

THE OFFICIAL PROCEEDINGS OF THE GRANT PARISH SCHOOL
BOARD OF THE PARISH OF GRANT, STATE OF LOUISIANA, TAKEN
AT A REGULAR MEETING HELD ON TUESDAY, FEBRUARY 7, 2017,

The Parish School Board of the Parish of Grant, State of Louisiana, met in its regular meeting place, the Grant Parish School Board Office, Colfax, Louisiana, in Regular Session, Tuesday, February 7, 2017 at 6:00 o'clock P.M.

There were present Mrs. Mary Bullock, Mr. A. D. Futrell, Mr. Buddy Pennison, Mr. Randy Browning, Mrs. Lisa Roberts, Mrs. Charlene Anderson, and Mr. Bill Riggs.

All of the Board Members were not present, Mrs. Karen Layton was absent.

Mrs. Sheila S. Jackson, Secretary-Treasurer was also present.

The Parish School Board of the Parish of Grant, State of Louisiana, was duly convened by Mrs. Charlene Anderson, President of the Grant Parish School Board, who then stated that the Grant Parish School Board was ready to transact any business which may come before the Board.

Motion by Mr. Pennison, seconded by Mr. Browning and unanimously approved the January 12, 2016 Regular Meeting Minutes.

The following Recognitions were made:

Recognize: Winners of the Game Day T-Shirt Art Contest: Heather Frost – Grant Junior High School, Layla Judice – Verda Elementary School, Dylan Scott – Grant Junior High School, Ainsley Gauthier – Pollock Elementary School, and Ayiana Canoe – Georgetown High School.

Recognize: Mr. Andy Bachman and First Responder Students at Grant High School for their 1st Place People's Choice Award at the SECO Event: Kaylie Clay, James Dezendorf, Tracie Green, Breanna Nettles, Ross Phillips, Dameshia Vinson, Makena Barrios, Jordan Brister, Kaitlyn Burch, Virginia Burns, Tori Couvillion, Aubri Davis, Sarah Gentry, William Mason, Jonterrus Means, Shian Murrell, Hannah Nick, Ethan Wilkins, and Kelsey Dupuy.

The following reports were discussed: Grant Jr. High School Athletic Facility Update, Grant High School Air Conditioning Update, Speed Zone enforcement at Grant High School and South Grant Elementary, February Student Count, and Pre-K Grant. The ATT-JAG Grant was moved to the March 7, 2017 Board Meeting.

Received for adoption at the March School Board Meeting, the 2017-2018 Proposed Academic Calendar.

Motion by Mrs. Roberts, seconded by Mr. Futrell and unanimously approved entering into agreement with Central Control to provide shelter in the event of an emergency evacuation between the Grant Parish School Board and Central LLC.

**EMERGENCY SHELTER AGREEMENT
DISASTER ASSISTANCE PLAN**

This agreement is made and entered into as of this 7th day of February 2017, by and between Grant Parish School Board and Central Control LLC hereinafter referred to as "Facility".

Witnesseth:

The Facility wishes to retain Grant Parish School Board to assist the Facility in the event of an emergency.

Whereas, Grant Parish School Board wishes to provide approximately 8,000 square feet gymnasium at the Grant Parish High School to the Facility in the event of an emergency to shelter residents from Kentwood Manor, Magnolia Estates, Camelot Brookside, Camelot of Broussard, Camelot Place, and Northridge Care Center.

Recitals:

1. The purpose of this plan is to provide the Facility with shelter in the event of a disaster.
2. Grant Parish School Board will provide the Facility with shelter within a reasonable time after notification from the Facility.
3. This agreement is in effect as of date defined above and will be in effect until either party gives sixty (60) days written notice to the other party.
4. Attachment A hereto describes the specifications of Grant Parish School for purposes necessary for shelter.

Grant Parish School Board

Central Control, LLC

By: Sheila S. Jackson

By: Nicole Hansen

Its: Superintendent

Its: COO

**ATTACHMENT A
EMERGENCY SHELTER AGREEMENT
GRANT PARISH SCHOOL**

1. CONTACT PERSON AT SCHOOL Sheila Jackson
2. CAPACITY OF RESIDENTS/STAFF 200
3. SQUARE FOOTAGE OF SPACE 8,000
4. AGE OF SCHOOL 33 years
5. AIR CONDITIONING CAPABILITIES Yes

6. CURRENT PHYSICAL CONDITION OF SCHOOL Excellent

7. PROVISIONS FOR FOOD PREPARATION AND SERVICE Cafeteria Available
8. PROVISIONS FOR BATHING AND TOILETING seperate women's and men's bathrooms with toilets and showers.

