



# St. John the Baptist Parish School Board

118 West 10<sup>th</sup> Street • P.O. Drawer AL • Reserve, Louisiana 70084 • PHONE: 985-536-1106 • 1-800-296-1106 • FAX: 985-536-1109

Patrick H. Sanders  
Board President

Cory Butler  
Interim Superintendent

Sherry DeFrancesch  
Board Vice-President

January 10, 2020

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 West St. John Elementary School, 2555 La Highway 18, Edgard, Louisiana, on Thursday, January 16, 2020 at 6:00 p.m.

An agenda is attached for the meeting.

Sincerely,

Patrick H. Sanders  
Board President

PHS:sww

xc: News Media  
Legal Counsel  
SJAE  
Agenda Participants

#### MEMBERS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD

Charo Holden, District 1	Gerald J. Keller, Ph.D., District 3	Sherry DeFrancesch, District 5	Phillip Johnson, District 7	Shawn Wallace, District 9	Clarence Triche, District 11
Albert Burl, District 2	Patrick H. Sanders, District 4	Keith Jones, District 6	Debbie Schum, District 8	Nia Mitchell, District 10	

**AGENDA - ST. JOHN PARISH SCHOOL BOARD MEETING**  
**January 16, 2020 – 6:00 p.m.**  
**West St. John Elementary School - Edgard, Louisiana**

1. CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE
2. ROLL CALL OF MEMBERS
3. APPROVAL OF MINUTES
  - a. Public Comment. Meeting of December 12, 2019 (Requires action)
4. SUPERINTENDENT'S REPORT – Mr. Cory Butler
  - a. Public Comment. Mr. Cory Butler - School Board Member Credit Hours
5. EDUCATIONAL PRESENTATIONS AND RECOGNITIONS BY THE BOARD OR STAFF
  - a. Public Comment. Marathon: STEM Investment
6. PERSONNEL MATTERS
  - a. Public Comment. Mrs. Serina Duke – Request approval of revised job descriptions: IEP Coordinator; Purchasing Agent/Director; Executive Director of Business and Finance; Assistant Superintendent (Requires action)
  - b. Public Comment. Mrs. Serina Duke – Request approval of new job descriptions: Supervisor of Curriculum/Assessment/Instruction; Coordinator of Information Technology; Executive Director of Assessment & Accountability (Requires action)
7. BUSINESS AND FINANCE
8. OLD BUSINESS
  - a. Public Comment. Ms. Iman Montgomery – Request removal from table and approval of Revised Policy: IFD – Parent and Family Engagement (Requires action)
9. NEW BUSINESS
  - a. Public Comment. Ms. Iman Montgomery - Introduction of New Policy: ID DFA – Special Education Advisory Council
  - b. Public Comment. Mr. Wayne Stewart – Request approval of execution of Type 1 Louisiana Premiere Charter Contract at LifeHouse Campus/Facility, Reserve, Louisiana (Requires action)
  - c. Public Comment. Mr. Patrick H. Sanders – Request approval to release an RFQ for a district-wide forensic audit (Requires action)
  - d. Public Comment. Mr. Cory Butler – Request approval of Organizational Chart (Requires action)
  - e. Public Comment. Mrs. Serina Duke – Employee Grievance #2019-10 (Open or Closed) (Requires action)
10. ADMINISTRATIVE MATTERS
11. BOARD ITEMS OF INTEREST
12. ADJOURNMENT

## **LOUISIANA SCHOOL BOARD ASSOCIATION CONTINUING LEARNING UNITS**

School Board Member credit hours must be recorded in the official record of the School Board, as well as the official journal annually. Therefore, I am announcing the total credit hours for each of our board members for the 2019 calendar year:

**Ms. Charo Holden, District 1**

– 49.75 Credit Hours

**Mr. Albert Burl, District 2**

– 12 Credit Hours

**Dr. Gerald Keller, District 3**

– 52 Credit Hours

**Mr. Patrick Sanders, District 4**

– 31 Credit Hours

**Mrs. Sherry DeFrancesch, District 5**

– 24.00 Credit Hours

**Mr. Keith Jones, District 6**

– 32.5 Credit Hours

**Mr. Phillip Johnson, District 7**

– 12.5 Credit Hours

**Ms. Debbie Schum, District 8**

– 53.75 Credit Hours

**Mr. Shawn Wallace, District 9**

– 38.75 Credit Hours

**Ms. Nia Mitchell, District 10**

– 26.25 Credit Hours

**Mr. Clarence Triche, District 11**

– 36.5 Credit Hours

**ST. JOHN PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

**ITEM #: 6a**

**DATE: 01/16/2020**

**TOPIC: Approval of Revised Job Descriptions**

**BACKGROUND:** Job Description Audit. Recommended revisions and new job descriptions.

**Approval of Revised Job Descriptions:**

1. IEP Coordinator
2. Purchasing Agent/Director
3. Executive Director of Business and Finance
4. Assistant Superintendent

**ALTERNATIVES:**

**SUPERINTENDENT'S  
RECOMMENDATION:**

**INFORMATION**

**SOURCES:**

Serina Duke,  
Human Resources Director

**ST. JOHN PARISH SCHOOL SYSTEM  
JOB DESCRIPTION**



**JOB TITLE:** *IEP Coordinator*  
**REPORTS TO/EVALUATED BY:** Director of Special Education  
**TERMS OF EMPLOYMENT:** 12 Months  
**SALARY RANGE:** Coordinator Salary Schedule  
**SCOPE OF RESPONSIBILITIES:** To establish and maintain effective and efficient delivery of services involving IEPs, development and implementation, as established in St. John the Baptist Schools and in accordance with all state and federal guidelines.

**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 reasonable accommodations.**

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**PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

1. Follows policies, procedures, rules and regulations of the St. John the Baptist Parish School Board.
2. Attends work regularly and arrives punctually.
3. Follows the time and/or duty schedule authorized by supervisor/designee for the work day.
4. Notifies supervisor promptly in case of absence and communicates in advance the date of return so proper provisions can be made.
5. Works cooperatively with others.
6. Displays proper respect for superiors.
7. Observes professional lines of communication at all times with individuals inside and outside the school system.
8. Makes use of constructive criticism and avoids the use of sarcasm, undue criticism, inappropriate language and behavior, and the use of racial and ethnic slurs when dealing with others.
9. Performs other duties as may be assigned which are related to the scope of the job.
10. Coordinates the development and implementation of IEPs within the guidelines of federal law IDEA and Act 754 of Louisiana and assures that all students placed in Special Education classes have an appropriate and functional IEP. Interpret educational assessment data and write standards-based goals within the guidelines of Federal law IDEA and Louisiana State Law, regulations, and Bulletins and assures that all students placed in Special Education classes have a complaint, appropriate and functional IEF
11. Supervises the maintenance of accurate student files for students receiving Special Education services in St. John the Baptist Parish schools via the required special education reporting system (SER) for the state and/or district
12. Coordinates and monitors the scheduling, development and implementation of IEPs within St. John the Baptist Parish School System in accordance with federal law IDEA and Act 754 of Louisiana State Law, regulations, and bulletins.

## IEP Coordinator Job Description

13. \*Serves as Officially Designated Representative when appropriate for initial, interim, and review IEP conferences and any other conferences deemed necessary
14. Coordinates and conducts "check-in" and "check-out" procedures for Special Education personnel at the beginning of each school year and "check-out" procedures at the conclusion of each school year and assures that IEP folders are provided to the appropriate personnel during the school year.
15. Maintains state and federal compliance reports as assigned, including reconciling inaccurate data and/or errors and SER/SIS crosschecks, on the IDEA and MFP special education child counts/reports for the district/state.
16. Coordinates the monitoring of Special Education student records according to IDEA and state department requirements
17. Prepares and disseminates correspondence and notices regarding all phases of IEP development and student records
18. Provides inservice training, when appropriate, to Special Education teachers, therapists, and other involved personnel
19. Supervises and maintains an accurate inventory of materials and equipment acquired by the Department of Special Education
10. Appropriately represents the school system and/or Director of Special Education at parish, regional, state and/or national level meetings when requested
11. Serves as ESY contact person for the school system; coordinates the ESY program; and monitors ESY documentation according to state regulations.
12. Monitors ESY documentation according to state regulations
12. Serves as evaluation representative at initial conferences and interprets evaluation findings to parents at initial conferences as needed.
13. Coordinates Gifted and Talented programs.
14. Evaluates assigned personnel
15. Works in professional harmony with staff members, administrators, teachers, parents, students, and the community
16. Establishes and promotes a positive relationship between the school system and the community
17. Becomes familiar with and executes the educational philosophy, organizational structure, policies and procedures governing education as defined by the administration and the School Board
18. Prepares a daily itinerary and weekly proposal of activities to be forwarded to the Director of Special Education and maintained on file
19. Follow the rules and regulations of the St. John the Baptist Parish School Board
20. Notifies supervisor promptly in case of absence, and communicates in advance of the date of return so that proper provisions can be made
21. Attends work regularly and arrives punctually
22. Works cooperatively in sharing knowledge, expertise, and skills with others
23. Displays proper respect for superiors
24. Observes professional lines of communication at all times with individuals inside and outside the school system
25. Maintains the confidentiality of school and student records Employee Conduct Policy
26. Assisted by his/her evaluator collaboratively develop and implement a professional growth plan based on the district's Personnel Evaluation criteria

27. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others
- ~~28. 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~~
- ~~29. Accepts other duties as may be assigned which are related to the scope of the job~~

### **WORK ENVIRONMENT**

The IEP Coordinator 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; and, 4) provide own transportation.

### **COMMUNICATION SKILLS**

The IEP Coordinator must: 1) be able to communicate in standard English both orally and in writing. This must be commensurate with age and skill of the listener; 2) have ability to accurately give and receive information via tele-communication system; 3) communicate successfully and pleasantly with the public; and, 4) accurately compile and access data, summarize information and provide written reports to supervisor.

### **EQUIPMENT USED:**

Normal equipment found in educational administrative office such as computers, typewriter, telephone, etc., and utilize word processing program for report writing.

### **PHYSICAL INVOLVEMENT:**

~~Sitting is required most of each day.~~ Must be able to operate office equipment. Standing, walking, reaching, bending, and lifting 10 to 50 pounds is sometimes required. Mobility skills necessary to access a variety of work locations are required.

### **MENTAL INVOLVEMENT:**

The IEP Coordinator must be able to: 1) understand and interpret written and verbal instructions; 2) work independently with minimal supervision; and 3) comply with federal, state and parish regulations 4) effectively read, interpret and write IEPs; 5) utilize the SER and district student information system programs.

### **HUMAN RELATIONS INVOLVEMENT:**

The IEP Coordinator must be able to: 1) work cooperatively with students, parents, and school personnel; 2) respond positively to supervision and accept suggestions for improvement; and, 3) use resourcefulness, tact, and sensitivity in meeting and assisting persons who make inquiries about the special education department as well as work positively with other departments

### **MINIMUM QUALIFICATIONS:**

The IEP Coordinator must possess: 1) A valid ~~Type A Louisiana Teaching Certificate~~ Educational Leader Certificate; 2) ~~three years~~ five years of successful professional experience in a classroom of exceptional children, specifically writing IEPs; 3) a Master's Degree from a regionally accredited institution in ~~Special Education~~; 4) certification in ~~at least two areas of~~

IEP Coordinator Job Description

~~Special Education, one of which must be either Learning Disabled or Mild Moderate (Generic)~~  
an area of Special Education.

