



St. John the Baptist Parish School Board

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Patrick H. Sanders
Board President

Heidi Troclair
Interim Superintendent

Sherry DeFrancesch
Board Vice-President

December 6, 2019

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

Dear Board Member:

Upon call of the President, the St. John the Baptist Parish School Board will meet in regular session at Emily C. Watkins Elementary School, 938 La. Hwy. 628, LaPlace, Louisiana, on Thursday, December 12, 2019 at 6:00 p.m.

The 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
December 12, 2019 – 6:00 p.m.
Emily C. Watkins Elementary School ~ LaPlace, Louisiana

1. CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE

2. ROLL CALL OF MEMBERS

3. APPROVAL OF MINUTES

- a. Public Comment. Minutes of: Meeting of November 14, 2019; and Special Meeting of November 20, 2019 (Requires action)

*** Public Comment. Mr. Patrick H. Sanders – Accept resignation from Interim Superintendent Heidi Trosclair, effective December 20, 2019 (Requires action)

*** Public Comment. Mr. Patrick H. Sanders – Appoint an Interim Superintendent (Requires action)

4. SUPERINTENDENT'S REPORT – Ms. Heidi Trosclair, Interim Superintendent

- a. Public Comment. Ms. Heidi Trosclair – Recognition of Christmas Card Contest Winners

5. EDUCATIONAL PRESENTATIONS AND RECOGNITIONS BY THE BOARD OR STAFF

- a. Public Comment. Mrs. Serina Duke – Presentation of Teachers of the Year, SPED Personnel of the Year, and Principal of Distinction

6. PERSONNEL MATTERS

- a. Public Comment. Mrs. Serina Duke – Request approval of Revised Job Descriptions: 10-Month Secretary; 12-Month Secretary; Electrician; Air Conditioning/Heating Technician; Accounting Supervisor (Requires action)

7. BUSINESS AND FINANCE

- a. Public Comment. Mr. Felix Boughton – Monthly Budget to Actual

8. OLD BUSINESS

- a. Public Comment. Mr. Patrick H. Sanders – Request Approval of 2020 School Board Meeting Calendar (Requires action)

9. NEW BUSINESS

- a. Public Comment. Mr. David Andras – Request Permission to file and accept all required documents and forms for the 2020-2021 E-Rate Grant for Priority 1 and 2 items (Requires action)
- b. Public Comment. Mr. David Andras - Permission to file RFP for internal wireless access points or renew existing contract if needed (Requires action)
- c. Public Comment. Dr. Gerald Keller – Discuss and take action regarding St. John the Baptist Parish District Attorney's Office serving as legal advisor to School Board and Board Meetings (Requires action)
- d. Public Comment. Mr. Clarence Triche – Renew the motion made and passed at the November 20, 2019 Special Meeting regarding Item 3 (Requires action)

10. ADMINISTRATIVE MATTERS

11. BOARD ITEMS OF INTEREST

12. ADJOURNMENT



Christmas Card Contest Winners

1st - 4th Grade Category:

Tara Parekh

John L. Ory Magnet School

3rd Grade

5th - 8th Grade Category:

Chance Joseph

St. John STEM Magnet High School Program

Home School: Garyville-Mt. Airy Magnet School

8th Grade

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

ITEM #: 5a

DATE: 12/12/2019

**TOPIC: EDUCATIONAL PRESENTATIONS AND RECOGNITIONS BY THE BOARD
OR STAFF**

BACKGROUND: Teachers of the Year, SPED Personnel of the Year, and Principal of Distinction

Teachers of the Year

Site	Elementary	Middle	High
ECW	Sarah Rabalais	Kaitlynn Ledet Landry	
ESJH			Stephanie Maney
ESJP		Jason Duhe	
FEW	Angela McDonald		
GMMS	Kimberly Bartley	Debbie Perkins	
JLO	Joel Baer	Michelle Bordelon	
LES	Janelle Williams	Paris Irvin	
LPE	Gretchen Sherman	Carla Simoneaux	
STEM			Desra Joseph
WSJE	Debra Washington	Thomas Becnel	
WSJH			Lorenzo Edwards
MVL	Ronald August, Behavior Interventionist		
Principal	Brandy Vaughn, FWE		

ALTERNATIVES:

**SUPERINTENDENT'S
RECOMMENDATION:**

INFORMATION

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

ITEM #: 6a

DATE: 12/12/2019

TOPIC: Personnel Matters

BACKGROUND: Job Description Audit continued. Personnel Committee Meeting was held December 3, 2019. The following revised job descriptions were approved by the Personnel Committee.