Motion by Mr. Pennison, seconded by Mr. Riggs and unanimously approved adopting Policy revisions: DJH, Authorized Signature; JBC, School Admission; JBCC, Student Assignment; JCDHD, Dangerous Weapons, and JGCD, Administration of Medication.

Motion by Mr. Browning, seconded by Mr. Riggs and unanimously approved adopting the new policy JQE, Expecting and Parenting Students.

Motion by Mr. Futrell, seconded by Mrs. Roberts and unanimously approved a one-time, \$200.00 pay supplement to support personnel.

Motion by Mrs. Roberts, seconded by Mr. Pennison and unanimously approved accepting EEF Amendment 1 to reflect the 5 percent allocation reduction for the 2016-2017 school year.

Motion by Mr. Browning, seconded by Mr. Futrell and unanimously approved entering into Executive Session to consider allowing HD to enter school in Grant Parish. HD's father allowed an open session.

Motion by Mr. Futrell, seconded by Mrs. Roberts and unanimously approved for School Board to discuss in private allowing HD to enter school in Grant Parish.

Motion by Mr. Pennison, seconded by Mr. Browning and unanimously approved returning to regular session. HD was allowed to attend the adult education program at night.

Motion by Mr. Pennison, seconded by Mr. Futrell and unanimously approved entering into Executive Session to consider Superintendent's Evaluation.

Motion by Mrs. Bullock, seconded by Mr. Browning and unanimously approved returning to regular session.

Mrs. Anderson reported that the superintendent received a satisfactory evaluation.

Motion by Mr. Futrell, seconded by Mr. Browning, Mrs. Roberts had an opposing sign, however, the superintendent's Contract was renewed from July 1, 2017 to December 31, 2019.

**CONTRACT BETWEEN
GRANT PARISH SCHOOL BOARD AND SHEILA JACKSON**

This contract made and entered into this 7th day of February, 2017 by and between the Grant Parish School Board, a political subdivision of the State of Louisiana, located in Grant Parish in the State of Louisiana (hereinafter called the "Board"), and hereinafter represented by its President, Mrs. Charlene Anderson, duly authorized to act herein by action of the Board found in the official minutes of the Board meetings of the 7th day of February, 2017, and Sheila Jackson (hereinafter "Superintendent"), a major resident of the Parish of Grant, State of Louisiana.

WITNESSETH:

I. APPOINTMENT AND ACCEPTANCE; TERM OF CONTRACT; CERTIFICATION

In consideration of the mutual covenants and benefits to each party contained herein, and, in accordance with the terms and conditions set forth herein, the Board does hereby appoint and employ Sheila Jackson and Sheila Jackson hereby accepts such appointment and employment, as Superintendent of Schools for the Grant Parish Public School System for a period commencing July 1, 2017 and ending at midnight December 31, 2019. The Superintendent shall hold and maintain throughout the life of this contract, and any renewal thereof, valid and appropriate certification from the Louisiana Department of Education indicating that she is qualified to act as a Superintendent in the State of Louisiana.

II. GENERAL DUTIES OF SUPERINTENDENT

A. The Superintendent shall perform all the duties of Superintendent, Chief Executive Officer, and Ex-Officio Secretary of the Board as may now or hereafter be prescribed by the Constitution and laws of the State of Louisiana, the policies, rules and regulations adopted pursuant thereto by the Louisiana Board of Elementary and Secondary Education and the State Department of Education, and the policies, rules and regulations and directions prescribed by the Grant Parish School Board.

B. Except as otherwise provided by law now or during the term of this contract, it shall be the right and responsibility of the Superintendent to select and assign school personnel, to transfer personnel in the best interest of the school system, and to make recommendations to the Board on job descriptions and arrangement/re-arrangement of the administrative and supervisory staff.

C. The Board, individually and collectively, shall promptly refer to the Superintendent for study and recommendation, all criticisms, complaints, and suggestions called to its attention.

III. SALARY OF SUPERINTENDENT

The Superintendent shall be paid an annual minimum base salary of \$80,000.00 and receive all state and local supplements and salary increases. This annual salary shall be paid in equal installments in accordance with rules of the Board governing payment of salary to other professional staff members in the system. Any action by the Board adjusting the Superintendent's salary up during the term of this contract, or any renewal thereof, shall be considered as an amendment to and become a part of this contract and shall also increase the base salary for each subsequent year by the same amount.

