



St. John the Baptist Parish School Board

118 West 10th 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

February 7, 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 Godchaux Grammar Cafeteria, 1600 Highway 44, Reserve, Louisiana, on Thursday, February 13, 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
Albert Burl, District 2

Gerald J. Keller, Ph.D., District 3
Patrick H. Sanders, District 4

Sherry DeFrancesch, District 5
Keith Jones, District 6

Phillip Johnson, District 7
Debbie Schum, District 8

Shawn Wallace, District 9
Nia Mitchell, District 10

Clarence Triche, District 11

AGENDA
ST. JOHN PARISH SCHOOL BOARD MEETING
February 13, 2020 – 6:00 p.m.
Godchaux Grammar Cafeteria - Reserve, Louisiana

1. CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE
2. ROLL CALL OF MEMBERS
3. APPROVAL OF MINUTES
 - a. Public Comment. Meeting of January 16, 2020, Retreat Minutes of February 3-4, 2020 and Special Meeting of February 6, 2020 (Requires action)
4. SUPERINTENDENT'S REPORT – Mr. Cory Butler
5. EDUCATIONAL PRESENTATIONS AND RECOGNITIONS BY THE BOARD OR STAFF
 - a. Mrs. Serina Duke – Recognition of School and District Students of the Year
6. PERSONNEL MATTERS
 - a. Public Comment. Mrs. Serina Duke – Request approval of revised job description: IEP Coordinator (Requires action)
7. BUSINESS AND FINANCE
 - a. Public Comment. Mr. Patrick H. Sanders - Request Board approval on Proposal 20.28 School Boundary and Redistricting Plan (Requires action)
 - b. Public Comment. Mr. Albert A. Burl, III – Request Board approval on Proposal 20.31 Property Insurance (Requires action)
8. OLD BUSINESS
 - a. Public Comment. Dr. Stacey Spies – Request approval of New Policy: IDDEFA – Special Education Advisory Council (Requires action)
 - b. Public Comment. Mr. Cory Butler – Request approval of Revised Organizational Chart (Requires action)
9. NEW BUSINESS
10. ADMINISTRATIVE MATTERS
11. BOARD ITEMS OF INTEREST
12. ADJOURNMENT

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

ITEM #: 5a

DATE: 2-13-2020

TOPIC: Recognition of School and District Students of the Year

BACKGROUND:

2020 Students of the Year

5 th Grade East St. John Preparatory	De'Kyra Jackson
5 th Grade Emily C Watkins	Amarii Grinstead
5 th Grade Garyville Mt. Airy Magnet	Cole Wilson
5 th Grade John L. Ory Magnet	Kayden List McGee
*5 th Grade Lake Pontchartrain Elementary	Rani Johnson
5 th Grade LaPlace Elementary	Cali White
5 th Grade West St. John Elementary	Dallys Burham
8 th Grade East St. John Preparatory	Norshelys Lopez
8 th Grade Emily C. Watkins	Kash Thomas
8 th Grade Garyville Mt. Airy Magnet	Jada Diana Carroll
*8 th Grade John L Ory Magnet	Skyla Lawrence
8 th Grade Lake Pontchartrain Elementary	Autemus Bell
8 th Grade Laplace Elementary	Chance Joseph
8 th Grade West St. John High	Cortlan Shepherd
*12 th Grade East St. John High	Jose Folgar
12 th Grade West St. John High	Kaitlyn Narcisse

**Denotes District Winner*

ALTERNATIVES:

**SUPERINTENDENT'S
RECOMMENDATION:**

INFORMATION

SOURCES:

Serina Duke

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

ITEM #: 6a

DATE: 02/13/2020

TOPIC: Approval of Revised Job Description

BACKGROUND: Recommended revisions were approved by the Personnel Committee 1/14/20.

Approval of Revised Job Description:

1. IEP Coordinator

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, 240 days
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.

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. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others.
10. Performs other duties as may be assigned which are related to the scope of the job.
11. 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
12. 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
13. 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.

