

# May 13, 2019

## DATE, TIME, PLACE OF MEETING

Dr. Marcus Jackson held the Zone Advisory Committee Meeting.

The R3 Zone Advisory Committee Meeting was held in the Superintendents Conference Room at the Central Office, located at 3310 Broad St, Lake Charles, Louisiana, 70615, on Monday, May 13, 2019, at 6:00 pm.

## ROLL CALL

The roll was called by Mr. Darrell Bourgeois and the following members were present:

Stephanie Morris, Carolyn Henry, Darrell Bourgeois, Keith Bell were present.

Shauntel Brooks, Marcus Combre, Erica Cooper, Belinda Ledoux, Indiana Rideaux, Irene Weston, David Papania, Sparkle Broussard, Brad Evans, Thomas Clemons, Tennille Harmon, Eric Doshier, Mike Chapman, Priscilla Fuselier, Jacquelyn Moore and Courtney Armstead were absent.

## PRESENTATIONS

### A. Previous Meeting Minutes- Darrell Bourgeois

### B. Review of Goals/Status of Goals- Dr. Jackson

- By the end of the third year of the Redesign Grant, the SPS of each zone school rated F will grow a minimum of 16 points from their projected 2018 SPS and D rated schools will grow a minimum of 12 points.
- The percent of students scoring mastery or above on State standardized assessments will increase at levels over three years of the grant.
- By 2021 Cohort Graduation Rate at zone high schools will increase.
- Each zone school will earn composite scores on the Qualitative Indicators of their end of the year TAP School Review Summary Report Conducted by NIET.
- At the beginning of each school year, 90% or more of teachers in zone schools will be certified in the area in which they teach.
- Attendance Goals: Teachers 90%, Students 93%
- Zone schools will score 90% or higher each year on the SWPBIS Tiered Fidelity Instrument.
- Principals at each zone school will earn a rating of 3.5 or higher by their faculty members on the McRel Leadership Responsibilities Survey.

### C. Directors Report- Dr. Jackson

### D. Empower Update

### E. Launch Items

- Why Campaign
- RTI Manual
- STEM & STEAM Pathways
- Data Review
- R3- Reforming, Renewing & Rebuilding

## F. Policy Council By Laws- Darrell Bourgeois

### ❖ Article I – Name and Authority

- Section 1- The name of the organization shall be the Calcasieu Parish School Board (CPSB) Advisory Committee (AC) Policy Council, hereafter referred to as the Policy Council.
- Section 2- All Policy Council authorities are outlined as follows from Advisory Council Duties and Responsibilities:
  - The programs philosophy and long and short-range program goals and objectives.
  - The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen.
  - Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.
  - Program personnel policies and subsequent changes to those policies, including code of conduct for committee.
- Section 3- Order of Authority is Advisory Committee, Policy Council By-Laws, Policy Council Rules, and Robert’s Rules of Order in descending order.

### ❖ Article II- Purpose

- Section 1- The purposes of the Policy Council are as follows:
  - To participate in shared decision making as outlined in the Advisory Committee Duties and Responsibilities
  - To work with the CPSB, and the Advisory Committee for the effective provision of services;
  - To promote the leadership and creative thinking necessary to work towards complete reaching our goals.

### ❖ Article III- Structure

- Section 1- The Policy Council shall be comprised of Parent Representatives (Parent Rep) and Community Representatives (Community Rep).