Approval of Revised Job Descriptions:

1. 10-month Secretary
2. 12-month Secretary
3. Electrician
4. Air Conditioning/Heating Technician
5. Accounting Supervisor

ALTERNATIVES:

**SUPERINTENDENT'S
RECOMMENDATION:**

**INFORMATION
SOURCES:**

Serina Duke,
Human Resources Director

ST. JOHN PARISH SCHOOL SYSTEM
JOB DESCRIPTION



JOB TITLE:	10 Month School Secretary
REPORTS TO/EVALUATED BY:	Principal / Designee
TERMS OF EMPLOYMENT:	202 days, 10 months
SALARY RANGE:	School Secretary (202 days) Salary Schedule
SCOPE OF RESPONSIBILITIES:	To provide secretarial/clerical general accounting, and general bookkeeping services to schools

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.

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. Answers telephones and takes/relays messages in a polite, timely manner.
11. Prepares and types error-free reports, letters, inventories, memoranda, and related documents.
12. Routing of substitute teachers (if assigned).
13. Maintains student cumulative folders (if assigned).
14. Maintains student attendance/reporting/records (if assigned).
15. Monitors budget expenditures (if assigned).
16. Conducts bookkeeping for all school accounts (if assigned).
17. Prepares and routes purchase orders and requisitions as required (if assigned).
18. Maintains office or supply inventories.
19. Maintains current telephone listings.
20. Completes filing tasks efficiently.
21. Maintains principal's or school's appointment calendar and arranges meetings when necessary.
22. Serves as receptionist as needed (if assigned).
23. Administers medication to students (if trained and required).
24. Greets and directs visitors to school.
25. Receives, opens, sorts, and routes incoming mail.

26. Calls parents as assigned.
27. Reproduces and distributes materials as required.
28. Enters data into the computer files as needed.
29. Sends communications as assigned.
30. Creates / revises forms as needed.
31. Collects data from various sources to create reports as needed.
32. Accesses computer data as needed.
- ~~33. Tabulates and prepares reports of financial and statistical data for school board, state, and federal agencies as needed.~~
34. Informs principal of any special or emergency issues requiring immediate attention.
35. Maintains a high level of ethical behavior and confidentiality of work-related information.
36. Serves as a role model for students in conduct, grooming, and dress.
- ~~37. Attends work regularly and arrives punctually.~~
- ~~38. Follows break schedule and returns to station promptly.~~
- ~~39. Follows rules and regulations of the St. John the Baptist Parish School Board.~~
- ~~40. Notifies principal promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.~~
- ~~41. Makes use of constructive criticism and avoids the use of sarcasm, undue criticism, inappropriate language and behavior, and the use of racial and/or ethnic slurs when dealing with others.~~
- ~~42. Performs other job duties as may be assigned which are related to the scope of the job.~~

WORK CONDITIONS:

Must be able to: 1) work in an office setting with a variety of persons; 2) work in a school setting which includes both a climate controlled environment and outside areas which are subject to climate extremes; 3) comply with daily hours at assigned school site according to bargaining unit agreement.

COMMUNICATION SKILLS:

Must be able to: 1) effectively communicate in standard English, both orally and in writing; 2) accurately give and receive information via communication system; and 3) communicate successfully and pleasantly with students, parents, school personnel, and the public; 4) follow oral and written directions; 5) prioritize; 6) organize; and 7) perform work independently.

EQUIPMENT USED:

Must be able to handle use the telephone, audio-visual equipment, classroom computer, copy machine, laminator, calculator, and other appropriate machines.

PHYSICAL INVOLVEMENT:

Must be able to stand, walk, reach, bend, squat, and occasionally lift between 10-20 15 pounds.
~~2) operate and use classroom equipment.~~

MENTAL INVOLVEMENT:

Must be able to: 1) understand, interpret, and follow written and verbal instructions; 2) maintain emotional control under stressful situations; 3) independently work with minimal supervision.

HUMAN RELATIONS INVOLVEMENT:

Must be able to: 1) work cooperatively with others. ~~teachers, students, parents, and other school personnel~~; 2) respond positively to supervision and suggestions for improvement; 3) observe confidentiality of information; 4) greet the public courteously.

