

The St. Landry Parish School Board was called to order by the President and convened in regular session on, Thursday, February 7, 2019 at 5:06 p.m. at the St. Landry Parish School Board Resource Office, Opelousas, Louisiana.

A roll call was taken and in attendance were the following members: Mr. Perron, Mrs. Sias, Ms. Donatto, Mr. Hayes, Mr. Standberry, Mr. Cassimere, Mr. Wagley, Mr. Boss, Ms. Rose, Ms. Haynes, Mr. Boudreaux, and Mr. Guillory. Mr. Courtney Joiner, attorney for the board was also in attendance.

President Donatto offered a prayer and thereafter the Pledge of Allegiance was recited.

Upon motion of President Donatto the full board approved to add to the Academic action items the following: B.2. Discussion and/or action to add Head Start Performance Standard 1302.90 (c)

Item #5:

Upon motion of the entire membership of the Board, the following resolution of sympathies were adopted.

- Mr. John Miller, newly elected District 3 Board Member
- Mr. Lawrence Joseph Prudhomme of Houston TX, uncle of Ms. Joyce Haynes, School Board member, District 2

Item #6:

President Donatto addressed the board

Item #7: – Presentations and Recognitions:

- **Dads and Kids- Ms. D. Scott**
- **Sports Recognitions – Jerome Robinson**
- **Opelousas High School Teams:**
 - **First Team All-Parish Honoree Football:**
 - ADRIAN BURNS
 - CHRISTIAN JOUBERT
 - KENNY FRAZIER
 - **FIRST TEAM ALL PARISH HONOREE Cross Country:** ERIC WILSON
 - **First Team All-District Honorees Football:**
 - ADRIAN BURNS
 - CHRISTIAN JOUBERT
 - KENNY FRAZIER
 - **First Team All-District Honoree Volleyball:** Christina Donatto
- **Northwest High School Team:**
 - **First Team All Parish Honorees Football:**
 - MONTAZE SAM
 - MEKHI HAMMOND
 - MARQUES MAYO
 - CAMERON GUILLORY
 - **FIRST TEAM ALL DISTRICT HONOREES Football:**
 - MONTAZE SAM,
 - MEKHI HAMMOND,
 - MARQUES MAYO,
 - CAMERON GUILLORY
 - **ALL- STATE HONOREE Football:** MEKHI HAMMOND
- **North Central High Football Team:**
 - **FIRST TEAM ALL DISTRICT HONOREE**
 - KEVIN FORBES

- **Beau Chene High School Girls Cross Country**
 - **First Team All Parish Honorees:**
 - Mia Dupuis (Parish Champ)
 - Zoe Broussard
 - Briana Knott
 - Katie Bertrand
 - Maria Jimenez
 - Makaylen Martin
 - **First Team All-District Honorees:**
 - Mia Dupuis (District Champ)
 - Zoe Broussard
 - Briana Knott
 - Katie Bertrand
 - **All Academic/All State Honorees:**
 - Gracie Barry
 - Victoria Higdon
 - **All Acadiana Honoree:**
 - Mia Dupuis
- **Beau Chene High School Boys Cross Country**
 - **First Team All Parish Honorees:**
 - Oakley Harrison (Parish Runner-up)
 - Grant Smith
 - Trendon Borne
 - Coby Hebert
 - Daniel Monteya
 - **First Team All-District Honorees:**
 - Oakley Harrison (District Champion)
 - Lucas Moreau
 - Grant Smith
 - Coby Hebert
 - Trendon Borne

Item #8:

Superintendent Jenkins addressed the board and audience.

- Opelousas Jr High Math competition- February 9 from 8:30-1:30
- LSBA – February 24th-26th
- Souper Bowl of Caring- Schools around the parish participated in a campaign to donate non-perishable food items to their local food bank. This campaign was a huge success. For example, two schools alone yielded in excess of 700lbs.