**PREFERRED QUALIFICATIONS:**

1) Working knowledge of the general education program; 2) ~~certification in either Learning Disabled or Mild/Moderate (Generic)~~; 3) certification in one of the areas for evaluation coordinator as specified in Louisiana Bulletin 1508, (i.e., Assessment Teacher, School Psychologist, Social Worker, Speech/Language Therapist).

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

REVIEWED AND AGREED TO: \_\_\_\_\_

DATE: \_\_\_\_\_





## ST. JOHN PARISH SCHOOL SYSTEM JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Purchasing Agent Supervisor</b>
<b>REPORTS TO/EVALUATED BY:</b>	Executive Director of Business & Finance
<b>TERMS OF EMPLOYMENT:</b>	12 months, 240 days
<b>SALARY RANGE:</b>	Supervisor Salary Schedule
<b>SUPERVISES:</b>	Accounts payable clerk, purchasing clerk, and drayage, maintenance department
<b>SCOPE OF RESPONSIBILITIES:</b>	Performs the necessary work for all central purchasing functions for the Board.

*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.*

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### PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

1. Follows policies, procedures, rules and regulations of the St. John the Baptist Parish School Board.
2. Attends work regularly and arrives punctually.
3. Follows the time and/or duty schedule authorized by supervisor/designee for the work day.
4. Notifies supervisor promptly in case of absence and communicates in advance the date of return so proper provisions can be made.
5. Works cooperatively with others.
6. Displays proper respect for superiors.
7. Observes professional lines of communication at all times with individuals inside and outside the school system.
8. Makes use of constructive criticism and avoids the use of sarcasm, undue criticism, inappropriate language and behavior, and the use of racial and ethnic slurs when dealing with others.
9. Performs other duties as may be assigned which are related to the scope of the job.
10. Ensures the timely, quality and economical purchase of all goods and services.
11. Ensures that all procurements are processed according to applicable local, state and federal laws, or regulations.
12. Supervises the maintenance and transportation departments
13. Receives, verifies and approves all requisitions and determine propriety of purchases; consults appropriate vendors; receives and analyzes quotations and bids for relative prices and consistency with specifications.
14. Prepares all requests for proposals and bid specifications; issues purchase orders and awards contracts to vendors for all purchases, subject to the approval of proper authorities; verifies commodity and service quality and quantity of purchases; analyzes and verifies the bids/quotes relative to the specifications, including verifying required vendor insurance requirements.
15. Coordinates the Warehouse function, oversees all receiving and disbursing from the warehouse. Spot checks inventory; maintains level of supplies; analyzes market trends to obtain best quality and price of needed purchases.
16. Approves all invoices for payments and coordinates the matching of invoices to purchase orders and the paying of accounts.
17. Maintains an accurate outstanding Purchase Order Listing and follows up on open orders and outstanding invoices.

#### Purchasing Agent/Supervisor

18. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.
23. ~~Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that provisions can be made.~~
24. ~~Attends work regularly and arrives punctually.~~
25. ~~Displays proper respect for superiors.~~
26. ~~Observes professional lines of communication at all times with individuals inside and outside the school system.~~
27. ~~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.~~
28. ~~Accepts other duties as may be assigned which are related to the scope of the job.~~
18. Assures that a proper internal control system is established and maintained within the purchasing department that is consistent with both the general internal control system and audit recommendations.

#### **WORK ENVIRONMENT/HOURS**

The Purchasing Agent/Supervisor is required to work in a central office setting, climate controlled environment adhering to School Board energy policy. Work day is consistent with the central office schedule.

#### **COMMUNICATION SKILLS**

Communication must be in standard English both orally and in writing. Must be able to accurately compile and access data, summarize information, and provide written report to supervisor.

#### **EQUIPMENT**

Telephone, copy machine, fax machine, typewriter, and personal computer.

#### **PHYSICAL INVOLVEMENT**

Sitting is required part of each work day. Standing, walking, reaching, bending, and lifting is sometimes required.

#### **MENTAL INVOLVEMENT**

Must understand and interpret written and verbal instructions from Executive Manager of Finance or other finance administrators.

#### **HUMAN RELATIONS INVOLVEMENT**

Must be able to work compatibly with the entire central office staff, vendors and partners.

#### **MINIMUM QUALIFICATIONS**

The Purchasing Agent/Supervisor must have a Bachelor's degree from an accredited college or university in Public or Business Administration, or related field, supplemented by a minimum of five years responsible professional experience in industrial or public procurement. Professional purchasing certification preferred. If not certified, certification must be pursued while employed.

Purchasing Agent/Supervisor

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO: \_\_\_\_\_ DATE: \_\_\_\_\_

Revised January 9, 2020

**ST. JOHN PARISH SCHOOL SYSTEM  
JOB DESCRIPTION**



JOB TITLE:	<b><i>Executive Director of Business and Finance</i></b>
REPORTS TO / EVALUATED BY:	Superintendent or Designee
TERMS OF EMPLOYMENT:	12 months, 240 days
SALARY RANGE:	Director Salary Schedule
SUPERVISES:	Purchasing Agent, External Programs Fiscal Officer, Maintenance Department, Bookkeeping and Accounting Department Staff
SCOPE OF RESPONSIBILITIES:	To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

*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.*

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**PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS**

1. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others. Follows policies, procedures, rules and regulations of the St. John the Baptist Parish School Board.
2. Attends work regularly and arrives punctually.
3. Follows the time and/or duty schedule authorized by supervisor/designee for the work day.
4. Notifies supervisor promptly in case of absence and communicates in advance the date of return so proper provisions can be made.
5. Works cooperatively with others.
6. Displays proper respect for superiors.
7. Observes professional lines of communication at all times with individuals inside and outside the school system.
8. Makes use of constructive criticism and avoids the use of sarcasm, undue criticism, inappropriate language and behavior, and the use of racial and ethnic slurs when dealing with others.
9. Performs other duties as may be assigned which are related to the scope of the job
10. Supervises the management of the financial affairs of the schools.
11. Assumes responsibility for budget development and long-range financial planning.
12. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
13. Supervises all accounting operations
14. Acts as payroll officer for the district.
15. Supervises the collection, safekeeping, and distribution of all funds.
16. Manages the district's real estate programs.
17. Administers a budget control system for the district.
18. Acts as an advisor to the Superintendent on all questions relating to the business and financial affairs of the district.
19. Arranges for the internal auditing of school accounts.
20. Interprets the financial concerns of the district to the community.
21. Administers a budget control system for the district.
22. Develops financial plans for facility expansion

23. Furnishes to the school board periodic financial report of revenues and expenditures compared to budget projection.
24. Directs the activities of the bookkeeping and accounting departments.
25. Directs the preparation of the General Fund Budget and reviews for accuracy of receipts and expenditures.
26. Directs the preparation of the tax millages to be levied and maintains reports on revenues derived therefrom.
27. Directs the preparation of the financial segments of the Annual Statistical Report.
28. Assures that all properties and equipment have been adequately insured.
29. Directs the implementation and development of a data based computer network for the storage and dissemination of information between the district office and the schools.
30. Directs the preparation of yearly W-2 Income Tax Statements.
31. Disseminates to the Board statements of values of the bonded indebtedness of the district.
32. Issues to the board monthly updates on Construction Funds Projects.
33. Assesses local rates of investment and locates idle funds in the most appropriate yields of interest.
34. Serves as liaison to bonding attorneys in the sale and delivery of bonds sold by the school board.
35. Directs the maintenance of a Bond Register on all outstanding bonds and makes payments as bonds and interest become due.
36. Reviews annually the budgets of all departments and schools.
37. Assigns, coordinates and monitors all activities of assigned personnel.
38. Works with parish council and monitors all sales tax activity.
39. Collaboratively assists in the development of the professional growth plan for all personnel assigned to supervise.
- ~~40. Follows the rules and regulations of the St. John the Baptist Parish School Board.~~
- ~~41. Notifies supervisor promptly in case of absence and communicates in advance the date of return so that proper provisions can be made.~~
- ~~42. Attends work regularly and arrives punctually.~~
- ~~43. Displays proper respect for superiors.~~
- ~~44. Observes professional lines of communication at all times with individuals inside and outside the school system.~~
40. Assisted by his/her evaluator, collaboratively develop and implement a professional growth plan based on the district's Personnel Evaluation criteria.
41. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.
- ~~42. 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.~~
- ~~43. Accepts other duties as may be assigned which are related to the scope of the job.~~

## WORK ENVIRONMENT

The Director of Business and Finance 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.

### **COMMUNICATIONS SKILLS**

The Director of Business and Finance must be able to: 1) communicate effectively in English both orally and in writing; 2) have ability to accurately give and receive information via telecommunication system; 3) communicate successfully and pleasantly with the public and St. John Parish school system employees; 4) accurately compile data, summarize information and provide written reports to supervisor; 5) represent school system at various public functions.

### **EQUIPMENT USED**

Telephone, copy machine, facsimile machine, calculator, and computer.

### **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 Director of Business and Finance 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; 4) comply with federal, state and parish regulations.

### **HUMAN RELATIONS INVOLVEMENT**

The Director of Business and Finance must be able: 1) to work compatibly in group settings; 2) to respond positively to supervision and to accept suggestions for improvement.

### **MINIMUM QUALIFICATIONS**

~~Certified Public Accountant licensed in Louisiana~~

- 1) Bachelor's Degree with a minimum of 24 hours of business-related courses, such as accounting, finance, or management. 2) Five (5) years experience in one of the above fields, with minimum of three (3) years of governmental or school board experience.

