



Louisiana Special School District

Louisiana Special School District Board of Directors

Board Meeting Minutes

February 28, 2023 at 10:30 AM

Louisiana Schools for the Deaf and Visually Impaired

2888 Brightside Dr., Baton Rouge, LA 70820

Student Activity Center, Room 196

Agenda Item I

The January 24, 2023 meeting of the Special School District Board of Directors was called to order at 10:30 AM by Ms. Kristy Flynn, Board President. Members present at the meeting included: Ms. Maria Annis, Dr. Edward Bell, Ms. Sherry Crosby, Mr. Kenny Davis, Ms. Kristy Flynn, Mr. Ronnie Morris, Ms. Bambi Polotzola, and Ms. Mary Smith. Members not in attendance: Ms. Audra Muslow-Hicks. Ms. Bambi Polotzola reported to the board members that Ms. David Burton had resigned from the Louisiana Special School District's Board of Directors.

Mr. Dan Arabie, a member of the Louisiana School for the Deaf's Alumni Association and Committee Chair for the celebration of the 175th anniversary of the Louisiana School for the Deaf presented to the board members. Mr. Arabie reported the anniversary event was in the planning stages with projections for the two (2) day 175th anniversary event to take place in the next four (4) years. Mr. Arabie requested the board consider the Alumni Association's request to hold the meetings/gatherings associated with the event on the campus for the Louisiana Schools for the Deaf and Visually Impaired located at 2888 Brightside Drive, Baton Rouge, LA 70820.

Public comment was given by Mr. Dan Arabie, Mr. Nigel Burkhalter, and Mr. Jay Isch.

Agenda Item II **Approval of the November 1, 2022 Meeting Minutes**

- 1 Mr. Morris made a motion to approve the minutes for the November 1, 2022 meeting. Ms. Polotzola stated a question regarding Item #4 and further stated she was not a board member at the time of the November 2, 2022 board meeting. Following Ms. Polotzola's question, Dr. Bell amended Mr. Morris' original motion to approve the minutes of the November 1, 2022 meeting as distributed. The motion was seconded by Dr. Edward Bell and unanimously approved.



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Agenda Item III Approval of the January 24, 2022 Special Board Meeting Minutes

- 2 Ms. Mary Smith made a motion to approve the minutes of the January 24, 2023 meeting as distributed. The motion was seconded by Mr. Morris and unanimously approved.

Agenda Item IV SSA Consultants – Presentation and Discussion regarding Board Development

- 3 Details of presentation and discussion – SSA Consultants presented regarding projected plan for board’s development to include two (2), two (2) hour sessions with first development event to be held at the May 1, 2023 meeting and the second development event to be held at the August 22, 2023 meeting. A motion to accept SSA’s plan for the board’s development as stated by Dr. Bell, seconded by Mr. Morris, and unanimously approved by roll call vote.

Agenda Item V Consideration of Superintendent’s Contract

- 4 Crosby stating drafts of the contract had not been distributed to all board members. Motion made by Mr. Morris to for the board to break to locate and distribute the contract to all board members, seconded by Ms. V. Smith and unanimously approved.

Following distribution of draft contract to board members for reference and review, Dr. Bell made the motion to reconvene the board meeting, with the motion seconded by Ms. Morris and unanimously approved by roll call vote

Discussion by board members related to the consideration of the Superintendent’s Contract with Ms. Crosby stating contractual agreement with Dr. Martin should include job performance/duties with a range for pay and pay increases. Mr. Morris stated Dr. Martin’s contract should include both qualitative and quantitative performance objectives with a range for pay increases, with proposed performance objectives, and with rubric being prepared for the consideration of the board at the May 1, 2023 meeting. Dr. Bell moved to approve the contract with the percentage of an up to a five (5) percent annual raise contingent on board approval, dependent on Dr. Martin’s meeting defined performance objectives per the contract. Mr. Morris seconded the motion and the motion was unanimously approved by roll call vote.

Following the board’s approval of the Superintendent’s Contract, Mr. Manieri, General Counsel for Louisiana Special School District, clarified the motion with amendments/changes to include detail on contract item 4b. “at the end of the 2024 – 2025 calendar year, the Superintendent will be entitled to up to an annual salary increase of up to five (5) percent.” Mr. Manieri clarified the motion with amendments/changes to include detail on item 11b. “at the end of the 2023-2024 school year, the board



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will mutually agree on Dr. Martin’s attainment of quantitative and qualitative measure,” with Mr. Morris stating the board will mutually agree on Dr. Martin’s performance per the contract at the time of the April or May board meeting. Mr. Manieri clarified the motion with amendments/changes to include detail on section 12 of the contract, “the Superintendent’s annual evaluation by the board will be conducted no later than April with a performance rubric with the evaluation being shared at the May board meeting.” Mr. Manieri stated Special School District would provide data, including trends in student performance, for the Dr. Martin’s performance evaluation with the contract allowing for mid-year evaluations in 5 November. Dr. Bell made the motion to accept the amendments/changes to Dr. Martin’s Superintendent’s Contract with the motion seconded by both Mr. David and Ms. Crosby, and the motion was unanimously approved.