Item #9:

Upon motion by Ms. Rose, seconded by Mr. Hayes, the following meeting minutes were approved with revision to page 4 of the Regular Board Meeting minutes held on January 10, 2019 to reflect the correct vote by Ms. Rose.

- a. Regular Board Meeting held on January 10, 2019
- b. Executive Committee Meeting held on January 28, 2019
- c. BLS Committee Meeting held on January 28, 2019
- d. Finance Committee Meeting held on January 28, 2019
- e. Academic Committee Meeting held on January 28, 2019
- f. Personnel Committee Meeting held on January 29, 2019
- g. Committee of the Whole Board Retreat on January 26, 2019

(i) Executive Committee Recommendations:

- a. Upon motion of Ms. Perron, seconded by Mr. Cassimere, and carried with no objections the full board approve to table discussion and/or action on following policy.
 - School and Student Safety (EBBB)

- b.
 1. Upon motion of Mr. Standberry, seconded by Mr. Hayes, and carried with no objections, the full board approved declared a vacancy in its membership due to the passing of the Honorable John Miller.
 2. Upon motion of Mr. Perron, seconded by Standberry, and carried with no objections, the full board approved a Declaration of Vacancy and Proclamation for Special Election of School Board Member, District 3, St. Landry Parish School Board.
 3. Upon motion of Mr. Guillory, seconded by Mr. Boudreaux, and carried with no objections, the full board approve to give Superintendent Jenkins and President Donatto permission to sign the Declaration of a Vacancy and Proclamation for Special Election of School Board Member, District 3, St. Landry Parish School Board, on the full board’s behalf.

Dr. Ron Caesar addressed the board regarding the Declaration of Vacancy and the Special elections and nominations to fill the vacancy of School Board Member, District 3, St Landry Parish School Board.

- c. Nominations were opened to fill the vacancy of School Board Member seat, District 3
 - Mr. Myron Guillory nominated Mrs. Catherine Miller
 - Mr. Josh Boudreaux nominated Mr. Milton Ambres

A roll call vote was taken, results as follows:

Board Member	Mrs. Catherine Miller	Mr. Milton Ambres
Mr. Perron		x
Mrs. Sias		x
Ms. Donatto		x
Mr. Hayes	x	
Mr. Standberry		x
Mr. Cassimere.	x	
Mr. Wagley		x
Mr. Boss	x	
Ms. Rose	x	
Ms. Haynes		x
Mr. Boudreaux		x

Board Member	Mrs. Catherine Miller	Mr. Milton Ambres
Mr. Guillory	x	
TOTAL	5	7

- d. Upon motion of Mrs. Sias, seconded by Mr. Cassimere, and carried with no objections, the full board approved the request of \$500 for Beau Chene High School FFA to attend 69th Annual International Land Judging Contest to be held in Oklahoma City, Oklahoma.
 - e. Upon motion of Mr. Perron, seconded by Mrs. Sias, and carried with no objections, the full board approved to accept the resolution affirming that School Board Members as listed on the Louisiana School Board Association Act 705 – School Board Member Training & Instruction Documentation Form – Form B, have exceeded the state mandated six hours of training and fulfilled the mandated one hour of ethics training for 2018 and received 6.5 hours of leadership financial and academic training thus far in 2019.
- (ii) BLS Committee Recommendations:
- a. Upon motion of Ms. Haynes, seconded by Mr. Perron, and carried with no objections, the full board approved to give the Superintendent and Don Leger authority to accept negotiations of lease agreements on Section 16 land.
- (iii) Finance Committee Recommendations:
- a. Upon motion of Mr. Boudreaux, seconded by Mr. Cassimere, and carried with no objections, the full board approved approval of 6/30/18 audit report presented by Kolder, Champagne, Slaven & Co
- (iv) Finance Committee Recommendations:
- b. Upon motion of Mr. Hayes, seconded by Mr. Perron, and carried with no objections, the full board approved option A or the 2019-2020 School Calendar.
 - b. 1. Upon motion of Mr. Sias, seconded by Mr. Perron, and carried with no objections, the full board approved the Transportation Policies, Procedures and Child Supervision of the Head Start Office.
2. Upon motion of Ms. Rose, seconded by Mr. Boudreaux, and carried with no objections, the full board approved the Head Start Performance Standard 1302.90 (c)
 - c. Upon motion of Ms. Sias, seconded by Mr. Boss, and carried with no objections, the full board approved the Head Start Erate Lan/Internet project.
- (v) Upon motion of Mr. Guillory, seconded by Mr. Boss, and carried with no objections, the full board approved to enter into executive session to conduct a periodic evaluation of Superintendent Patrick Jenkins in accordance with Louisiana Revised Statute 17:42 (A)(1) and Section IX of the employment contract entered into between the Board and Superintendent Jenkins