### **PREFERRED QUALIFICATIONS**

- 1) Master's Degree; 2) Certified Public Accountant licensed in Louisiana

REVIEWED AND AGREED TO: \_\_\_\_\_  
Employee Signature

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

Supervisor Signature

Board approved 10/18/2001

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



<b>JOB TITLE:</b>	Assistant Superintendent
<b>REPORTS TO/EVALUATED BY:</b>	Superintendent
<b>SALARY RANGE:</b>	Assistant Superintendent Salary Schedule
<b>TERMS OF EMPLOYMENT:</b>	12 months
<b>SUPERVISES:</b>	Principals/Supervisors/Directors as assigned
<b>SCOPE OF RESPONSIBILITIES:</b>	To provide direction to curriculum and instructional programs to facilitate best teaching and learning; to provide directions to assessment and accountability programs; to assist the Superintendent in system wide planning and directing in order to facilitate the best teaching/learning environment; represents the Superintendent as needed

*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.*

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**PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

1. Initiates and directs, in cooperation with assistance from appropriate staff personnel, all pilot and developmental instructional programs and establishes procedures and criteria for the implementation, operation, and evaluation of all programs.
2. Establishes and maintains efficient and effective procedures for the creation and establishment of curriculum committees.
3. Supervises and evaluates principals and all other assigned administrative and supervisory personnel.
4. Conducts meetings of assigned administrative and supervisory staff as needed.
5. Attends professional conferences, meetings, institutes, workshops, etc., dealing with matters impacting upon his/her job goals and objectives.
6. Serves as 2<sup>nd</sup> in Command.
7. Oversees and implements special projects.
8. Oversees student data services.
9. Oversees parish wide testing.
10. Prepares and submits on a timely basis all required and requested local, state, regional, and national forms and reports.
11. Oversees system wide in-service (Staff Development) programs.
12. Attends regular and special meetings of the Board to assist in the interpretation of information as requested by the Superintendent and/or Board members relative to all programs under his/her jurisdiction.
13. Visits schools on a regular basis to appraise progress.
14. Aids in the selection of administrators/teachers and in the organization of personnel by working in conjunction with the Superintendent.
15. Supervises the staffing of schools.
16. Works with each assigned principal in developing performance objectives.
17. Represents the Superintendent on boards and citizen's committees as needed or required.
18. Represents the School Board on Civil Defense.
19. Responds to parental complaints as representative of the Superintendent.
20. Monitors and oversees magnet schools and magnet school grants.
21. Represents administration on the Calendar Committee.
22. Oversees field trips parish-wide.
23. Represents the School Board as the Region III Representative.
24. Creates, implements, and administers assigned state and federal grants.
25. Collaboratively assists in the development of the professional growth plan for certified personnel assigned to supervise.
26. Follows the policies and regulations of the St. John the Baptist Parish School Board.
27. Notifies the Superintendent promptly in case of absence, and communicate in advance the date of return so that proper provisions can be made.
28. Attends work regularly and arrive punctually.
29. Displays proper respect for superiors.
30. Observes professional lines of communication at all times with individuals inside and outside the school system.



31. Assisted by the Superintendent, collaboratively develops and implements a professional growth plan based on the district's Personnel Evaluation Criteria.
32. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.
33. Makes use of constructive criticism and avoids use of racial and/or ethnic slurs when dealing others.
34. Accepts other duties as may be assigned which are related to the scope of the job.

**WORK ENVIRONMENT**

The Assistant Superintendent 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 the Superintendent; and 3) often visit schools and attend meetings in various locations locally and outside the parish.

**COMMUNICATIONS SKILLS**

The Assistant Superintendent must be able to: 1) communicate in English both orally and in writing; 2) accurately give and receive information via telecommunication system; 3) communicate successfully and pleasantly with the public and St. John Parish School System employees; 4) accurately compile data, summarize information and provide written reports to the Superintendent and the Board; and 5) represent school system at various public functions.

**EQUIPMENT USED**

Telephone, computer, fax machine, copier

**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. The ability to provide own transportation to schools, work locations, and meeting sites is required. Mobility skills are necessary to access a variety of work locations.

**MENTAL INVOLVEMENT**

The Assistant Superintendent must: 1) understand and interpret written and verbal instructions from a variety of sources including the Superintendent, School Board members, State Department of Education, and Federal agencies; 2) 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 Assistant Superintendent must be: 1) able to work compatibly in a variety of group settings and be able to respond positively to supervision and to accept suggestions for improvement; and 2) able to lead groups in the decision-making process.

**MINIMUM QUALIFICATIONS**

Certification as an Assistant Superintendent in accordance with Louisiana State Department of Education Bulletin 746, Revised.

**DESIRABLE QUALIFICATIONS**

Knowledge of learning theory, program planning, development management and evaluation; 2) ability to edit and publish curriculum guides and directives; 3) experience as a Principal.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO: \_\_\_\_\_ DATE: \_\_\_\_\_

**ST. JOHN PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

**ITEM #:** 6b

**DATE:** 01/16/2020

**TOPIC:** Approval of New Job Descriptions

**BACKGROUND:**

**Approval of New Job Descriptions:**

1. Supervisor of Curriculum/Assessment/Instruction
2. Coordinator of Information Technology
3. Executive Director of Assessment & Accountability

**ALTERNATIVES:**

**SUPERINTENDENT'S  
RECOMMENDATION:**

**INFORMATION  
SOURCES:**

Serina Duke,  
Human Resources Director

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

<b>JOB TITLE:</b>	Supervisor of Curriculum/Assessment/Instruction
<b>REPORTS TO/EVALUATED BY:</b>	Assistant Superintendent
<b>SALARY RANGE:</b>	Supervisor Salary Schedule
<b>TERMS OF EMPLOYMENT:</b>	12 months
<b>SUPERVISES:</b>	Curriculum Facilitators/Coordinators
<b>SCOPE OF RESPONSIBILITIES:</b>	To supervise curriculum and instructional programs to facilitate best teaching and learning; supervise the development and implementation of curriculum, educational goals, and activities; supervise instruction and benchmark assessments.



*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. Assists the instructional staff in the implementation of curriculum and instructional activities.
2. Coordinates the activities of instructional personnel: Coordinators and Facilitators.
3. Establishes, initiates, and coordinates an effective program of curriculum planning, provided through research and development, scope, sequence and instructional objectives to be consistent with the philosophy adopted by the school board and compatible with instructional materials and physical facilities available.
4. Plans and carries out a district-wide program of curriculum and instruction for all schools.
5. Leads the district curriculum team in development, implementation, and monitoring of curriculum and instructional services.
6. Plans and conducts district curriculum team meetings.
7. Supports the selection of curriculum and instructional materials.
8. Plans system wide in-service (Staff Development) programs.
9. Serves as a resource person and/or leader of curriculum, instruction and assessment workshops.
10. Keeps current with educational developments and the literature in the field of education and participates in the affairs of state and national professional societies devoted to the advancement of education.
11. Facilitates effective instructional and curriculum support for leaders and teachers.
12. Prepares and submits on a timely basis all required and requested local, state, regional, and national forms and reports.
13. Oversees the development, implementation, and evaluation of pre-service and in-service training programs in the area of assessment for all instructional personnel.
14. Develops, implements, supervises and submits necessary reports on specially assigned programs.
15. Creates, implements and administers assigned state and federal grants.
16. Oversees the development of benchmark assessments.
17. Assists in ensuring compliance with Federal and State Laws and regulations related to Special Education Services.
18. Evaluates the effectiveness of professional development activities on the district and school level.
19. Collaboratively assists in the development of the professional growth plan for certified personnel assigned to supervise.
20. Follows the policies and regulations of the St. John the Baptist Parish School Board.
21. Notifies the supervisor promptly in case of absence, and communicate in advance the date of return so that proper provisions can be made.
22. Attends work regularly and arrive punctually.
23. Displays proper respect for superiors.
24. Observes professional lines of communication at all times with individuals inside and outside the school system.
25. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.
26. Makes use of constructive criticism and avoids use of racial and/or ethnic slurs when dealing others.
27. Accepts other duties as may be assigned which are related to the scope of the job.

**WORK ENVIRONMENT**

The Supervisor of Curriculum/Assessment/Instruction is required to: 1) communicate in grammatically correct English both orally and in writing; 2) accurately give and receive information via telecommunication system; 3) communicate successfully and pleasantly with the public; 4) accurately compile data, summarize information and provide written reports to supervisors; and 5) represent school system at various public functions.

**COMMUNICATIONS SKILLS**

The Supervisor of Curriculum/Assessment/Instruction must be able to: 1) communicate in English both orally and in writing; 2) have ability to accurately give and receive information via telecommunication system; 3) communicate successfully and pleasantly with the public and St. John Parish School System employees; 4) accurately compile data, summarize information and provide written reports to the Superintendent and the Board; and 5) represent school system at various public functions.

**EQUIPMENT USED**

Telephone, computer, fax machine, copier

**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. The ability to provide own transportation to schools, work locations, and meeting sites is required. Mobility skills are necessary to access a variety of work locations.

**MENTAL INVOLVEMENT**

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

**HUMAN RELATIONS INVOLVEMENT**

The Supervisor of Curriculum/Assessment/Instruction must be: 1) able to work compatibly in a variety of group settings and be able to respond positively to supervision and to accept suggestions for improvement; and 2) able to lead groups in the decision-making process.

**MINIMUM QUALIFICATIONS**

1) Master's Degree; 2) five years successful teaching experience; 3) School principalship certification or three years successful experience as a school administrator or district administrator; and 4) valid Louisiana Teaching Certificate.

**DESIRABLE QUALIFICATIONS**

1) ability to edit and publish curriculum guides and directives; 2) experience as a Principal. 3) M.Ed. +30, Education Leader Type A or Level 3 Certificate 4) five years' successful experience as a Principal or district administration.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO: \_\_\_\_\_ DATE: \_\_\_\_\_

**ST. JOHN PARISH SCHOOL SYSTEM  
JOB DESCRIPTION**



**JOB TITLE:** ~~Supervisor~~ **Coordinator** of Information Technology Services

**REPORTS TO/EVALUATED BY:** ~~Executive Director of Business & Finance~~ **Supervisor of Information Technology Services**

**TERMS OF EMPLOYMENT:** 12 months. **240 days**

**SUPERVISES:** Computer Programmer

**SALARY RANGE:** ~~Supervisor~~ **Coordinator** Salary Schedule

**SCOPE OF RESPONSIBILITIES:** To be responsible for the development, implementation, and maintenance of all information technology services in the district. ~~To be responsible for the accurate reporting of the state Profile of Educational Personnel (PEP).~~

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.

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**PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONOONS**

- ~~1. Supervises the information technology services staff.~~
- 1. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others. Follows policies, procedures, rules and regulations of the St. John the Baptist Parish School Board.**
- 2. Attends work regularly and arrives punctually.**
- 3. Follows the time and/or duty schedule authorized by supervisor/designee for the work day.**
- 4. Notifies supervisor promptly in case of absence and communicates in advance the date of return so proper provisions can be made.**
- 5. Works cooperatively with others.**
- 6. Displays proper respect for superiors.**
- 7. Observes professional lines of communication at all times with individuals inside and outside the school system.**
- 8. Makes use of constructive criticism and avoids the use of sarcasm, undue criticism, inappropriate language and behavior, and the use of racial and ethnic slurs when dealing with others.**
- 9. Performs other duties as may be assigned which are related to the scope of the job**
- 10. Implements the information technology services of the district.**
- 11. Supervises the distribution of technology hardware and software in the district.**
- 12. Supervises the district participation in Federal E-rate program.**
- 13. Supervises the technology portion requirements of Louisiana Department of Education student online testing.**
- ~~14. Ensures the timely and accurate submission of the Profile of Educational Personnel (PEP) report to the state.~~
- ~~15. Assists others to ensure the timely and accurate submission of the SPS, SPC, SIS, CUR, LEADS, and AFR.~~
- ~~16. Acts as the LEA Security Coordinator (LEASC) for all state reporting systems.~~

