

Assumption Parish School Board

Shannon M. Clement



Superintendent Candidate

Introduction

- *I am a proud product of the public education system and attended Nicholls State University and University of Louisiana – Monroe.*
- *I have been in the education field for 23 years. My initial nine years of teaching experience took place mainly in the high school and middle school setting in both Louisiana and Texas. I also have two years of private corporation experience, managing a \$100 hundred million dollar store and overseeing more than five hundred employees.*
- *I have just completed my 15th year of service for Assumption Parish School Board and I have had the opportunity to work alongside some of the greatest educators in our profession while serving the children in this community.*

Leadership

- Director of Human Resources
- Assumption Parish Security Coordinator and Data Manager
- Director of Technology Department
- Director of Maintenance Department and the Capital Improvement Projects
- Director of Child Nutrition Department
- Principal - Assumption High Academy
- Assistant Principal – Assumption High
- Assistant Principal – Belle Rose Middle

Family



- Paula is my wife of 13 years. She currently is an administrator in Lafourche Parish.
- Matthew, 26 years old, currently serves as a pilot in the Air Force.
- Jacob, 25 years old, currently works for Louisiana State University as a Risk Management Analyst.
- Collin, 13 years old, is an upcoming 8th grader. He enjoys robotics, percussion, and 4-H.
- Andi, 11 years old, is an upcoming 6th grader. She enjoys swimming, horses, and art.

Assumption Parish School Board Superintendent Application Form

The Assumption Parish School Board ("Board") thanks you for your interest in this position. By providing as much information as possible, you will allow us to assess your qualifications in a timely and efficient manner. Please allow us to provide you with important information. We ask that you read the application form and all attachments carefully and that you provide complete and accurate information. Your signature certifies that you have done so and that all information provided is true, complete and correct.

Notice, Conditions and Directions:

1. Please type all the information and fill in all blanks.
2. Completed applications, with all attachments, should be forwarded to Assumption Parish School Board, Attn: Board President, P.O. Box 1516, Napoleonville, Louisiana 70390. Applications delivered electronically, in person, or in any other fashion will not be considered.
3. **To be considered, applications must be postmarked no later than midnight on July 3, 2020.** Delivery and proof of receipt is the obligation of the applicant. Only those applications found in the subject post office box and with timely postmarks will be considered.
4. Your application should include your resume and a copy of your Louisiana teaching credentials/certificate evidencing certification for the position. If you are not certified in Louisiana, your application must be accompanied by written confirmation from the Louisiana Department of Education that you are eligible for immediate certification as a school superintendent upon employment by the Assumption Parish School Board. Information regarding the requirements for Louisiana certification may be obtained by contacting the Louisiana Department of Education at 1-877-453-2721.
5. Louisiana law requires the Board to request certain information relative to your current or prior employment, and you must authorize such persons or entities to release such information to the Board. Any offer of employment, vote to employ, or actual employment is conditioned upon the results of this review and the negotiation of a contract. Any adverse information, conviction or plea which impacts your eligibility or fitness for the position shall vitiate the Board's offer of employment, vote to employ, or contract.
6. If hired, you must also submit fingerprints for a background check in accordance with La. R.S. 17:15 and La. R.S. 15:587.1. Such background check will reveal all criminal convictions and pleas, including those which may have been expunged. Any offer of employment, vote to employ, or contract is conditioned upon the results of this review. Any conviction or plea which impacts your eligibility or fitness for the position shall vitiate the Board's offer of employment, vote to employ, or contract.
7. Applicants selected for interviews will be notified as to time and place of interviews. Any expenses incurred by applicants in connection with the application or for travel to/from interviews shall be borne by the applicant.

8. The Assumption Parish School Board is an Equal Opportunity Employer and does not discriminate on the basis of age, race, sex, gender, national origin, religion, disability or membership in any other protected classification.
9. Please note that Louisiana law provides that all applications for superintendents are public records subject to release to the media, press or to any person requesting a copy. **Accordingly, the fact that you have applied and the content of your application may become public knowledge.**
10. Applicants are asked not to contact Assumption Parish School Board members. You may contact Robert L. Hammonds, School Board Special Counsel, at (225) 923-3462, with any questions regarding your application or the completion of same.