14. *Serves as Officially Designated Representative when appropriate for initial, interim, and review IEP conferences and any other conferences deemed necessary
15. 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.
16. Maintains state and federal compliance reports as assigned, including reconciling inaccurate data and/or errors and SER/SIS crosschecks and/or audits on the IDEA and MFP special education child counts/reports for the district/state.
17. Coordinates the monitoring of Special Education student records according to IDEA and state department requirements
18. Prepares and disseminates correspondence and notices regarding all phases of IEP development and student records
19. Provides inservice training, when appropriate, to Special Education teachers, therapists, and other involved personnel
20. 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 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: _____

Revised 1/15/20

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

ITEM #: 7a

DATE: 02/13/2020

TOPIC: Request Board approval on Proposal 20.28 School Boundary and Redistricting Plan

BACKGROUND:

ALTERNATIVES:

**SUPERINTENDENT'S
RECOMMENDATION:**

COST: -0-

**INFORMATION
SOURCES:**

PETER MONTZ

From: PETER MONTZ
Sent: Wednesday, October 30, 2019 10:36 AM
To: scps2018@arcbridge.com
Subject: RE: Redistricting RFP
Attachments: PROPOSAL 20.28 SCHOOL BOUNDARY AND REDISTRICTING PLAN.pdf

The file is now attached.

Peter Montz

From: PETER MONTZ
Sent: Wednesday, October 30, 2019 10:34 AM
To: scps2018@arcbridge.com
Subject: Redistricting RFP

We currently have an open RFP for redistricting services.

See the attached file. Contact me with any questions.

Regards

Peter Montz
Purchasing Director
O: 985.536.1106 X8125
C: 504.628.4083

RFP released

PETER MONTZ

From: PETER MONTZ
Sent: Friday, November 8, 2019 2:29 PM
To: David LaPlante
Subject: RE: School redistricting plan for St. John Parish
Attachments: PROPOSAL 20.28 SCHOOL BOUNDARY AND REDISTRICTING PLAN.pdf

See the attached document.

Peter Montz

From: David LaPlante <dlaplante@hdaissues.com>
Sent: Friday, November 8, 2019 2:20 PM
To: PETER MONTZ <PTMONTZ@stjohn.k12.la.us>
Subject: School redistricting plan for St. John Parish

Hello! I am interested in reviewing the RFP for the parish redistricting. I found the option for registering to become a bidder, but I am not interested in bidding and was hoping someone could send me the document.

Thanks for your help!

David

David John LaPlante
Harris, DeVille & Associates, Inc.
521 Laurel Street
Baton Rouge, LA 70801
225.344.0381 (office)
225.278.1919 (mobile)
www.hdaissues.com

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RFP released

PETER MONTZ

From: PETER MONTZ
Sent: Wednesday, October 30, 2019 10:32 AM
To: info@croppergis.com
Subject: Redistricting RFP
Attachments: PROPOSAL 20.28 SCHOOL BOUNDARY AND REDISTRICTING PLAN.pdf

We currently have an open RFP for redistricting services.

See the attached file. Contact me with any questions.

Regards

Peter Montz
Purchasing Director
O: 985.536.1106 X8125
C: 504.628.4083

RFP released



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Central Bidding Time: Fri Nov 15 2019 08:41:25 GMT-0600 (Central Standard Time)

Navigation

Visitors for: RFP 20.28 SCHOOL BOUNDARY AND REDISTRICTING PLAN

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Create New Listing	7379	MannArch	Jeff Deason	Manning Architects, APAC	5044122000	tkirkland@manningarchitects.cc
	8705	Stateblock	Janet Tobin	State Block, Inc.	5048348626	Janet@Stateblock.com
	1959	volkert	Janet Evans	Volkert, Inc	0002252189440	jan.evans@volkert.com
Bidding Activity (VENDORS)	2771	BohBrosBB	Bill Brundige	Boh Bros. Construction Co., L.L.C.	504-827-7614	bbrundige@bohbro.com
My Bidding Activity	305	AllSouthConsulting	Timothy Bonura	All South Consulting Engineers, LLC	+5043222783	khancock@ascellc.com
	12935	AppGeo	Tom Harrington	Applied Geographics, Inc.	6174472400	procurement@appgeo.com
My NIGP codes (bid notifications)	7680	MGTofAmerica	Shannon Blakey	MGT of America Consulting, LLC	8503864501	rcvrfp@mgtamer.com
	2812	LA_RM	Jenny Flanagan	IMS	+8584908823	la@imsinfo.com
Preferences (ALL USERS)	602	GECINC	Elsie Wilson	Krebs, LaSalle Lemieux, Consultants, Inc.	+5048386009	ewilson@gecinc.com

