



# St. John the Baptist Parish School Board

118 West 10<sup>th</sup> Street • P.O. Drawer AL • Reserve, Louisiana 70084  
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Patrick H. Sanders  
Board President

Heidi Troscial  
Interim Superintendent

Sherry DeFrancesch  
Board Vice-President

October 11, 2019

**REVISED**  
**10-15-2019**

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

Dear Board Member:

Upon call of the President, the St. John the Baptist Parish School Board will meet in regular session at Godchaux Grammar Cafeteria, 1600 Highway 44, Reserve, Louisiana, on Thursday, October 17, 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**  
**October 17, 2019 – 6:00 p.m.**  
**Godchaux Grammar Cafeteria ~ Reserve, Louisiana**  
**REVISED 10-15-2019**

1. CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE

2. ROLL CALL OF MEMBERS

3. APPROVAL OF MINUTES

- a. Public Comment. Minutes of Work Session of October 9, 2019 and Special Board Meeting of October 9, 2019 (Requires action)

4. SUPERINTENDENT'S REPORT – Ms. Heidi Trosclair

- a. Public Comment. Ms. Heidi Trosclair/Mr. Cory Butler – Update on October 1, 2019 Attendance Counts

5. EDUCATIONAL PRESENTATIONS AND RECOGNITIONS BY THE BOARD OR STAFF

6. PERSONNEL MATTERS

- a. Public Comment. Mrs. Serina Duke – Recognition of Retirees
- b. Public Comment. Mrs. Serina Duke – Request approval of Revised Job Descriptions: 1) Head Start Family Service Worker; 2) Low Voltage Maintenance Technician; 3) Special Projects Maintenance; 4) Warehouse Controller (Requires action)
- c. Public Comment. Mrs. Serina Duke – Request approval of Revised Policy: GAMB - Dress Code (Requires action)
- d. Public Comment. Mrs. Serina Duke – Request approval of Revised Policy: GBA – Contracts and Compensation (Requires action)

7. BUSINESS AND FINANCE

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

8. OLD BUSINESS

9. NEW BUSINESS

- a. Public Comment. Ms. Iman Montgomery - Introduction of Revised Policy IFD – Parent and Family Engagement; JS – Students, Fines and Charges
- b. Public Comment. Mr. Albert Burl, III – Request Board approval to hire an independent investigator to determine the leak of sensitive information to the general public without board approval (Requires action)
- c. Public Comment. Mr. Albert Burl, III – Discussion of the possible exposure for the non-compliance of Policy EGE
- d. Public Comment. Ms. Sylvia Taylor – Discussion of Health Concerns
- e. Public Comment. Mr. Patrick H. Sanders – Request Board approval to accept RFPs for studying options for redistricting the parish (Requires action)
- f. Public Comment. Courtney Joiner - Executive Session – Discuss the character, professional competence, or physical or mental health (La. R.S. 42:17) of each person who applied for Superintendent
- g. Public Comment. Courtney Joiner - Select six (6) applicants to be interviewed for the first round of Superintendent Interviews (Requires action)

10. ADMINISTRATIVE MATTERS

11. BOARD ITEMS OF INTEREST

12. ADJOURNMENT

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

ITEM #: 6a

DATE: 10/17/2019

**TOPIC: Recognition of Retirees**

**BACKGROUND:**

<b>First Name</b>	<b>Last Name</b>	<b>Yrs. Of Exp</b>	<b>Department</b>
Alfred	Norma	29yrs.	Teacher
Byers	JoAnn	28 yrs.	Food Service
Daigle	Amy	30 yrs.	Teacher
DeVare	Alfreda	20 yrs.	Transportation
Ducos	Lori	25 yrs.	Pupil Appraisal
Forsythe	Patty	26 yrs.	Teacher/Administrator
Joseph	Aaron	10yrs.	Custodian
Keller	Irma	27 yrs.	Teacher
Koster	Elizabeth	20 yrs.	Teacher
Oncale	Sheila	20 yrs.	Bus Attendant
Perret	Dana	30 yrs.	Teacher
Peterson	Lorita	28yrs.	Teacher
Rivers	Barbara	19 yrs.	Food Service
Smith	Milton	35 yrs.	Transportation
Zeno	Melvin	32 yrs.	Transportation

**ALTERNATIVES:**

**SUPERINTENDENT'S  
RECOMMENDATION:**

**INFORMATION  
SOURCES:**

Serina Duke,  
Human Resources Director

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

**ITEM #:** 6b

**DATE:** 10/17/2019

**TOPIC: Approval of Revised Job Descriptions:**

1. Head Start Family Service Worker
2. Low Voltage Maintenance Technician
3. Special Projects Maintenance
4. Warehouse Controller

**BACKGROUND:** Job Description Audit/Review

The Special Education Bus Attendant has been removed. The transportation department would like to review and revise the job description further. Federal Programs has requested to table to Title I Parental Involvement job description. The Plumber job description was removed; it's not currently in use.