MINIMUM QUALIFICATIONS:

Must: 1) possess a high school diploma or equivalent, GED/HiSet; 2) be a least 18 years of age; and 43) successful completion of a district-administered skills test.

DESIRABLE QUALIFICATIONS

Clerical training and experience in computers and current word processing software.

APPROVED: _____ DATE: _____

REVIEWED AND AGREED TO: _____ DATE: _____

Revised August 2019



St. John the Baptist Parish School System Job Description

JOB TITLE: ~~Clerk~~ 12-Month School Secretary/**Clerk**
REPORTS TO/EVALUATED BY: Principal/**Supervisor**
SALARY RANGE: ~~Clerk~~ 12-Month School Clerk /**Central Office Clerk**
Salary Schedule
TERMS OF EMPLOYMENT: 240 days, **12 months**
SCOPE OF RESPONSIBILITIES: Varies per assignment

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. 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. Answers telephones and takes/relays messages in a polite, timely manner.
11. Prepares and types reports, letters, inventories, memoranda, and related documents from rough drafts, copies or notes.
12. Maintains proper bookkeeping systems pertinent to budgets when applicable.
13. Prepares and routes purchase orders and requisitions as required.
14. Maintains office or supply inventories.
15. Maintains current telephone listings.
16. Completes filing tasks efficiently.
17. Maintains employee attendance system (if assigned).
18. Maintains supervisors or department school administration's calendar/school calendar when applicable.
19. Serves as receptionist as needed (if assigned).
20. Effectively communicates with other departments/offices.
21. Maintains record keeping in accordance with district requirements.
22. Receives, opens, sorts, and routes incoming mail when applicable.
23. Reproduces and distributes materials as needed.
24. Enters data into the computer files as needed.

25. Creates / revises forms as needed.
26. Accesses computer data as needed.
27. Keeps website current (if assigned).
28. Tabulates and prepares reports of financial and statistical data for school board, state, and federal agencies as needed.
29. Maintains a high level of ethical behavior and confidentiality of work-related information.
30. Demonstrates proper work attire and good grooming.
31. Observes professional lines of communication at all times with individuals inside and outside of the school system.
32. Maintains the confidentiality of records.
33. Attends work regularly and arrives punctually.
34. Follows break schedule and returns to station promptly.
35. Follows rules and regulations of the St. John the Baptist Parish School Board
36. Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.
37. Makes use of constructive criticism and avoids the use of sarcasm, undue criticism, inappropriate language and behavior, and the use of racial and/or ethnic slurs when dealing with others.
38. Performs other job duties as may be assigned which are related to the scope of the job.

WORK ENVIRONMENT

Must be able to: 1) work in an office setting with a variety of persons; 2) work in a school/office setting which includes both a climate controlled environment and outside areas which are subject to climate extremes; 3) comply with daily hours at assigned school site according to bargaining unit agreement. ~~communicate effectively in English both orally and in writing, 2) maintain confidentiality, and 3) accurately give and receive information.~~ Some after hour or weekend work may be required.

COMMUNICATIONS SKILLS

Must be able to: 1) effectively communicate in standard English, both orally and in writing 2) accurately give and receive information via communication system; and 3) communicate successfully and pleasantly with students, parents, school personnel, and the public; 4) follow oral and written directions; 5) prioritize; 6) organize; and 7) perform work independently.

EQUIPMENT USED

Must be able to handle use the telephone, audio-visual equipment, classroom computer, copy machine, laminator, calculator, and other appropriate machines.

PHYSICAL INVOLVEMENT

~~A clerk~~ Must be able to stand, walk, reach, bend, squat, and occasionally lift 15 pounds.

MENTAL INVOLVEMENT

Must be able to: 1) understand, interpret, and follow written and verbal instructions from his/her supervisor; 2) maintain emotional control under stressful situations; and 3) work independently with minimal supervision.

HUMAN RELATIONS INVOLVEMENT

Must be able to: 1) work cooperatively with others; 2) respond positively to supervision and instructions; 3) **observe confidentiality of information** 4) greet the public courteously.