## Coordinator of Information Technology

17. Supervises the creation of user accounts for the district.
18. Maintains an inventory of technology equipment and catalog of software in the district.
19. Maintains valid licenses for district software.
20. Reviews and evaluates new commercial software as it is developed and communicates such evaluations to appropriate audiences
21. Provides support to users concerning preparation and installation of hardware and software, initial start-up, and maintenance of new and upgraded projects.
22. Acts as a project leader supervising the preparation and installation of hardware and software, initial start-up and training as needed, and support structure of new and upgraded projects.
23. Operates an in-house help desk. When a malfunction occurs, determines the cause of malfunction and corrects, if possible. If errors cannot be corrected, reports condition immediately to the appropriate support personnel and follows up on unresolved problems.
- ~~24. Develops and maintains a disaster recovery policy for information technology services.~~
- ~~25. Develops and maintains a security policy for information technology services.~~
- ~~26. Develops and maintains any future information technology service policies as needed.~~
27. Disseminates information about current information technology services trends, research, and practices.
28. Recommends purchases and oversees maintenance and distribution of all informational technology equipment and media.
29. Helps maintain and support the daily operations of the district's computers systems and related equipment.
30. Works directly with individual departments, administration, and schools to determine their information technology needs and respond to those needs.
31. Ensures the district stays current with the operating systems software on the districts computers.
32. ~~Supervises~~ Assists with the development, maintenance, and upgrading of the district's website.
33. ~~Supervises~~ Assists with the development, maintenance, and upgrading of the district's network infrastructure.
34. ~~Supervises~~ Assists with the development, maintenance, and upgrading of the district's phone system.
35. Provides input concerning budgetary needs of information technology services.
36. Supports the deployment of technology in the classroom.
37. Develops efficient training and support to users of information technology systems.
38. Serves as a liaison between the system and other agencies in the involvement of information technology services.
39. Works with curriculum committees to ensure proper deployment of information and educational technology to meet instructional objectives.
40. Provides opportunities for the development of leadership responsibility and cooperation among other professionals.
41. Represents the district's information technology services to the public.
42. Assists in the evaluation of information technology services and recommends changes and improvements as are needed.
43. Assisted by his/her evaluator, collaboratively develops and implements a professional growth plan based on the district's Personnel Evaluation criteria.

## Coordinator of Information Technology

44. Observes professional ethics, works and cooperates with the entire staff; seeks, shares and respects ideas of others.
45. Participates in professional growth activities for improvement of knowledge and skills, such as study conferences, professional meetings, self-appraisal, and discussion of professional problems and opportunities.
46. Participates in professional activities on a local, state and national level in the assigned areas.
47. Follows the rules and regulations of the St. John the Baptist Parish School Board.
48. Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.
49. Attends work regularly and arrives punctually.
50. Displays proper respect for superiors.
51. Observes professional lines of communications at all times with individuals inside and outside the school system.
46. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.
47. 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.
48. Accepts other duties as may be assigned which are related to the scope of the job.

## WORK ENVIRONMENT

The Coordinator of Information Technology Services is required to: 1) work in an office type setting, climate controlled environment adhering to school board energy policy and in outside areas which are subject to the climate extremes; 2) comply with the work day consistent with that of twelve-month employees.

## COMMUNICATIONS SKILLS

The Coordinator of Information Technology Services must: 1) communicate in standard English both orally and in writing; 2) communicate successfully and pleasantly with the public; and 3) be able to accurately compile and access data, summarize information and provide written reports to his/her supervisor.

## EQUIPMENT

The Coordinator of Information Technology Services must be able to use the telephone, facsimile machine, calculator, copy machine, printers, public address systems, security alarm system, and other appropriate office machines. Additionally, expertise in the following equipment is mandatory: computer, network equipment, and other equipment relevant to the information technology services.

## PHYSICAL INVOLVEMENT

The Coordinator of Information Technology Services must be able to sit, stand, walk, climb, bend, lift and move related materials/equipment as required. Mobility skills are necessary to

## Coordinator of Information Technology

access a variety of work locations. Must be able to provide his/her own transportation to schools, office, and meeting sites.

### **MENTAL INVOLVEMENT**

The Supervisor of Information Technology Services must be able to: 1) understand and interpret written and verbal instruction from his/her supervisor; 2) comply with federal, state, and parish regulations; and 3) work independently with minimal supervision.

### **HUMAN RELATIONS INVOLVEMENT**

The Supervisor of Information Technology Services must: 1) be able to work compatibly in group settings; and 2) be able to respond positively to supervision and to accept suggestions for improvement.

### **MINIMUM QUALIFICATIONS**

The Supervisor of Information Technology Services must possess: 1) a ~~4-year bachelor~~ 2-year associate's degree in computer science or related computer degree or valid Informational Technology credential/certification; 2) a minimum of five (5) years work experience in the information technology field; 3) experience in programming languages, database designs, technology concepts, networks, and Window operating systems.

### **DESIRABLE QUALIFICATIONS**

Experience in/with Ethernet network topologies, management skills, web design, MUNIS system, UNISYS mainframes, COBOL Programming Language, and familiarity with hardware and software similar to that of the school system

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

REVIEWED AND AGREED TO: \_\_\_\_\_

DATE: \_\_\_\_\_



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

<b>JOB TITLE:</b>	Executive Director of Assessment & Accountability
<b>REPORTS TO/EVALUATED BY:</b>	Assistant Superintendent
<b>SALARY RANGE:</b>	Executive Director Salary Schedule
<b>TERMS OF EMPLOYMENT:</b>	12 months
<b>SUPERVISES:</b>	Directors/Supervisors/Coordinators/Principals as assigned
<b>SCOPE OF RESPONSIBILITIES:</b>	To provide leadership toward the development and implementation of curriculum, educational goals and activities, assessment, and accountability programs; to provide leadership to the development and implementation of curriculum, assessments, educational goals, and activities; to provide leadership in developing and maintaining efficiency in transportation, operations, and maintenance programs.



*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.*

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**PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

1. Plans and carries out a district-wide program of assessment and accountability for all schools.
2. Leads in the evaluation of assessment methods and programs, and recommends changes and improvements as needed.
3. Guides the district curriculum team in development, implementation, and evaluation of assessment services.
4. Oversees the professional development of an effective, district-wide assessment program.
5. Assists in the recruiting, interviewing, screening, and recommending qualified candidates for positions on the professional staff.
6. Initiates and maintains effective liaison with other school districts/independent schools in order to keep abreast of new educational developments and ideas.
7. Keeps current with educational developments, the literature in the field of education, and participates in the affairs of state and national professional societies devoted to the advancement of education.
8. Supervises and evaluates principals (as needed) and all other assigned administrative/supervisory personnel.
9. Leads the district curriculum team in development, implementation, and monitoring of curriculum and instructional services.
10. Assists with conducting district curriculum team meetings.
11. Supports the selection of curriculum and instructional materials.
12. Assists with the planning of system wide in-service (Staff Development) programs.
13. Conducts meetings of assigned administrative and supervisory staff as needed.
14. Makes specific recommendations to the Superintendent for in-service training on a quarterly basis or as necessary to upgrade principal and teacher performance skills.
15. Prepares and submits on a timely basis all required and requested local, state, regional, and national forms and reports.
16. Supervises the usage of local and state produced assessments, along with development and revisions of locally produced assessment.
17. Monitors the development of benchmark assessments.
18. Aids in the selection of administrators/teachers and in the organization of personnel by working in conjunction with the Personnel Department and Superintendent.
19. Represents the Superintendent on boards and citizens' committees as need or required.
20. Collaboratively assists in the development of the professional growth plan for certified personnel assigned to supervise.
21. Supervises all phases of the maintenance and custodial services operation through the Coordinator of Maintenance Services.
22. Performs overall supervision of student transportation services.
23. Follows the policies and regulations of the St. John the Baptist Parish School Board.
24. Notifies the supervisor promptly in case of absence, and communicate in advance the date of return so that proper provisions can be made.
25. Attends work regularly and arrive punctually.
26. Displays proper respect for superiors.
27. Observes professional lines of communication at all times with individuals inside and outside the school system.

28. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.
29. Makes use of constructive criticism and avoids use of racial and/or ethnic slurs when dealing others.
30. Accepts other duties as may be assigned which are related to the scope of the job.

#### **WORK ENVIRONMENT**

Executive Director of Assessment & Accountability 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 the Superintendent; and 3) often visit schools and attend meetings in various locations locally and outside the parish.

#### **COMMUNICATIONS SKILLS**

Executive Director of Assessment & Accountability must be able to: 1) communicate in English both orally and in writing; 2) accurately give and receive information via telecommunication system; 3) communicate successfully and pleasantly with the public and St. John Parish School System employees; 4) accurately compile data, summarize information and provide written reports to the Superintendent and the Board; and 5) represent school system at various public functions.

#### **EQUIPMENT USED**

Telephone, computer, fax machine, copier

#### **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. The ability to provide own transportation to schools, work locations, and meeting sites is required. Mobility skills are necessary to access a variety of work locations.

#### **MENTAL INVOLVEMENT**

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

#### **HUMAN RELATIONS INVOLVEMENT**

Executive Director of Assessment & Accountability must be: 1) able to work compatibly in a variety of group settings and be able to respond positively to supervision and to accept suggestions for improvement; and 2) able to lead groups in the decision-making process.

#### **MINIMUM QUALIFICATIONS**

1) Master's Degree; 2) School principalship certification or three years successful experience as a school administrator or district administrator; 3) valid Louisiana Type A, or Level 3 Teaching Certificate.

#### **DESIRABLE QUALIFICATIONS**

Knowledge of learning theory, program planning, development management and evaluation; 2) ability to edit and publish curriculum guides and directives; 3) experience as a Principal; 4) Certification as an Assistant Superintendent in accordance with Louisiana State Department of Education Bulletin 746, Revised

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO: \_\_\_\_\_ DATE: \_\_\_\_\_

**ST. JOHN PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

**ITEM #:** 8a

**DATE:** 01/16/2020

**TOPIC:** Request removal from table and approval of Revised Policy: IFD – Parent and Family  
Engagement (Requires action)

**BACKGROUND:**

**ALTERNATIVES:**

**SUPERINTENDENT'S  
RECOMMENDATION:**

**COST:** -0-

**INFORMATION**

**SOURCES:** Ms. Iman Montgomery

## PARENT AND FAMILY ENGAGEMENT

The St. John the Baptist Parish School Board recognizes that parent 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 parent 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 parent 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~~ Board's Parent and Family Engagement Policy, which ~~includes components of the district's parent and family engagement program, to be submitted to the Louisiana Department of Education~~ will be presented for introduction and approval by the Board. The district plan will be developed by the district and parent input will be included.

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 parent and family ~~involvement~~ engagement activities. ~~These activities will focus on improving academic success. to improve student academic achievement.~~
3. Coordinate and integrate parent and family engagement strategies with other relevant programs that promote parent involvement ~~such as PTA, PTO, Parent Advisory Council, Parent Breakfast Club, and Parent University.~~
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 parent and family engagement ~~program~~ policy and assess the ~~effectiveness of 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~~ The annual evaluation will ~~identify~~ barriers to greater participation by parents in ~~educational and~~ 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~~ the evaluation to design strategies for more effective parental and family involvement, and to revise, if necessary, the parent and family engagement ~~polieies~~ policy and procedures. (i.e. agendas focused on information related to the school, resources to assist parents with helping their children academically, update on discipline/PBIS, update on federal requirements as it relates to family and parent engagement).
5. Distribute ~~the Parent and Family Engagement Policy~~ to parents and families, in a language the parents can understand ~~information about the St. John the Baptist Parish School Board's parent and family engagement program, as well as~~ and provide proper notification to parents ~~via the Board's official journal, newsletters, text messages, and Board website~~ about specific services or special programs, as required by state or federal law.