Item #13:

With there being no further business, upon motion of Mr. Boss, seconded by Mr. Hayes, and carried with no objections, the full board approved to adjourn at 8:00 pm.

CERTIFICATION

I certify that this is a true and correct copy of the minutes from the regular meeting of the St. Landry Parish School Board held on February 7, 2019.

Signed this _____ day of February 2019 in Opelousas, Louisiana.

Patrick D. Jenkins, Superintendent
St. Landry Parish School Board



Patrick D. Jenkins
Superintendent

St. Landry Parish School Board

1013 East Creswell Lane
P.O. Box 310
Opelousas, LA 70571

COMMITTEE OF THE WHOLE WORK SESSION REPORT

The Committee of the Whole of the St. Landry Parish School Board met on Thursday, February 7, 2019 at 4:03 P.M. in the Office of the Board, 1013 Creswell Lane, Opelousas, Louisiana.

In attendance were the following committee members: Mary Ellen Donatto, Donnie Perron, Hazel Sias, Mr. Standberry, Mr. Cassimere, Mr. Wagley, Mr. Boss, Ms. Rose, Ms. Haynes, Mr. Boudreaux, and Mr. Guillory.
A prayer was offered and thereafter the Pledge of Allegiance was recited.

Mrs. Donatto then called the meeting to order.

Upon motion of Mr. Boss, seconded by Mr. Perron, and carried forward with no objections item #'s 5-9 were removed from the agenda.

- Item #10: i. Executive Committee Recommendations:
- a. Discussion of the following policy:
 - School and Student Safety (EBBB)
 - b. Discussion of appointing a person to fill the vacancy of School Board Member seat, District 3.
 - c. Discussion of Declaration of vacancy and proclamation for special election school board member, district 3, St. Landry Parish School Board.
 - d. Discussion to approve request of \$500 for Beau Chene High School FFA to attend 69th Annual International Land Judging Contest to be held in Oklahoma City, Oklahoma.
 - e. Discussion to accept the resolution affirming that School Board Members have exceeded the state mandated six hours of training and fulfilled the mandated one hour of ethics training for 2018 and received 6.5 hours of leadership financial and academic training thus far in 2019.
- ii. BLS Committee Recommendations:
- a. Discussion to give the Superintendent and Don Leger authority to accept negotiations of lease agreements son Section 16 land.
- iii. Finance Committee Recommendations:
- a. Discussion of approval of 6/30/18 audit report presented by Kolder, Champagne, Slaven & Co.
- iv. Academic Committee Recommendations:
- a. Discussion of the 2019-2020 School Calendar
 - Option A
 - Option B
 - b. Discussion of the Transportation Policies, Procedures and Child Supervision of the Head Start Office.
 - c. Upon motion of Mr. Perron, seconded by Mr. Boudreaux, and carried forward with no objections, the committee recommended to bring the Head Start Performance Standard 1302.90[c] before the full board.
 - d. Upon motion of Mr. Boudreaux, seconded by Mr. Guillory, and carried forward with no objections, the committee recommended to bring the Head Start Erate Lan/Internet project before the full board.

