

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
LAPLACE, LA – MEETING OF MAY 10, 2018**

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

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

Dear Board Member:

Upon call of the President, the St. John the Baptist Parish School Board will meet in regular session at **Godchaux Grammar Cafeteria**, 1600 Hwy. 44, Reserve, LA at 6:00 p.m. on Thursday, May 10, 2018.

An agenda for the meeting is attached.

Sincerely, s/Kevin R. George
Superintendent/Secretary

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

The Chair called the meeting to order at 6:00 p.m. He called for a moment of silent meditation, followed by the Pledge of Allegiance, led by Russ Wise.

ITEM 2. ROLL CALL OF MEMBERS:

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

There were 10 members present and 1 member absent.

ITEM 3a. APPROVAL OF MINUTES: Meeting of April 26, 2018.

MOTION BY: Triche

SECOND BY: Mitchell

MOTION: To approve the minutes from the meetings of April 26, 2018.

No objections.

The motion carried.

Roll Call:

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

1 Absent – Jones

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

Mr. George announced the graduation dates for both high schools: West St. John High School’s graduation will be on May 19, 2018 at 10:00 a.m. at the School. East St. John High School’s graduation will be May 23, 2018 at 7:00 p.m. at the Pontchartrain Center in Kenner, LA.

Mr. George also announced that a survey will go out soon to gauge interest in a JROTC program at the high school.

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

ITEM 5a. Mr. Kevin R. George - Recognition of Mrs. Billie Duncan – CTE Leadership Academy

Mr. George presented Mrs. Duncan with an acrylic recognizing that she was accepted into the Inaugural CTE Leadership Academy.

Mr. Keith Jones arrived at 6:07 p.m. and was recorded as present.

ITEM 5b. Mr. Robert Schaff – Recognition of Literary Rally Winners

Mr. Robert Schaff recognized the following East St. John High School students and presented them with medals:

Austin	Madere	4 th	Accounting
Taylor	Leanord	Superior	Drama - "The Wolves"
Shania	Campbell	Superior	Drama - "The Wolves"
Moira	Davis	Superior	Drama - "The Wolves"

Sarah	Bright	Superior	Drama - "The Wolves"
Jaillyah	Hoyt	Superior	Drama - "The Wolves"
Amari	Gayden	Superior	Drama - "The Wolves"
Alaila	Snyder	Superior	Drama - "The Wolves"
Vanessa	Rodney	Superior	Drama - "The Wolves"
Sela	Pierce	1 st	Journalism
Aaliyah	Smith	Superior	Music - Female Trio
Tykia	Lawrence	Superior	Music - Female Trio
Hope	Miles	Superior	Music - Female Trio
Javohn	Washington	Superior	Music - Male Solo
Javian	Gant	Superior	Music - Male Solo
Jennifer	Lopez-Avila	2 nd	Nutrition and Food
Wesley	Patterson	3 rd	Psychology
Gonzalo	Martinez	Superior	Speech - Interpretive Reading

Mrs. Kendria Spears recognized the following West St. John High School students and presented them with medals:

Madyson	Mays	1 st	Business Computer Applications
Amaya	Williams	1 st	Fine Arts Survey
Jeremiah	Downing	2 nd	Geometry
Tierny	Sterling	1 st	Health
Kyree	Thorne	2 nd	Physics
Elijah	Miles	1 st	Spanish I
Maya	Sanders	2 nd	Spanish II

ITEM 6. PERSONNEL MATTERS

ITEM 6a. Mrs. Mrs. Serina Duke – Approval of New Job Descriptions: Title III Coordinator and Food Service Manager II

MOTION BY: Wise

SECOND BY: Sanders

MOTION: To approve the New Job Descriptions: Title III Coordinator and Food Service Manager II.

No objections.

The motion carried.