PERSONAL INFORMATION

Clement	Shannon	Michael
_____ Last Name	_____ First	_____ Middle Initial

Business Address: _____	Telephone: _____
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City: <u>Napoleonville</u>	State: <u>Louisiana</u>	Zip: <u>70390</u>
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Home Address: _____	Telephone: _____
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City: <u>Thibodaux</u>	State: <u>Louisiana</u>	Zip: <u>70301</u>
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Present Position: Director of Human Resources

Type of Organization or School District: Assumption Parish School Board

Enrollment: 3299 Annual Budget: 42.9 million

Types of Certificates Held:
 Certificate Number: _____ (attached) _____

ATTACH YOUR CERTIFICATE OR WRITTEN CONFIRMATION THAT YOU ARE ELIGIBLE FOR IMMEDIATE CERTIFICATION AS SUPERINTENDENT FROM THE LDOE.

PROFESSIONAL PREPARATION

	Institution & Location	Major/ Minor	Degree	GPA (optional)
Undergraduate	Nicholls State University	Human Performance Education /Biology	Bachelor of Science	
Graduate	Nicholls State University	Leadership – Administration and Supervision	Masters of Education	
	University of Louisiana - Monroe	School Superintendent/ Supervisor of Child Welfare & Attendance	Master's Degree Plus 30	

ADMINISTRATIVE EXPERIENCE

School System	City	State	Position	Dates From-To
Assumption Parish School Board	Napoleonville	Louisiana	Director of Human Resources	2015-Present
Assumption Parish School Board	Napoleonville	Louisiana	Academy Principal - Assumption High	2012-2015
Assumption Parish School Board	Napoleonville	Louisiana	Assistant Principal - Assumption High	2007-2012
Assumption Parish School Board	Belle Rose	Louisiana	Assistant Principal – Belle Rose Middle	2006-2007

TEACHING EXPERIENCE

Name of School	City	State	Grade or Subject	Dates From-To
Assumption High	Napoleonville	Louisiana	9 th – 12 th	2005-2006
H.L. Bourgeois High	Gray	Louisiana	9 th – 12 th	2001-2003
Bowie Middle	Irving	Texas	5 th – 8 th	2000-2001
Terrebonne High	Houma	Louisiana	10 th – 12 th	1999-2000
South Terrebonne High	Bourg	Louisiana	9 th – 12 th	1996-1999
St. James High	Vacherie	Louisiana	9 th – 12 th	1996

Total Years Administrative Experience (14) Total Years Teaching Experience (8.75)

Louisiana Teaching Certificate Type and Number [REDACTED]

List Area of Certification: School Superintendent, Supervisor of Child Welfare & Attendance, Parish/City School Supervisor of Instruction, Principal, Health and Physical Education, and Biology

Do you hold a teaching certificate from another state? No If so, please list State(s) and areas of certification. _____

Has your certificate ever been suspended, revoked or subject to other adverse action? No If so, please state the date, agency taking such action and reason for same:

Are you presently certified for the position of Superintendent of Schools by the Louisiana Department of Education? Yes If not, do you currently possess the educational requirements, experience and other qualifications necessary to obtain certification at this time? N/A Have you attached written confirmation of eligibility for immediate certification from the LDOE? N/A. Please note that you must do so.

Have you ever been terminated by a school system or asked to resign? No If so, please attach an explanation identifying the employer, basis for termination or resignation and the date of same.

Have you ever been convicted of a felony or other serious offense? No If so, please attach an explanation identifying the charge, jurisdiction and court involved, date of conviction or plea, and factual basis of charge(s).

Have you ever engaged in or been accused of engaging in sexual misconduct with a minor/student or the abuse or neglect of a minor? No If so, please attach an explanation identifying the conduct or alleged conduct in question, including but not limited to the date(s), your employer at the time, criminal charges, jurisdiction and court involved, date of conviction or plea, and factual basis of the charge(s) or allegations.

Have you ever been the subject of any investigation of alleged sexual misconduct involving a minor or student, abuse of a minor or student or neglect of a minor or student? No
If so, please attach an explanation identifying the conduct or alleged conduct in question, including but not limited to the date(s), your employer at that time, the results of the investigation, criminal charges, jurisdiction, court involved, date of conviction or plea, and factual basis of the charge(s) or allegations.