**ALTERNATIVES:**

**SUPERINTENDENT'S  
RECOMMENDATION:**

**INFORMATION  
SOURCES:**

Serina Duke,  
Human Resources Director

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



<b>JOB TITLE:</b>	<b><i>Head Start Family Service Worker</i></b>
<b>REPORTS TO:</b>	Head Start Family and Community Engagement Coordinator
<b>TERMS OF EMPLOYMENT:</b>	<b>182 Days;</b> 9 Months
<b>SALARY RANGE:</b>	<del>Head Start Specialist Salary Schedule</del> <b>Highly-Qualified/Non-Highly Qualified Assistants'</b> Salary Schedule
<b>SCOPE OF RESPONSIBILITIES:</b>	To promote the involvement of parents in the Head Start program in conformance with the head Start performance Standards.

*The Head Start Family Service Worker shall have responsibility for developing relationships with enrolled families, which recognize parents as their children's primary teachers and nurturers. The Family Service Worker will implement planned, intentional strategies to engage parents in their children's learning and development and support parent-child relationships, including specific strategies for school readiness and father engagement.  
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. Follows the **policies, procedures,** rules, and regulations of the St. John the Baptist Parish School **System Board.**
2. Attends work regularly and arrives punctually.
3. ~~Follows the assigned work schedule and returns to station promptly.~~ **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 or return so that 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 all 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/or ethnic slurs when dealing with others.
9. Performs other job duties as may be assigned which are related to the scope of the job.
10. Learn the Head Start Program Performance Standards in Subpart E- Family Community Engagement Program Services, and ensure that standards and implemented with all enrolled families.
11. Develops relationships with parents to: encourage trust and respect; develop ongoing two-way communication; create welcoming program environments; incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

## Head Start Family Service Worker Job Description

12. Conducts family engagement services in the family's preferred language, or through an interpreter, and ensures families have the opportunity to share personal information in an environment in which they feel safe.
13. Assists the Head Start Family and Community Engagement Coordinator in identifying and recruiting eligible Head Start families, including the recruitment of children with disabilities.
14. Learns the program's database, and utilizes it to track all services provided to children and families.
15. Schedules and conducts face-to-face interviews with parents to assure that application, eligibility, and enrollment information is accurately obtained and documented in the database.
16. Assist families in developing Individualized Family Partnership Agreements, which are related to the family engagement outcomes described in the *Head Start Parent Family and Community Engagement Framework*.
17. Assures the family partnership agreement process is jointly developed and shared with parents which reviews individual progress, revises goals, evaluates and tracks whether identified needs and goals are met, and adjusts strategies on an on-going basis, as necessary.
18. Provides parents with information about the importance of their child's regular attendance.
19. Documents reasons for absences, and partners with parents to promote consistent attendance.
20. Offers opportunities for parents to participate in the parenting curriculum, builds on parents' knowledge, and offers parents the opportunity to practice parenting skills to promote children's learning, development, and school readiness.
21. Establishes working relationships with community partners and act as a liaison or advocate for families to assure providers and agencies are user friendly to Head Start families.
22. Provides resource directories to all families and assures they make use of identified resources as needed.
23. Works cooperatively with health services staff to inform parents of the need to schedule and keep appointments for all needed immunizations, health screenings, evaluations, and follow-up services; and make parents aware of results.
24. Assists parents in scheduling appointments, and provide transportation when needed.
25. Communicates with teachers in a timely manner regarding children's health concerns and family needs.
26. Conducts home visits as needed to make contact with parents when other means of communication fail.
27. Assists in planning and encourages families to participate as volunteers in the program including parent orientation, Parent Committee meetings, Policy Council, training opportunities, and planned father engagement activities.
28. Assists in coverage of classes to maintain two adults in every Head Start classroom.
29. Provides for documentation of family services, parental involvement, and program application in the computerized database.
30. Maintains student and family confidentiality in accordance with established Confidentiality Policies.
31. Develops, in coordination with the Head Start Family and Community Engagement Coordinator, a personal, professional development plan to assure fulfilling the outlined role and responsibilities.
32. Attends all training opportunities, faculty meetings, and parent meetings.

Head Start Family Service Worker Job Description

**COMMUNICATION SKILLS:**

The Head Start Family Service Worker must be able to effectively communicate in English both orally and in writing; must have the ability to accurately give and receive information via telecommunication systems; must have personal computer skills, and must be able to communicate successfully with staff, children, parents, school personnel, and the community.

