



St. John the Baptist Parish School Board

118 West 10th Street • P.O. Drawer AL • Reserve, Louisiana 70084
www.stjohn.k12.la.us • PHONE: 985-536-1106 • 1-800-296-1106 • FAX: 985-536-1109

Patrick H. Sanders
Board President

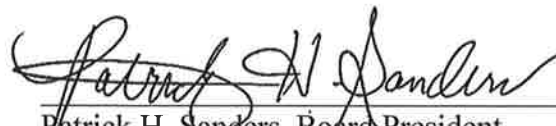
Heidi Troclair
Interim Superintendent

Sherry DeFrancesch
Board Vice-President

DATE: September 13, 2019

TO: MEMBERS OF THE EXECUTIVE COMMITTEE:
Honorable Patrick H. Sanders
Honorable Sherry DeFrancesch
Honorable Albert A. Burl

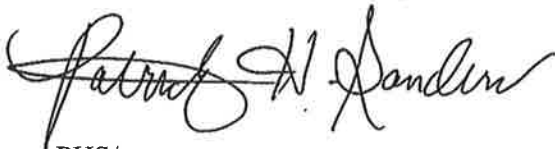
FROM:


Patrick H. Sanders, Board President

RE: Meeting

Upon call of the President, the Executive Committee of the St. John the Baptist Parish School Board will meet Tuesday, September 17, 2019, at 9:00 a.m., at St. John School Board Central Office, 118 West 10th St., Reserve, Louisiana.

The agenda for the meeting is attached.



PHS/sww

Copy: Board Members
News Media
Legal Counsel
SJA

MEMBERS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD

Charo Holden, District 1
Albert Burl, District 2

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

Sherry DeFrancesch, District 5
Keith Jones, District 6

Phillip Johnson, District 7
Debbie Schum, District 8

Shawn Wallace, District 9
Nia Mitchell, District 10

Clarence Triche, District 11

AGENDA

ST. JOHN PARISH SCHOOL BOARD EXECUTIVE COMMITTEE AGENDA

Tuesday, September 17, 2019

9:00 a.m.

**St. John the Baptist Parish School Board Office
118 West 10th St., Reserve, LA**

1. Public Comment: Call to Order, Pledge of Allegiance
2. Public Comment: Roll Call
3. Public Comment: Approval of Minutes: Minutes of August 20, 2019 (Action)
4. Public Comment: Ms. Heidi Trosclair - Seeking Executive Committee's recommendation for the SJBP Revised Organizational Chart (Action)
5. Public Comment: Ms. Heidi Trosclair – Presentation of the Feasibility Study requested in the SJBP Board's Work Session held August 20, 2019 in the Central Office Media Center.
6. Public Comment: Committee Items of Interest
7. Public Comment: Adjournment

**ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
EXECUTIVE COMMITTEE MEETING
AGENDA ITEM**

MEETING DATE: September 17, 2019

ITEM #: 4

TOPIC: Seeking Executive Committee's recommendation for the SJBP Organization Chart (revised)

BACKGROUND:

The attached Organizational Chart has been revised to address the following:

1. When the prior Superintendent did not recommend that Dr. Stephen Zafirau's Data Supervisor position not be filled in March, he assigned and split the duties to be completed by Current Supervisor of SIS/Testing and Coordinator of Curriculum/Assessment/Instruction. When he divided the duties, these administrators were performing their own duties plus half of Dr. Zafirau's. (Reference attached email and contracts for interim positions.)
2. When Mrs. Triche became Interim Exec. Director, she could no longer fulfill the duties of PreK/HeadStart Director. Mrs. Pamelyn Smith's current role aligns similarly to the duties of the Director; therefore, I am recommending she be named Director of HeadStart/PreK. (The addendum for this position is attached.)
3. I am recommending advertising for an Accounting Supervisor to work in tandem with the Executive Director of Finance.

ALTERNATIVES:

Accept recommendation

Do not accept

Table

SUPERINTENDENT'S RECOMMENDATION: Recommends Approval

COST:

~\$5000 additional per Interim Position = \$15,000

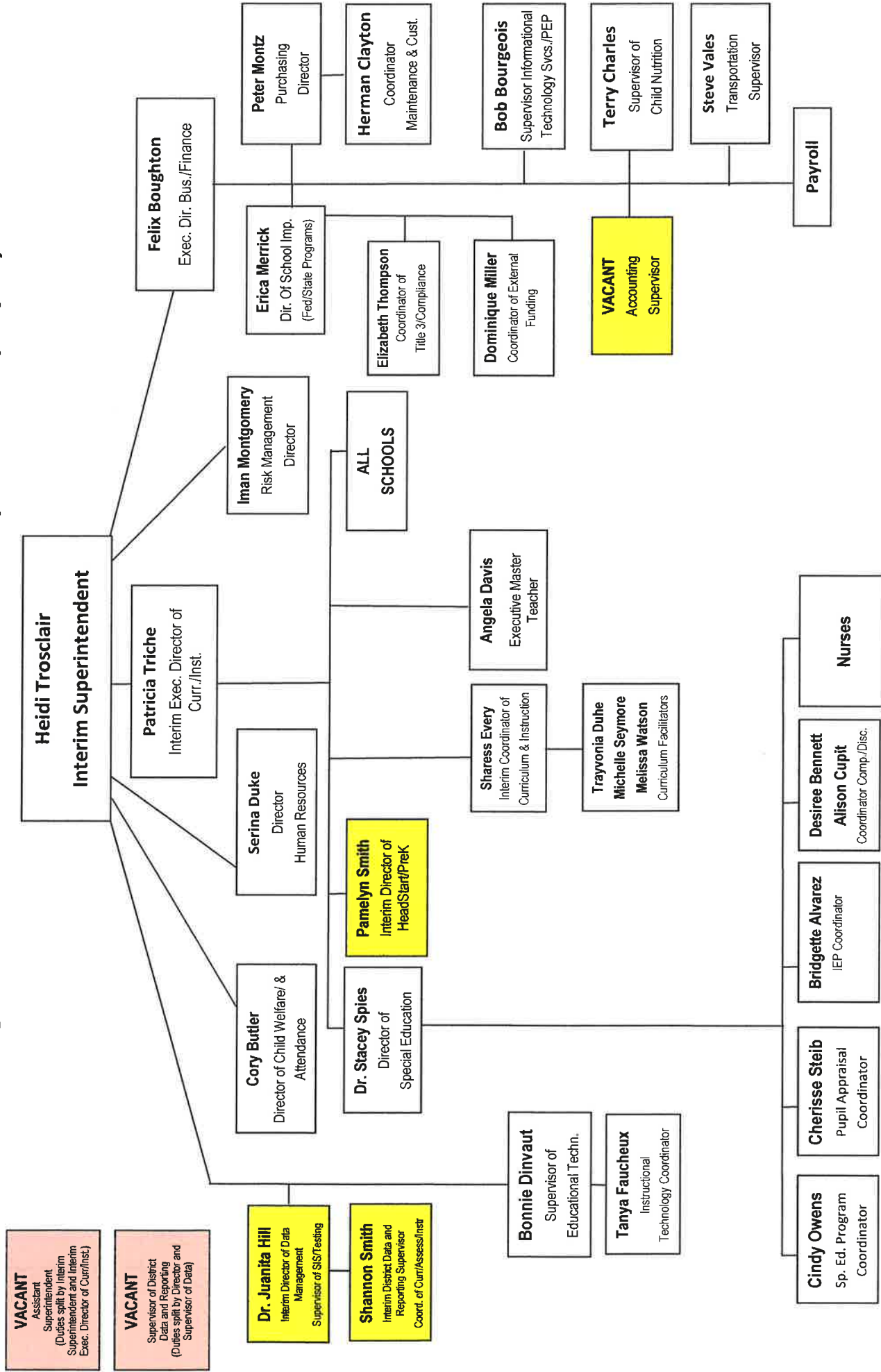
Accounting Supervisor Salary starting at \$80,968

Current Funds Available = Assistant Superintendent's Unused Salary of \$101,035 which will cover all positions.

INFORMATION SOURCES: See attached documents.

St. John the Baptist Parish School District

Organization Chart 2019-2020 (Revisions 9/19/19)





St. John the Baptist Parish School Board

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Patrick H. Sanders
Board President

Kevin R. George
Superintendent

Sherry DeFrancesch
Board Vice-President

September ____, 2019

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

Dear xxxxxxxxxx:

I am pleased to offer you an interim appointment to the position of Director of Early Childhood/Head Start. The effective date of your appointment in this position will be Xxxxxx ____, 2019. Your appointment to this position is designated as interim or temporary. As such, your current annual salary shall be adjusted to reflect a daily rate of pay of \$ _____ payable in equal monthly installments consistent with Board policy and procedures.

Effective Xxxxxx ____, 2019, you are to perform the duties of Director of Early Childhood/Head Start acting in an interim status. Your appointment to the position will end upon the selection of a regular appointment to this position, or upon 15 days' written notice with or without cause. You will have the right to return to your previous position at the conclusion of this interim assignment. The specific details of your position, and all future positions with the School Board, will be detailed in your employee record.

Please acknowledge acceptance of this appointment by signing and returning this letter to me.

Sincerely,

Heidi A. Trosclair
Interim Superintendent

Date: _____

Employee: _____
XXXXXXXXXXXXXXXXXX

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 | |



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

JOB TITLE:	<i>Director of Early Childhood and Head Start</i>
REPORTS TO / EVALUATED BY:	Assistant Superintendent
TERMS OF EMPLOYMENT:	12 months
SALARY RANGE:	Director Salary Schedule
SCOPE OF RESPONSIBILITIES:	To ensure that each preschool student is provided with the richest educational experience the district can provide.

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. Plans for and develops the curriculum for the Head Start and Early Childhood programs.
2. Provides for continual monitoring and evaluation of all Head Start and Early Childhood centers, making appropriate adjustments to insure an optimum level of service and adherence to budget.
3. Provides information to staff personnel concerning the latest developments in the field of early childhood education.
4. Develops and maintains rapport with other community agencies to insure effective coordination of the preschool education program within the community.
5. Develops and implements an effective planning process for head Start and Early Childhood programs, including budgeting and staffing requirements.
6. Considers motivational and teaching techniques used to direct preschool teachers in health and safety, personality and educational development.
7. Develops an effective in-service program.
8. Serves as resource person for curriculum studies and workshops.
9. Conducts an instructional orientation program annually for new personnel.
10. Provides technical assistance to those teachers identified as in need of remediation.
11. Observes teachers in their classrooms and offers insight for the enhancement of the teaching-learning situation pertaining to matters of curriculum and instruction.
12. Prepares reports and statistical data related to the program.
13. Participates in professional growth and development activities.
14. Follows the rules and regulations of the St. John the Baptist Parish School Board.
15. Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.
16. Attends work regularly and arrives punctually.
17. Works cooperatively in sharing knowledge, expertise, and skills with others.
18. Displays proper respect for superiors.
19. Observes professional lines of communication at all times with individuals inside and outside the school system.
20. Maintains the confidentiality of school and student records.
21. Assisted by his/her evaluator, collaboratively develop and implement a professional growth plan based on the district's Personnel Evaluation criteria.
22. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.