## SCHOOL LEVEL RESPONSIBILITIES

As part of the 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 meeting, at a convenient time, ~~to~~ in 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~~ Parent and Family Engagement Policy, and the right of the parents to be involved.

2. Offer a flexible number of **Parent and Family Engagement** meetings at convenient times to maximize parental participation. ~~and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement~~ If general funds and/or federal funds are available, transportation, childcare and light refreshments will be provided at school level parent engagement events. If a parent/guardian cannot attend the parent and family engagement activity, the parent and the Principal will discuss alternative ways to provide the family with information they missed such as: scheduling a meeting in which the parent's schedule will allow him/her to attend, conduct a home visit with the parent liaison, or mail the parent a copy of the information provided at the meetings. The Principal should follow up with a phone call to make sure the parent received and understands the information.
3. Involve parents in an organized, ongoing, and timely **way manner**, in the planning, review, and improvement of parent and family engagement programs. ~~including~~ **The parents should be provided with an opportunity to provide input in the planning, development, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide plan. parent and family engagement program plan.**
4. Provide parents, especially those of participating children:
  - A. timely information about educational and 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 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. **a copy of** the School Board's written *Parent and Family Engagement* policy.
5. if the school-wide 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—**these comments can be made verbally during the school parent meeting or submitted in writing to the Principal.**

## SHARED RESPONSIBILITIES

As part of the parent and family engagement ~~program~~, policy ~~to~~ **building** 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, and how to monitor a child's progress. ~~and~~ Work with educators to improve the achievement of their children ~~and provide training to parents as requested or based on feedback from parent surveys.~~
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 to-in-how~~ The school administration and school board shall 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 breakfast club meetings, parent advisory council, school-wide improvement team, and Parent University, ~~that~~ will 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. This information should be disseminated by giving the information to the student and have the parent sign as documentation of receipt, post information on the school/district website, social media, text messaging and the newspaper.
6. May involve parents in the development of training for teachers, principals, and other educators to ~~improve the effectiveness of such training~~ provide meaningful training based on feedback received from parents via surveys, discussions during parent meetings, and resources organized by the school for parents.
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, 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. [In home conferences will be conducted](#) 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. 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 [immigrant and migrant migratory](#) children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

### School Parent Compacts

Each student ~~in grades 4-12 and each parent or guardian of a student in grades 4-12,~~ shall [annually receive a copy of the sign](#) ~~Statement of Compliance~~ [School Compact](#), in accordance with state law. For students, the ~~Statement of Compliance~~ [School Compact](#) 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~~ [School Compact](#) 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. [A copy of the school Student Compact should be posted on the school website.](#)

### ~~SCHOOL-PARENT COMPACT~~ [STUDENT-PARENT COMPACTS](#)

Each school shall jointly develop with parents a school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help



children achieve the State's standards. Such compact shall contain the following components:

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, and homework completion, and television watching; volunteering in their child's school and assist the classroom teacher with permission of the Principal 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; the Principal should have an organize day(s) for parents to come to the school and sign up for access to the Parent Command Center—this will allow parents to have access to their child's grades, transcripts, attendance, standardized test scores, and discipline record.
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 when scheduled, during which the compact and student academic progress shall be discussed as the compact relates to the individual child's achievement;
  - B. periodic 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 during a scheduled time as authorized by the school Principal; 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: February 7, 2019

Ref: [20 USC 6312](#) (*Strengthening and Improvement of Elementary and Secondary Schools*)

[20 USC 6318](#) (*Parent and Family Engagement*)

La. Rev. Stat. Ann. §[17:235.2](#)

Board minutes, 4-19-01, [10-15-09](#), 2-7-19

St. John the Baptist Parish School Board

**ST. JOHN PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

**ITEM #:** 9a

**DATE:** 01/16/2020

**TOPIC:** Introduction of New Policy: IDDFA – Special Education Advisory Council

**BACKGROUND:**

**ALTERNATIVES:**

**SUPERINTENDENT'S  
RECOMMENDATION:**

**COST:** -0-

**INFORMATION  
SOURCES:**

Ms. Iman Montgomery

**SPECIAL EDUCATION ADVISORY COUNCIL**

The Superintendent, prior to January 1, 2020, shall create a Special Education Advisory Council, which shall provide advice and recommendations regarding special education policies, procedures, and resources. The council shall also engage in outreach activities to the community at large to increase the level of knowledge, support, and collaboration with respect to special education.

The number of council members and composition of the council shall be determined by the Superintendent. The Superintendent shall appoint the council members in accordance with the following statutory requirements:

1. Fifty percent (50%) of the membership shall be parents or legal guardians of students with an exceptionality, other than gifted and talented, who are enrolled in a school under the jurisdiction of the public school governing authority.
2. Twenty-five percent (25%) of the membership shall be teachers, principals, or paraprofessionals.
3. Twenty-five percent (25%) of the membership shall be other special education stakeholders.

In selecting council members, an effort shall be made to include parents of students in elementary, middle, and high school grades.

The Superintendent shall designate the chairperson of the council. The chairperson shall be responsible for calling the council's meetings, preside over the meetings, and establish the agendas for the meetings, all in consultation with the Superintendent.

The Special Education Advisory Council shall meet at least three (3) times during a school year. A majority of the committee membership shall constitute a quorum for holding a meeting and making recommendations. Minutes shall be taken of the proceedings of all Special Education Advisory Council meetings. A written report shall be prepared by the Special Education Advisory Council and submitted to the Superintendent in May of each year regarding its activities.

No liability or cause of action against the public school district, public charter school or other public school, or any officer or employee thereof for any action taken by members of the Special Education Advisory Council.

New policy: July, 2019

Ref: La. Rev. Stat. Ann. §§17:81, 17:1944.1, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:19, 42:20 42:24, 42:25.

**ST. JOHN PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

**ITEM #:** 9b

**DATE:** 01/16/2020

**TOPIC:** Request approval of execution of Type 1 Louisiana Premiere Charter Contract at  
LifeHouse Campus/Facility, Reserve, Louisiana. (Requires action)

**BACKGROUND:**

**ALTERNATIVES:**

**SUPERINTENDENT'S  
RECOMMENDATION:**

**COST:** -0-

**INFORMATION  
SOURCES:** Mr. Wayne Stewart

**Type 1 Charter Contract**  
**entered into by Louisiana Premiere Charter, Inc.**  
**and St. John the Baptist Parish School Board**

**Effective January [date], 2020**

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CHARTER SCHOOL  
CONTRACT FOR TYPE 1  
CHARTER SCHOOLS

THIS AGREEMENT is a Charter School Contract, authorized pursuant to Louisiana Revised Statutes, Title 17, Chapter 42, and executed by and between the St. John the Baptist School Board ("BOARD") and Louisiana Premiere Charter, Inc. ("Charter Operator") effective this, the [date] day of January, 2020.

**RECITALS**

WHEREAS, the "Charter School Demonstration Programs Law," La. R.S. 17:3971, *et seq.*, authorizes experimentation in the creation of innovative kinds of independent public schools for students; and

WHEREAS, the purposes of the "Charter School Demonstration Programs Law" are to provide opportunities for educators and others interested in educating students to form, operate, or be employed within a charter school designed to accomplish the following objectives, namely: (1) to improve student learning and, in general, the public school system; (2) to increase learning opportunities and access to quality education for students; (3) to encourage the use of different and innovative teaching methods and a variety of governance, management, and administrative structures; (4) to require appropriate assessment and measurement of academic learning results; (5) to account better and more thoroughly for educational results; and (6) to create new professional opportunities for teachers and other school employees, including the opportunity to be responsible for learning programs at the school site; and

WHEREAS, the BOARD found that the Charter School's charter application was valid, complete, financially well-structured, educationally sound, and offers potential for fulfilling the purposes of the Charter School Demonstration Programs Law; and

WHEREAS, the BOARD is authorized, pursuant to La. R.S. 17:3971, *et seq.*, to execute Charter Contracts authorizing the operation of charter schools; and

WHEREAS, the BOARD approved the Application of Charter Operator to be a Type 1 charter school.

WHEREAS, this Charter Contract replaces and supersedes the Charter Contract between the parties with an effective date of August 16, 2018.

NOW, THEREFORE, the parties hereto, intending to be legally bound by the terms and conditions set forth herein, enter into the following Agreement:



## SECTION 1: ESTABLISHMENT OF SCHOOL

### 1.1 Parties

- 1.1.1 This Charter Contract is entered into between Charter Operator and BOARD for the purpose of operating Louisiana Premiere Charter School (the "Charter School"). This contract will be referred to herein as an "Agreement" or a "Charter Contract," and such terms may be used interchangeably.
- 1.1.2 The person authorized to sign on behalf of the BOARD is the President of the BOARD.
- 1.1.3 The BOARD shall have jurisdiction over the Charter School pursuant to La. R.S. section 17:3983(A)(4).
- 1.1.4 The person authorized to sign this Agreement on behalf of the Charter Operator is Andre Washington ("Charter Representative"), who is an Officer of the Charter Operator's Board of Directors. The Charter Representative affirms as a condition of this Agreement that the Charter Operator's Board of Directors has authorized him or her to execute agreements, including this Charter Contract, on behalf of the Charter Operator.
- 1.1.5 The Charter Operator affirms, as a condition of this Charter Contract, that the nonprofit corporation is duly authorized according to the laws of the State of Louisiana.
- 1.1.6 The Charter Operator affirms, as a condition of this Charter Contract, that the nonprofit corporation has a Board of Directors, whose members receive no compensation other than reimbursement of actual expenses incurred while fulfilling duties as a member of such a board.

### 1.2 Location

- 1.2.1 Charter School will be located in St. John the Baptist Parish at the location(s) identified in **Exhibit A** to the Agreement. If the school location is moved within the parish the BOARD must be notified within 30 days of signing of any lease or property acquisition.
- 1.2.2 The Charter Operator shall comply with all applicable local, state, and federal laws and codes regarding school facility maintenance and upkeep.

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## SECTION 2: OPERATION OF SCHOOL

### 2.1 Purpose

The Charter Operator shall provide educational services according to the educational standards established by law and this Agreement; measure student progress toward stated goals; and participate in student assessments required by law and regulation. The Charter Operator shall manage the charter school in a financially prudent manner and provide the BOARD with timely and accurate reporting.