IV. AUTOMOBILE AND VOUCHERED EXPENSES

The Superintendent shall be responsible for providing her own automobile with minimum liability coverage of \$100,000/\$300,000. Said policy shall name the Board as an additional insured.

During the term of this agreement, the Superintendent shall receive a \$600.00 monthly automobile allowance.

V. HEALTH CARE EXPENSES

The Superintendent is eligible to participate in the group health insurance program made available by the Board for its employees on the same basis as twelve (12) month Central Office employees.

VI. DISCHARGE FOR CAUSE

Throughout the term of this contract, the Superintendent shall be subject to discharge for good and just cause in accordance with the laws of the State of Louisiana, including particularly La. R.S. 17:54, at a regular meeting or a special meeting of the Board. Prior to the institution of such proceedings, the Superintendent shall be afforded written charges against her, 20 days notice of hearing, and a hearing before the Board. If the Superintendent chooses to be accompanied by legal counsel at this hearing, she will assume the cost of her legal expenses regardless of the outcome of those proceedings. It is understood and agreed that the Superintendent is a public official elected by the Board and is not a promotional employee governed by the provisions of La. R.S. 17:444.

VII. PERIODIC EVALUATIONS

The Board shall provide the Superintendent with periodic opportunities to discuss Superintendent-Board relationships and shall inform her immediately of any inadequacies in her performance perceived by the Board, collectively or individually. At least once each fiscal year, the Board shall evaluate and assess in writing the performance of the Superintendent

utilizing a format agreed to by the Board and the Superintendent. The Board and Superintendent shall meet thereafter for the purpose of discussing the results of the evaluation.

The Superintendent shall have the right to file a response to the evaluation. This response shall become a permanent attachment to the evaluation and the Superintendent's personnel file and must be presented to the Board by the Superintendent within fifteen (15) work days of the receipt by the Superintendent of the written evaluation in order to be attached.

VIII. VACATION; SICK LEAVE

A. The Superintendent shall receive the same number of working days per year of paid annual leave, sick leave, and emergency leave applicable to twelve month Central Office personnel. To the extent authorized by School Board policy, all unused vacation or annual leave which accrues throughout the term of this contract shall be carried forward or accumulated without limitation and shall be paid at the termination or expiration of this contract.

B. Accrued unused sick leave earned by the Superintendent during each year of this contract shall be carried forward to the succeeding year without limitation. Such unused accumulated sick leave may be used for personal illness or emergencies, as defined by Board policy. In the event that the Superintendent should leave office by reason of retirement or death prior to retirement, then she or her estate shall be paid for accumulated sick leave not to exceed twenty-five (25) days.

IX. PROFESSIONAL MEETINGS; TRAVEL EXPENSES; ORGANIZATION DUES

A. The Superintendent shall attend such professional meetings at the local and state level as she deems appropriate. The Superintendent shall receive approval from the Board president prior to attending any meeting outside the State of Louisiana. The out-of-pocket travel expenses incurred by the Superintendent in the performance of her duties shall be paid in accordance with Board policy.

B. The Board expects the Superintendent to continue her professional development and expects her to participate in relevant learning experiences, such as the above-described professional meetings and through membership in professional organizations. In this regard, the Board agrees to pay all reasonable professional and membership dues incurred by the Superintendent.

X. RENEWAL OF EXTENDING TERM; NON-RENEWAL; REASSIGNMENT

No later than 180 days prior to the expiration of this contract, the Superintendent shall notify each Board member by certified mail of the existence of the automatic renewal provision

set forth herein below. The Superintendent's failure to provide such notification in a timely manner shall cause the employment contract to expire on December 31, 2019.

No later than 120 days prior to the expiration of this contract, the School Board shall notify the Superintendent in writing if it does not intend to renew her contract. The Board's failure to notify the Superintendent in writing at least 120 days prior to the date on which said contract expires if the Board's intention not to renew this contract will automatically result in a one-year extension of this contract pursuant to the same terms and conditions as contained herein.

XI. PERFORMANCE

The Superintendent shall fulfill all aspects of this contract to the best of her ability, any exception thereto being by prior mutual consent of the Board and Superintendent.