State the earliest possible date you could begin work as a certified superintendent in Assumption Parish. Immediately (July 3, 2020)

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS AND OFFICES AND DATES HELD:

Organization	Dates From - To
Louisiana State Association of School Personnel Administrators (LSASPA)	2015 - Present
Louisiana Association of School Executives (LASE)	2007 - Present

COMMUNITY ORGANIZATIONS AND SERVICES:

Organization	Dates From-To
Our Lady of Prompt Succor Catholic Church	2015 - Present

REFERENCES - List five (5) names, titles, work addresses, and telephone numbers of individuals familiar with your career that we may contact:

1.	[REDACTED]
2.	[REDACTED]
3.	[REDACTED]
4.	[REDACTED]
5.	[REDACTED]
6.	[REDACTED]
7.	[REDACTED]
8.	[REDACTED]

Other information which you think might be helpful.

As Superintendent, my focus will lie in several areas. First, I will concentrate on strengthening the instructional leadership within our district by working consistently with our district staff, faculty, and support staff to improve the academic classroom experience for each of our students to enhance their potential for educational and lifelong success. Second, I will take on the financial hardships our district is facing by prioritizing instruction while working closely with parish leaders to make sure no wasteful spending is occurring. Third, I will continue to work on the relationships among parents, students and community leaders to strengthen our schools' reputations and fulfill our educational obligation to our students and the community. Finally, I will work with our strong leadership team to integrate the 1:1 digital learning initiative in our schools.

My eagerness to become Superintendent is driven primarily by my desire to serve the community and to improve the educational setting for the children of Assumption Parish. I want to utilize my skills in strategic planning, my experience in various leadership roles within the parish, and my understanding of the parish's fiscal responsibilities to execute a district-wide vision of success for all.

My strong work ethic, quest for excellence, and steadfast commitment to consistency and fairness make me both qualified and ready to take the next step in my professional growth as an educational leader. I look forward to the opportunity to speak with you more. Thank you for your consideration.

I have read, understand and acknowledge the foregoing notice, conditions and directions for completing this application. I certify that the information provided herein and in the attachments hereto is accurate, true and complete to the best of my knowledge. I further certify that I have not been convicted of a felony and have not engaged in physical or sexual misconduct, neglect or abuse with or toward a student. I hereby waive my confidentiality with regard to my work record or criminal record and consent to and authorize the release of information from my current or former employers and/or law enforcement personnel upon inquiry in reference to this application, including any which may have been sealed. I release anyone responding to such inquiry from any liability for providing such information.

Shannon M. Carmist
Signature

6/10/2020
Date

AUTHORIZATION AND RELEASE
IMPORTANT: READ CAREFULLY BEFORE SIGNING

Louisiana Revised Statutes 17:3884 provides that a school board considering the employment application of a person who has been evaluated in another school system shall request such person's evaluation results as part of the application process and shall inform the applicant that his/her evaluation results will be requested. The applicant shall be given the opportunity to review any information received by the prospective employer as a result of such request and afforded the opportunity to provide any response or information the applicant deems appropriate. Please be advised, therefore, that the Assumption Parish School Board will request evaluation results on you from each of the school districts you have listed in your application. You will be given an opportunity to review the evaluation results received and to provide a response or information if you would like to do so. Any written response or information you might provide will be retained with your application.

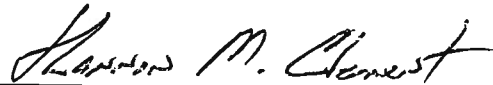
Louisiana Revised Statutes 17:15 also requires all applicants for employment to be fingerprinted in order to assist in background checks of those individuals. Should it be determined that any applicant (or employee) has been convicted of one or more of the criminal offenses set forth in Louisiana Revised Statutes 17:587.1(C), then that applicant (or employee) is generally precluded from further employment with the school system. The conviction of other offenses that call into question the applicant's fitness for the position may also preclude employment or continued employment.