23. 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.
24. Accepts other duties as may be assigned which are related to the scope of the job.

WORK ENVIRONMENT

The Director of Early Childhood and Head Start is required to: 1) work in an office type setting, climate controlled environment adhering to school board energy policy; 2) sometimes work evenings, weekends, and holidays as required by job responsibilities and supervisors; 3) often visit schools and attend meetings in various locations locally and outside the parish.

COMMUNICATIONS SKILLS

The Director of Early Childhood and Head Start 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) have ability to represent school system at various public functions.

EQUIPMENT USED

Telephone, copy machine, facsimile machine, calculator, word processor, microcomputer.

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 pounds is sometimes required. Ability to provide own transportation to schools, work locations, and meeting sites. Mobility skills necessary to access a variety of work locations,

MENTAL INVOLVEMENT

The Director of Early Childhood and Head Start must: 1) understand and interpret written and verbal instructions from supervisor; 2) must be able to work independently with minimal supervision; 3) have ability to manage, direct, supervise and evaluate staff; 4) comply with federal, state and parish regulations.

HUMAN RELATIONS INVOLVEMENT

The Director of Early Childhood and Head Start must be: 1) able to work compatibly in group settings; 2) able to respond positively to supervision and to accept suggestions for improvement; 3) able to use resourcefulness, tact, and sensitivity in meetings and assisting persons who make inquiries as well as work positively with other departments.

MINIMUM QUALIFICATIONS

1) Master's Degree with Elementary School Principalship and/or Parish or City School Supervisor certification in accordance with Louisiana State Department of Education Bulletin 746, Revised, 2) Valid Type A Certificate.

REVIEWED AND AGREED TO: _____
Employee Signature

DATE: _____

APPROVED: _____
Supervisor Signature

DATE: _____

Revised November 2013



St. John the Baptist Parish School Board

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Patrick H. Sanders
Board President

Kevin R. George
Superintendent

Sherry DeFrancesch
Board Vice-President

September ____, 2019

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

Dear xxxxxxxxxx:

I am pleased to offer you an interim appointment to the position of Director of Data Management. The effective date of your appointment in this position will be Xxxxxx ____, 2019. Your appointment to this position is designated as interim or temporary. As such, your current annual salary shall be adjusted to reflect a daily rate of pay of \$_____ payable in equal monthly installments consistent with Board policy and procedures.

Effective Xxxxxx ____, 2019, you are to perform the duties of Director of Data Management acting in an interim status. Your appointment to the position will end upon the selection of a regular appointment to this position, or upon 15 days' written notice with or without cause. You will have the right to return to your previous position at the conclusion of this interim assignment. The specific details of your position, and all future positions with the School Board, will be detailed in your employee record.

Please acknowledge acceptance of this appointment by signing and returning this letter to me.

Sincerely,

Heidi A. Trosclair
Interim Superintendent

Date: _____

Employee: _____
XXXXXXXXXXXXXXXXXX

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 | |

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

JOB TITLE:	<i>Director of Data Management / Student Services</i>
REPORTS TO / EVALUATED BY:	Assistant Superintendent
TERMS OF EMPLOYMENT:	12 months
SUPERVISES:	Supervisor of Child Welfare and Attendance
SCOPE OF RESPONSIBILITIES:	To gather and maintain all computerized information relating to student registration, enrollment, attendance, scheduling, testing, etc. To provide all reports required by the State Department of Education or requested by the Superintendent of Schools.

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. Serves as the district's SIS and PEP Coordinator.
2. Insures that sponsor site data is correct.
3. Oversees school scheduling and insures that all new students are registered and entered into the system.
4. Insures that all student counts are accurate and correct for all sites.
5. Insures that all student information required by the state department of education is in the correct format for state reporting.
6. Responsible for all reporting of student information to the State Department of Education.
7. Follows up and corrects all errors in the student information database.
8. Cooperates and provides all required information to auditors and other State Department of Education employees.
9. Insures that Sponsor Calendar System (SCS) information is correct.
10. Insures that the Profile of Education Personnel (PEP) database is correct.
11. Cooperates with Personnel, Payroll and the principals to insure the accuracy of the personnel information.
12. Responsible for the submission of the PEP report to the State Department of Education.
13. Follows up and corrects all errors in the PEP database.
14. Organizes the distribution, collection, printing and dissemination of progress reports and report cards.
15. Maintains the electronic and paper copies of all reports sent to the Department of Education.
16. Serves as the Test coordinator of the St. John Parish School system.
17. Responsible for the receipt, distribution, and collection of LEAP and IOWA tests.
18. Responsible for providing staff development on test administration and test security.
19. Works cooperatively with administrators, teachers, and co-workers.
20. Trains school personnel on student data input.
21. Conducts ongoing monitoring of Student Information System (SIS) information to insure accuracy and conducts random audits.
22. Trains all school-based personnel on SIS and PEP procedures.
23. Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.
24. Attends work regularly and arrives punctually.
25. Maintains confidentiality of student records.
26. Displays proper respect for superiors.
27. Observes professional lines of communication at all times with individuals inside and outside the school system.