Roll Call:

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

ST. JOHN PARISH SCHOOL SYSTEM
JOB DESCRIPTION



JOB TITLE:
REPORTS TO/EVALUATED BY:
TERMS OF EMPLOYMENT:
SALARY RANGE:
SCOPE OF RESPONSIBILITIES:

Child Nutrition Manager II
Supervisor of Child Nutrition
9 Month
Child Nutrition Manager II Salary
The Child Nutrition Manager II is responsible for the supervision of the child nutrition operation at multiple assigned campuses. The Manager II will run the daily operation of the cafeteria in compliance with SJBPS Child Nutrition Guidelines, USDA, state, and local policies and regulations; providing for high standards of nutrition, food production, financial accountability, and customer service.

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

ADDITIONAL MANAGER II PERFORMANCE RESPONSIBILITIES/ESSENTIAL

1. Manages multiple (2-3) assigned site operations with *no assigned manager*. Responsibilities to include: supervise personnel, monitor meal accounts and expenditures, follow menus, oversee cleaning procedures, etc.; providing efficient food services at the assigned site in compliance with established nutritional and health requirements. Sites assignments to be determined by Child Nutrition Supervisor.
2. Estimates food preparation amounts and adjusts planned menu items, for meeting projected meal requirements of various age groups (secondary, elementary, pre-k and head start).

3. Oversees the preparation, cooking, and serving of food and beverage items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation (flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff according to guidelines)
4. Participates in staff meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions, such as updates required to be in compliance with all USDA and local policies and procedures.
5. Provide manager on-the-job training at base school, to NEW and upcoming Managers who have successfully completed Phase I, II and III and/or currently taking Phase I of Manager's training courses.
6. Analyzes data for assigned sites and provide written or conveying information to the appropriate individuals (child nutrition supervisor, field manager). Reports may include meal production records, reconciliation reports, cash summary, time sheets, HACCP, special diet orders, etc.
7. Must be able to maximize the efficiency of the work force in meeting the daily shift requirements during an extreme shortage of workers due to absence and no available substitutes.
8. Works cooperatively with various school principals to accommodate schedule changes and various meal service requests such as: *Grab N Go Breakfast, At Risk Dinner and After School* snacks. Child Nutrition Supervisor approval to be solicited.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

1. Implements and complies with all local, State, and Federal school food service and School Board policies and procedures.
2. Accurately completes perpetual and/or physical inventories of foods, supplies and equipment according to schedule.
3. Adjusts and follows standardized recipes and determines ingredient substitutions.
4. Provides **professional development training**, on-the-job training and orientation, for new **part-time and full-time** school food service employees and **other professional development training to veteran employees**.
5. Prepares and clarifies food production, individual work and cleaning schedules for the technicians in a timely manner.
6. Follows centralized menus and plans for advance preparation such as allowing for proper thawing of food and best use of employee time.
7. Determines when equipment needs repairs, contacts the appropriate person or department and follows through until equipment is again operational.
8. Maintains past three years plus current year records and reports (SFS-6, 7, 7A, etc.) documenting foods used and numbers of meals served. Submits information to Central Office by **third-five working days** after the end of each month.
9. Supervises technicians' work habits to ensure that safety, sanitation and personal hygiene rules are followed. Follows through promptly in the case of the on-the-job injuries and reports of unsafe working conditions.
10. Displays proper respect for supervisors and works cooperatively with food services staff, teachers, parents and students. **serves as an acceptable role model for students.**
11. Promotes school food service; plans and participates in nutrition education activities (National School Lunch Week, Louisiana School Lunch Week, Team Nutrition).
12. Estimates and orders quantities of food and supplies as precisely as possible **and according to planned menus.**
13. Supervises receiving and storage of all food and supplies, ensuring that orders are as specified according to bid and that prices are accurate.
14. Supervises and evaluates the job performance of subordinates in accordance with local School Board support personnel evaluation plan.
15. Utilizes food merchandising and marketing techniques such as garnishes, cafeteria serving counters and bulletin board decorations or arrangements.
16. Accurately collects, counts, and secures monies prior to depositing daily or as otherwise directed by Central Office.
17. Responds immediately to emergency call outs for kitchen and cafeteria area.
18. Is observant of and properly disposes of poor quality food.
19. Solves problems appropriately and makes independent decision when necessary.
20. Adapts easily to changes in routine and readily accepts suggestions and/or constructive criticism **and avoids use of sarcasm, undue criticism, inappropriate language and behavior, and use of racial and/or ethnic slurs when dealing with others.**
21. Checks cooler and freezer temperatures every other day except weekends, even during summer vacation and holidays as scheduled by Director.
22. Maintains acceptable cost control over food and supplies.
23. Displays willingness to upgrade job knowledge and skills by attending and participating in job-related training and other professional activities, locally and/or statewide through membership in professional organizations.
24. Participates in the interviewing and screening of job applicants.
25. Notifies director promptly in case of absence and communicates in advance the date of return so that proper provisions can be made.
26. Attends work regularly and arrives punctually.
27. Displays proper respect for supervisors. **(Same as #10)**
28. Observes professional fines of communication at all times with individuals inside and outside the school system. **(same as #10)**
29. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.
30. Makes use of constructive criticism and avoids use of sarcasm, undue criticism, **inappropriate language and behavior, and use of racial and/or ethnic slurs when dealing with others.** **(Same as #20)**
31. Accepts any and all other duties as may be assigned relating to the scope of the job.