MINIMUM QUALIFICATIONS

Must possess: 1) High school diploma or **equivalent**, GED/HiSet; 2) Successful completion of the district-administered skills test; 3) **skills** in the operation of a computer and current word processing software; 4) knowledge of business English, grammar, punctuation, **and basic mathematical functions and arithmetic**; **and 5)** ability to edit correspondence and provide error-free copies.

DESIRABLE QUALIFICATIONS

Clerical training and experience in computers and current word processing software. **Experience in bookkeeping and school finance is preferred.**

REVIEWED AND AGREED TO: _____ DATE: _____
Employee Signature

APPROVED: _____ DATE: _____
Supervisor Signature



ST. JOHN PARISH SCHOOL SYSTEM JOB DESCRIPTION

JOB TITLE:	<i>Air Conditioning/Heating Technician</i>
REPORTS TO / EVALUATED BY:	Supervisor of Maintenance/Custodial Operations
TERMS OF EMPLOYMENT:	12 Months 260-261 Days, 12 months; 8 hours/day; 5 days/week
SALARY RANGE:	HVAC/Electrician Salary Schedule
SCOPE OF RESPONSIBILITIES:	To attain and achieve standards of quality as necessary for the completion of construction, repairs, and assignments of air conditioning and heating systems while maintaining standards of the electrical code.

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. ~~Follows the rules and regulations of the St. John the Baptist School Board.~~ 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. ~~Follows assigned break schedule and returns to work station promptly.~~ Follows the time and/or duty schedule authorized by supervisor/designee for the work day.
6. Works cooperatively with others.
7. Displays proper respect for superiors.
8. Observes professional lines of communication at all times with individuals inside and outside the school system.
9. 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.
10. Perform other duties as may be assigned which are related to the scope of the job.
11. Performs air conditioning/heating/electrical repair work district-wide assigned.
12. Is responsible for new electrical installation of air conditioning and heating systems district-wide as assigned.
13. Is responsible for reviewing all air condition/heating/electrical subcontractors' work throughout the district.
14. Assists in the development of a checklist of scheduled maintenance on all air conditioning / heating/electrical units in the district schools.
15. Maintains an inventory of needed materials and parts to provide prompt service to all air conditioning /heating/electrical units and equipment in the district.
16. Prepares a "Repair Completion Report" at the end of each repair assignment.
17. Reports any and all repair work performed or requested to the Supervisor of Custodial/Maintenance.
18. Attends in service training programs and meetings as designated by the Supervisor of Custodial /

Maintenance.

19. Maintains a daily log of activities and mileage traveled (to be certified by supervisor).
20. Stays abreast of safety codes and laws governing the installation and maintenance of all air conditioning/heating/electrical units in the district.
21. Advises and recommends air conditioning/heating solutions, expansions and new construction plans.
22. Completes requisition forms as necessary for materials and equipment needed to complete assigned jobs.
23. Performs preventative maintenance on air conditioning and heating systems throughout the district as assigned.
24. Creates and maintains a safe work environment.

WORK ENVIRONMENT

Duties may be both inside and outside. The employee can be exposed to temperature variations of hot and cold. Work areas may be around high voltage. Surfaces can be wet, slippery, and of a variety of inclines. Evening, weekend, or holiday work may be required.

COMMUNICATION SKILLS

Must be able to: 1) effectively communicate in English both orally and in writing; 2) accurately give and receive information; and 3) communicate successfully and pleasantly with others.

PHYSICAL DEMANDS

Must possess the physical skills and stamina to perform job responsibilities, including but not limited to, climbing, digging, lifting, and carrying. Must possess skills in the use of tools, materials, and equipment, and be able to work in confined areas, from ladders, scaffolding, etc.

MENTAL RELATIONS INVOLVEMENT

Must be able to: 1) plan and implement appropriate work actions; 2) understand and interpret written and verbal instructions; 3) follow written and verbal instructions; 4) complete necessary paperwork for documentation of assignments; and 5) comply with state, parish and federal regulations.

HUMAN RELATIONS INVOLVEMENT

Must be able to: 1) work cooperatively with others; and 2) respond positively to supervision and suggestions for improvement.