### ❖ Article IV- Officers

- Section 1- The Officers- consists of the President, Vice President, and Secretary, each with the exception of the President, having an equal vote in the decisions of the council.
  - Chair
    - Preside over Advisory Meetings;
    - Serve as the official Representative of the Advisory Committee
    - Have Signature Authority for the advisory
    - Appoint Committee members to be approved by the Advisory Committee;
    - and
  - Vice Chair
    - Carry out all of the duties of the Chair in his/her absence;
    - Preside over Advisory Committee Meetings in the absence of the President;
    - Serve on all policy Council Special Committees to include Personnel Committee;
  - Secretary

- Work with the advisory committee staff to ensure that accurate minutes of the Advisory meetings are recorded and placed on file;
- Ensure that minutes are completed within seven days following the meeting and submitted to the chair;
- Assist with mailings and distributions as necessary; and
- Carry out such reasonable duties as requested by the Zone Directors

- Media Chair

- Assist with promotion of media relation for Zone School (commercials, twitter, Facebook, etc...)
- Carry out such reasonable duties as requested by the Zone Director

- Assistant Media Chair

- Assist Media Chair with promotion of media relation for Zone School (commercials, twitter, Facebook, etc...)
- Carry out such reasonable duties as requested by the Zone Director

- Section 2- Upon committing violations of the Code of Conduct or the Policy Council By-Laws, Officers may be removed from their position and/or the Policy Council by two-thirds (2/3) vote of the entire Policy Council.

- Officers will be allowed one minute to speak on each allegation of violations of the Code of Conduct or the Policy Council By-Laws and two minutes to speak on any motion to excuse said officer from their position.
- Officers will be allowed to respond to all allegations of violations of the Code of Conduct or the Policy Council By-Laws
- Deliberations shall take place in closed session where only the allegations and responses as well as the motion to excuse may be discussed all guests, Honorary Members, and the Officer in question will leave the room for closed session.
- The vote must take place in open session and may be in any form outlined in Roberts Rules of Order.
- Once an Officer has been removed from his/her position he/she retains membership unless a separate vote is taken to remove the member from the Policy Council.
- An Officer with two unexpected or two consecutive absences forfeits position as well as membership to the Policy Council.
- Only the Policy Council may excuse absences

- ❖ Article V- Membership

- Section1- The Policy Council shall consist of;

- Parent Reps elected or selected
  - Each center will have at least one Parent Rep
  - Each Parent Rep is a voting member of the Policy Council; and Each Parent Rep must have a child currently enrolled in Head Start.
- Three community Reps selected by the grantee staff.
  - The Policy Council must approve Community Reps before voting rights may be exercised and Each Community Rep is a voting member of the Policy Council.

- Section 2- Members are elected or appointed for two calendar years.

➤ Section 3-

- Advisory Committee and their immediate family are prohibited from serving as Parent Reps or Community Reps.
- Grantee members and their immediate family are prohibited from serving as Parent Reps.
- Immediate family for the purposes of the document, include: mother, father, and grandmother, grandfather, brother, sister, son, daughter, or equivalent in-law or step relationship.

➤ Section 4- The quorum of the Policy Council shall consist 51% of the voting membership. The chair is considered in the calculation of quorum.

➤ Section 5- Upon committing violations of the Advisory Committee Code of Conduct or the Policy Council By-Laws, members may be removed from the Policy Council by a two-thirds (2/3) vote of the entire Policy Council.

- Members will be allowed one minute to speak on each allegation of violations of the Code of Conduct or the Policy Council By-Laws and two minutes to speak on any motion excuse said member from their position.
- Members will be allowed to respond to all allegations of violations of the Advisory Committee or the Policy Council By-Laws.
- Deliberations shall take place in closed session where only the allegations and responses as well as the motion to excuse may be discussed all guests, Honorary Members, and the Member in question will leave the room for closed session.
- The vote must take place in open session.
- A member with two unexcused or two consecutive absences forfeits position as well as membership to the Policy Council.
- Only the Policy Council Chair may excuse absences.

❖ Article VI- Meetings

➤ Section 1- The meeting will be held in September on the 3<sup>rd</sup> Monday of the month of the school year. If the 3<sup>rd</sup> Monday of the month falls on a holiday, the meeting will be conducted during the 2<sup>nd</sup> Monday of the month, unless otherwise noted. Notice of the regular meetings shall be sent or delivered to each CPSB Advisory Committee Policy Council member at least one week prior to the meeting.