WORK ENVIRONMENT/HOURS:

Atmosphere may be warm and humid from cooking food and washing dishes. May be exposed to sudden temperature changes when entering walk-in freezers and coolers. Subject to burns from hot food and utensils and cuts from knives. Possibility of injuries from falls on slippery, hard floors. **Safety awareness is necessary to prevent possibilities of injuries from falls on slippery, hard floors.** May be exposed to various solvents and other chemicals used in cleaning. **Generally, the job requires 30% sitting, 70% walking and standing.**

COMMUNICATIONS SKILLS:

- The Food Service Manager **Manager II** must be able to: 1) calculate measurements and read recipes and other directions; 2) communicate in standard English, both orally and in writing; 3) accurately count, compile and analyze data; 4) must be able to summarize information and provide complete reports/forms and submit to appropriate departments by the designated due date, 5) comply with the state, parish and federal regulations that govern the Child Nutrition Program, and 6) have good aptitude for detail, 7) be a self-starter, flexible, adapts to change, performs duties with minimal direct supervision.

EQUIPMENT USED:

The **Manager II** must be able to operate/handle dishwashers, mixers, food slicers, convection ovens, steamers, heavy pots, pans, computers, etc. **The Manager II must be proficient in use of all office machines (scanners, fax, copiers and computers).**

PHYSICAL INVOLVEMENT:

The **Manager II** must be able to: 1) walk and stand intermittently throughout the day; 2) stoop, reach for and lift heavy objects; 3) lift and carry 25 pounds; 4) lift up to 100 pounds with assistance; 5) push and pull equipment such as food carts and mop buckets; and 6) provide own transportation to workshops and meeting sites **and various other campuses assigned.**

MENTAL INVOLVEMENT:

The **Manager II** must: 1) be alert at all times; 2) understand and interpret written and verbal instructions; 3) be familiar with basic principles of cookery and use of the equipment; 4) have good cognitive thinking; 5) possess sufficient interpersonal skills to function compatibly with others; 6) respond positively to supervision and accept suggestions for improvement; 7) possess the ability to share information with others; 8) work closely with all employees and students of multi-cultural background; 9) and have a willingness to learn and accept new challenges.

HUMAN RELATIONS INVOLVEMENT:

The **Manager II** must be able to: 1) work cooperatively with students, teachers, school personnel, co-workers, **and all multi-cultural backgrounds.** 2) respond positively to supervision and suggestions for improvement.

WORK HOURS:

The **Manager II** must work 185 workdays, seven (7) hour days with ½ hour for lunch. Early morning work hours are required.

DRESS CODE:

Hair-net and low-heeled shoes with closed toes are required. The Manager II is required to wear a clean uniform. Hair nets for women and caps for men are required; lab coats are optional. White, low-heeled, rubber sole shoes with closed toes are required. No tennis shoes are allowed. No jewelry is allowed other than a plain wedding ring (no stones in wedding ring). Plain loop earrings for pierced ears may be worn. No fake or artificial nails. No artificial eye lashes.