- 28. Assisted by his/her evaluator, collaboratively develop and implement a professional growth plan based on the district's Personnel Evaluation criteria.
- 29. Collaboratively assists in the development of professional growth plans for all personnel assigned to supervise.
- 30. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.
- 31. 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.
- 32. Accepts other duties as may be assigned which are related to the scope of the job.

WORK ENVIRONMENT

1) Works in an office type setting, climate controlled environment adhering to school board energy policy; 2) sometimes works evenings, weekends, and holidays as required by job responsibilities and supervisors; 3) visits schools and attends meetings in various locations locally and outside parish.

COMMUNICATION SKILLS

1) Communicates in English both orally and in writing; 2) has ability to accurately give and receive information via telecommunication system; 3) communicates successfully and pleasantly with the public and St. John Parish school system employees; 4) accurately compiles data, summarizes information and provides written reports to supervisor.

EQUIPMENT USED

Telephone, calculator, facsimile, audio-visual equipment, terminal scanner, computer mainframe, laser printer.

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 is required. Mobility skills are necessary to access a variety of work locations, including allocations not on the ground floor.

MENTAL INVOLVEMENT

1) Understand and interpret written and verbal instructions from supervisor; 2) must be able to work independently with minimal supervision; 3) have ability to manage, direct, supervise and evaluate staff; 4) be able to organize, develop, and present concepts and information at meetings and workshops; 5) troubleshoot data collection problems; and 6) comply with federal, state and parish regulations.

MINIMUM QUALIFICATIONS

1) Master's Degree in Education; 2) Valid Louisiana Type A Certificate.

DESIRABLE QUALIFICATIONS:

Experience with parishwide computer systems and state/federal regulations regarding student data.

APPROVED: _____

DATE: _____

REVIEWED AND AGREED TO: _____

DATE: _____



St. John the Baptist Parish School Board

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Patrick H. Sanders
Board President

Kevin R. George
Superintendent

Sherry DeFrancesch
Board Vice-President

September ____, 2019

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

Dear xxxxxxxxxxxx:

I am pleased to offer you an interim appointment to the position of District Data and Reporting Supervisor. The effective date of your appointment in this position will be XXXXXX ____, 2019. Your appointment to this position is designated as interim or temporary. As such, your current annual salary shall be adjusted to reflect a daily rate of pay of \$_____ payable in equal monthly installments consistent with Board policy and procedures.

Effective XXXXXX ____, 2019, you are to perform the duties of District Data and Reporting Supervisor acting in an interim status. Your appointment to the position will end upon the selection of a regular appointment to this position, or upon 15 days' written notice with or without cause. You will have the right to return to your previous position at the conclusion of this interim assignment. The specific details of your position, and all future positions with the School Board, will be detailed in your employee record.

Please acknowledge acceptance of this appointment by signing and returning this letter to me.

Sincerely,

Heidi A. Trosclair
Interim Superintendent

Date: _____

Employee: _____
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MEMBERS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD

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| Albert Buri, District 2 | Patrick H. Sanders, District 4 | Keith Jones, District 6 | Debbie Schum, District 8 | Nia Mitchell, District 10 | |

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



JOB TITLE: *District Data and Reporting Supervisor*
REPORTS TO/EVALUATED BY: Director of Curriculum/Assessment/Instruction
TERMS OF EMPLOYMENT: 12 Months
SALARY RANGE: Supervisor Schedule
SCOPE OF RESPONSIBILITIES: Supervises and monitoring the collection and submission of quality district data that is provided to the United States Department of Education (USDOE), Louisiana Department of Education (LDE), the National Institute for Excellence in Teaching (NIET), and utilized by the District. The Supervisor facilitates knowledge of data requirements to multiple divisions and departments including developing and monitoring training protocols and reporting and presenting findings.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist the District Administration in implementing and maintaining professional learning programs for educators to effectively use data to drive decisions and to determine districts academic investments.
2. Serve as a liaison between the US Department of Education and National Center for Excellence in Teaching and schools regarding data and reporting issues.
3. Create custom data reports within a proprietary software platform to aid teachers in evaluating student learning and teaching effectiveness.
4. Query, organize, and present data using lay language and in a manner that assists in the evaluation of program effectiveness as it relates to District initiatives and strategic plan implementation.
5. Provide assistance in the collection, analysis and interpretation of data, including, but not limited to, state assessment data, student demographics, and other data related to school and student improvement.
6. Develop and provide professional learning opportunities for administrators and others in the use and analysis of student/program data to improve student performance and programs.
7. Oversees the professional development of an effective, districtwide assessment programs.
8. Oversees district-initiated testing.
9. Initiates and maintains effective liaison with other school districts and with independent schools in order to keep abreast of new educational developments and ideas.
10. Assists in conducting curriculum team meetings.
11. Makes specific recommendations to the Superintendent for in-service training on a quarterly basis or as necessary to upgrade principal and teacher performance skills.