**EDUCATION MINIMUM QUALIFICATIONS:**

Family Service Worker must have, ~~or obtain within eighteen (18) months of hiring, at a~~ minimum, **a high school diploma or equivalent, GED/HiSet**; a credential or certification in social work, human services, family services, counseling, ancillary certification, or a related field (per revised Head Start Program Performance Standards).

**TERMS OF EMPLOYMENT:**

~~9 Months~~

**SALARY:**

~~As designated by the Board approved Salary Schedule based on education, credentials, and experience.~~

**EVALUATION:**

~~The Head Start Family and Community Engagement Coordinator shall evaluate this position, at least annually.~~

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

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

03/09/2018



## ST. JOHN PARISH SCHOOL SYSTEM JOB DESCRIPTION

JOB TITLE:	<i>Low Voltage Maintenance Technician</i>
REPORTS TO / EVALUATED BY:	Coordinator of Maintenance/Custodial Operations
TERMS OF EMPLOYMENT:	12 months <b>260-261 Days (follows district calendar)</b>
SALARY RANGE:	Low Voltage Maintenance Technician Salary Schedule
SCOPE OF RESPONSIBILITIES:	To provide and maintain efficient alarm and closed circuit/cable TV system throughout the district.

*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. Follows the **policies, procedures,** rules, and regulations of the St. John the Baptist Parish School **System Board.**
2. Attends work regularly and arrives punctually.
3. ~~Follows assigned work schedule and returns to station promptly.~~ **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 that 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 all 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/or ethnic slurs when dealing with others.
9. Performs other job duties as may be assigned which are related to the scope of the job.
10. Repairs, maintains, and inspects Automatic Fire Alarm Systems.
11. Troubleshoots and repairs damaged or malfunctioning devices.
12. Troubleshoots and repairs Control Panel.
13. Performs routine maintenance and required annual inspection.
14. Provides training and manuals for on-site personnel.
15. Repairs, maintains, installs, and inspects Intrusion Alarm System.
16. Troubleshoots and repairs control system and communicator.
17. Maintains database for monitoring by providing pass codes, updates central monitoring data, maintain accurate call lists, and maintain accurate zone information.
18. Installs new systems as required.
19. Provides specifications for bidding or equipment and insures equipment is ordered per specifications.
20. Repairs, maintains, and installs CCTV and CATV systems.
21. Troubleshoots and repairs switchers, recorders, and monitors.
22. Repairs and maintains integrated multi-station Intercom systems.
23. Troubleshoots and repairs head end equipment.
24. Troubleshoots and repairs wiring and speaker stations.

25. Provides bid specifications for equipment.
26. Insures facilities adhere to fire safety codes.
27. Insures all fire safety equipment is inspected and tagged.
28. Insures Fire Marshall violations are promptly corrected.
29. Coordinates with contractors for installations and repairs.
30. Creates and maintains a safe work environment.
31. Acts as a model for students in behavior, speech and dress.

### **WORK ENVIRONMENT**

The Low Voltage Maintenance Technician is required to work inside and outdoors adhering to School Board energy policy. The Low Voltage Maintenance Technician works ~~an eight-hour day~~, 260-261 days per year, ~~five days a week~~, and may be required to work overtime. Duties may be both inside and outside. The employee can be exposed to temperature variations of hot and cold. Surfaces can be wet, slippery, and of a variety of inclines. Must comply with assigned hours on duty. 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 be able to lift and carry 50 pounds. Must possess skills in the use of tools, materials, and equipment, and be able to climb ladders and scaffolding and work from either.

### **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) work independently and without supervision; 5) complete necessary paperwork for documentation of assignments; and 6) 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 area of carpentry and construction
4. Must be in good health and must pass physical examination
5. ~~Must pass criminal history record check~~
6. Must have a valid Louisiana driver's license, reliable transportation, and be insurable.
7. Must furnish all tools
8. LBFAA Level II certification
9. Louisiana State Fire Marshall Class D License
10. Radionics (Bosch) Intrusion Detection Systems Training
11. Minimum 3 years' experience in electronics.

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

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

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

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

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



JOB TITLE:	<b><i>Special Projects Maintenance Worker</i></b>
REPORTS TO / EVALUATED BY:	Coordinator of Maintenance/Custodial Operations
TERMS OF EMPLOYMENT:	260-261 Days, <b>12 months (follows district calendar)</b>
SALARY RANGE:	Special Projects Maintenance Salary Schedule
SCOPE OF RESPONSIBILITIES:	To maintain a high standard of maintenance and special task as needed throughout the district of buildings and campuses. To maintain the physical facilities in a condition of operating excellence and safety so that full educational use of them may be made at all times.