MINIMUM QUALIFICATIONS:

A minimum of ~~one (1)~~ five (5) year of successful school food service experience; possession of a high school diploma and/or equivalency; and successful completion of Louisiana School Food Service Manager Certification Program preferred. Will consider successful completion of Food Service Manager training course I, II, III (must be obtained within one-two years)

SPECIAL KNOWLEDGE/SKILLS:

Strong organizational, communication (verbal and written) and interpersonal skills. Ability to organize, delegate, instruct, supervise, evaluate and coach personnel.

DESIRABLE QUALIFICATIONS:

School food service experience. Computer experience.

This job description describes the general purpose and responsibilities assigned and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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



Job Title:	<i>Title III Coordinator/ Compliance Monitor</i>
Reports To:	Director of School Improvement/Federal Programs
Terms of Employment:	12 months
Salary Range:	Coordinator Salary Schedule
Scope of Responsibilities:	Provides the support necessary to develop competencies within leaders and teachers to improve knowledge of Title III federal guidelines, Immigrant/EL content knowledge, data analysis to instructional alignment for Immigrant/EL students, as well as create cultures of collaboration focusing on results in order to ensure that all ESL students learn, and monitor non-public schools to ensure they are in compliance with ESSA guidelines.

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

Performance Responsibilities/ Essential Functions

1. Coordinates the Immigrant Title III and Title III grant education program and budget expenditures.
2. Identifies Immigrant/ EL students in the JCampus system for LDOE
3. Understands federal regulations, state policy, and current issues as they pertain to Immigrant/ EL students and their families.
4. Maintains and improves Immigrant/ EL sections of the district website
5. Serves as a communication link between advocates, families, the school and the community regarding Immigrant/ EL programming.
6. Analyzes and monitors EL/Immigrant student academic performance and assessment data at the district and school levels.
7. Defines and models co-teaching, push- out and push- in support programs for Immigrant/ EL students as appropriate at the district and school level.
8. Serves as a resource to school personnel in regular and summer school to enhance learning opportunities, provide technical assistance, and support short term supplemental instruction.
9. Makes recommendations to immediate supervisor relative to the improvement of instruction and materials for Immigrant/EL students.
10. Collaborates with the district EL teachers to align curriculum and professional development to meet the district goals outlined in the Title III grant education program.
11. Conducts routine meetings with EL teachers to ensure all components of the Title III plan is being implemented effectively.
12. Plans and implements Immigrant/EL professional development activities for teachers and administrators at the district and school level.
13. Assists the immediate supervisor with organizing Immigrant and EL parent meetings.
14. Ensures the EL teachers are assisting teachers in developing appropriate teacher-made student assessments to accurately reflect instructional needs of ESL students and the ELPT assessment.
15. Conducts school site visits to monitor Immigrant/EL program compliance and provide technical support and resources, as needed
16. Coordinates Immigrant/EL data collection and reporting to the school and district levels, to include but not limited to ELPT data.
17. Conducts end-of-year (Immigrant and EL) program evaluations to include a needs assessment and plans of action.
18. Assists administrators with interpreting all data for Immigrant/EL instructional programs.
19. Formally and informally observes and evaluates teachers of ESL students to provide actionable, instructionally substantive feedback.
20. Serves as district administrator for online programs used to support Immigrant/EL instruction.
21. Attends workshops, in-services, and conferences to gain insight and knowledge on Immigrant/ EL related topics.
22. Collaborates with leadership teams to develop, evaluate (based on student data), and implement strategic plans aligned with the district vision; assist in the creation and management of the plan.
23. Conducts routine site visits of non-public schools to review supplemental programs and provide technical support.
24. Utilizes data gathered from student assessments in non-public schools to collaborate with school administrators on the types of technical supports and resources needed to improve instruction.
25. Monitors district and school level compliance of all non-public schools.
26. Assists immediate supervisor, non-public Principal and teachers in improving instructional practice and student performance.
27. Assists immediate supervisor with ensuring non-public schools are in compliance, assist with the development of needs assessment, parental involvement compacts, and review of all Title budgets.
28. Uses grammatically correct written and spoken language
29. Follows the rules and regulations of the St. John Parish School Board
30. Notifies the immediate supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made
31. Knows and follows the district's adopted Code of Discipline
32. Maintains neat, accurate, current and complete records and reports and submits on time to the appropriate personnel when requested
33. Attends school regularly and arrives punctually
34. Displays proper respect for superiors
35. Maintains the confidentiality of teacher observations
36. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others.
37. Makes use of constructive criticism and avoids use of sarcasm, undue criticism, inappropriate language and behavior, and use of racial and/or ethnic slurs when dealing with others
38. Accepts other duties as may be assigned which are related to the scope of the job