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South Central Planning

& Development Commission

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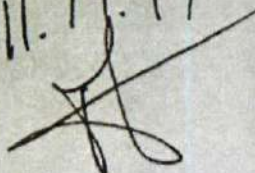
Gray, Louisiana 70359

St. John the Baptist School Board

PO Drawer AL

Reserve, LA 70084

Only
Submittal

11.14.19




SCHOOL BOUNDARY AND REDISTRICTING PLAN



South Central Planning and Development Commission
5058 West Main Street, Houma, LA 70360

Section One: Introduction and Project Objectives

The South Central Planning and Development Commission (SCPDC) thanks the St. John the Baptist Parish School Board to the invitation to submit this proposal for the School Boundary and Redistricting Plan. SCPDC has a depth of experience in similar plans throughout the years and looks forward to working with the school board on this project. This proposal will details the Commission's experience and proposed scope of services for this project.

Considerations for this project include:

1. Provide an overview of the School District that considers such factors as geography, populations, and wealth. Are there any distinguishing characteristics that will have any impact on facilities, such as geographically separate population centers?
2. Meet with local municipal planners, regional planners, and realtors. Analyze zoning maps, available land, and infrastructure to project the location and quantity of future housing development.
3. Study population trends, birth rates, and migration patterns.
4. Recognize and project trends in non-public school enrollment, including charter schools, cyber schools, and home-schooled students.
5. Using the above methods, provide enrollment projections for each building annually for 10 years (begin with the 2020-2021 school year).
6. Study of Capacity as it Relates to Enrollment Projections & Educational Program
7. Establish or confirm enrollment capacities for each school building
8. Prepare a comparison of projected enrollments to building capacities.
9. Provide an overview of the District's educational program that highlights any special facility needs including any instructional practices or planned curriculums that will require special design features, or any change in the type of use of each facility.
10. Provide an analysis of each building's capacity as it relates to the educational program and if each building provides the educational spaces dictated by that educational program.
11. The School District is under a desegregation order with the Department of Justice. The new School Boundary and Redistricting Plan must be approved by the Department of Justice.

The **Objectives** for this project are as follows:

1. Realign attendance zone boundary to balance student population proportionately at elementary schools based on an optimum range of 80 – 90 percent of school capacity.
2. Realign attendance zone boundary to balance student population at secondary schools.
3. Provide comprehensive scenarios for multiple situations. To include, but not limited to:
 - a. Elementary School configuration to allow for increased population.
 - b. Elementary School configuration keeping neighborhoods together.
 - c. Maintain a reflection of the economic and ethnic diversity of the District's student population in the various individual school attendance zones to the maximum extent possible.
 - d. Elementary School configuration to balance Kindergarten within neighborhood schools.
 - e. Elementary School configuration to balance Pre-K within neighborhood schools.
4. Maximize transportation efficiencies.

Section Two: Commission History and Current Status

SCPDC has worked with the St. John the Baptist School Board in the Past on attendance zones. The Commission has also worked with the St. Charles, St. James, Lafourche and Terrebonne Parish school districts on various enrollment zone, strategic, and redistricting plans.

In addition, the commission has a depth of experience with demographics analysis and districting plans. We have worked with the St. John the Baptist School Board and St. John the Baptist Parish council on Redistricting Plans in 2010, 2000, and 1990. In addition, have worked with school boards and parish councils on redistricting plans for Assumption, Lafourche, St. Charles, St. James, and Terrebonne for the same. These projects all required the Commission to balance representative populations through a varying number of geographic districts while maintaining required minority representative districts and attempting to keep various communities and neighborhoods together.

As the Metropolitan Planning Organization for the Houma-Thibodaux urbanized area, SCODC staff has experience and knowledge in long-range population projections and forecasts for use in travel-demand models and other applications. The Commission also has much experience in transportation and transit planning, performing ridership forecasts and transit feasibility studies for local transit systems and assisting local small transit agencies identify needs and maximize efficiencies.

The combinations of our familiarity with your Parish, knowledge of your communities and neighborhood sensitivities, mapping expertise, advanced computer software capabilities, and knowledge of federal requirements are more than ample in meeting your expectations.