District Data and Reporting Supervisor Job Description

12. Supervises the usage of local and state produced assessments, along with development and revisions of locally produced assessment.
13. Construct and provide models of analysis for national, state and local student performance measures.
14. Create and conduct surveys and data analysis to benchmark and improve District initiatives.
15. Support and train Professional Learning Community (PLC) liaisons and other appropriate staff in analyzing common assessments and other relevant district/student achievement data using appropriate technology tools.
16. Collaborate with PLC liaisons and other administrators to provide support as needed or requested.
17. Develop and maintain historical student and school data files to monitor and track performance.
18. Interpret and review assessment data with administrators and teachers; support planning of action steps
19. Compile data from multiple assessments to develop student, subject, grade-level, or school achievement profiles.
20. Ensure the validity of all data presented to staff.
21. Attend, and lead as appropriate, training sessions and site meetings related to assigned responsibilities.
22. Serve as direct contact for data program provider
23. Manage, collect, coordinate, and input system-wide data associated with the incentive program.
24. Oversees the training of district employees in the appropriate dissemination, collection, and submission of forms related to program data collection
25. Perform other related duties as assigned

The District Data and Reporting Supervisor engages in growth opportunities, creates, and sustains partnerships with families, colleagues, and communities to accomplish district's mission.

26. Engages in self-reflection and growth opportunities to enhance individual skills and knowledge needed to support high levels of learning for teachers and students.
27. Functions professionally and harmoniously with parents, school personnel, and students.
28. Serves on task force and decisions making committees when appropriate.
29. Maintains accurate, complete, and correct records as required.
30. Provides for communication with students and parents outside the instructional day as determined by administrative policy.
31. Performs class and duty assignments dependably and punctually.
32. Accepts constructive criticism as an evaluative element of professional and instructional improvement.
33. Exhibits loyalty and maintains a positive attitude in the promotion of the school/system's goals.
34. Uses grammatically correct written and spoken language.
35. Follows the rules and regulations of the St. John Parish School Board.

District Data and Reporting Supervisor Job Description

36. Notifies the principal promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.
37. Knows and follows the district's adopted Code of Discipline.
38. Maintains neat, accurate, current and complete records and reports and submits on time to the appropriate personnel when requested.
39. Attends school regularly and arrives punctually.
40. Displays proper respect for superiors.
41. Maintains the confidentiality of teacher observations.
42. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others.
43. 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.
44. Accepts other duties as may be assigned which are related to the scope of the job.

WORK ENVIRONMENT

The District Data and Reporting 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.

COMMUNICATION SKILLS

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

PHYSICAL INVOLVEMENT

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

MENTAL INVOLVEMENT

The District Data and Reporting Supervisor must: 1) understand and interpret written and verbal instructions from supervisor; 2) must be able to work independently with minimal supervision; 3) have ability to manage, direct, supervise and evaluate staff; and 4) comply with federal, state, and parish regulations.

District Data and Reporting Supervisor Job Description

HUMAN RELATIONS INVOLVEMENT

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

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

M.Ed. +30, Education Leader Type A or Level 3 Certificate; five years' successful experience as a Principal or district administration.

EXPERIENCE

Must have experience working with data from various types of student assessments, including assessments required by the State of Louisiana and other norm/criterion-referenced tests; Must have experience working with large data sets including data analysis, interpretation, and display; Must possess strong communication, organizational, analytical, and written skills; Must demonstrate initiative and the ability to handle multiple tasks simultaneously; Must have ability to interact positively with teachers and administrators; Must have prior experience working with adult learners; Must possess knowledge of the school improvement process; Must possess technological proficiency using the Microsoft Office Suite.

APPROVED: _____ DATE: _____

REVIEWED AND AGREED TO: _____ DATE: _____

Board Approved: March 16, 2017

Revised: September 21, 2017

**ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
EXECUTIVE COMMITTEE MEETING
AGENDA ITEM**

MEETING DATE: September 17, 2019

ITEM #: 5

TOPIC: Presentation of the Feasibility Study requested at the SJPB Board's Work Session held August 20, 2019 in the Central Office Media Center.

BACKGROUND:

The SJPB Central Office Administrators met on three occasions after being given the task of conducting a Feasibility Study. The Feasibility Study is attached.

ALTERNATIVES:

Accept recommendation

Do not accept

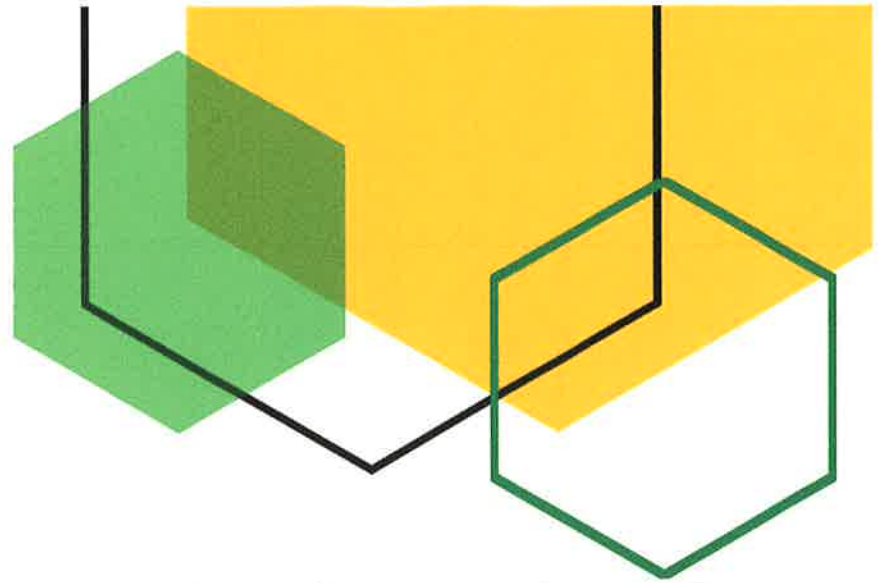
Table

SUPERINTENDENT'S RECOMMENDATION:

COST:

Affiliated Costs are defined in the attached study.

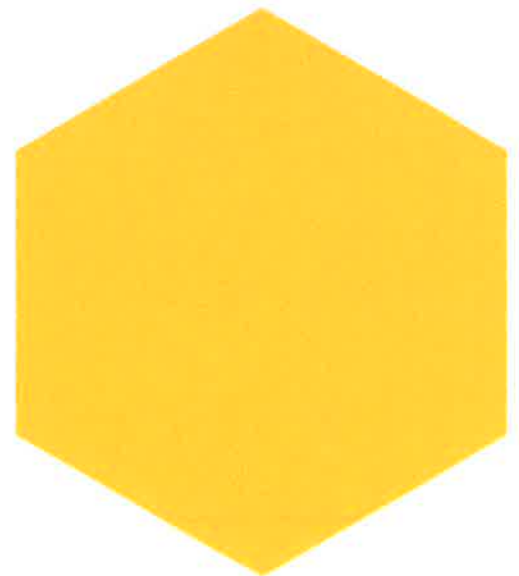
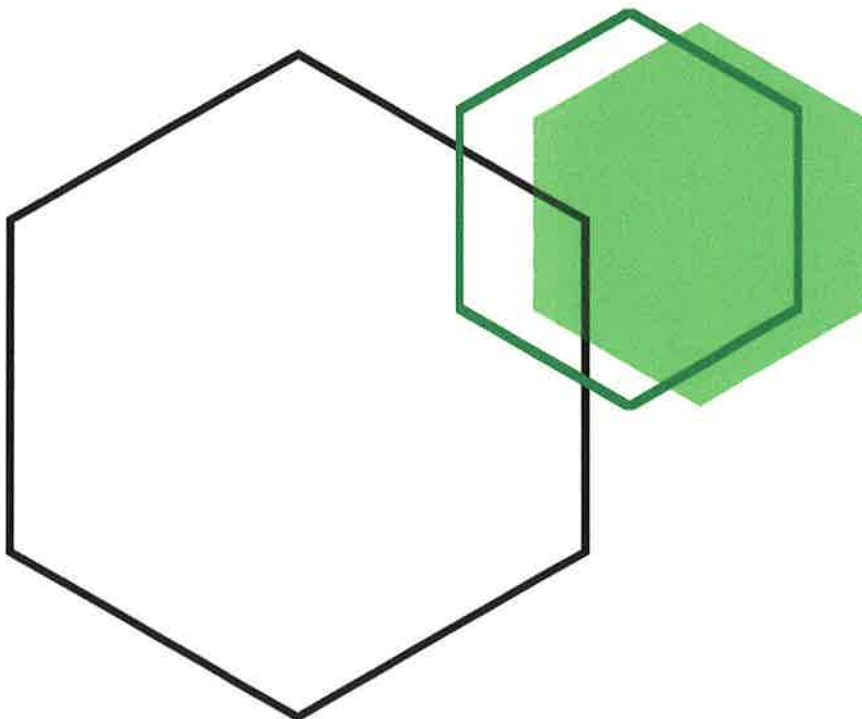
INFORMATION SOURCES: See attached documents.



St. John the Baptist Parish Schools

Feasibility Study

This study was commissioned to the District Office Administrators by the Executive Committee of the SJBPS School Board. Its purpose is to determine the feasibility of moving Fifth Ward students and associated programs to an alternate site in the parish.





SJBP Feasibility Study

Purpose and Scope

OBJECTIVE

The St. John the Baptist Parish School Board's Executive Committee voted to direct administration to conduct a study to look into the feasibility of moving students from Fifth Ward Elementary, to see the financial impact of such a move and to determine how to address the matter with the courts because the district is still under and must comply with a desegregation order.

METHODS

The committee members brainstormed possibilities by examining initial data provided: school building data, teaching staff, student population, square footage, approximate per student cost, current MFP enrollment, and pre-Kindergarten enrollment. Building maps and classroom counts were also used. Comparisons were made to determine current enrollment with overall capacity of each site.