*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. Follows the **policies, procedures**, rules, and regulations of the St. John the Baptist Parish School **System Board**.
2. Attends work regularly and arrives punctually.
3. ~~Follows assigned break schedule and returns to station promptly.~~ **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 that 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 all 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/or ethnic slurs when dealing with others.
9. Performs other job duties as may be assigned which are related to the scope of the job.
10. Repairs and upkeeps buildings located throughout the school district as assigned.
11. Uses hand tools of various trades in performing tasks as assigned by supervisor.
12. Assists in the development and maintains a checklist of schedule maintenance on all district owned buildings and property.
13. Maintains an inventory of needed materials and parts to provide prompt service to all maintenance throughout the district.
14. Prepares a "Repair Completion Report" at the end of each repair assignment.
15. Reports any and all repair work performed or requested to the Coordinator of Maintenance/Custodial Operations.
16. Attends in service training programs and meetings as designated by Coordinator of Maintenance/Custodial Operations.
17. Maintains a daily log of activities and mileage traveled.
18. Repairs all door locks in school district.

19. Changes tumblers in locks and rekeys existing and/or new locks as required.
20. Maintains and updates knowledge of A.D.A. requirement and fire codes regarding hardware requirements on doors and other modes of egress.
21. Repairs fences, doors, walls, and gates as needed.
22. Paints buildings and walls.
23. Opens clogged drains using plunger and plumbers' tools.
24. Makes minor repairs to plumbing.
25. Performs remodeling and renovations work.
26. Installs portable buildings, including necessary walkway, ramps, etc.
27. Replaces and repairs fixtures and hardware in lavatories.
28. Builds, repairs and installs counters, cabinets, benches, partitions, floors, doors, building framework, and trim.
29. Mixes and forms concrete into slabs as well as perform other brick/masonry work.
30. Repairs roofs.
31. Performs carpentry tasks at a high level of competency.
32. Operates large machinery.
33. Completes requisition forms as necessary for materials and equipment needed to complete assigned jobs.
34. Creates and maintains a safe work environment.

### **WORK ENVIRONMENT/HOURS**

The special projects maintenance workers is required to work inside and outdoors adhering to School Board energy policy. The special projects maintenance worker works ~~an eight hour day~~, 260-261 days per year, ~~five days a week~~, and may be required to work overtime. The employee can be exposed to temperature variations of hot and cold. Surfaces can be wet, slippery, and of a variety of inclines. Must comply with assigned hours on duty. 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, digging, lifting, and carrying. Must be able to lift and carry 50 pounds. Must possess skills in the use of tools, materials, and equipment, and be able to climb ladders and scaffolds and work from either.

### **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) work independently and without supervision. 5) complete necessary paperwork for documentation of assignments; and 6) 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 accept 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. Must be in good health and must pass physical examination
4. ~~Must pass criminal history record check~~
5. Must have a valid Louisiana driver's license, reliable transportation, and be insurable
6. General knowledge in lock repair, plumbing, general maintenance, carpentry, machinery operation.
7. Must pass a job skills test.

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

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

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

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

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

JOB TITLE: *Drayage / Warehouseman*  
REPORTS TO / EVALUATED BY: Purchasing Agent Director  
TERMS OF EMPLOYMENT: *260-261 Days/12 months (follows district calendar), 8 hours/day, 5 days/week*  
SALARY RANGE: Drayage Salary Schedule  
SCOPE OF RESPONSIBILITIES: To deliver all material in an efficient, timely manner and keep accurate records of incoming and outgoing items.

*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. Follows the **policies, procedures**, rules, and regulations of the St. John the Baptist Parish School System Board.
2. Attends work regularly and arrives punctually.
3. ~~Takes breaks according to schedule and returns to station promptly.~~ **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 or return so that 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 all 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/or ethnic slurs when dealing with others.
9. Performs other job duties as may be assigned which are related to the scope of the job.
10. Picks up and delivers mail to post office and UPS as necessary.
11. Deliver correspondence to all School Board members.
12. Delivers materials and supplies to all sites/department in a timely manner.
13. Delivers textbooks and packages to schools as they are delivered to the warehouse.
14. Received and documents all delivers to the warehouse.
15. Keeps all delivery slips on file.
16. Picks up equipment from all sites and brings them to the warehouse.
17. Moves equipment, materials, and supplies from one area/department/site to another.
18. Loads and unloads trucks for transportation of equipment, materials, and supplies.
19. Follows maintenance schedule of assigned vehicle.
20. Performs routine manual labor tasks required, such as moving furniture, preparing surfaces for painting, housekeeping, etc.
21. Assembles equipment as necessary.
22. Labels equipment and supplies as necessary.