➤ Section 2- Emergency meetings may be called by the CPSB Policy Council Chair, the Zone Director and the CPSB or at the request of three Policy Council Members. CPSB Policy Council Members must be notified at least (24) hours prior to emergency meetings. CPSB Policy Council members may proxy their vote for the emergency constituting the emergency meeting. The proxy must contain the members name, center represented, date the vote was cast, and their vote on the emergency issues. Members issuing a proxy vote should not discuss the issue with any other member of the CPSB Advisory Committee Policy Council, the Zone Director, or Honorary Members prior to submitting their vote. The proxy vote must be faxed, emailed or hand delivered to the office of the Zone Director by the close of business within (2) business days of the emergency meeting in which the issue was raised.

➤ Section 3-

- Quorum at all regular meetings shall consist of at least 51% voting members.
  - Quorum at all emergency meetings shall consist of at least 30% voting members.
  - Unless otherwise specified in the minutes of a meeting, a majority vote by the quorum present will constitute official CPSB Policy Council action
- Section 4- Any CPSB Policy Council Member who is absent for (2) consecutive regular Policy Council meetings without an excuse shall surrender his/her seat as Policy Council Representative and the Alternate will become the voting Representative at the next regular meeting. Community Representative vacancies will be filled by the recommendation of the Advisory Committee for Policy Council for approval.
  - Section 5- The first meeting of the program of the year for the CPSB Policy Council shall be held in September. The initial CPSB Advisory Committee Policy Council meeting shall be for the State of the Zone Schools, new initiatives for 2020, as well as for the transaction of business.
  - Section 6- Concise minutes shall be kept of the actions taken by the CPSB Policy Council. Each voting member of the CPSB Policy Council, CPSB, the Zone Director, and each member shall receive a copy of the minutes before the next meeting is held. The minutes of the meeting are public record.
  - Section 7- Staff other than the Zone Director, is not required to attend Policy Council meetings. Staff members can be used in a consultative, non-voting capacity upon the request of the Zone Director. Center Professionals and guest (non-Policy Council members) shall be required to receive permission from the Chair or the Chair Designee to speak. Policy Council meetings are public meetings. Staff members may attend meetings as guests, on their own time. During and “closed session” sections of nay meeting, the guests must leave the room until that section is completed.
  - Section 8- CPSB Advisory Committee Policy Council meetings may be held via telephone conference call when deemed necessary to conduct the business of the Policy Council. The decision to hold a meeting via telephone call may be made at a previous meeting or with 24 hours’ notice by telephone to all voting members. All sections pertaining to meetings apply to meetings by conference call. Members may attend 50% of the regularly scheduled Policy Council meetings via conference call when approved by the Policy Council.

❖ Article VII- Amendments

The amendment procedure shall be as follows:

- No words contained in the Calcasieu Parish School Board Advisory Committee Policy Council By-Laws can be changed without first going through the proper amendment process;
- The Amendment process shall be as follows:
  - A proposed amendment shall be recommended by a majority vote of the Policy Council through any Policy Council Member’s written proposal;
  - The recommendation shall be tabled until the next Policy Council Meeting. At the next Policy Council meeting, the proposed amendment shall be presented to the Policy Council and shall pass only by a two—thirds vote;

G. Merging of the North/Central Cluster- Dr. Jackson

- The meetings will be held at 3310 Broad St, in the Superintendents Conference room, on the 3<sup>rd</sup> Monday of the month.

H. Announcement: Back to School Bash

- The event will be held on July 20<sup>th</sup>

➤ The planning meeting will be on May 28<sup>th</sup> from 5:00-6:00 p.m., at 600 S. Shattuck St, in the Elementary Conference Room.

I. Next Advisory Meeting will be on August 12, 2019

Thanks to all of you who attended the meeting on Monday.

R3 Zone Director, Curriculum and Instruction

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