Item#12: Upon motion of Mr. Boudreaux, seconded by Ms. Rose, and carried with no objections, the meeting was unanimously adjourned at 4:46 p.m.

Respectfully submitted,
Mary Ellen Donatto, President
Donnie Perron, Vice-President
Hazel Sias, Member
Albert Hayes, Member
EXECUTIVE COMMITTEE

ATTEST: Patrick D. Jenkins, Secretary



Patrick D. Jenkins
Superintendent

St. Landry Parish School Board

1013 East Creswell Lane
P.O. Box 310
Opelousas, LA 70571

PUBLIC FORUM / COMMITTEE OF THE WHOLE REPORT

The Executive Committee of the St. Landry Parish School Board met on Wednesday, February 13, 2019 at 4:03 P.M. in the Office of the Board, 1013 Creswell Lane, Opelousas, Louisiana.

In attendance were the following committee members: Mary Ellen Donatto, Donnie Perron, Hazel Sias, Albert Hayes, Mr. Standberry, Mr. Cassimere, Mr. Wagley, Mr. Boss, Ms. Rose, Ms. Haynes, Mr. Boudreaux, and Mr. Guillory.
A prayer was offered and thereafter the Pledge of Allegiance was recited.

Mrs. Donatto then called the meeting to order.

Item #3: Public Forum to discuss Opelousas School Zone Configuration:

- Southwest Elementary
- South Street Elementary
- Park Vista Elementary
- Grolee Elementary
- North Elementary
- Northwest Elementary

Respectfully submitted,
Mary Ellen Donatto, President

ATTEST: Patrick D. Jenkins, Secretary

TRANSCRIBED BY: Jessica Quebedeaux



St. Landry Parish School Board

1013 East Creswell Lane

P.O. Box 310

Opelousas, LA 70571

Phone: 337-948-3657

Website: www.slp.k12.la.us

Patrick D. Jenkins
Superintendent

BUILDINGS, LANDS & SITES COMMITTEE REPORT

The Buildings, Lands and Sites Committee met on Monday, February 18, 2019 at 5:15 p.m. in the Office of the Board, 1013 Creswell Lane, Opelousas, Louisiana.

In attendance were the following committee members: Kyle Boss, Albert Hayes, Joyce Haynes, Randy Wagley, Donnie Perron, and Myron Guillory. Additional board members in attendance were: Mrs. Sias, Ms. Donatto, Mr. Standberry, Mr. Cassimere, Ms. Rose, Mr. Ambres and Mr. Boudreaux.

The meeting was called to order by Mr. Wagley.

Item #3: Upon motion of Mr. Boss, seconded by Mr. Perron, and carried forward with no objections the committee agreed to bring before the full board the change order 1 relative to Eunice Elementary-Roofing

Upon motion of Mrs. Haynes, seconded by Mr. Guillory, and carried forward with no objections the committee agrees to bring before the full board with no action the change order 2 relative to Eunice Elementary-Roofing

Item #4: Upon motion of Mr. Haynes, seconded by Mr. Boss, and carried forward with no objections the committee agreed to bring before the full board the request of bids for LED Lighting - Phase II with the recommendation that schools be bid out separately: Grolee, East, EXTEC, WCTEC, SLATS

Item #5: Upon motion of Mr. Boss, seconded by Mr. Perron, and carried forward with no objections the committee approved to bring before the full board to approve purchase of limestone for campsites road with a maximum allowance of \$5000.

Item #6: Upon motion of Mr. Hayes, seconded by Mr. Perron, and carried forward with no objections the committee approved to bring before the full board the request to have a controlled burn at abandoned campsites.

Item #7: Upon motion of Mr. Boss, seconded by Mr. Perron and carried forward with no objections the committee approved to bring before the full board the request to accept Mr. Don Legers recommendation to renegotiate with current lease with an increase to \$19/acre, upon review of the board attorney.