WORK ENVIRONMENT

The Title III Coordinator/Compliance Monitor is required to: 1) work in an office type setting, climate controlled environment adhering to school board energy policy; 2) sometimes work evenings, weekends, and holidays as required by job responsibilities and supervisors; 3) often visit schools and attend meetings in various locations locally and outside the parish.

COMMUNICATION SKILLS

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

PHYSICAL INVOLVEMENT

Sitting is required most of each work day. Must be able to operate office equipment. Standing, walking, reaching, bending, lifting up to 10-50 pounds is sometimes required. Ability to provide own transportation to schools, work locations, and meeting sites. Mobility skills necessary to access a variety of work locations.

MENTAL INVOLVEMENT

The Title III Coordinator/ Compliance Monitor must: 1) understand and interpret written and verbal instructions from supervisor; 2) must be able to work independently with minimal supervision; 3) have ability to manage, direct, supervise and evaluate staff; and 4) comply with federal, state, and parish regulations.

HUMAN RELATIONS INVOLVEMENT

The Title III Coordinator/ Compliance Monitor must be: 1) able to work compatibly in group settings; 2) able to respond positively to supervision and to accept suggestions for improvement; 3) able to use resourcefulness, tact, and sensitivity in meeting and assisting persons who make inquiries about federal and state programs as well as work positively with other departments.

MINIMUM QUALIFICATIONS

Education/Certification – Master’s degree. Type A/ Level 3 preferred or 10 years teaching experience with a Louisiana teaching certificate.

EXPERIENCE

Five years of successful professional experience. Experience in group facilitation, planning, problem solving coaching, and other leadership activities

ITEM 7. BUSINESS AND FINANCE

ITEM 7a. Mr. Felix Boughton - Introduce Amended Salary Schedule for 17-18

The complete Amended Salary Schedule for 17-18 is available for viewing at the School Board Office, 118 West 10th St., Reserve, LA and on the School Board’s website.

ITEM 7b. Mr. Felix Boughton – Introduce Salary Schedules for 2018-2019

The complete Salary Schedule for 2018-2019 is available for viewing at the School Board Office, 118 West 10th St., Reserve, LA and on the School Board’s website.

ITEM 7c. Mr. Felix Boughton – Introduce Amended Budget for 2017-2018

The complete Amended Budget for 2017-2018 is available for viewing at the School Board Office, 118 West 10th St., Reserve, LA and on the School Board’s website.

ITEM 7d. Mr. Felix Boughton – Introduce Comprehensive Budget for 2018-2019

The complete Comprehensive Budget for 2018-2019 is available for viewing at the School Board Office, 118 West 10th St., Reserve, LA and on the School Board’s website.

ITEM 7e. Ms. Terry Charles – Request board approval on bid awards for the SY 2018-2019 for Bread, Milk, Processed Foods, Frozen Foods, Meat/Meat Products, Cleaning Supplies, Paper Supplies, Large and Small Equipment for Cafeterias

MOTION BY: Sanders

SECOND BY: Wa;;ace

MOTION: To approve thebid awards for the SY 2018-2019 for Bread, Milk, Processed Foods, Frozen Foods, Meat/Meat Products, Cleaning Supplies, Paper Supplies, Large and Small Equipment for Cafeterias as presented. No objections.

The motion carried.

