonstrated exceptional financial</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>For most of the term of the charter, the school has mostly adhered to a balanced budget, built an adequate fund balance, had clean independent financial audits, and demonstrated strong financial</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>For some of the term of the charter, the school has occasionally adhered to a balanced budget, built a fund balance, had clean independent financial audits, and demonstrated moderate</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>For the term of the charter, the school has struggled to adhere to a balanced budget, built a no fund balance, had clean independent financial audits, and/or demonstrated weak financial practices and</td>
<td>1</td>
</tr>
<tr>
<td>Comment/Recommendations:</td>
<td>The financial policies are comprehensive, practical and effective and implemented with fidelity.</td>
<td>It is very clear that the financial policies are implemented with integrity and fidelity and the school has a history of strong implementation.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>The school reports financial records in a timely manner.</td>
<td>The school has reported the required documents three days prior to Board Meetings and to the local authorizer at least 95% of the time.</td>
</tr>
<tr>
<td>Comment/Recommendations:</td>
<td>The School Board is equipped to ensure the financial viability of the school.</td>
<td>The entire Board has received financial training and has a working knowledge of the school’s finances.</td>
</tr>
<tr>
<td>The School Board has a governance model and receives training to better support oversight of the school.</td>
<td>The board has a sound governance model; all members have received training regarding effective school management.</td>
<td>The board has a governance model; most members have received training regarding effective school management.</td>
</tr>
</tbody>
</table>

**Comments/Recommendations:**

| The School Board reviews its bylaws, polices and conducts self-reviews. | The board conducts policy and self-reviews at least annually and uses the results to make improvements to policies and procedures. | The board conducts policy and self-reviews at least every two years and uses the results to make improvements to policies and procedures. | The board conducts policy and self-reviews at least annually and but there is no evidence that the results are used to make improvements. | The board does not conduct policy or self-reviews. | 4 | 3 | 2 | 1 |

**Comments/Recommendations:**

| The lead administrator is sufficiently qualified to lead the school. | The lead administrator has demonstrated strong leadership skills and is doing a Highly Effective job of leading the school. | The lead administrator is effective and has demonstrated leadership capabilities. | The lead administrator is minimally qualified and demonstrates emerging leadership capabilities. | The lead administrator's qualifications were not included or there are concerns about the administrator's capabilities. | 4 | 3 | 2 | 1 |

**Comments/Recommendations:**

<p>| The school leader is evaluated at least annually by the governing board. | The school leader's evaluation is aligned with the school's mission, vision and its goals and is conducted at least yearly. | The governing board uses an effective evaluation instrument, has policy for an annual review and demonstrated | The board has a policy to conduct an annual evaluation of the school leader, but not has not demonstrated that it has done | The board has not evaluated the school leader and there is no policy for doing so. | 4 | 3 | 2 | 1 |</p>
<table>
<thead>
<tr>
<th>Comments/Recommendations:</th>
<th>evidence that the annual evaluation was completed.</th>
<th>so or there is a weak policy and/or instrument.</th>
</tr>
</thead>
</table>

**The board has plans in place for a variety of events for the future contractual period.**

<table>
<thead>
<tr>
<th>The board has innovative plans to support quality governance and support effective and well-run operations for the future contractual period.</th>
<th>The board has plans to support quality governance and support effective and well-run operations for future contractual period.</th>
<th>The board has few plans to support quality governance and support effective and well-run operations for future contractual period.</th>
<th>The board has no plans to support quality governance and support effective and well-run operations for the future contractual period.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

**Comments/Recommendations:**

<table>
<thead>
<tr>
<th>The school has procedures in place to be followed in the event of closure or dissolution of the school.</th>
<th>The school does have these procedures in place.</th>
<th>N/A</th>
<th>N/A</th>
<th>The school does not have these procedures in place.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Comments/Recommendations:**

Created: February 7, 2019
ST. JOHN PARISH SCHOOL BOARD
SCHOOL BOARD MEETING
AGENDA ITEM

ITEM #: 9c
DATE: 02/07/2019

TOPIC: Standing Committees

BACKGROUND:

ALTERNATIVES:

SUPERINTENDENT’S RECOMMENDATION:

INFORMATION SOURCES: Mr. Patrick H. Sanders
## St. John the Baptist Parish School Board - Committees

### Executive Committee (3 Members: Board President, Vice-President, Board President’s Appointee)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrick Sanders</td>
<td>Board President</td>
</tr>
<tr>
<td>Sherry DeFrancesch</td>
<td>Board Vice-President</td>
</tr>
<tr>
<td>Albert A. Burl, III</td>
<td>President’s Appointee</td>
</tr>
</tbody>
</table>

### Land & Facilities Committee (5 Members: Board President Appoints 5 Board Members)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ali Burl</td>
<td>Board Member</td>
</tr>
<tr>
<td>Patrick Sanders</td>
<td>Board Member</td>
</tr>
<tr>
<td>Sherry DeFrancesch</td>
<td>Board Member</td>
</tr>
<tr>
<td>Gerald Keller</td>
<td>Board Member</td>
</tr>
<tr>
<td>Charo Holden</td>
<td>Board Member</td>
</tr>
</tbody>
</table>