### 2.2 Governance

- 2.2.1 The Charter Operator and its Board of Directors are responsible for complying with and carrying out the provisions of this Agreement, including compliance with applicable laws and regulations and all reporting requirements. This provision shall not be construed to give rise to personal liability of individual board members in instances where the law would not impose such personal liability.
- 2.2.2 The Board of Directors of the Charter Operator will act in accordance with its duly adopted by-laws.
- 2.2.3 Each member of the Charter Operator's Board of Directors shall complete and submit a Disclosure of Financial Interest and Conflict of Interest Form ("Financial Disclosure") and an Affirmation of Eligibility to Serve. These documents shall be submitted by each new Charter Operator board member within thirty (30) days of appointment. The Financial Disclosure shall be submitted to the Louisiana Board of Ethics by each board member on or before May 15 of each year following appointment in accordance with state law.
- 2.2.4 The Charter Operator's by-laws (and any amendments thereto) shall be consistent with the Louisiana Code of Governmental Ethics, including, but not limited to, the adoption of and adherence to a formal conflict of interest policy that is consistent with applicable law.
- 2.2.5 Meetings of the members and directors of the Charter Operator and any committee or subcommittee thereof shall be conducted in accordance with the Louisiana Open Meetings Law, La. R.S. 42:4.1, *et seq.*
- 2.2.6 The Charter Operator shall be the final authority in matters affecting the Charter School, including, but not limited to, staffing, financial accountability, and curriculum, except as otherwise provided in this contract and as provided by applicable law and by policies promulgated by the BOARD.
- 2.2.7 Should the Charter Operator propose to enter a contract with a "management organization," as defined by BESE Bulletin 126, to manage the Charter School, the Charter Operator shall submit a copy of the proposed contract to the BOARD for approval. The Charter Operator also agrees to submit any other information requested by the BOARD regarding the management arrangement, including but not limited to, a description of the managing company, with identification of its principals and their

backgrounds. The Charter Operator shall not enter a management contract without BOARD approval. A copy of any management contract entered by Charter Operator and approved by the BOARD shall be incorporated into this Agreement as **Exhibit B** thereto.

### **2.3 Grade Range; Number of Students**

- 2.3.1 The Charter Operator shall provide instruction to a maximum enrollment of 750 students in grades K-12. The Charter Operator shall set a lower maximum enrollment for the initial years of the Agreement as described in the Charter School's Grade Level Enrollment Table incorporated into this Agreement as **Exhibit C** thereto.
- 2.3.2 In accordance with La. R.S. 17:3991(C)(1)(c)(iv), Louisiana Premiere Charter School may not enroll in any given year more than one hundred twenty percent (120%) of the total maximum enrollment number for that year as identified in **Exhibit C**.

### **2.4 Student Recruitment and Enrollment**

- 2.4.1 Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner and without regard to race, color, creed, national origin, sex, marital status, religion, ancestry, disability, or need for special education services.
- 2.4.2 If the total number of eligible applicants exceeds the number of offered seats in a particular grade level, an admissions lottery shall be conducted, in which the first preference shall be given to the children of employees of the Charter Operator and second preference given to siblings of currently enrolled students. The specific procedures for the lottery shall be contained in a written policy of the Charter Operator, and the admissions lottery shall be administered by a Certified Public Accounting firm at the sole cost of the Charter Operator.
- 2.4.3 For each year of the term of this Contract, Louisiana Premiere Charter School will comply with the law provided in La. R.S. § 17:3991(B)(I)(a)(i) as it relates to enrollment of at-risk students and students with exceptionalities.

For the purposes of fulfilling the provisions of this Subsection, all percentages for Louisiana Premiere Charter School and the St. John the Baptist Public School System shall be calculated by the Louisiana Department of Education to reflect data from the 2020 October pupil count each.

### **2.5 Attendance**

Attendance of students at the Charter School shall comply with Louisiana's applicable Compulsory Attendance Laws.

### **2.6 Student Code of Conduct and Discipline Management Plan**

The Charter Operator shall maintain and implement written rules and procedures for student discipline, including clear guidelines for suspension and expulsion. Such rules and procedures must be consistent with all applicable state and federal law.

## 2.7 Complaint Policy

The Charter Operator shall implement and maintain a complaint policy to receive and handle complaints brought against the Charter School and/or the Charter Operator. The Complaint Policy shall be included in the Charter School's Student Handbook. The complaints process implemented by the Charter Operator shall be consistent with applicable law and due process. A copy of the Charter Operator's complaint policy shall be distributed to the parents and/or guardians of students enrolled in the School and made readily available to all others requesting a copy. In addition, the Charter School shall participate in, and comply with the requirements of any unified complaint process administered by the BOARD or the Louisiana Department of Education.

## 2.8 Pupil Progression Plan

2.8.1 The Charter Operator shall implement and adhere to a Pupil Progression Plan developed in accordance with state laws and BESE policy. The Charter Operator may adopt the Pupil Progression Plan of the BOARD or it may adopt a school-specific Pupil Progression Plan, which must comply with applicable law and state regulation. The Charter Operator shall annually submit its Pupil Progression Plan as required by the BOARD.

2.8.2 The school's Pupil Progression Plan will include provisions to ensure that the needs of at-risk students are being met.

## 2.9 Student Welfare and Safety

The Charter School shall comply with all applicable federal and state laws concerning student welfare, safety, and health, including, but not limited to, state laws regarding the reporting of child abuse, accident prevention and disaster response, fire safety, and any state regulations governing the operation of school facilities.

## 2.10 Nonsectarian Status

The Charter School shall be nonsectarian in its programs, admission policies, employment practices, and all other operations.

## 2.11 Parental Involvement Plan

2.11.1 The Charter Operator shall implement a plan to encourage and increase parental involvement.

2.11.2 The Charter Operator shall not condition the enrollment or continued enrollment of any student on the commitment of the student's parents to provide any number of volunteer hours or on otherwise donating volunteer hours to the Charter School.

## 2.12 Evaluation

The Charter Operator's performance shall be evaluated annually in conformity with the standards and procedures set forth in BOARD Policy HC and the Annual Review Indicators. For purposes of contract extension, renewal, and revocation decisions,

and other evaluations of the Charter School's performance, the BOARD will rely on the performance standards set forth in in Board Policy HC and the Annual Review Indicators. The Charter Operator acknowledges that the performance standards and evaluation procedures set forth in Board Policy HC and the Annual Review Indicators are reliant on data provided by the Louisiana Department of Education and may be amended by the BOARD if any such data is no longer available.

#### 2.13 Curriculum

Subject to the conditions of this Agreement, the Charter Operator shall have the authority and responsibility for refining the design and implementation of its educational program, subject to the conditions of this Agreement, in a manner that is consistent with state law, including but not limited to requirements regarding content standards.

#### 2.14 Student Records

2.14.1 The Charter Operator shall comply with any and all applicable record-keeping requirements of BESE and state law and regulation and shall provide, upon reasonable request by the BOARD, any reports or student records, including, but not limited to, immunization records, class schedules, records of academic performance, disciplinary actions, attendance, standardized test results, and documentation required under federal and state law regarding the education of students with disabilities.

2.14.2 The Charter Operator shall comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.A §1232g, and La. R.S. 17.3914, including any response to request from BOARD as set forth in Section 2.11.1.

2.14.3 If this Charter Contract is terminated, revoked, or surrendered, or the Charter School otherwise ceases to operate, all student records shall be immediately secured and transferred to the BOARD unless prior arrangements have been made between the Charter Operator and the BOARD.

#### 2.15 Reporting

2.15.1 The Charter Operator shall supply, with reasonable advance notice, all reports, data, test results and other information required under this Agreement, state and federal law or BESE policy and regulations, or requested by the BOARD, in accordance with timelines and processes established by the BOARD.

2.15.2 The Charter Operator agrees to submit all reports and other information in the manner prescribed by the BOARD, which may include the use of a document-storage and management system and an oversight and compliance management system chosen by the Charter operator.

#### 2.16 Assessment of Student Performance and Procedures for Corrective Action

The Charter Operator shall implement the plan for assessment of student performance, administration of state-wide assessments, and corrective action related

to same as required by state law and BESE policy. The Charter Operator shall perform all student testing required by state and federal law and BESE policy and regulations.

#### 2.17 Education of Students with Exceptionalities

The Charter Operator will comply with the applicable requirements of federal and state law and BESE policy concerning the education of children with exceptionalities, including the requirements of the Individuals with Disabilities Act (“IDEA”), 20 U.S.C. §1401, *et seq.* Pursuant to La. R.S. 17:3995, the Charter School shall be considered an approved public school of the BOARD, and the BOARD shall serve as the local educational agency (“LEA”) for purposes of the IDEA, and the BOARD is responsible for ensuring that all federal and state guidelines regarding special education, including (but not limited to) IDEA, are met. The Charter Operator shall assist the BOARD in meeting such guidelines for students enrolled in the Charter School.

#### 2.18 Oversight Authority

The BOARD has the responsibility to oversee Louisiana Premiere Charter School’s compliance with this Agreement and applicable law. Louisiana Premiere Charter School shall allow St. John the Baptist School System officials full access to its financial and educational records, reports, files, and documents of any kind, with reasonable advance notice.

#### 2.19 Site Visits

With reasonable advance notice, the Charter Operator shall allow representatives from the BOARD, the Louisiana Legislative Auditor, law enforcement officials, contracted evaluators, or any other federal, state or local regulatory agency to visit the school site to inspect operations and performance and to ensure compliance with all applicable laws and regulations, the terms of this Agreement, and the terms of state and federal grants. During such site visits, to the extent allowable by law, the Charter Operator shall allow the visiting officials full and immediate access to its financial and educational records, reports, files, and documents of any kind.

#### 2.20 Production of Documents

Representatives of the Charter Operator or the administrator of the Charter School shall produce all documentation and information requested by BOARD, the Louisiana Legislative Auditor, law enforcement officials, contracted evaluators, or any other federal, state, or local regulatory agency within three (3) business days of a request, if not prohibited by FERPA or La. R.S. 17:3914. The production of documents requested pursuant to this provision shall be distinguished from requests for documents made during site visits.

#### 2.21 Attendance Required of Charter Operator and/or its Employees

The Charter Operator, or a representative of the Charter Operator, shall attend all

meetings in which the BOARD requests its presence. These meetings shall include, but are not limited to, meetings with the BOARD.

#### 2.22 Health Services and Protections

The Charter Operator shall provide appropriate health services and safety protections to the extent required by applicable federal and state law or BESE policy.

#### 2.23 Transportation Services and Food Services

2.23.1 The Charter Operator shall provide transportation to all students enrolled and residing within the geographic boundaries of the local school district and more than one mile from the Charter School. For any special needs students with an Individualized Education Plan enrolled at Charter School who require special transportation to and from Charter School, Charter Operator may contract with BOARD or its subcontractors at a rate not to exceed BOARD'S actual cost, in accordance with La. R.S. 17:3995(4)(b).

2.23.2 The Charter Operator shall provide food services to students, taking into consideration the nutritional needs of the students.

#### 2.24 Non-Discrimination

2.24.1 The Charter Operator agrees to abide by the requirements of the following as applicable:

Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Federal Executive Order 11246; the Federal Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; and the Americans with Disabilities Act of 1990.

2.24.2 The Charter Operator agrees not to discriminate in its employment practices and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

2.24.3 Any intentional act of discrimination, as found by a court of law with jurisdiction, in violation of state or federal law committed or sanctioned by the Charter Operator's Board of Directors and failure by the Charter Operator to take prompt corrective action when put on notice of a finding of discrimination, shall be grounds for revocation of this contract.

#### 2.25 Notification Requirements

2.25.1 The Charter Operator shall notify the BOARD immediately of any material conditions that may cause the school to vary from the terms of its approved charter or from state law, federal law or BESE policy.