Louisiana Revised Statutes 17:81.9 further requires a school board receiving an application to request that all current and prior school board employers of the applicant provide it with all information in their records relative to instances of sexual misconduct, if any, with students committed by the applicant. This law further provides that the applicant must release all such employers from liability arising from the release of such information to the prospective employer.

Louisiana Revised Statutes 44:1 et al. provides that public records are subject to production to persons requesting such information, including members of the press. Accordingly, I understand that the fact that I am seeking employment with the Board and my application may become public knowledge.

AUTHORIZATION AND RELEASE

I certify that the information which I have provided in the attached application is true and complete. I understand that furnishing false information or omitting information on this application could disqualify me from consideration for employment or could lead to my discharge from employment. I have read and agree to the above provisions and hereby authorize the Assumption Parish School Board to request, receive, and review my prior evaluations and information relative to sexual misconduct, if any, with students from all of my current or previous school system employers. I release the Assumption Parish School Board, its members, employees, attorneys, agents, and insurers and all current and former employers, their members, employees, attorneys, agents, and insurers from any liability connected with such disclosures. I further do hereby specifically authorize such current and former employer(s) to release to the Assumption Parish School Board such information and documentation as may be requested in connection with my application for employment with it.



APPLICANT

DATE: 6/10/2020

Assumption Parish School Board

Work History

July 2015 - Present

Director of Human Resources

Security Coordinator and Data Manager

Director of Technology Department

Director of Maintenance Department

Director of Child Nutrition Department

ASSUMPTION PARISH SCHOOL BOARD

- Director over the Assumption Parish School Board health insurance and supplemental insurance process and procedures
- Supervise the retirement department and provide needed guidance for future planning
- Plan, direct, and coordinate the recruitment of new teachers
- Coordinate district staffing of personnel
- Maintain statistical information on all personnel and submit reports to the Louisiana Department of Education
- Assist in the collaboration with other supervisors to assure continuity across the parish
- Completion of Superintendent's Leadership Academy
- Updated and streamlined the hiring process for Assumption Parish School Board
- Updated the school district's job descriptions and evaluations
- Continued Education: Superintendents Leadership Network (Schlechty Center), Louisiana School Law Workshop, LSASPA Conference (School Personnel), LDOE Supervisors Collaboration, and Teacher Leader Summit

July 2012 – July 2015

Academy Principal Assumption High School

ASSUMPTION PARISH SCHOOL

- Managed all aspects of Assumption High School's 9th Grade Academy
- Maintained a 95% promotion rate for Academy students
- Oversaw and maintained the Algebra I EOC scores above the state average
- Developed a strong Academy Leadership Team
- Scheduled professional development
- Created schoolwide master academic schedule
- Coordinated behavior program – Positive Behavioral Interventions and Supports
- Evaluated Academy programs and worked with Leadership Team to create a positive atmosphere
- Forged positive relationships with parents and community
- Upheld the Open Door Policy
- Evaluated teacher performance in the classroom setting (COMPASS)
- Coordinated discipline of 9th grade Academy
- Continued Education: COMPASS Evaluator Training, National Comprehensive Literacy Institute, LDC Framework, Model Schools Conference, Professional Learning Communities, Jobs for America's Graduates (JAG), School Wide Behavior Support, WorkKeys National Conference, and Leadership Summit (SRCL)

EDUCATION

University of Louisiana at Monroe

Master's Degree Plus 30, 2007

Concentration:

Supervisor of Child Welfare & Attendance/Or
Visiting Teacher, School Superintendent
Certification

Nicholls State University

Masters of Education, 2000

Concentration:

Leadership – Administration and Supervision

Nicholls State University

Bachelor of Science, 1995

Concentration:

Human Performance Education, Science
Education – Biology

**ASSUMPTION
STRONG**

August 2007 – May 2012

Assistant Principal - Assumption High School

ASSUMPTION PARISH SCHOOL BOARD

- Analyzed student assessment data
- Coordinated behavior program – Positive Behavioral Interventions and Supports
- Established an Open Door Policy, improving communication and creating positive relationships with students and parents
- Evaluated teacher performance in the classroom setting (COMPASS)
- Coordinated discipline of 10th through 12th grade