MINIMUM QUALIFICATIONS

1. Must possess a high school diploma or equivalent; GED/HiSet.
2. Must be a minimum of 18 years of age.
3. Experience and training in electrical system preferred.
4. Must have specialized training in repair and maintenance of air conditioning and heating, including commercial systems, chiller and cooler towers, and computerized systems.
5. Must be in good health and must pass physical examination.
6. ~~Must pass a criminal history records check.~~
7. Must have a valid Louisiana driver's license, reliable transportation, and be insurable.
8. Must furnish all hand and pouch tools.
9. Must have a valid air conditioning/heating/electrician certification.
10. Must pass a district-administered assessment.

APPROVED: _____

DATE: _____

REVIEWED AND AGREED TO: _____

DATE: _____

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



JOB TITLE:	<i>Electrician</i>
REPORTS TO / EVALUATED BY:	Supervisor of Custodial / Maintenance
TERMS OF EMPLOYMENT:	260-261 Days 12 months; 8 hours/day; 5 days/week
SALARY RANGE:	Electrician Salary Schedule
SCOPE OF RESPONSIBILITIES:	To attain and achieve standards of quality as necessary for the completion of construction, repairs, and assignments while maintaining standards of the electrical code.

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. 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. Perform other duties as may be assigned which are related to the scope of the job.
10. Performs new electrical installation district wide as assigned.
11. Reviews electrical sub-contractors work throughout the district as assigned.
12. Performs electrical repair work throughout the district as assigned.
13. Assists with the development and maintenance of a checklist of scheduled maintenance on all electrical units and equipment in the district schools/properties.
14. Maintains an inventory of needed materials and parts to provide prompt service to all electrical units in the district.
15. Prepares a "Repair Completion Report" at the end of each repair assignment.
16. Reports any and all repair work performed or requested to the Supervisor of Custodial / Maintenance.
17. Attends in service training programs and meetings as designated by the Supervisor of Custodial / Maintenance.
18. Maintains a daily log of activities and mileage traveled.
19. Stays abreast of the current safety codes and laws governing the installation and maintenance of all electrical systems in the district.
20. Advises and makes recommendations about electrical problems, expansions, and new construction plans.
21. Completes requisition forms as necessary for materials and equipment needed to complete assigned

jobs.

22. Performs preventive maintenance on electrical systems throughout the district as assigned.
23. Creates and maintains a safe work environment.
24. Follows the policies, procedures, rules and regulations of the St. John the Baptist School Board.
25. Attends work regularly and arrives punctually.
26. Notifies supervisor promptly in case of absence and communicates in advance the date of return so proper provisions can be made.
27. Follows assigned break schedule and returns to work station promptly.
28. Works cooperatively with others.
29. Displays proper respect for superiors.
30. Observes professional lines of communication at all times with individuals inside and outside the school system.
31. 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.
32. Performs other duties as may be assigned which are related to the scope of the job.

WORK ENVIRONMENT

Duties may be both inside and outside. The employee can be exposed to temperature variations of hot and cold. Work areas may be around high voltage. Surfaces can be wet, slippery, and of a variety of inclines. Must comply with assigned hours on duty. Follows the district calendar. Evening, weekend, or holiday work may be required.

COMMUNICATION SKILLS

Must be able to: 1) effectively communicate in English both orally and in writing; 2) accurately give and receive information; and 3) communicate successfully and pleasantly with others.

PHYSICAL DEMANDS

Must possess the physical skills and stamina to perform job responsibilities, including but not limited to, climbing, digging, lifting, and carrying. Must possess skills in the use of tools, materials, and equipment, and be able to work in confined areas, from ladders, scaffolding, etc.

MENTAL RELATIONS INVOLVEMENT

Must be able to: 1) plan and implement appropriate work actions; 2) understand and interpret written and verbal instructions; 3) follow written and verbal instructions; 4) complete necessary paperwork for documentation of assignments; and 5) comply with state, parish and federal regulations.

HUMAN RELATIONS INVOLVEMENT

Must be able to: 1) work cooperatively with others; and 2) respond positively to supervision and suggestions for improvement.

MINIMUM QUALIFICATIONS

1. Must possess a high school diploma or GED.
2. Must be a minimum of 18 years of age.
3. Experience and training in electrical system preferred.

- 4. Must demonstrate knowledge of volts/ohms/amps/mega and know current capacity of different size wires, circuit breakers and fuses.
- 5. Must be in good health and must pass physical examination.
- ~~6. Must pass criminal history record check.~~
- 7. Must have a valid Louisiana driver's license, reliable transportation, and be insurable.
- 8. Must furnish all hand or pouch tools.
- 9. ~~Must have a valid electrician license.~~ Must demonstrate knowledge of electrical systems by passing a district-administered skills test.