Profile of Commission

SCPDC was formed in 1972 and promulgated in 1978 by Louisiana State Statute (Act 472 of the Regular Session of 1978) to help local governments plan for the future of their communities and to help stimulate regional economic growth. One of the eight Regional Planning Districts in the State, and the Commission is a public, non-profit organization (501C-1).

The Commission performs a variety of functions such as, but is not limited to the following areas of emphasis;

- Federal & State Grant Development and Management
- Transportation Planning
- Transportation Safety and Congestion Planning
- Geographic Information Systems
- Building Code Enforcement
- Homeland Security
- Capital Improvement Plans
- Advocacy of Special Projects
- Environmental Planning & Redevelopment
- Business Lending and Development
- Comprehensive Planning
- Land-use Planning
- Zoning Development

- Strategic Economic Development Planning
- Strategic Facilities Planning
- Information Technologies and Computer Programming
- Federal and State Liaison
- Technical support for various other local Commissions and Authorities
- Graphic Communication and Design
- Election Services

The Commission is under the direction of a thirty-two (32) member Board of Commissioners, comprised of the chief elected officials of member governments, which include six parish presidents and six mayors. In addition, each parish governing authority appoints one minority representative, and the Parish Presidents appoints one business representative and an additional business representative for every 25,000 population over 50,000 population to serve on the Board.

Member Communities

- Assumption Parish
- Lafourche Parish
- St. Charles Parish
- St. James Parish
- St. John the Baptist Parish
- St. Mary Parish
- Terrebonne Parish
- City of Franklin
- City of Morgan City
- City of Patterson
- City of Thibodaux
- Town of Berwick
- Town of Golden Meadow
- Town of Gramercy
- Town of Lockport
- Town of Lutcher
- Village of Napoleonville

The staff of the Commission is under the direction of Mr. Kevin P. Belanger, who will be responsible for contracting and overseeing the project on behalf of the Commission.

Section Three: Proposed Approach and Scope

Task A: Review of Existing Conditions

Gather data related to current school enrollment and review of facilities. A determination will be made which schools are at or over capacity and which schools may have excess capacity or room for growth. Will also look at enrollment from last ten years to determine which schools have experienced growth.

Task B: Population Forecasts

Using the 2010 census, birth and death rates from La Dept of Health, the Commission will forecast populations to determine the ages of children in groupings for elementary schools, middle schools, and high schools. The Commission will also determine where growth has taken place since 2010 and where

future growth will take place using 2010 Census data, residential building permits issued since 2010, and working with the parish planning department. SCPDC will also review enrollment data since 2010 will also to determine forecast verification and calibration.

Task C: Redistricting of Enrollment Zones

Taking into consideration the results of Tasks A and B, enrollment zones will be created taking special care and effort to minimize disruption to neighborhoods and maximize transportation efficiencies. Two plans will be developed – one which included Fifth Ward Elementary remaining open and one with Fifth Ward Elementary being closed. By using Census and the latest American Community Survey data, these plans will also maintain a reflection of the economic and ethnic diversity of the District's student population in the various individual school attendance zones to the maximum extent possible in compliance with the district's Consent Decree.

Task D: Adoption by School Board and Submittal to U.S. Justice Department

SCPDC will ensure the plan is adopted by the school board following established procedures. The plan and all steps taken in the planning process will be properly documented and submitted to the U.S. Department of Justice for review and clearance before any implementation.

Task E: Delivery and Presentation of Final Boundaries

SCPDC will provide hard-copy maps of each school enrollment zones and digital copies (PDF format) to the School Administration and School Board. In addition, SCPDC will provide GIS files to the St. John the Baptist GIS Coordinator and will develop a web map that the District may embed on the website.

Section Four: Professional Qualifications

The following individuals are anticipated to work on the plan:

Kevin Belanger, Chief Executive Officer

As Project manager, will ensure scope is followed and project milestones met. Mr. Belanger has been the CEO of SCPDC since 1998, prior to which he was a Senior Planner for Terrebonne Parish where he was directly responsible for the management of the Metropolitan Planning Organization and the Planning and Zoning Department, which included building permits, code enforcement, zoning issues, long- and short-range capital transportation planning, geographic information systems, and many other associated duties. He has a Bachelor's of Science in City and Regional Planning from the University of Southwestern Louisiana (University of Louisiana at Lafayette).