POSSIBLE DECISION CRITERIA

The following criteria were used for comparison:

- Fifth Ward Student Count
- Other Schools' Student Count
- Transportation
- Overall Capacity of School Buildings
- Condition of Facilities
- Time Frame
- Expenses/Cost
- Student Growth after Campus Moves

MAJOR OPTIONS

- Move Fifth Ward to another campus
- Co-locate on another campus
- Assimilate with another school/student population
- Redistrict and reconfigure entire parish

Committee Members



Heidi Trosclair, Superintendent
Bob Bourgeois, Jr.
Cory Butler
Terry Charles
Rev. Herman Clayton
Angela Davis
Bonnie Dinvaut
Trayvonnia Duhe
Serina Duke
Sharess Every
Tanya Faucheux
Dr. Juanita Hill
Shannon Smith-Magee
Erica Merrick
Dominique Miller
Iman Montgomery
Peter Montz
Michelle Seymour
Dr. Stacey Spies
Elizabeth Thompson
Patricia Triche
Steve Vales
Dr. Brandy Vaughn
Melissa Watson

MEETING DATES:

Friday, August 23, 2019
Tuesday, Sept. 3, 2019
Wednesday, Sept. 11, 2019

SJBP Feasibility Study



Data Chart. Counts/Capacity/Costs

Site	MFP Student Count	PreK Student Count	Total Student Count	Estimated Site Capacity	Difference (Count vs Capacity)	Site's Classroom Count	2018-2019 Site Costs	Estimated per Pupil Expenditures (minus Trans. and Food Services)
ESJH	1259	0	1259	1771	512	99	\$9,682,779	\$7,691
LES	892	20	912	1250	338	61	\$6,582,300	\$7,217
ESJP	429	0	429	450	21	49	\$3,339,949	\$7,785
SJAP (Modulars)	54	0	54	756	702	28	\$996,758	\$18,458
WSJH	163	0	163	506	343	22	\$2,463,310	\$15,112
WSJE	273	44	317	700	383	23	\$2,810,530	\$8,866
FWE	418	0	418	897	479	39	\$3,422,598	\$8,188
LPE	681	100	781	820	39	48	\$4,492,265	\$5,752
JLO	435	0	435	460	25	20	\$2,672,659	\$6,144
GMMS	321	91	412	920	508	40	\$2,824,208	\$6,855
ECW	434	78	512	598	86	26	\$3,852,044	\$7,524
STEM	411	0	411	500	89	38	\$1,825,651	\$4,442

As of September 3, 2019, Fifth Ward Elementary's Student Count was 418. In general, there are potentially 3 other sites in the district who could accommodate FW's student body "as a whole":

- **East St. John High School** has capacity for 512 additional students.
- The modulars located at **East St. John Preparatory Academy** could accommodate up to 702 additional students.
- **Garyville/Mt. Airy Magnet School** could accommodate 508 additional students.

The following schools are at or near capacity:

- **East St. John Preparatory Academy**
- **Lake Pontchartrain Elementary School**
- **John L. Ory Magnet School**
- **Emily C. Watkins Elementary**
- **St. John STEM Program (Leon Godchaux Campus)**



Option 1: Moving Fifth Ward Elementary Students to East St. John High School's Freshman Success Academy

Pros	Cons
FW could use the Freshman Success Academy Building as their school site.	Housing elementary students on a high school campus would not be an ideal mix due to grade disparity: 9-12 mixed with K-4.
The building has its own 'front office'.	Restrooms/water fountains/sinks would have to be retrofit for smaller population .
FW students and faculty could be moved "as a whole"; although FW will still be an "F" school, it achieved the highest 'growth' with its students during the 2018-2019 school year.	Cafeteria is already at capacity with 3 full lunch shifts; this would be the introduction of another lunch shift.
There could be potentially reduced time and mileage for bus routes.	Only 22 classrooms available in building when 35 are needed.
	Playground would need to be added.
	Insufficient parking for a whole other faculty.
	Student drivers may pose additional dangerous conditions.

AFFILIATED TASKS/COSTS:

Install Playground - \$100,000

Move FW to ESJH - \$100,000-\$150,000

Retrofit restroom fixtures

RECOMMENDATION: NOT IN FAVOR	
IN FAVOR:	0
NOT IN FAVOR:	22
Major Reason(s) for Recommendation:	
Mixed grade levels: K-4 and 9-12;	
Retrofitting costs; Not enough space;	
Lunchroom at capacity	



Option 2: Moving Fifth Ward Elementary Students to the Leon Godchaux Campus; Moving STEM Magnet Program to ESJH Freshman Success Academy Building

Pros	Cons
STEM could use the Freshman Success Academy Building as their school site.	When the STEM Program was formulated, parents were surveyed about having the program on ESJH's campus; the results of the survey follow: 43.36% (of 846 responders) said that ESJH was "Not a Good Location" or "Would not Choose this Location at all"
FW students and faculty could be moved "as a whole"; although FW will still be an "F" school, it achieved the highest 'growth' with its students during the 2018-2019 school year.	Transportation would have to add an additional route and additional time to transport FW students to LG; it's farther away.
STEM Program could have braided courses in the ESJH Master schedule and vice versa.	Public Road runs through campus/Too Open.
Transportation would save 20-22 minutes putting STEM/ESJH together. Both STEM/ESJH on one campus would eliminate the need for a 2 nd bus run.	The District would lose students from STEM.
	The move would potentially eliminate the FSA concept.
	STEM would fill up FSA as is; it will grow next year and not fit.
	Tiered bell schedules would need to be adjusted.

AFFILIATED TASKS/COSTS

Install Playground - \$100,000

Move STEM to ESJ - \$100,000-\$150,000

Move FW to LG Site - \$100,000-\$150,000

RECOMMENDATION: TIED VOTE

IN FAVOR: 11

NOT IN FAVOR: 11

Major Reason(s) for Recommendation of IN FAVOR: Keeping FW as a school together; cohesive age groups at ESJH/STEM.