Item #7: With no further business pending before the Committee, the meeting was unanimously adjourned at 6:20 p.m. by motion of Mr. Boss and seconded by Mrs. Perron.

Respectfully submitted,

Randy Wagley, Chairman

Albert Hayes, Member

Kyle Boss, Member

Donnie Perron, Member

Myron Guillory, Member

BUILDINGS, LANDS & SITES COMMITTEE

ATTEST: Patrick D. Jenkins, Secretary

The mission of the St. Landry Parish School Board is to ensure high quality instruction while working collaboratively with families and communities to maximize every student's potential.

"An Equal Opportunity Employer"



Patrick D. Jenkins
Superintendent

St. Landry Parish School Board

1013 East Creswell Lane
P.O. Box 310
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EXECUTIVE COMMITTEE REPORT

The Executive Committee of the St. Landry Parish School Board met on February 18, 2019 at 4:07 P.M. in the Office of the Board, 1013 Creswell Lane, Opelousas, Louisiana.

In attendance were the following committee members: Mary Ellen Donatto, Donnie Perron, Hazel Sias, and Albert Hayes. Additional Board Members in attendance were: Mr. Standberry, Mr. Cassimere, Mr. Wagley, Mr. Boss, Ms. Rose, Ms. Haynes, Mr. Boudreaux, and Mr. Guillory.

A prayer was offered and thereafter the Pledge of Allegiance was recited.

Mrs. Donatto then called the meeting to order.

*Upon motion of Mr. Hayes, seconded by Ms. Sias, and carried forward with no objections the Committee approved a motion to discuss the registration process for conferences and conventions. Ms. Haynes requested a procedure be put in place so that a form would be provided for board members to fill out and registration then be done based on information provided on said form by central office.

Item #5: Mr. Robinson brought before the committee for review with the board attorney Courtney Joiner the following policies:

- Dismissal of Employees (GBN)
- Employee Discipline (GBK)

Upon motion of Mr. Hayes, seconded by Ms. Sias, and carried with no objections, the committee approved to bring before the full board the following policies with the attorneys revisions option two, as well as sending copies of the policy out to all employees for review:

- Dismissal of Employees (GBN)

Discussion of policy (GBK)

Item #6: Discussion with regards to filling Board Seat District 3 – C. Joiner

Item#7: Discussion or action regarding Industrial Tax Exemption Program for the DELEC Plan extension.

Item#8: Upon motion of Ms. Sias, seconded by Mr. Perron, and carried forward with no objections, the committee adjourned at 5:13 p.m.

Respectfully submitted,
Mary Ellen Donatto, President
Donnie Perron, Vice-President
Hazel Sias, Member
Albert Hayes, Member
EXECUTIVE COMMITTEE

ATTEST: Patrick D. Jenkins, Secretary



Patrick D. Jenkins
Superintendent

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FINANCE COMMITTEE REPORT

A meeting of the Finance Committee was held on Monday, February 18, 2019 at 6:32 p.m. in the Office of the Board, 1013 Creswell Lane, Opelousas, LA.

Committee Members present were: Raymond Cassimere, Anthony Standberry, Myron Guillory, Josh Boudreaux, and Kyle Boss. Additional board members in attendance were, Mr. Perron, Mrs. Sias, Ms. Donatto, Mr. Wagley, Ms. Rose and Ms. Haynes.

The meeting was called to order by Mr. Cassimere.

Item #3: Upon motion of Mr. Boss, seconded by Mr. Standberry, and carried forward with no objections, the committee approved to bring before the full board the approval to request permission to issue RFP for audit services

Item #4: Mrs. Tressa Miller presentation of Head Start January 2019 financial statements.

Item #5: Mrs. Tressa Miller gave a presentation of General Fund January 2019 financial statements and payroll report.