Patrick Gordon, Chief Planning Officer

As CPO Mr. Gordon will provide QA/QC to the planning process. Mr. Gordon has 39 years of experience in planning field, with SCPDC for three years and prior to that was Planning Director in Terrebonne Parish for 36 years. Mr. Gordon has a Bachelor's of Science in City and Regional Planning from the University of Southwestern Louisiana (University of Louisiana at Lafayette).

Joshua Manning, Planner II

Mr. Manning has been an employee with the Commission for over 10 years. Has experience in GIS and demographics, redistricting plans, transportation modeling, Census querying, and transportation

planning. Mr. Manning has a Bachelor's Degree in English from Nicholls State University (2005) and a Master's Degree in Urban and Regional Planning from the University of New Orleans (2016).

Section Five: Previous Similar Work

The Commission has worked on the following projects:

St. John the Baptist School Attendance Zone Plan (2007)

Assisted the school board in delineating attendance zones for the newly planned K-8th school in West 5th Street, Laplace.

Contact: Ms. Stacey Waller

Lafourche School Enrollment Zones Mapping (Various)

The Commission has periodically assisted the Lafourche Parish School Board with Enrollment Zone Mapping, most recently updating the maps in 2018. Maps were updated to reflect new changes and developed in be dynamically searchable to the public by address and posted on the school board's website. In 2013 the Commission assisted the School Board in developing a new boundary for the North and South Larose Elementary Schools.

Contact: Mr. Barry Filce, 985-446-5631

St. Charles School Board Long Range Strategic Plan Update (1999)

Plan reviewed growth within the parish including new subdivision development, provided population forecasts, review existing school inventory and capacity, and made recommendations for future considerations.

Contact: Mr. John Rome, 985-785-3115

St. Charles School Board Facility Assessment Plan (2007)

And update of the 1999 work performed for the school board.

St. James Parish School Board Strategic Development Plan (2006)

The Commission developed a plan detailing short, intermediate, and long-term capital improvements for the St. James Parish School system. The process included comparing physical plant needs to other local, state, and regional school systems. The plan benchmarked demographics for 3, 5, and 10 years.

Contact: Mr. Edward Cancienne, 225-258-4502

Terrebonne Parish Demographic Enrollment Projections

SCPDC worked with the Merlin Group, Ltd. to provide demographic projections to the Terrebonne Parish School Board in 2004 and 2014. The 2004 project involved projection population and the migration of that population, analyzing available land area for future growth, and an existing inventory of school buildings and capacity. The plan provided population forecasts for each school and recommended enrollment zone changes.

In 2014, SCPDC provided an updated projection of student enrollment to the school board for each school.

Contact: Mr. Phillip Martin, 985-876-7400

Section Six: Professional Fees

The Commission proposes to perform the above work for a cost not to exceed \$20,000.

ST. JOHN THE BAPTIST PARISH SCHOOL BOARD

PROPOSAL FORM

THIS PROPOSAL SHALL BE EXECUTED AND SUBMITTED IN ACCORDANCE WITH THE SPECIFICATIONS AND ALL ARTICLES AND REQUIREMENTS CONTAINED HEREIN SHALL REMAIN AND BECOME A PART OF THE CONTRACT FOR WORK. ALL APPROPRIATE BLANK SPACES SHALL BE FILLED IN.

St. John the Baptist Parish School Board
P. O. Drawer AL
Reserve, LA 70084

RE: PROPOSAL NAME: **SCHOOL BOUNDARY AND REDISTRICTING PLAN**
PROPOSAL NUMBER: **20.28**

Gentlemen:

The undersigned, in compliance with your invitation for proposals on the aforementioned for the St. John the Baptist Parish School Board in St. John the Baptist Parish, Louisiana, having examined the specification notices and all related documents hereby proposes to furnish the goods and/or services in accordance with specifications at the prices listed on the attached proposal form(s).

IMPORTANT: Quotations/proposals have been checked for mechanical, clerical, and mathematical errors before submission. All erasures or changes must be initialed.