PREFERRED QUALIFICATIONS

Possesses a vehicle capable of transporting equipment/tools (i.e. ladders).

APPROVED: _____ DATE: _____

REVIEWED AND AGREED TO: _____ DATE: _____

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



JOB TITLE: *Accounting Supervisor*
REPORTS TO / EVALUATED BY: Executive Director of Business and Finance
TERMS OF EMPLOYMENT: 240 days; 12 months
SALARY RANGE: Supervisor Salary Schedule
SCOPE OF RESPONSIBILITIES: Performs the necessary work for all general accounting functions of St. John the Baptist School Board

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. 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. Provides continuous training and support for school/central office bookkeepers.
11. Assist with supervision of school/central office bookkeepers.
12. Maintains and accounts for all fixed assets.
13. Assists with budget preparation and monitoring for all funds.
14. Assists with monthly close out for all funds.
15. Assists with and coordinates payroll.
16. Arranges for the internal auditing of school accounts.
17. Works with all external auditors.
18. Assists with all state reporting.
19. Assists with preparation of the Comprehensive Annual Financial Report.
20. Supervises the activities of the bookkeeping and accounting departments, i.e. schools and central office.
21. Assists with the preparation of the tax mileages to be levied.
22. Obtains Certified Louisiana School Business Administrator (CLSBA) certification within seven years after hire.

Accounting Supervisor Job Description

23. Supervises/Coordinates the preparation of yearly W-2 Income Tax Statements and Form 1099.
24. Serves as backup to the accounts payable function.
25. Serves as backup to the purchasing agent in his/her absence.
26. Serves as backup to the executive director of business and finance in his/her absence.
- ~~27. Follows the rules and regulations of the St. John the Baptist Parish School Board.~~
- ~~28. Notifies supervisor promptly in case of absence and communicates in advance the date of return so that proper provisions can be made.~~
- ~~29. Attends work regularly and arrives punctually.~~
- ~~30. Displays proper respect for superiors.~~
31. Observes professional lines of communication at all times with individuals inside and outside the school system.
32. Assisted by his/her evaluator, collaboratively develop and implement a professional growth plan based on the district's Personnel Evaluation criteria.
33. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.
- ~~34. 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.~~
- ~~35. Accepts other duties as may be assigned which are related to the scope of the job.~~

WORK ENVIRONMENT

The Accounting Supervisor 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 Accounting Supervisor 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, computer and scanners.

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.

Accounting Supervisor Job Description

MENTAL INVOLVEMENT

The Accounting Supervisor must: 1) understand and interpret written and verbal instructions from supervisor; 2) must be able to work independently with minimal supervision; 3) comply with federal, state and parish regulations.

HUMAN RELATIONS INVOLVEMENT

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

MINIMUM QUALIFICATIONS

A baccalaureate degree in accounting or finance with three (3) years ~~governmental~~ accounting experience.

PREFERRED QUALIFICATIONS

Three (3) years of governmental accounting experience.

APPROVED: _____ DATE: _____

REVIEWED AND AGREED TO: _____ DATE: _____

Revised December 2019

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

ITEM #: 7a

DATE: 12/12/2019

TOPIC: Monthly Budget-to-Actual

BACKGROUND:

ALTERNATIVES:

**SUPERINTENDENT'S
RECOMMENDATION:**

COST:

**INFORMATION
SOURCES:**

Mr. Felix Boughton

GENERAL FUND REVENUES

Code	Type	Original Appropriation	Revised Budget	Difference
01	Local revenues	\$32,829,405	\$32,829,405	\$0
02	State revenues	\$30,522,143	\$31,547,565	\$1,025,422
04	Other revenues	\$2,478,531	\$2,478,531	\$0
	Total Revenues	<u>\$65,830,079</u>	<u>\$66,855,501</u>	\$1,025,422