August 2006 – July 2007

Assistant Principal - Belle Rose Middle School

ASSUMPTION PARISH SCHOOL BOARD

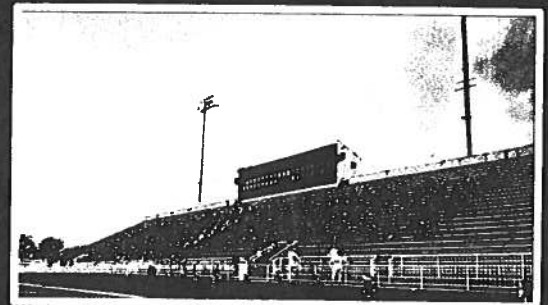
- Coordinated our behavior program – Positive Behavioral Interventions and Supports (PBIS)
- Established an Open Door Policy, improving communication with students and parents
- Coordinated discipline of 5th through 8th grade

August 2005 – July 2006

Assistant Principal - Assumption High School

ASSUMPTION PARISH SCHOOL BOARD

- Participated in ongoing staff training sessions
- Established an Open Door Policy, improving communication with students and parents
- Extracurricular: Coached girls' basketball

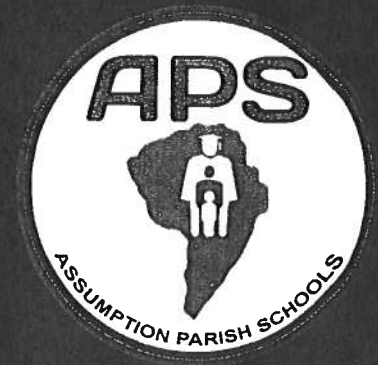


October 2003 – July 2005

Assistant Store Manager

WAL-MART CORPORATION

- Analyzed Profit & Loss statements (\$100 million dollar store)
- Oversaw and supervised more than 500 employees working on-site and development opportunities for hourly associates
- Drove the financial performance of assigned areas
- Modeled, enforced, and provided direction and guidance to hourly associates on proper customer service approaches and techniques to ensure customer needs, complaints, and issues were successfully resolved within company guidelines and standards
- Participated in community outreach programs, and encouraged and supported hourly associates in serving as good members of the community



August 2001 – October 2003

H.L. Bourgeois High School Physical Education Teacher / Coach

TERREBONNE PARISH SCHOOL BOARD

- Participated in ongoing staff training sessions
- Coordinated the school's 504 program
- Extracurricular: Coached girls' basketball and softball
- Awarded district and regional Coach of the Year honors

August 2000 – July 2001

Bowie Middle School Science Teacher / Coach

IRVING INDEPENDENT SCHOOL DISTRICT

- Worked with science academic team to enhance the middle school science curriculum
- Extracurricular: Coached girls' basketball and soccer

August 1999 – July 2000

Terrebonne High School Special Education Teacher
Terrebonne High School Physical Education Teacher / Coach

TERREBONNE PARISH SCHOOL BOARD

- Resource Teacher: Conducted small group activities with students based on differentiated learning needs to ensure all learning at full potential
- Developed a comprehensive Response to Intervention Plan (RTI) for at risk students
- Extracurricular: Coached girls' basketball

August 1996 – July 1999

St. James High School Science Teacher / Coach
St. James High School Physical Education Teacher / Coach

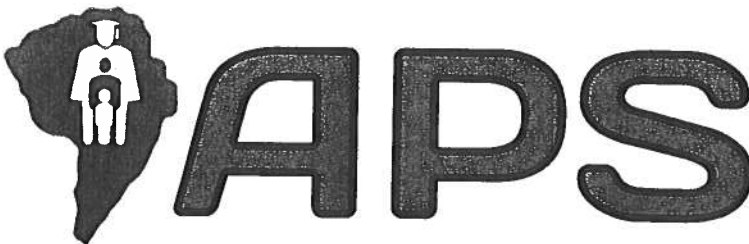
TERREBONNE PARISH SCHOOL BOARD

- Awarded district and regional Coach of the Year honors

January 1996 – July 1996

St. James High School Science Teacher

ST. JAMES PARISH SCHOOL BOARD



ASSUMPTION PARISH SCHOOLS



“Upon the subject of education ... I can only say that I view it as the most important subject which we as a people can be engaged in.” – Abraham Lincoln

“Educating the mind without educating the heart is no education at all.” - Aristotle

To: Assumption Parish School Board
From: Shannon M. Clement
Date: June 10, 2020

RE: **90-Day Entry Plan**

Mission Statement:

The Assumption Parish School Board mission is to provide high-quality education in a safe, respectful, and inclusive environment that builds a foundation for life-long learning.