FIRM NAME OF PROPOSER:

South Central Planning and Development Commission

SIGNATURE:



TYPED SIGNATURE:

Kevin Belanger

COMPLETE ADDRESS:

5058 W. Main Street

Houma, LA 70360

LIAISON/CONTACT PERSON:

Kevin Belanger

TELEPHONE NUMBER

985-851-2900

FACSIMILE NUMBER

985-851-4472

**** THIS FORM MUST BE SUBMITTED WITH PROPOSAL.**

ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
PROPOSAL FORM - CONTINUED
PROPOSAL NAME: SCHOOL BOUNDARY AND REDISTRICTING PLAN
PROPOSAL NUMBER: 20.28

OWNER DISCLOSURE CERTIFICATE

COMPANY NAME: South Central Planning and Development Commission

ADDRESS: 5058 W. Main Street
Houma, LA 70360

TELEPHONE: 985-851-2900

FED. TAX ID#: 72-0721574

The company proposing is:

A. ☐ MANUFACTURER ☐ DEALER ☐ REPRESENTATIVE

B. ☒ CORPORATION ☐ PARTNERSHIP ☐ SOLE OWNER

x Public Agency

If corporation, list any individuals or companies that own 10% or more stock:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

If partnership, list principal partners:

- | | |
|-----------------------------|--------------------------------------|
| 1. <u>Terrebonne Parish</u> | 2. <u>St John the Baptist Parish</u> |
| 3. <u>Cajacore Parish</u> | 4. <u>St. James Parish</u> |
| 5. <u>Assumption Parish</u> | 6. <u>St. Charles Parish</u> |

53 Any Parish

All PROPOSERS, other than sole owners, shall submit a notarized **CORPORATE RESOLUTION** stating the person signing the PROPOSAL FORM and contract (if you are awarded some or the entire proposal) is authorized to bind your entity in this PROPOSAL. Failure to do so shall be grounds to reject your entire PROPOSAL.

The signature below is an attestation to the information stated above, as well as the fact that we are not a suspended or debarred party.

AUTHORIZED SIGNATURE: 

TYPED SIGNATURE: Kevin Belanger

TITLE: Chief Executive Officer

**** THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL.**

ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
PROPOSAL FORM - CONTINUED
PROPOSAL NAME: SCHOOL BOUNDARY AND REDISTRICTING PLAN
PROPOSAL NUMBER: 20.28

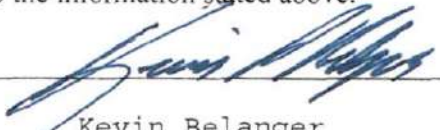
CORPORATE RESOLUTION

All PROPOSERS, other than sole owner, shall submit a notarized CORPORATE RESOLUTION stating the person signing the PROPOSAL FORM and contract (if you are awarded some or the entire proposal) is authorized to bind your entity in this PROPOSAL. Failure to do so shall be grounds to reject your entire PROPOSAL.

Use this document as a placeholder to insert your corporate resolution in your proposal submittal.

The signature below is an attestation to the information stated above.

AUTHORIZED SIGNATURE:



Kevin Belanger

TYPED SIGNATURE:

TITLE:

Chief Executive Officer

**** THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL.**

ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
PROPOSAL FORM - CONTINUED
PROPOSAL NAME: SCHOOL BOUNDARY AND REDISTRICTING PLAN
PROPOSAL NUMBER: 20.28

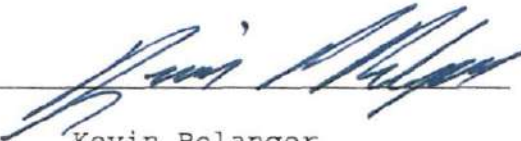
LOUISIANA ETHICS COMPLIANCE CERTIFICATE

R.S. 42:1113 provides, in part, that no public servant, excluding any legislator and any appointed member of any board or commission and any member of a governing authority of a parish with a population of ten thousand or less, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant.

Immediate family" as the term relates to a public servant means his children, the spouses of his children, his brothers and their spouses, his sisters and their spouses, his parents, his spouse, and the parents of his spouse.