Item #7: With no further business pending before the Committee, the meeting was unanimously adjourned at 7:21 p.m. by motion of Mr. Boudreaux and seconded by Mr. Guillory

Respectfully submitted,
Raymond Cassimere, Chairman
Anthony Standberry, Member
Myron Guillory, Member
Josh Boudreaux, Member
Kyle Boss, Member
FINANCE COMMITTEE

Attest: Patrick D. Jenkins, Secretary

TRANSCRIBED BY: Jessica Quebedeaux

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Patrick D. Jenkins
Superintendent

ACADEMIC, INSTRUCTIONAL, AND FEDERAL PROGRAMS COMMITTEE REPORT

The Academic, Instructional and Federal Programs Committee was held on Tuesday, February 19, 2019 at 4:04 P.M. in the Office of the Board, 1013 Creswell Lane, Opelousas, Louisiana.

In attendance were the following committee members: Hazel Sias, Joyce Haynes, Mary Ellen Donatto, Denise Rose, and Anthony Standberry. Additional board members in attendance were: Mr. Perron, Mr. Cassimere, Mr. Wagley, Mr. Boudreaux, Mr. Ambres and Mr. Guillory.

Ms. Hazel Sias called the meeting to order.

A prayer was led by Mr. Boudreaux and thereafter the Pledge of Allegiance was recited.

Item #7: Dr. Ellender and Mrs. Cassimere gave a presentation regarding the St. Landry Parish's Partnership with South Louisiana Community College's Technical Diploma Program

Item #8: Presentation regarding Workforce Development Board #40's status of the Cooperative Endeavor Agreement to Engage Out-Of-School Youth.

Item #5: Mrs. Inhern gave the Head Start Director's Report

Item #6: Upon motion of Mr. Standberry, seconded by Ms. Donatto, and carried forward with no objections, the committee agreed to send the Selection Criteria for Expecting Mothers- Head Start with the revision to add "HiSet and GED" to the full board.

Item #11: With no further business before the Academic, Instructional and Federal Programs Committee, the meeting was adjourned at 4:58 p.m. by motion of Ms. Rose and seconded by Ms. Donatto.

Respectfully submitted:

Mrs. Hazel Sias, Chairman

Ms. Joyce Haynes, Member

Ms. Mary Ellen Donatto, Member

Ms. Denise Rose, Member

Mr. Anthony Standberry, Member

ATTEST: Patrick D. Jenkins, Secretary

TRANSCRIBED BY : Jessica Quebedeaux



St. Landry Parish School Board

Patrick D. Jenkins
Superintendent

1013 East Creswell Lane
P.O. Box 310
Opelousas, LA 70571

PUBLIC FORUM / COMMITTEE OF THE WHOLE REPORT

The Executive Committee of the St. Landry Parish School Board met on Wednesday, February 13, 2019 at 4:03 P.M. in the Office of the Board, 1013 Creswell Lane, Opelousas, Louisiana.

In attendance were the following committee members: Mary Ellen Donatto, Donnie Perron, Hazel Sias, Albert Hayes, Mr. Standberry, Mr. Cassimere, Mr. Wagley, Mr. Boss, Ms. Rose, Ms. Haynes, Mr. Boudreaux, Mr. Ambres and Mr. Guillory. A prayer was offered and thereafter the Pledge of Allegiance was recited.

Mrs. Donatto then called the meeting to order.

Item#2: Upon motion of Ms. Haynes, seconded by Mr. Boudreaux and carried with no objections a roll call vote was taken to provide a resolution of support as a recruitment incentive through the Industrial Tax Exemption Program for LED Project Vista. Roll call results as follows:

BOARD MEMBER	YAY	NAY
D. PERRON	X	
H. SIAS	X	
M. DONATTO	X	
A. HAYES	X	
A. STANDBERRY	X	
R. CASSIMERE	X	
R. WAGLEY	X	
K. BOSS	X	
D. ROSE	X	
J. HAYNES	X	
J. BOUDREAUX	X	
M. GUILLORY	X	
M. AMBRES	X	
TOTAL	13	0