2.25.2 The Charter Operator shall notify the BOARD in a immediately of any circumstances requiring the temporary or permanent closure of the Charter School, including, but not limited to, a natural disaster, such as a hurricane, tornado, storm, flood or other

- weather related event, other extraordinary emergency, or destruction of or damage to the school facility.
- 2.25.3 The Charter Operator shall notify the BOARD in a timely manner of the arrest of any members of the Charter's Board of Directors, employees, contractors, or any person directly or indirectly employed by the Charter Operator for a crime listed in La. R.S. 15:587.1(C) or any crime related to the misappropriation of funds or theft.
  - 2.25.4 The Charter Operator shall notify the BOARD of its default on any obligation, which shall include uncontested debts for which payments are past due by ninety (90) days or more.
  - 2.25.5 The Charter Operator shall remain in good standing with the Office of the Louisiana Secretary of State and shall immediately notify the BOARD of any change in its standing.
  - 2.25.6 The Charter Operator shall notify the BOARD if its enrollment decreases by ten percent or more compared to the most recent student count submitted to the BOARD.
  - 2.25.7 The Charter Operator shall notify the BOARD within two (2) business days of any official board action which results in the appointment of a new president of the charter school's governing board.



## **SECTION 3: SCHOOL FINANCIAL MATTERS**

### **3.1 Funding**

- 3.1.1 Prior to the beginning of each new fiscal year, the Charter Operator shall follow procedures required by the BOARD to report enrollment projections for the upcoming school year.
- 3.1.2 Charter School shall be considered an approved public school of the BOARD and shall receive a per pupil allocation each year pursuant to the most recent legislatively approved minimum foundation program formula ("MFP") resolution, including all levels (MFP), based on the October first membership count of the charter school as set forth in La. R.S. 17:3995.
- 3.1.3 As set forth in La. R.S. 17:3995(C), the Charter Operator may solicit, accept, and administer donations or any other financial assistance in the form of money, grants, property, loans, or personal services for educational purposes from any public or private person, corporation, or agency and comply with rules and regulations governing grants from the federal government or from any other person or agency, which are not in contravention of the constitution and any other law.
- 3.1.4 Monthly MFP allocations and federal grant funds will be transferred to the Charter Operator within fifteen (15) calendar days of receipt by the BOARD each month, and the first MFP allocation shall occur in July of 2020. The Charter School will report student, staff and financial information in the manner prescribed by the BOARD and allocations may be adjusted as provided by state law, to reflect the actual student count, staff count and prior year local revenues.
- 3.1.5 The BOARD shall withhold a percentage of each Charter School's MFP funds for administrative overhead costs incurred by the BOARD for considering the charter application and any amendment thereto, providing monitoring and oversight of the school, collecting and analyzing data of the school, and for reporting on school performance in accordance with La. R.S. 17:3995(A)(4)(a)(i). Such fee shall be two percent (2%) of the total per pupil amount of MFP allocated to the Charter School. Such fee amount shall be withheld from the per pupil amount in monthly increments and shall not be applicable to any federal money or grants received by the charter school. At least thirty days prior to the beginning of each fiscal year, the Charter School shall be provided by the BOARD with a projected budget detailing anticipated administrative overhead costs and planned uses for fees charged for such costs. By not later than ninety days following the end of each fiscal year, the Charter School shall be provided by the BOARD an itemized accounting of all administrative overhead costs. Additionally, by not later than ninety days following the end of each fiscal year, the Charter School shall be provided by the BOARD an itemized accounting of the actual cost of each purchased service provided to the Charter School.

- 3.1.6 The Charter Operator acknowledges that each year initial funding will be based on the projected student enrollment and projected per student MFP allocation. The amount of funding will be adjusted in accordance with La. R.S. 17:3995.
- 3.1.7 The implementation and/or continuation of the provisions of this Charter Contract are contingent upon a legislative appropriation or allocation of funds necessary to fulfill the requirements of the Charter Contract. If the legislature fails to appropriate sufficient monies to provide for the implementation and/or continuation of the Charter Contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the implementation and/or continuation of the Charter Contract, the Contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.
- 3.1.8 No liability shall accrue to the BOARD should the events described in the preceding paragraph occur. The BOARD shall not be obligated or liable for any future payments or for any damages as a result of termination under the previous paragraph.
- 3.2 Financial Accounting and Reporting
- 3.2.1 The Charter Operator shall be responsible for the Charter School's operation, including the preparation of a budget. The Charter Operator shall comply with the provisions of La. R.S. 39:1301 through 1315 (Local Government Budget Act) and shall submit a budget annually to the BOARD.
- 3.2.2 The Charter Operator shall comply with all rules, guidelines, and regulations adopted by BESE prescribing forms and practices for budgeting, accounting, and financial reporting.
- 3.2.3 The Charter Operator agrees to submit any amended budgets or other requested financial documents to the BOARD upon reasonable request.
- 3.2.4 The Charter Operator shall conduct an annual independent audit and submit it to the Louisiana Legislative Auditor, with copy to the BOARD, said audit to be conducted by a certified public accountant in accordance with La. R.S. 24:513, et seq., and La. R.S.17:3996(F), the cost of which shall be borne by the Charter Operator.
- 3.2.5 The Charter Operator shall maintain records in a manner that reflects compliance with this Charter Contract and generally accepted accounting principles. The Charter Operator is subject to appropriate financial audits in accordance with La. R.S. 24:513 et. seq. and La. R.S. 17:3996(F).
- 3.3 Qualified and Competent Business Professional
- 3.3.1 The Charter Operator shall retain, for the duration of the Agreement, a Qualified and Competent Business Professional who meets or exceeds the minimum requirements and qualification specified by BESE policy in Bulletin 1929, the *Louisiana Accounting and Uniform Governmental Handbook*, to produce all financial and

accounting information and reporting required by the Agreement, state law, and BESE policy and regulation, except the required annual audit, which must be performed by an independent auditor. The Qualified and Competent Business Professional shall affix his or her signature to every document he or she prepares, thereby validating its authenticity as his or her work product and thereby affirming that the information contained therein is true and accurate. All documents and reports submitted pursuant to this Paragraph shall contain the signature of the Qualified and Competent Business Professional, thereby affirming that the information contained therein is true and accurate.

3.3.2 The Charter Operator shall ensure that a Qualified and Competent Business Professional validates all student count reports submitted by the Charter Operator to the BOARD.

3.3.3 The Charter Operator shall ensure that a Qualified and Competent Business Professional is responsible for validating all inventory reports submitted to the BOARD.

#### 3.4 Tuition and Fees

The Charter Operator shall not charge any student tuition, an attendance fee, or a fine of any kind, except for Charter Operator administered extracurricular activities such as before/after school programs, intercession programs, extended kindergarten programs, and athletic programs or any other fees allowable under State or Federal law. Any other fee shall be subject to a waiver process that considers individual family circumstances. The Charter Operator shall not condition the enrollment, registration, earning of credit, or receipt of grades of any student on the payment or nonpayment of fees.

#### 3.5 Assets

3.5.1 Any assets acquired by the Charter Operator are the property of the Charter School for the duration of this Agreement and any renewal of the Agreement.

3.5.2 If this Agreement is terminated, revoked, non-renewed, or surrendered, or the school otherwise ceases to operate, all assets not requiring return or transfer to donors or grantors or required for discharge of existing liabilities and operations of Charter School and cash on hand attributable to state public funds shall be transferred to the BOARD or disposed of in accordance with state and federal law.

#### 3.6 Insurance

3.6.1 Charter Operator shall secure and maintain the following minimum insurance coverage:

3.5.1.1 Property insurance covering all of Charter Operator's real and personal property. Property coverage shall include coverage for all contents purchased by the Charter Operator; and

3.5.1.2 Comprehensive general liability of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate; and

- 3.5.1.3 A comprehensive auto liability of one million dollars (\$1,000,000) combined single limit, if automobiles are owned by Charter Operator; and
- 3.5.1.4 Workers' compensation of one hundred thousand dollars (\$100,000); and
- 3.5.1.5 Errors and omissions insurance of one million dollars (\$1,000,000).

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## SECTION 4: PERSONNEL

### 4.1 Employment Matters

- 4.1.1 The Charter Operator shall employ and/or contract with necessary personnel. It shall implement a personnel policy that addresses such issues as hiring of personnel, terms of employment, and compensation consistent with that contained in the Charter Application. The parties agree that teachers and other staff employed by the Charter Operator are not employees of the BOARD.
- 4.1.2 Collective Bargaining. The provisions of any collective bargaining agreement entered into by BOARD shall not apply to Charter Operator. The provisions of any collective bargaining agreement entered into by Charter Operator shall not apply to BOARD.

### 4.2 Instructional Providers and Administrators

- 4.2.1 The Charter Operator shall employ or otherwise utilize in instructional positions only those individuals who are credentialed in accordance with applicable federal and state law, rules and regulations.
- 4.2.2 The Charter Operator shall evaluate all administrators and instructional providers as required by applicable state law and BESE policy.

### 4.3 Paraprofessionals

Paraprofessionals employed by the Charter School shall meet all qualification requirements imposed by applicable federal and state law, rules, and regulations.

### 4.4 Criminal History Review

- 4.4.1 The Charter Operator shall conduct a criminal history review through the Louisiana Department of Public Safety and Corrections, Office of State Police, Bureau of Criminal Identification for each individual the Charter Operator intends to hire, and for each independent contractor who may have supervisory or disciplinary authority over children at the Charter School in accordance with applicable State law and BESE policy.
- 4.4.2 The Charter Operator shall not hire a person who has been convicted of or has pleaded *nolo contendere* to a crime listed in La. R.S. 15:587.1(C) as a teacher, substitute teacher, bus driver, substitute bus driver, janitor, school security personnel, cafeteria personnel, or a school employee who might reasonably be expected to be placed in a position of supervisory or disciplinary authority over school children unless approved in writing by a district judge and the district attorney of the parish.
- 4.4.3 The Charter Operator shall adhere to all policies/procedures adopted by BESE concerning criminal history review for public school employees, as well as other persons associated with the charter school who are engaged in direct processing of charter school funds.

## **SECTION 5: CONTRACT TERM, RENEWAL & REVOCATION**

### **5.1 Four-Year Term.**

Pursuant to the provisions of La. R.S. 17:3992 A(1), this Charter School Contract shall be effective upon complete execution for an initial term of four (4) years commencing no later than July 1, 2020 and may be extended for a maximum initial term of five (5) years, contingent upon the results of a review conducted after the completion of the third (3<sup>rd</sup>) year as provided for in La. R.S. 17:3998.

### **5.2 Extension**

- 5.2.1 The BOARD shall conduct an evaluation of the Charter School after the completion of its third year of operation based on the evaluation and extension standards outlined in BOARD Policy HC, the Annual Review Indicators, and La. R.S. 17:3998.
- 5.2.2 The Charter Contract shall be reviewed based on academic, financial, and organizational standards set forth in Annual Review Indicators.
- 5.2.3 If the Charter School fails to meet the extension standards outlined in BOARD Policy HC, the BOARD may, at the Superintendent's recommendation, terminate the Charter Contract, with such termination taking effect at the end of the Charter School's fourth year of operation.