I HEREBY CERTIFY THAT I AM IN COMPLIANCE WITH R.S. 42:1113

AUTHORIZED SIGNATURE:



Kevin Belanger

TYPED SIGNATURE:

DATE:

11/14/19

TITLE:

Chief Executive Officer

**** THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL.**

ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
PROPOSAL FORM - CONTINUED
PROPOSAL NAME: SCHOOL BOUNDARY AND REDISTRICTING PLAN
PROPOSAL NUMBER: 20.28

DISCLOSURE POLICY COMPLIANCE AFFIDAVIT

It is the policy of the St. John the Baptist Parish School Board that all service contracts, including all insurance contracts, that the following shall be disclosed with a signed affidavit attesting to the disclosure:

1. All fees/commissions and any fee/commission splitting agreements, which includes a breakdown by agent. Fees/commissions are considered any fee that is related to the cost of that service.
2. All subcontractors and employees who provide services for the service contract and furnish a copy of all subcontracts.
3. All felony convictions of any sole proprietor, any stockholder, any principal partner and any corporate officer.


If during the term of the service agreement, any of the above changes, these changes shall be reported to the Board within 30 days of the change.

If this disclosure policy is not followed, the Board may consider this as non compliance and 1) not award the contract or 2) cancel an existing contract.

Attach documentation to this signed affidavit to comply with disclosures as set forth in items 1, 2 and 3.

I HEREBY CERTIFY THAT I AM IN COMPLIANCE WITH DISCLOSURE POLICY

AUTHORIZED SIGNATURE:



Kevin Belanger

TYPED SIGNATURE:

DATE:

11/14/2019

TITLE:

Chief Executive Officer

**** THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL.**

ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
PROPOSAL FORM - CONTINUED
PROPOSAL NAME: SCHOOL BOUNDARY AND REDISTRICTING PLAN
PROPOSAL NUMBER: 20.28

LOUISIANA PREFERENCE CLAIM

If you qualify for any one of these preferences by the standards set forth in these statutes, please indicate on the form provided below.

Specify percent of preference claimed, contract item number(s) to which preference applies, the name of the producer or supplier to you, and the location within Louisiana where the product(s) is (are) grown, produced, harvest, processed or manufactured, as appropriate to the item.

PERCENT OF PREFERENCE CLAIMED	ITEM NUMBER	PRODUCER/MANUFACTURER PROCESSOR	LOUISIANA LOCATION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that the above information is true and accurate and that the proposer is entitled to the preference claimed.



PROPOSER'S SIGNATURE

**** THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL.**
TO QUALIFY FOR A PREFERENCE THE PROPOSER MUST SUPPLY THE ABOVE INFORMATION
AND SIGN THIS FORM.

ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
PROPOSAL FORM - CONTINUED
PROPOSAL NAME: SCHOOL BOUNDARY AND REDISTRICTING PLAN
PROPOSAL NUMBER: 20.28

PROPOSAL CHANGE CERTIFICATE

At the proposal opening, each submittal must contain all required forms, coi, acknowledgements, affidavits, etc. After the Proposal opening on November 14, 2019 at 10:00 A.M., each Proposer will be given 24 hours to change ONLY their proposed price. The proposed price can be changed until November 15, 2019 at 10:00 A.M. After November 15, 2019 at 10:00 A.M. all Proposals are final and no more changes will be allowed.

AUTHORIZED SIGNATURE:



Kevin Belanger

TYPED SIGNATURE:

DATE:

11/14/19

TITLE:

Chief Executive Officer

**** THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL.**

ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
PROPOSAL FORM - CONTINUED
PROPOSAL NAME: SCHOOL BOUNDARY AND REDISTRICTING PLAN
PROPOSAL NUMBER: 20.28

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
CONVICTIONS, PLEAS AND OTHER RESPONSIBILITY MATTERS**

STATE OF LOUISIANA

PARISH OF (TERREBONNE)

BEFORE ME, the undersigned Notary duty commissioned in and
For the Parish and State aforesaid personally came and appeared:

KEVIN BELANGER, the CEO of SCPDC, duly
Authorized ("Proposer"),

Who after being duly sworn did depose, state and certify that:

1. Proposer is not presently debarred, suspended, proposed for Debarment, declared ineligible, or voluntarily excluded from Transactions by any Federal, State or local public entity,
2. Neither Proposer nor any individual partner, incorporator, director, manager, officer, organizer, or member, who has a minimum of ten (10%) percent ownership in the proposing entity named above, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes or had a civil judgment rendered against them for any of the following:

Public bribery (LSA-R.S. 14:118)

Corrupt influencing (LSA-R.S. 14:120)

Extortion (LSA-R.S. 14:66)

Money Laundering (LSA-R.S. 14:230)

Proposer acknowledges that a conviction of or pleas of guilty or nolo contendere to state crimes or equivalent federal crimes listed in this Subsection 2 shall permanently bar any person or the Proposer from proposing on public projects.