XII. INDEMNIFICATION; DEFENSE

The Board shall defend, hold harmless, and indemnify the Superintendent from any and all demands, charges, claims, suits, actions, judgment and legal proceedings brought against her in her official capacity as agent, officer, and/or employee of the Grant Parish School Board. If, in the good faith opinion of the Superintendent, a conflict exists as regards the defense to such claim between the legal position of the Board and the legal position of the Superintendent, the Superintendent may employ her own legal counsel. In this event, the Board shall reimburse the Superintendent for her costs of legal defense, at rates not to exceed the maximum hourly rates established by the Attorney General of the State of Louisiana for employment of special counsel, unless it is the finding of the Court that the Superintendent, acted outside the course and scope of her duties as Superintendent, in which case the Superintendent shall be responsible for the payment of her own legal fees and costs.

XII. HEADINGS

The headings inserted at the beginning of each paragraph hereof are for convenience only and do not add or subtract from the meaning or the contents of each paragraph.

XIV. ENTIRE AGREEMENT

This contract embodies the entire agreement of the parties hereto relating to the provisions of the Superintendent's employment during the term of same.

XV. SEVERABILITY CLAUSE

If any term, provision, or item of this contract or the application thereof is held invalid or found to be in violation of state and/or federal constitutional or statutory law of regulation, such invalidity shall not affect other terms, provisions, items or applications of this contract which shall be reformed and given effect without the invalid term, provisions, items or

applications, and to this end the provisions of this contract are hereby declared severable and/or reformable.

XVI. INTERPRETATION

This contract shall be interpreted according to the laws of the State of Louisiana.

The parties hereto affirm that they have read and are familiar with the terms hereof and have signed same before the undersigned competent witnesses on this 7th day February, 2017.

WITNESSES:

Diane Moner

Bill Riggs

Charlene Anderson

Charlene Anderson, PRESIDENT
GRANT PARISH SCHOOL BOARD

Sheila Jackson

SHEILA JACKSON, SUPERINTENDENT
GRANT PARISH SCHOOL BOARD

SWORN TO AND SUBSCRIBED before me this 7th day of February, 2017.

Mary Bullock
Mary Bullock NOTARY PUBLIC # 64304
Parish of Grant
My Commission expires at death

Grant Parish School Board

Addendum to Superintendent's Employment Contract

Revised Performance Objectives – Effective July 1, 2017 – December 31, 2019

Throughout the term of this Contract and any renewals thereof, the Superintendent shall meet or exceed the following Performance Objectives:

PERFORMANCE OBJECTIVES

1. The Superintendent shall keep the Board informed of material developments which positively or negatively impact the Grant Parish School System.
2. The Superintendent shall keep the Board informed as to the status of Board finances and its budget and shall make such recommendations as are necessary to maintain a balanced budget.
3. The Superintendent shall timely file and/or post all necessary reports, agendas, or other documents required by law.
4. The Superintendent shall be an advocate for the Grant Parish School System.
5. The Superintendent shall maintain a visible presence in the schools and in the community.
6. The Superintendent shall assist the staff in seeking out all available funding with the goal of obtaining funding to improve educational opportunities for all students.
7. The Superintendent shall monitor and work toward improving student achievement in the Grant Parish School System.
8. The Superintendent shall institute the instructional leadership and or administrative oversight necessary to demonstrate system-wide improvement in the following areas:
 - A. Maintain or increase the District Performance Score (or its equivalent);
 - B. Assist any school with a School Performance Score (or its equivalent) of C, D or F in writing and implementing a School Improvement Plan to address the areas identified as needing improvement;
 - C. Maintain or increase the High School Graduation Rate (or its equivalent);

- D. Assist any school with a School Performance Score (or its equivalent) of C, D or F in writing and implementing a plan to address increasing the High School Graduation Rate;
- E. Maintain or increase the percentage of teachers with a proficient effective to highly effective performance rating.

This Done and Signed the 7th day of February, 2017, in the presence of the undersigned competent witnesses in Colfax, Louisiana

Witnesses:

Diane Mon

Bill Riggs

Roland L. Johnson

Charlene Anderson

Charlene Anderson, President
Grant Parish School Board

Sheila S. Jackson

Sheila S. Jackson, Superintendent
Grant Parish School Board

The Superintendent discussed with Board Members: LSBA Packet, School Visits,
Student of the Year Reception at 4:00 pm before the March Board Meeting, and Spring 2017
Testing Readiness Update.

Motion by Mr. Pennison, seconded by Mr. Riggs and unanimously approved adjourning
the meeting.

s/Charlene Anderson
Charlene Anderson
President
Grant Parish School Board

ATTEST: _____
Sheila S. Jackson
Secretary-Treasurer
Grant Parish School Board