**WORK ENVIRONMENT/HOURS**

The warehouseman is required to work inside and outdoors adhering to School Board energy policy. The warehouseman works ~~an eight-hour day~~, 260-261 days per year, ~~five days per week~~, and may be required to work overtime.

**COMMUNICATION SKILLS**

The warehouseman must be able to: 1) communicate in English both orally and in writing; 2) accurately compile and access data, summarize information, and provide written reports to supervisor; and 3) communicate pleasantly with the public.

**EQUIPMENT**

The warehouseman must be able to handle and maintain all heavy equipment and supplies; and 2) operate and maintain the vehicle assigned.

**PHYSICAL INVOLVEMENT**

The warehouseman must be able to: 1) stand, walk, reach, bend, sit and squat; 2) do heavy lifting (more than 50 lbs.) and move furniture and equipment; and 3) assembles equipment.

**MENTAL INVOLVEMENT**

The warehouseman must understand and interpret written and verbal instructions from his/her supervisor and other administrators.

**HUMAN RELATIONS INVOLVEMENT**

The warehouseman must to work compatibly with all the occupants of sites served.

**MINIMUM QUALIFICATIONS**

The warehouseman must: 1) possess a high school diploma or equivalent GED/HiSet; 2) be a minimum of 18 years of age; 3) have physical and mental ability to complete tasks assigned; 4) be in a good physical condition and able to pass a physical examination; ~~5) pass criminal history record check.~~

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

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

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

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

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

**ITEM #:** 6c

**DATE:** 10/17/2019

**TOPIC:** Request Approval of Revised Policy: GAMB – Dress Code

**BACKGROUND:** Previous Dress Code Policy with revisions to be added back to CAPS – currently none.

**ALTERNATIVES:**

**SUPERINTENDENT'S  
RECOMMENDATION:**

**INFORMATION  
SOURCES:**

Serina Duke,  
Human Resources Director



## St. John the Baptist Parish School Board Employee Dress Code

- Personal hygiene and cleanliness of dress are expected of all staff.
- Shirt length must be long enough so that when arms are raised, skin is not exposed.
- Low-cut blouses shall not be worn (cleavage shall not be visible).
- Halter tops, tank tops, or spaghetti strap tops (sundresses) shall not be worn.
- Skirts and dresses shall be of a reasonable length. (All dresses and skirts should be no more than 2 inches above the knee with or without leggings.)
- Clothes shall be loose-fitting; leotard-type pants or biker pants shall not be worn. This includes leggings, jegging and tights **except when worn under articles of clothing which cover the leggings and fall at least 2 inches above the knee**
- Proper undergarments should be worn at all times but shall not be directly visible or seen through clothing.
- All clothing shall be free of alcohol, tobacco advertisements, and drug references. In addition, all clothing shall be free of any wording or graphics that are suggestive or offensive in nature or content **(i.e. political views)**.
- Shorts shall not be worn. **Exception:** Coaches, physical education personnel, and bus drivers/monitors may wear loose fitting shorts of the appropriate length no more than 2 inches above the knee.
- Capri pants may be worn.
- Denim jeans shall not be worn (unless specified by site administrator)
- Jogging suits or sweat suits shall not be worn. **Exception:** Coaches, physical education personnel, and bus drivers/monitors may wear jogging suits or sweat suits.
- Tennis shoes **and** sandals, ~~and clogs~~ may be worn. All footwear is required to have a back and, at minimum, a restraining strap. No flip flops (beach footwear) shall be worn. **Exception:** Food service workers, maintenance workers, custodians, school bus drivers/monitors must wear footwear that fully encloses the foot from heel to toe (the footwear must cover and protect the top, bottom, back and sides of the foot).
- No visible body piercings with the exception of earrings.

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

**ITEM #:** 6d

**DATE:** 10/17/2019

**TOPIC:** **Approval of Revised Policy:**  
GBA: Contracts and Compensation

**BACKGROUND:** Revised to specify the process for teachers who are hired and have already met the criteria and those who earn certification after hire.

**ALTERNATIVES:**

**SUPERINTENDENT'S  
RECOMMENDATION:**

**INFORMATION  
SOURCES:**

Serina Duke,  
Human Resources Director

## CONTRACTS AND COMPENSATION

### CONTRACTS

Contracts of employment between eligible employees and the St. John the Baptist Parish School Board shall be executed for a specified period of time and compensation in accordance with state law. Unless otherwise stipulated, all employees shall meet all stated position qualifications and/or certification requirements before any contract shall become valid. Renewal or issuance, when possible, of contracts of employment, as well as dismissal or nonrenewal of contract notices, with the exception of performance contracts, shall be issued on or before the last day of each school year, whenever possible.