3. Neither Proposer nor any individual partner, incorporator, director, manager, officer, organizer, or member, who has a minimum of ten (10%) percent ownership in the Proposal, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following crimes or equivalent federal crimes or had a civil judgment rendered against them for any of the following:

Theft	(LSA-R.S. 14:67)
Identity Theft	(LSA-R.S. 14:67.16)
Theft of a Business Record	(LSA-R.S. 14:67.20)
False Accounting	(LSA-R.S. 14:70)
Issuing Worthless Checks	(LSA-R.S. 14:7a)
Bank Fraud	(LSA-R.S. 14:71.1)
Forgery	(LSA-R.S. 14:72)
Contractors; Misapplication of Payments	(LSA-R.S. 14:202)
Malfeasance in Office	(LSA-R.S. 14:134)

Proposer acknowledges that a conviction of or pleas of guilty or nolo contendere to the state crimes or equivalent federal crimes in this subsection 3 shall bar any person or the Proposer from proposing on public projects for a period of five (5) years from the date of conviction or from the date of the entry of the plea of guilty or nolo contendere. The five (5) year bar provided herein shall apply only if the crime was committed during the solicitation or execution of a contract or proposal awarded pursuant to the Louisiana Public Bid Law.

4. Proposer further acknowledges that if evidence is submitted Substantiating that a false attestation has been made and the Project must be re-advertised or the contract cancelled, Proposer shall Be responsible for the shall indemnify the St. John the Baptist Parish School Board for the costs of re-proposing, additional costs due to Increased costs of proposals and any and all delay costs due to the re-proposal Or cancellation of this project.

PROPOSER:

BY 

SWORN TO AND SUBSCRIBED BEFORE ME THIS 14 DAY OF

November, 2019.



NOTARY PUBLIC #52587

**** THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL.**

ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
PROPOSAL FORM - CONTINUED
PROPOSAL NAME: SCHOOL BOUNDARY AND REDISTRICTING PLAN
PROPOSAL NUMBER: 20.28

CERTIFICATION REGARDING VERIFICATION OF EMPLOYEES

STATE OF LOUISIANA

PARISH OF (TERREBONNE)

BEFORE ME, the undersigned Notary duty commissioned in and
For the Parish and State aforesaid personally came and appeared:

KEVIN BELANGER, the CEO of SCPDC, duly
Authorized ("Proposer"),

Who after being duly sworn did depose, state and certify that:

Per Louisiana Revised Statute 38:2212.10, a private employer is prohibited from proposing on or otherwise contracting with a public entity on performance of a contract within Louisiana unless the private employer verifies in a sworn affidavit that:

1. The private employer is registered and participates in a status verification system to verify that all employees in the state of Louisiana are legal citizens or aliens
2. Continues to utilize such system throughout the term of the contract
3. Requires that all subcontractors submit to the employer a sworn affidavit verifying compliance with the registering, utilization, and such continuance of utilization of a status verification system pursuant to this Provision

PROPOSER:

BY 

SWORN TO AND SUBSCRIBED BEFORE ME THIS 14 DAY OF

November, 2019.


NOTARY PUBLIC #52587

**** THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL.**

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

ITEM #: 8a

DATE: 02/13/2020

TOPIC: Request Approval of New Policy: IDDFA Special Education Advisory Council

BACKGROUND:

ALTERNATIVES:

**SUPERINTENDENT'S
RECOMMENDATION:**

COST: -0-

INFORMATION

SOURCES: Dr. Stacey Spies

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. 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 #: 8b

DATE: 02/13/2020

TOPIC: Request Approval of Revised Organizational Chart

BACKGROUND:

ALTERNATIVES:

**SUPERINTENDENT'S
RECOMMENDATION:**

COST:

INFORMATION

SOURCES: Mr. Cory Butler

St. John the Baptist Parish School

Organization Chart 2019-2020 (Mid-Year)