### **5.3 Renewal.**

Prior to the expiration of the current Charter Contract, the Charter Contract may be renewed at the discretion of the BOARD pursuant to applicable provisions of Title 17, Chapter 42, of the Louisiana Revised Statutes and in accordance with the evaluation and extension standards outlined in Board Policy HC.

### **5.4 Revocation.**

- 5.4.1 As provided by law and detailed in BOARD Policy HC, the BOARD may terminate or revoke this Agreement at any time upon a determination and affirmative vote by a majority of the BOARD that the Charter Operator, its board members, officers, or employees did any of the following:
  - 5.4.1.1 Committed a material violation of any of the conditions, standards, or procedures provided for in this Agreement or in BESE policy;
  - 5.4.1.2 Failed to meet or pursue within the agreed timelines any of the academic or other educational results specified in this Agreement or in BESE policy;
  - 5.4.1.3 Failed to meet generally accepted accounting standards of fiscal management;
  - 5.4.1.4 Violated any provision of law or policy applicable to a charter school, its officers, or employees; or

5.4.1.5 If the BOARD determines that the health, safety, or welfare of the students is threatened.

5.4.2 This Agreement shall only be revoked in compliance with the procedures outlined for revocation proceedings in BOARD Policy HC and BESE Bulletin 126.

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## **SECTION 6: OPERATION OF THE CONTRACT**

### **6.1 Entire Agreement**

The Charter Operator and the BOARD intend this Agreement to represent a final and complete expression of their contract, which shall be considered the school's Charter Contract; except that the parties recognize that amendments to this Agreement may be approved from time to time hereafter. All prior representations, understandings, and discussions are merged herein, and no course of prior dealings between the parties shall supplement or explain any terms used in this document.

### **6.2 Notice**

Any notice required or permitted under this Agreement shall be in writing and shall be effective immediately upon personal delivery (subject to verification of service or acknowledgment of receipt) or three (3) days after mailing when sent by certified mail, postage prepaid, to the following:

In the case of the Charter Operator:

Louisiana Premiere Charter, Inc.  
Attn: Board President  
P.O. Box 832  
Lutcher, LA 70071

With Copies to:  
jkeeney@4thsectorsolutions.com  
aliandrews24@gmail.com  
mroussel@matrixservice.com  
pmcmurray@bakerdonelson.com

In the case of the St. John the Baptist Parish School Board:

St. John Parish Public Schools  
Attn: Superintendent  
118 West 10<sup>th</sup> St.  
Reserve, LA 70084

With copies to:  
St. John Parish Public School Board President  
St. John Parish Public School Board Vice President  
wstewart@hamsil.com

### **6.3 Indemnification and Disclaimer of Liability**

6.3.1 The parties acknowledge that the Charter Operator is not acting as the agent of, or



under the direction and control of the BOARD, except as required by law or this Agreement and that the BOARD does not assume liability for any loss or injury resulting from the acts or omissions of the Charter School, its directors, trustees, agents, or employees.

- 6.3.2 The Charter Operator acknowledges that it is without authority to extend the faith and credit of the BOARD to any third party. The Charter Operator shall clearly communicate to vendors and other entities and individuals outside the BOARD that the obligations of the Charter Operator under agreement or contract are solely the responsibility of the Charter Operator and are not the responsibility of the BOARD.

To the extent allowable under the Louisiana Constitution and Federal and state law, the Charter Operator shall defend, indemnify, and hold harmless the BOARD and its officers, directors, officials, agents and employees from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including, but not limited to, attorneys' fees and/or litigation expenses which may be brought or made against or incurred by the BOARD on account of any action of the Charter Operator, its employees, agents or assigns. The provisions or limits of insurance required under this contract shall not limit the liability of the Charter Operator.

- 6.3.3 This Agreement is not an employment contract. No officer, employee, agent, or subcontractor of the Charter Operator or the School is an officer, employee, or agent of the BOARD.
- 6.3.4 The parties acknowledge that the BOARD is not liable for the debts or financial obligations of the Charter Operator or the Charter School.
- 6.3.5 The parties acknowledge that the BOARD and its members individually are immune from civil liability for any damages arising with respect to all activities related to the operation of any type of charter school they may authorize as a chartering authority, including the Charter School.

#### 6.4 Waiver

The parties agree that either party's failure to insist on strict performance of any term or condition of this Charter Contract shall not constitute a waiver of that term or condition, even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

#### 6.5 Assignment

No right or interest in this Charter Contract shall be assigned by anyone on behalf of the Charter Operator without prior written approval of the BOARD, and delegation of any contractual duty of the Charter Operator shall not be made without prior written approval of the BOARD, which approval may be given or withheld at the sole discretion of the BOARD. A violation of this provision shall be grounds for immediate termination of this Agreement and revocation of the Charter.

6.6 Applicable Law

- 6.6.1 This Charter Contract shall be governed by and construed in accordance with the laws of the State of Louisiana and all applicable federal laws of the United States.
- 6.6.2 The Charter Operator shall comply with all federal and state laws and regulations applicable to Type 1 charter schools, and all requirements imposed by state law, BESE policy and regulation. The Charter Operator shall conform, in all respects, with the educational standards contained in this Agreement and in BESE policy, state law and Board policy.
- 6.6.3 The parties intend that they be bound by, and that this Charter Contract be subject to, any and all future amendments or additions to the statutes, regulations, policies and procedures applicable to Type 1 charter schools. The Charter Operator and the BOARD hereby agree to comply with any such change as if it were specifically set forth herein. Any such change shall supersede any provision within this Agreement that conflicts with it.

6.7 Severability

The provisions of this Charter Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition, and the remainder of the Charter Contract shall remain in effect unless otherwise terminated by the parties.

6.8 No Third-Party Beneficiary

The enforcement of the terms and conditions of this Charter Contract, and all rights of action relating to such enforcement, shall be strictly reserved to the BOARD and the Charter Operator. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other or third person. It is the express intent of the parties to this Agreement that any person receiving services or benefits hereunder shall be deemed an incidental beneficiary only.

6.9 Counterparts; Signature by Facsimile

This Agreement may be signed in counterparts, which shall together constitute the original Contract. Electronic signatures or signatures received by facsimile by either of the parties shall have the same effect as original signatures.

6.10 Material Amendment

- 6.10.1 Any material amendment to this Agreement will be effective only with approval of both the BOARD, or its designee, and the Charter Operator's Board of Directors. A Material Amendment shall not become effective and the Charter Operator shall not take action or implement the changes requested in the amendment until the amendment is approved by the BOARD or its designee.
- 6.10.2 The Charter Operator will submit any proposed Material Amendment in accordance with guidance promulgated by BESE.
- 6.10.3 Changes to the Agreement that constitute Material Amendments are those identified

in BESE Bulletin 126.

**6.11 Non-Material Amendment**

- 6.11.1 A Non-Material Amendment of this Agreement may be made effective by the Charter Operator through written Notification to BOARD.
- 6.11.2 The Charter Operator will notify the BOARD of any proposed Non-Material Amendment in accordance with guidance promulgated by BESE.
- 6.11.3 A Non-Material Amendment by the Charter Operator will be effective five (5) business days following receipt of Notification, unless BOARD notifies the Charter Operator that it objects to the proposed Amendment.
- 6.11.4 Non-Material Amendments to the Agreement are those identified in BESE Bulletin 126.

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IN WITNESS WHEREOF, the parties have executed this Agreement as of the date below.

**ST. JOHN THE BAPTIST SCHOOL BOARD**

Date of Board Approval: \_\_\_\_\_ Item \_\_\_\_\_

By: \_\_\_\_\_  
BOARD PRESIDENT DATE

**LOUISIANA PREMIERE CHARTER, INC.**

As the authorized representative of Louisiana Premiere Charter, Inc., I hereby certify that Louisiana Premiere Charter, Inc., through its Board, has approved and agreed to comply with and be bound by the terms and conditions of this Agreement.

By: \_\_\_\_\_  
CHAIR/PRESIDENT DATE

## Table of Exhibits

Exhibit A – Location

Exhibit B – Grade Level Enrollment Table

Exhibit C – Teachers' Retirement System of Louisiana Option Form

# **CHARTER SCHOOL CONTRACT: EXHIBIT A**

## **Location**

Name of Charter School: Louisiana Premiere Charter School

The Charter Operator shall provide educational services, including the delivery of instruction, at the location(s) specified below:

3556 West Airline Highway  
Reserve, LA 70084

*Type 1 Charter Contract of Louisiana Premiere Charter*

**Exhibit B**

Page 1 of 2

# CHARTER SCHOOL CONTRACT: EXHIBIT B

## Grade Level Enrollment Table

Name of Charter School: Louisiana Premiere Charter School

Name of Charter Operator: Louisiana Premiere Charter

Grade Level	Year One	Year Two	Year Three	Year Four
K	50	50	50	50
1	50	50	50	50
2	50	50	50	50
3	50	50	50	50
4	50	50	50	50
5	50	50	50	50
6	50	50	50	50
7	50	50	50	50
8	50	50	50	50
9	75	75	75	75
10	--	75	75	75
11	--	--	75	75
12	--	--	--	75
Maximum Total Enrollment*	438	500	563	625

\_\_\_\_\_  
Signature of Charter Operator's  
Authorized Representative

\_\_\_\_\_  
Date

\* "Maximum Total Enrollment" figures are subject to the 120% allowance contained in La. R.S. § 17:3991(C).

# CHARTER SCHOOL CONTRACT: EXHIBIT C

## Teachers' Retirement System of Louisiana Option

Name of Charter School: Louisiana Premiere Charter School

### TRSL & LSERS Option

Select one (1) of the three (3) options below:

#### Option 1

\_\_\_\_\_ The Charter Operator intends to participate in the Teachers' Retirement System of Louisiana and the Louisiana School Employees' Retirement System.

#### Option 2

\_\_\_\_\_ The Charter Operator intends to participate in the Teachers' Retirement System of Louisiana only.

#### Option 3

  X   The Charter Operator does not intend to participate in the Teachers' Retirement System of Louisiana or the Louisiana School Employees' Retirement System.

\_\_\_\_\_  
Signature of Charter Operator's  
Authorized Representative

\_\_\_\_\_  
Date

*Type 1 Charter Contract of Louisiana Premiere Charter*

**Exhibit C**

Page 1 of 1



**ST. JOHN PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

**ITEM #:** 9c

**DATE:** 01/16/2020

**TOPIC:** Request approval to release an RFQ for district-wide forensic audit

**BACKGROUND:**

**ALTERNATIVES:** Release an RFP

**SUPERINTENDENT'S  
RECOMMENDATION:**

**COST:**

**INFORMATION  
SOURCES:**

Mr. Patrick H. Sanders, Board President

**ST. JOHN PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

**ITEM #:** 9d

**DATE:** 01/16/2020

**TOPIC:** Request approval of Organizational Chart

**BACKGROUND:**

**ALTERNATIVES:**

**SUPERINTENDENT'S  
RECOMMENDATION:**

**COST:**

**INFORMATION  
SOURCES:**

Mr. Cory Butler

# St. John the Baptist Parish School District Proposed Organization Chart

(Spring 2020)