Vision Statement:

Assumption Parish Schools will create systems of equality for all students to ensure that each student has the opportunity to maximize his or her full potential as individuals to contribute to society.

Belief Statements:

1. Educating children alongside growing teachers and leaders is first priority.
2. All children can learn.
3. Open and honest communication is initial to building trust.
4. Efficient and effective fiscal management is essential.
5. Strengthening early childhood programs reduces learning barriers.

Goals Statements:

1. **All students are ready for kindergarten.**
2. **All students are on grade level in math and reading when they complete 3rd grade.**
3. **All students are on grade level in math and ELA when they complete 8th grade.**
4. **All students complete 9th grade sufficiently credited.**
5. **All students graduate high school and are prepared socially, emotionally, academically, and financially for a career or college. They're prepared to make our world a better place.**

First 30 Days (Starting July 1):

Assumption Parish Leadership Team will continue to focus **all resources** into creating multiple school opening scenarios for the 2020-2021 school year that will focus on blended digital learning along with traditional face-to-face education to maximize student achievement.

First 60 Days:

- Establish a clear understanding of roles, responsibilities, expectations, and systems of mutual accountability.
- Develop consistent forms of communication with the board such as weekly emails, newsletters, and calls.
- Schedule individual meetings with each board member to begin developing relationships and transparency with the board members.
- Host multiple meetings with school leaders to clearly communicate and reflect upon progress of the district's vision. Review School Improvement Plans for each school to ensure alignment to student needs is at the forefront.
- **Stay visible** within our schools and the community.

First 90 Days:

- Create a Superintendent Advisory Council. This council will be a key component in reviewing the current district plan and in developing a detailed 3-year strategic plan that will be presented to the board.
- Meet with the Supervisors and Curriculum Team to review the student diagnostic data, check the status of the district's professional development progress, and review the needs of individual schools in order to make adjustments throughout the school year.
- Meet with local and state elected leaders.
- Host teacher focus groups at each site to establish a rapport with teachers and to validate their input on topics such as resources needed to effectively do their jobs, a platform for student voices, and community engagement.



STATE DEPARTMENT OF EDUCATION

Certificate Type
TEACHING CERTIFICATE

NUMBER
[REDACTED]

VALID
Life

Certificate Issued To:

SHANNON MICHAEL CLEMENT

By the Louisiana Department of Education, based upon the following:

M.ED., NICHOLLS STATE UNIVERSITY, 2000

B.S., NICHOLLS STATE UNIVERSITY, 1995

MASTER'S DEGREE PLUS 30 GRADUATE HOURS, , 2007

ELIGIBILITY: The holder of this certificate is eligible for the following area(s) and/or terms:

BIOLOGY 6-12, 2/14/1996

HEALTH AND PHYSICAL EDUCATION (K-12), 2/14/1996

PROVISIONAL PRINCIPAL, 12/19/2001

PROVISIONAL SECONDARY SCHOOL PRINCIPAL, 12/19/2001

PARISH/CITY SCHOOL SUPERVISOR OF INSTRUCTION, 2/6/2008

SUPERVISOR OF CHILD WELFARE & ATTENDANCE &/OR VISITING TEACHER, 7/11/2008

SECONDARY SCHOOL PRINCIPAL, 7/28/2008

PRINCIPAL, 7/28/2008

EDUCATIONAL LEADER - LEVEL 2, 8/3/2009

SCHOOL SUPERINTENDENT, 7/21/2014

VALID FOR LIFE FOR CONTINUOUS SERVICE, 3/13/2001

For renewal of this certificate, individuals must successfully meet the standards of effectiveness pursuant to LA R.S. 17:3886 or per local personnel evaluations pursuant to Bulletin 746 for at least three years during the certificate validity period.

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Sandy Holloway

Acting State Superintendent Beth Scioneaux