The execution of an employee contract between the School Board and employee shall be legally binding upon both parties. Teachers without tenure shall be required to have a written contract. Teachers who have gained tenure may not be required to sign a written contract each scholastic year, but shall be required to sign such employment contracts at intervals determined by the School Board. The failure of a non-tenured teacher to sign a contract for the ensuing school session within the specified time, when required, shall be considered as voluntary termination of employment on the part of the teacher, unless under extenuating circumstances, an extension is granted by the Superintendent. Any subsequent resignation or termination of said contract for reasons other than extreme emergencies, as determined by the School Board, shall constitute a breach of contract against which legal action may be taken by the School Board and the employee dealt with accordingly. The Superintendent shall receive, finalize, and accept all resignations of all employees. However, the Superintendent at the next available meeting shall report said resignations to the School Board.

The Superintendent shall sign each teacher contract.

### Performance Contracts

Administrative and supervisory personnel in positions that require certification shall be hired under the terms of a performance contract of not less than two (2) nor more than four (4) years, except when such employment is for a temporary position. The School Board shall make the final decision regarding the length of any such performance contract. Prior to the School Board's approval of any initial or subsequent contract which involves an employee being or having been promoted to a position with a higher salary, the Superintendent shall disclose all terms of the contract to the School Board.

Termination or non-renewal of any performance contract shall be governed by the terms of the contract and applicable law.

## COMPENSATION

### Salary Schedules

Upon the recommendation of the Superintendent, the School Board shall establish salary schedules that shall be used to determine the salaries to be paid to teachers and all other school employees. Salaries of all teachers shall be set by the Superintendent. The salaries of all personnel are generally based upon an established salary schedule and associated regulations; provided, however, that salaries may be stated in and controlled by an employment contract. The salaries as provided in any salary schedule shall be considered as full compensation for all work required and performed within each employee's prescribed scope of duties and responsibilities.

Salary schedules established for teachers, administrators, and other certified school personnel shall be based upon the following criteria, with no one criterion accounting for more than fifty percent (50%) of the formula used to compute such employees' salaries:

1. Effectiveness, as determined by the performance evaluation program as provided in La. Rev. Stat. Ann. §§17:3881 through 3905.
2. Demand, inclusive of area of certification, particular school need, geographic area, and subject area, which may include advanced degree levels.
3. Experience.

No teacher or administrator who is rated *ineffective* pursuant to the School Board's performance evaluation program shall receive a higher salary in the year following the evaluation than the teacher/administrator received in the year of the evaluation.

The amount of the annual salary paid to any employee in any school year shall not be reduced below the amount of such salary paid during the previous school year, nor shall the amount of the annual salary paid to any employee be reduced at any time during an academic year. The limitations on the reduction in the amount of the annual salary paid to any employee shall not be applicable to:

1. The correction of any accounting errors or to a reduction necessitated by the elimination of a state program or state funding;
2. The reduction of any local salary supplement funded, in whole or in part, from a revenue source requiring voter approval, when such voter approval has not been obtained;
3. An employee who has been promoted and subsequently demoted to a lower position. In this case, the employee's salary shall return to the salary

previously received in the lower position from which promoted; or

4. The elimination, discontinuance, or reorganization of the position to which the employee is assigned that results in the employee working fewer hours, days, or months. In such case, the employee's salary for that academic year shall not be reduced. After that year, the employee's salary shall be determined in accordance with the applicable salary schedule for the employee's position.

Ordinarily, no teacher shall be placed on the payroll of the school district unless the teacher holds a valid certificate as required by law, and a copy of the teacher's contract has been filed with the Superintendent. Exceptions may be made only when qualified teachers with valid certification are not available for employment.

If any qualified teacher is hired that does not currently hold a valid Louisiana teaching certificate, he or she shall be paid according to the uncertified teacher salary schedule. It shall be the responsibility of the teacher to meet the requirements for certification and to contact the Human Resources office once a certificate has been updated or issued. The salary of the employee shall be adjusted to the proper place on the appropriate salary schedule effective upon verification of certification. If the employee met the criteria prior to hire, the employee will receive certified salary effective the date of hire. Employees who earn certification after hire, will follow the process for the acquisition of advanced degrees.

#### Experience Credit

A *year of teaching experience* is defined as each scholastic year of employment as a certified teacher in public schools within any of the fifty states of the United States of America, or within any of its territorial possessions; or as a certified teacher in a private or parochial school, as an employee in a state department of education, or as an instructor in an institution of higher learning. All such experience must have been as a teacher in an institution or school accredited by one of the recognized regional accrediting agencies in the United States of America (e.g., SACS). Experience outside the United States of America, its territories or possessions must be in an institution or school accredited by an accrediting agency recognized by the United States of America.