### Insurance Committee (10 Members: 5 Members Appointed by SJAE & 5 Members Appointed by School Board)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sherry DeFrancesch</td>
<td>Board Member</td>
</tr>
<tr>
<td>Phillip Johnson</td>
<td>Board Member</td>
</tr>
<tr>
<td>Charo Holden</td>
<td>Board Member</td>
</tr>
<tr>
<td>Iman Montgomery</td>
<td>Administration</td>
</tr>
<tr>
<td>Chris Donaldson</td>
<td>Board Appointee (Retiree)</td>
</tr>
<tr>
<td>Dawn Champagne</td>
<td>SJAE</td>
</tr>
<tr>
<td>Carolyn Jones</td>
<td>SJAE</td>
</tr>
<tr>
<td>Nedra Harper</td>
<td>SJAE</td>
</tr>
<tr>
<td></td>
<td>SJAE</td>
</tr>
</tbody>
</table>

### Finance Committee (7 Members: 2 Board Members, SB President or Appointee, Administration, 2 Employees, Community Member)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debbie Schum</td>
<td>Board Member</td>
</tr>
<tr>
<td>Phillip Johnson</td>
<td>Board Member</td>
</tr>
<tr>
<td>Clarence Triche</td>
<td>Board Member</td>
</tr>
<tr>
<td>Felix Boughton</td>
<td>Administration</td>
</tr>
<tr>
<td>Carolyn Jones</td>
<td>Employee</td>
</tr>
<tr>
<td></td>
<td>Employee</td>
</tr>
<tr>
<td>Jennifer Frizell</td>
<td>Community Member</td>
</tr>
</tbody>
</table>

### Personnel Committee (7 Members: 2 Board Members, SB President or Appointee, Administration, 2 Employees, Community Member)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrick Sanders</td>
<td>Board Member</td>
</tr>
<tr>
<td>Debbie Schum</td>
<td>Board Member</td>
</tr>
<tr>
<td>Shawn Wallace</td>
<td>Board Member</td>
</tr>
<tr>
<td>Serina Duke</td>
<td>Administration</td>
</tr>
<tr>
<td>Nedra Harper</td>
<td>Employee</td>
</tr>
<tr>
<td>Dawn Champagne</td>
<td>Employee</td>
</tr>
<tr>
<td>Jennifer Frizell</td>
<td>Community Member</td>
</tr>
</tbody>
</table>
**Discipline Committee** (16 Members: 5 Classroom Teachers, 1 SPED Teacher, 2 Guidance Counselors, 2 Principals, 1 Bus Driver, 1 CWA Supervisor, 1 School Board Member, 1 Supt. Appointee, 2 Parents)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shawn Wallace</td>
<td>Board Member</td>
</tr>
<tr>
<td>Cory Butler</td>
<td>Child Welfare &amp; Attendance Supervisor</td>
</tr>
<tr>
<td>Teacher 1</td>
<td></td>
</tr>
<tr>
<td>Teacher 2</td>
<td></td>
</tr>
<tr>
<td>Teacher 3</td>
<td></td>
</tr>
<tr>
<td>Teacher 4</td>
<td></td>
</tr>
<tr>
<td>Teacher 5</td>
<td></td>
</tr>
<tr>
<td>Elizabeth Leatherwood</td>
<td>Counselor 1</td>
</tr>
<tr>
<td>Renisha Oubre</td>
<td>Counselor 2</td>
</tr>
<tr>
<td>Chantell Walker</td>
<td>Principal 1</td>
</tr>
<tr>
<td>Zina Jones</td>
<td>Principal 2</td>
</tr>
<tr>
<td>Tony Valentine</td>
<td>Bus Driver</td>
</tr>
<tr>
<td>Robert Schaff</td>
<td>Supt.'s Appointee</td>
</tr>
<tr>
<td></td>
<td>Parent 1</td>
</tr>
<tr>
<td></td>
<td>Parent 2</td>
</tr>
</tbody>
</table>

**Calendar Committee** (50% Appointed by the SJAE and 50% Appointed by the Superintendent)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Seymour</td>
<td>Supt.'s Appointee</td>
</tr>
<tr>
<td>Rosann Hymel</td>
<td>Supt.'s Appointee</td>
</tr>
<tr>
<td>Juanita Hill</td>
<td>Supt.'s Appointee</td>
</tr>
<tr>
<td>Serina Duke</td>
<td>Supt.'s Appointee</td>
</tr>
<tr>
<td>Tracy Hypolite</td>
<td>Supt.'s Appointee</td>
</tr>
<tr>
<td>Monica Brown</td>
<td>Supt.'s Appointee</td>
</tr>
<tr>
<td>Dawn Champagne</td>
<td>SJAE</td>
</tr>
<tr>
<td>Nedra Harper</td>
<td>SJAE</td>
</tr>
<tr>
<td>Carolyn Jones</td>
<td>SJAE</td>
</tr>
<tr>
<td>Jennifer Brock</td>
<td>SJAE</td>
</tr>
<tr>
<td>Garrett Trosclair</td>
<td>SJAE</td>
</tr>
<tr>
<td>Demetris Dinvaunt</td>
<td>SJAE</td>
</tr>
</tbody>
</table>