Agenda Item VI Superintendent’s Report – Dr. David Martin

Dr. Martin announced he would have an email address at la.gov for correspondence. Dr. Martin’s presentation detailed three (3) focus areas for his administration of Louisiana Special School District as follows: Focus Area One (1): District Climate and Culture; Focus Area Two (2): Instructional Services; and Focus Area Three (3): District Operations. Dr. Martin concluded the presentation with his thoughts on communication within the district.

Agenda Item VII Report on and Consideration of Policies

a. Remote work Policy consideration included discussion of page 2 of proposed policy detailing “with superintendent as appointing authority’s or designee’s” approval. This policy is also known as “Telework Policy” pertaining to Louisiana Civil Service. Ms. Polotzola and Ms. Crosby made comments regarding this policy. Mr. Manieri commented that remote work would be contingent on the inspection of the employee performance and performance objectives. Motion to approve the policy was made by Dr. Bell, seconded by Mr. Morris, and was unanimously approved.

b. Americans with Disabilities Act Policy previously approved at November 1, 2022nd board meeting with approval by Acting Superintendent Granier with the board delegating Ms. Granier to sign the policy. The policy includes details of Title II of ADA. The board determined there was no motions were required due to the previous approval of this policy by Acting Superintendent Granier.

c. Video Monitoring of School Property Policy was presented with discussion by Mr. Morris of surveillance equipment at the security gate at the entrance of the Louisiana Schools for the Deaf and Visually Impaired’ s campus. Ms. Morris then stated employee attendance could be recorded with surveillance equipment



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positioned at the entrance to Louisiana Schools for the Deaf and Visually Impaired's campus. The motion to receive the policy as stated made by Dr. Bell, seconded by Ms. V. Smith, and unanimously approved.

- 8 d. Employee Grievance Policy was presented with discussion among Dr. Bell, Mr. Bourgeois, Ms. Crosby, Mr. Morris, Mr. Manieri, Ms. Polotzola, and Mr. Roedel regarding role of the members of Special School District's board in dealing with personnel matters within the district. Ms. Crosby stated question regarding the timeframe for processing grievances within Special School District. Mr. Manieri responded to Ms. Crosby's statement by explaining the Employee Grievance Policy drafted for consideration at today's meeting aligns to state Civil Service Policy and allows investigators sufficient time to gather documentation surrounding grievances. Ms. Crosby then presented question as to action in the event a grievance was filed against the Superintendent with Dr. Bell requesting amendment to the presented draft policy to include stipulations regarding grievances against the district's Superintendent. Mr. Morris stated appreciation to Mr. Manieri for his office's work on this policy and requested board members to compare drafted Employee Grievance Policy to comparable policies in other Louisiana School Districts.

Mr. Morris made the initial motion to receive the Employee Grievance Policy with Dr. Bell seconding the motion. Following the board members discussion of this grievance, Dr. Bell moved to adopt the motion with second by Mr. Morris and the motion was unanimously approved. Ms. Jones, Special School District board member, left the meeting prior to the board members' final vote on the motion.

Agenda Item VIII Acknowledgement of Louisiana Commission for the Deaf Letter/Plan to Move Forward

- 9 Board President, Ms. Flynn presented board members comments regarding the letter from the Louisiana Commission for the Deaf to Special School District. Dr. Bell stated a request to meet the representatives of both the Special School District's board members and Louisiana Commission for the Deaf's board members at a social event rather than a meeting-type event.

Dr. Bell made the motion to receive and acknowledge the Special School District Board's receipt of the letter from the Louisiana Commission for the Deaf; Ms. Flynn seconded the motion, and the motion was unanimously approved.

Agenda Item IX Personnel Report – Santa Patterson

Santa Patterson, Director of Special School District's Human Resources Department discussed details of employee positions identified with separated status in Special School District. In response to Ms. Crosby's questions regarding safety programs within the district, Ms. Patterson reported Jeff Jacobs, Operations Director, to be Special School District's contact for Safety and School Emergency Operational Plans. Ms. Patterson reported Sedgwick serves as the insurer for the Special School District.



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The Board received public comment. With no further business, Ms. Flynn adjourned the meeting at 2:44 PM.

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