A year of teaching experience shall be granted if the person was employed for at least ninety-one (91) instructional days during one scholastic year, excluding holidays, as verified by the Superintendent. However, not more than one (1) year of experience shall be granted for a period inclusive of twelve (12) consecutive calendar months. All experience must have been on a full-time basis.

Any teacher holding a valid Louisiana teaching certificate in the public school system of Louisiana who has transferred to Louisiana from a public school system of another state and who, at the time of such transfer, held a valid teacher's certificate from that state,

shall be given full credit under the salary schedule for the years of satisfactory teaching service previously rendered in the public school system of that state. Credit for previous teaching experience shall also be granted to anyone employed who holds a valid Louisiana teaching certificate and is employed or has been employed by another public school system in the state.

#### Advanced Degree

When a teacher earns additional college credit, is awarded an advanced degree, or receives additional training that would result in an increase in salary, said teacher shall be paid for the advanced degree or training beginning with the next payroll period after all necessary documentation has been received from the Louisiana Department of Education. It shall be the responsibility of the employee to assure proper notification is given to the Superintendent or his/her designee.

#### Retirees

The salary of any retiree who is reemployed as a full-time teacher shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience. The status of any retiree who is reemployed shall be the same as a full-time active employee, subject to all applicable rules, procedures, policies, and statutes that apply to all such full-time active employees.

The retirement of an employee prior to his/her re-employment as a retiree shall constitute a break in his/her service with the School Board for purposes of tenure and sabbatical leave. The retiree shall not be allowed to carry forward annual leave days accumulated by him/her as of the date of his/her retirement, but he/she may carry forward accumulated sick leave days provided that he/she has returned to employment within five (5) years of his/her last employment as a teacher within the school system. A retiree shall have the right to earn additional sick leave and annual leave, if applicable, on the same basis as other similarly situated newly hired employees while a retiree.

#### School Employees

Compensation for all school employees shall be based on applicable salary schedules or hourly rates established by the St. John the Baptist Parish School Board, with the exception that no employee shall receive less than the minimum established by state or federal law.

For the purpose of this subsection, *school employee* shall mean any employee of the School Board who is not required to hold a teacher's certificate as a condition of employment, including, but not limited to, bus operator, food service worker, paraeducator, custodian, and maintenance personnel.

#### Single Federal Award/Cost Objective Salary/Work Time Certification

It is the policy of the St. John the Baptist Parish School Board that where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by semiannual certifications that the employees worked solely on that program for the period covered by the certification. Also, where an employee is expected to work partially on a single Federal award or cost objective, charges for their salaries and wages will be supported by semiannual certifications that the employees worked that part of their time on that program for the period covered by the certification. These semiannual certificates will be prepared by the employee or supervisor official having first-hand knowledge of the work performed by the employee.

Revised: December, 1992

Revised: November, 1993

Revised: September, 1998

Revised: October, 2001

Combined with GCA and revised: June, 2012

Revised: October 18, 2012

Revised: March 21, 2013

Revised: August 7, 2014

Revised: September 4, 2014

Revised: April 6, 2017

Revised: August, 2019

Ref: 29 USC 201 et seq. (*Fair Labor Standards Act of 1938, as amended*); La. Rev. Stat. Ann. §§11:710, 17:81; 17:83, 17:84, 17:84.1, 17:411, 17:413, 17:418, 17:419.2, 17:421.4, 17:422.6, 17:423, 17:424, 17:424.2, 17:424.3, 17:444, 17:491, 17:492, 17:496, 17:496.1, 17:497, 17:497.1, 17:498; Wright v. Caldwell Parish School Board, 30.448 (La. App. 2 Cir. 6/16/99); Garcia v. San Antonio

**FILE: GBA**  
**Cf: GBD, GBN**  
**Cf: GBO, GBQ**

Metropolitan Transit Authority et al., 105 S. Ct. 1005 (February 1985); Harrah Independent School District v. Martin, 99 S. Ct. 1062 (1979); Board minutes, 2-2-95, 8-20-98, 12-13-01, 10-18-12, 3-21-13, 8-7-14, 9-4-14, 4-6-17.