GENERAL FUND EXPENDITURES

Code	Type	Original Appropriation	Revised Budget	Difference
11	Regular Education	\$27,599,699	\$28,020,433	\$420,734
12	Special Education	\$10,931,193	\$10,131,118	-\$800,075
13	Vocational Ed	\$1,447,132	\$1,409,018	-\$38,114
14	Other Instruction	\$2,185,052	\$2,004,365	-\$180,687
15	Special Programs	\$837,521	\$586,653	-\$250,868
21	Pupil Support	\$5,404,389	\$5,365,928	-\$38,461
22	Instructional Staff	\$1,132,207	\$1,142,810	\$10,603
23	General Admin	\$1,794,782	\$1,853,571	\$58,789
24	School Adm	\$6,018,988	\$5,966,500	-\$52,488
25	Business Adm	\$671,765	\$689,787	\$18,022
26	Maintenance	\$8,456,431	\$8,573,287	\$116,856
27	Transportation	\$4,426,124	\$4,446,719	\$20,595
28	Central Services	\$1,059,339	\$1,076,427	\$17,088
50	Other	\$1,392,481	\$1,392,481	\$0
		<u>\$73,357,103</u>	<u>\$72,659,097</u>	-\$698,006

Current Year Projected Deficit

-\$5,803,596

Beginning Total Fund Balance

\$11,372,991

Ending Total Fund Balance

\$5,569,395

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

ITEM #: 8a

DATE: 12/12/2019

TOPIC: Request Approval of 2020 School Board Meeting Calendar

BACKGROUND:

ALTERNATIVES:

**SUPERINTENDENT'S
RECOMMENDATION:**

COST: -0-

**INFORMATION
SOURCES:**

Mr. Patrick H. Sanders, Board President



St. John the Baptist Parish School Board Meeting Dates January 1, 2020 through December 31, 2020

Date	Time	Location
January 16, 2020	6:00 p.m.	West St. John Elementary
February 13, 2020	6:00 p.m.	Godchaux Grammar Cafeteria
March 12, 2020	6:00 p.m.	Godchaux Grammar Cafeteria
April 2, 2020	6:00 p.m.	Godchaux Grammar Cafeteria
April 23, 2020	6:00 p.m.	Godchaux Grammar Cafeteria
May 7, 2020	6:00 p.m.	Godchaux Grammar Cafeteria
May 28, 2020	6:00 p.m.	Godchaux Grammar Cafeteria
June 11, 2020	6:00 p.m.	Godchaux Grammar Cafeteria
July 16, 2020	6:00 p.m.	West St. John Elementary
August 13, 2020	6:00 p.m.	Godchaux Grammar Cafeteria
September 17, 2020	6:00 p.m.	Godchaux Grammar Cafeteria
October 15, 2020	6:00 p.m.	Godchaux Grammar Cafeteria
November 12, 2020	6:00 p.m.	Godchaux Grammar Cafeteria
December 10, 2020	6:00 p.m.	Emily C. Watkins Elementary

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

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

ITEM #: 9a

DATE: 12/12/2019

TOPIC:

Permission to file and accept all required documents and forms for the 2020-2021 E-Rate Grant for Priority 1 and 2 items.

Motion – Allow administration to file for, sign and accept all required documents and forms for the Federal 2020-2021 E-Rate Grant.

BACKGROUND:

Examples of Priority 1 items are internet services, wide area network (WANs). The Federal E-Rate program pays 90% of our Priority 1 items and 85% of our priority 2 items

ALTERNATIVES:

School Board could pay the full \$800,000.00 in Priority 1 or 2 items, or cut services.

SUPERINTENDENT'S

RECOMMENDATION: Recommends approval

COST:

District is responsible for matching of 10-15% of cost, about \$76,000 to \$120,000 from existing general fund sources.

INFORMATION SOURCES:

Federal E-Rate Program

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

ITEM #: 9b

DATE: 12/12/2019

TOPIC:

Permission to file RFP for internal wireless access points or renew existing contract if needed.

Motion – Allow administration to file for, sign and accept all required documents and forms for the Federal 2020-2021 Wireless access points (priority 2 E-Rate Grant).

BACKGROUND:

Examples of Priority 2 items are switches, firewalls, routers and wireless access points). The Federal E-Rate program pays 85 % of our Priority 2 items.

ALTERNATIVES:

School Board could pay the full \$600,000.00 in Priority 2 items, or discontinue providing wireless to all district sites

SUPERINTENDENT'S

RECOMMENDATION: Recommends approval

COST:

District is responsible for matching of 15% of cost, for a maximum of \$90,000 from existing general fund sources.

INFORMATION SOURCES:

Federal E-Rate Program