Major Reason(s) for Recommendation of NOT IN FAVOR: Insufficient room; expansion not possible; compromise FSA concept; impact on bell schedules



Option 3: Moving Fifth Ward Elementary Students to the Modulars at East St. John Preparatory Academy (using some of ESJP’s middle school building if necessary)

Pros	Cons
Fifth Ward is the feeder program for East St. John Prep so the students would be on the same campus for Kindergarten through 8 th grade; students are in the same school zone. Older siblings would be on the same campus as younger siblings.	The K-4 th and 5 th -8 th grade configuration split was made 3 years ago to better serve the students: <ul style="list-style-type: none"> • Multiple teachers would be teaching the same grade for planning and supporting purposes • Master Teachers and School Administrators would be to support fewer grades • Programs could be put in place to support students specific to these grade bands Combining these schools could possibly undo the work completed.
FW students and faculty could be moved “as a whole”; ESJP/FW could be operated as 2 separate schools under one roof.	Modulars are a ‘short term’ fix
Although FW will still be an “F” school, it achieved the highest ‘growth’ with its students during the 2018-2019 school year.	Wheelchair students – one set of restrooms; no changing tables in modulars.
Least disruptive to Transportation, as this would save 12 minutes of travel. It gives more time for breakfast.	Connections/Redirect have to move again.
Walkways are ADA compliant	We would have to adjust bell schedules.
Existing playground structures exist on the ESJP site.	Students would be moving in outside weather.
FW would have access to a gymnasium.	

AFFILIATED TASKS/COSTS

- Move FW to ESJP - \$100,000-\$150,000
- \$60,000 to upgrade modulars

RECOMMENDATION: NOT IN FAVOR

IN FAVOR: 1
 NOT IN FAVOR: 21

Major Reason(s) for Recommendation of NOT IN FAVOR: Temporary fix; 2 schools in 1 facility is not student-friendly; students would in outside weather conditions daily; space not adequate.



Option 4: Moving Fifth Ward Elementary Students to Garyville Mt. Airy Magnet

Pros	Cons
FW students and faculty could be moved "as a whole"; GMMS/FW could operate as 2 separate schools under one roof.	2 schools on 1 campus: 2 principals, 2 cultures; difficult to be autonomous.
Facility has many amenities: new asphalt, new roof, gymnasium, Baseball Field, greenspace.	No capacity on bell tier (transportation); move would add additional travel time minutes.
We would have to move Pre-K; they could be added to their "big school" campus.	We would have to move Pre-K out of GMMS...would they fit elsewhere?
New playground equipment exists on campus.	There would be 3 schools/programs at one site: GMMS Magnet, GMMS Residential, and FW.
GMMS has upgraded facilities.	

AFFILIATED TASKS/COSTS

Move FW to GMMS - \$100,000-\$150,000

Head Start Moving - \$50,000-\$75,000

RECOMMENDATION: IN FAVOR

IN FAVOR: 14

NOT IN FAVOR: 8

Major Reason(s) for Recommendation of IN FAVOR: The campus is in great shape; many new upgrades; seems to be a viable option.



Option 5: Redistrict school attendance zones for all St. John the Baptist Parish Public Schools.

Pros	Cons
FW students would be dispersed to other schools within the district which have a "C" or higher letter grade. SJBP would have no "F" school in the district.	When a vendor redistricts schools, transportation routes will also need to be redone; buses will need to be rerouted; would we need to purchase additional buses?; we already have a shortage of drivers.
The last time redistricting occurred in SJBP School District was 2002.	This option would potentially add an additional school transitions for students if we would not keep K-8 structure.
This redistricting could make schools more equitable in population based on building size.	This option would also break up/disperse the FW teachers and students.
Fewer buildings to maintain (Save \$\$\$)	SPED needs must be considered.
Impact on SPS/DPS could be positive.	

AFFILIATED TASKS/COSTS

- Contract with a redistricting vendor (like our use of South Central Planning in the past) at an approximate cost of \$50,000 to \$60,000
- Matching transportation Rerouting would take no fewer than 6 months and cost approximately \$30,000
- Move FW teachers to other sites -\$100-\$150,000

POSSIBLE CONSIDERATIONS

- Keep the K-8 Configuration
- Divide the campuses into grade band specific sites:
 - Magnet Programs will remain as is:
 - JLO K-8th, GMMS K-8th, STEM 8th-12th
 - Possibly move magnet 8th graders from JLO and GMMS to STEM
 - West Bank will remain as is: WSJH 8th-12th and WSJH PK-7th
 - Elementary Sites:
 - LES (Capacity 1250)
 - ECW (Capacity 598)
 - GMMS (Capacity 920 – ½ elementary)
 - Middle School Sites:
 - ESJP (Capacity 450)
 - LPE (Capacity 820)
 - GMMS (Capacity 920 – 12 middle)
- Current Populations
 - Elementary 2928 (without WSJE)
 - Middle School 1277 (without GMMS, JLO, STEM, WSJH)

RECOMMENDATION: IN FAVOR

IN FAVOR: 21

NOT IN FAVOR: 1

Major Reason(s) for Recommendation of NOT IN FAVOR: Fiscally responsible; keep students in correct attendance zone; long term plan to move district forward; potential of losing an "F" school.