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

**ITEM #:** 7a

**DATE:** 10/17/2019

**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
	<b>Total Revenues</b>	<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
	<b>Current Year Projected Deficit</b>	<u>\$73,357,103</u>	<u>\$72,659,097</u>	-\$698,006
	<b>Beginning Total Fund Balance</b>	<u>\$11,372,991</u>	<u>\$11,372,991</u>	
	<b>Ending Total Fund Balance</b>	<u>\$3,845,967</u>	<u>\$5,569,395</u>	

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

**ITEM #:** 9a

**DATE:** 10/17/2019

**TOPIC:** Introduction of Revised Policies:  
IFD – Parent and Family Engagement  
JS – Students, Fines and Charges

**BACKGROUND:**

**ALTERNATIVES:**

**SUPERINTENDENT'S  
RECOMMENDATION:**

**COST:**

**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.~~ These activities will focus on improving academic success.
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 ~~polices~~ 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

## STUDENT FEES, FINES AND CHARGES

The St. John the Baptist Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. ~~No student shall be deprived of proper instruction should the student not be able to pay any student fees, however.~~ Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

The School Board shall publish the *Student Fees, Fines and Charges* policy and procedures on its website. Each school shall publish the policy on its website and include it in the school's student handbook which shall be provided to each student and his/her parent or legal guardian at the beginning of each school year in the manner determined by the School Board.

The *Student Fees, Fines and Charges* policy shall be reviewed annually and revised as necessary.

### DEFINITIONS

Fees shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not include supplies or monetary payment for extracurricular activities. Fees shall not mean the cost of school meals.

*Curricular and co-curricular activities* are activities that are relevant, supportive, that are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff.

*Extracurricular activities* are those activities which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the overall development of the student.

### REGULATIONS

1. A school shall not charge or assess a fee unless the fee has been set and included in the School Board's approved *Schedule of Fees*.
2. Fees charged for the same item or service shall be consistent among all schools under the jurisdiction of the School Board.
3. Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student's educational record.

## SCHEDULE OF FEES

A list of authorized fees, including their purpose, use, amount or authorized range, and how each fee is collected, shall be as listed on the *Schedule of Fees (Appendix A)* attached to this policy.

### Economic Hardship Waivers

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria relative to the student or his/her family, as listed below:

1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.
2. Is in foster care or is caring for children in foster care.
3. Is homeless.
4. Is serving in, or within the previous year has served in, active military service.
5. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.
6. Is an emancipated minor.

A written request for a waiver of fees shall be submitted to the principal of the school or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the principal of the school for a waiver be denied, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be *confidential*.

All records associated with a fee waiver request due to economic hardship shall not constitute a *public record*, but may be audited to ensure compliance with the School Board's policy. A student's *personally identifiable information* associated with such a waiver request shall **not** be made public.

## SCHOOL SUPPLIES

School supplies requested by classroom teachers of a student's parent or legal guardian shall not exceed a published amount per student per school year as determined by the School Board. Each school principal shall approve all school supplies requested by classroom teachers. Prior to assessing a fee for school supplies or developing a school supply list, consideration shall be given to the existing school supply inventory. A student shall not be denied the opportunity to participate in a classroom activity due to his or her inability to provide requested supplies.

## DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the School Board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/ guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the *Federal Family Educational Rights and Privacy Act*.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

Revised: October, 2001  
Revised: August, 2017  
Revised: October, 2019

Ref: 20 USC 1232(g-i) [\(Family Educational and Privacy Rights\)](#); La. Rev. Stat. Ann. §§17:8, 17:81, 17:112, [17:177, 17:178](#).

**APPENDIX A  
SCHEDULE OF FEES**

<b>PURPOSE OF FEE</b>	<b>AMOUNT</b>	<b>USE OF FEE</b>	<b>COLLECTION METHOD</b>
General Registration Fee	\$10-\$35	Planners, Folders, and Technology	Collection Log
4H	\$5-\$25	Membership and Shirt	Collection Log
Beta Club Membership	\$15-\$50	Membership and Shirt	Collection Log
Beta Convention	\$50-\$200	Registration and Hotel	Collection Log
Band	\$20-\$180	Instruments, Shirts, Warmup/Practice Uniforms, Supplies	Collection Log
Robotics/STEM Club	\$10-\$25	Dues and Shirt	Collection Log
Choir	\$20-\$30	Sheet Music	Collection Log
Book Club	\$10-\$30	Membership, Shirt, Books	Collection Log
Interact Club	\$20	District Dues and Shirt	Collection Log
Pharmacy Club	\$10	Awards, Shirt	Collection Log
ProStart	\$10-\$20	Membership, Shirt	Collection Log
ProStart Competition	\$150-\$200	Competition Registration and Travel	Collection Log
Nursing Club	\$10	Awards, Shirt	Collection Log

Carpentry Club	\$10	Supplies	Collection Log
Welding Club	\$10	Supplies, Work Shirt,	Collection Log
Art Club	\$10-\$20	Art Museum Fee, Bus Fare	Collection Log
Engineering Club	\$10-\$25	Dues	Collection Log