Roll Call:

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

School Board Meeting Date: 5/10/2018

Bid Name: Small Equipment

BID AWARD RECOMMENDATION

Alack Refrigeration:	16 Items
Economical Janitorial & Paper:	54 Items
Lafayette Restaurant & Supply:	<u>4 Items</u>
Total:	74 Items

Meeting Date: 5/10/2018

Bid Name: Bread/Bread Products

BID AWARD RECOMMENDATION

Flower’s Baking Co. of New Orleans:	<u>4 Items</u>
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Total: 4 Items

Meeting Date: 5/10/2018
Bid Name: Frozen Foods
BID AWARD RECOMMENDATION
Diamond Food Distributors: 23 Items
Pon Food Corporation: 43 Items
Total: 66 Items

Meeting Date: 5/10/2018
Bid Name: Meat/Meat Products
BID AWARD RECOMMENDATION
Diamond Food Distributors: 16 Items
Pon Food Corporation: 33 Items
Total: 49 Items

Meeting Date: 5/10/ 2018
Bid Name: Processed Foods
BID AWARD RECOMMENDATION
Diamond Food Distributors: 65 Items
Pon Food Corporation: 92 Items
Total: 157 Items

Meeting Date: 5/10/2018
Bid Name: Cleaning Supplies
BID AWARD RECOMMENDATION
Economical Janitorial/Supplies: 17 Items
Total: 17 Items

Meeting Date: 5/10/2018
Bid Name: Paper Supplies
BID AWARD RECOMMENDATION
Economical Janitorial/Supplies: 46 Items
Total: 46 Items

Meeting Date: 5/10/2018
Bid Name: Milk/ Milk Products
BID AWARD RECOMMENDATION
Brown's Dairy: 5 Items
Total: 5 Items

ITEM 8. OLD BUSINESS

ITEM 9. NEW BUSINESS

ITEM 9a. Ms. Iman Montgomery – Introduction of Contracts Policy and Procedure

This item was for introduction only. Ms. Montgomery stated that the auditors asked that this policy be put in place. No discussion was held.

Contracts Policy and Procedure

PURPOSE:

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

SCOPE:

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

DEFINITIONS:

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

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

POLICY:

Administrative Review

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

- the contract language is clear and consistent, and accurately reflects the current state of negotiations;

- the contract meets programmatic requirements of the Board;
- they can ensure compliance with the obligations the agreement places on the Board;
- they have consulted with all divisions or departments affected by the contract; and
- the contract terms have been approved by the Superintendent.

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

Authority to Sign and Execute Contracts

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

Delegation

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

PROCEDURE:

Submission

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

Execution

- After a contract has successfully been through the Administrative Review process and the requisition tied to the contract has been submitted and approved, the contract will be signed by the Superintendent and/or Board President.
- The original signed contract will be submitted to the vendor by the Purchasing Department. Once all parties have signed the contract, the Board will retain the original contract at the Central Office and forward a copy to the affected organization and/or business.

ITEM 9b. Mr. Ty Manieri – Board Recommendation on LA Premier Charter School Contract

MOTION BY: Sanders

SECOND BY: Keller

MOTION: To conditionally approve the proposed Type I charter operating agreement for Louisiana Premier Charter School, pending the school securing a school site and the parties obtaining Court approval for the opening of the school under the current desegregation order.

No objections.

No objections.

The motion carried.

Roll Call:

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

1 Nay - Burl

ITEM 9c. Ms. Iman Montgomery/Mrs. Serina Duke/Mr. Ty Manieri – Executive Session: SJAE Collective Bargaining Negotiations

MOTION BY: Sanders

SECOND BY: Mitchell

MOTION: To convene in Executive Session to discuss SJAE Collective Bargaining Negotiations.

No objections.

The motion carried.

Roll Call:

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

The Board convened in Executive Session at 7:00 p.m.

MOTION BY: Wise

SECOND BY: Wallace

MOTION: To reconvene in Regular Session.

No objections.

The motion carried.

Roll Call:

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

The Board reconvened in Regular Session at 7:17 p.m.

ITEM 10. ADMINISTRATIVE MATTERS

ITEM 11. BOARD ITEMS OF INTEREST

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

MOTION BY: Wise

SECOND BY: Mitchell

MOTION: Motion for adjournment.

There were no objections.

The meeting adjourned at 7:18 p.m.

Kevin R. George, Secretary

Albert A. Burl, III, President