MOTION PASSES

Item #3: Public Forum to discuss Opelousas School Zone Configuration:

- Southwest Elementary
- South Street Elementary
- Park Vista Elementary
- Grolee Elementary
- North Elementary
- Northeast Elementary

Respectfully submitted,
Mary Ellen Donatto, President

ATTEST: Patrick D. Jenkins, Secretary

TRANSCRIBED BY: Jessica Quebedeaux



Patrick D. Jenkins
Superintendent

St. Landry Parish School Board

1013 East Creswell Lane
P.O. Box 310
Opelousas, LA 70571

PUBLIC FORUM / COMMITTEE OF THE WHOLE REPORT

The Executive Committee of the St. Landry Parish School Board met on Thursday, February 28, 2019 at 4:03 P.M. in CAPS School Cafeteria, located on Creswell Ln, Opelousas LA

In attendance were the following committee members: Mary Ellen Donatto, Donnie Perron, Hazel Sias, Mr. Standberry, Mr. Cassimere, Mr. Wagley, Mr. Boss, Ms. Rose, Ms. Haynes, Mr. Boudreaux, and Mr. Guillory.

A prayer was offered and thereafter the Pledge of Allegiance was recited.

Mrs. Donatto then called the meeting to order.

Item #3: Public Forum to discuss Opelousas School Zone Configuration:

- Southwest Elementary
- South Street Elementary
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- Northwest Elementary

Respectfully submitted,
Mary Ellen Donatto, President

ATTEST: Patrick D. Jenkins, Secretary

TRANSCRIBED BY: Jessica Quebedeaux



Patrick D. Jenkins,
Superintendent

St. Landry Parish School Board

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PERSONNEL, EMPLOYEE BENEFITS, AND TRANSPORTATION COMMITTEE MINUTES

The Personnel, Employee Benefits, and Transportation Committee of the St. Landry Parish School Board met on **Tuesday, February 19, 2019**, at **5:05 p.m.**, in the Office of the Board on Creswell Lane, Opelousas, Louisiana. In attendance were committee members Mr. Milton Ambres, Mr. Joshua Boudreaux, Mr. Raymond Cassimere, Mrs. Denise Rose, and Mr. Randy Wagley.

Also in attendance were board members, Ms. Mary Ellen Donatto, Mrs. Joyce Haynes, Mrs. Hazel Sias, Messrs. Kyle Boss, Myron Guillory, Donnie Perron, and Anthony Standberry. Staff members present included Superintendent Patrick Jenkins, Claudia Blanchard, Angela Cassimere, Scott Champagne, Mary Doucet, June Inhern, Tressa Miller, Helen Robinson, Jerome Robinson, and Matthew Scruggins.

Mrs. Denise Rose called the meeting to order.

ITEM NO. 1 **FICA Alternative Plan** – A presentation was made by Mr. James R. Odom, Jr., Consultant, regarding the FICA Alternative Plan for substitutes, temps, and part-time employees. After discussion among committee members, a motion was made by Mr. Cassimere, seconded by Mr. Boudreaux, and carried with no objections, to bring this matter back to the next Personnel Committee meeting.

ITEM NO. 2 **Organizational Chart** – After much discussion the committee agreed with the chart with the exception of the Assistant Superintendents. A motion was made by Mr. Cassimere, seconded by Mr. Boudreaux, and carried with no objections, to table this matter. The Superintendent will review and modify the chart and then bring it back to the next Personnel Committee meeting.

ITEM NO. 3 **Job Descriptions: Director of Special Ed., Child Nutrition Program Manager – 12 months, and Risk Manager** – Upon motion of Mr. Cassimere, seconded by Mr. Boudreaux, and carried with no objections, the committee recommended that this matter be discussed at the next work session.

ITEM NO. 4 **Letters of Assurance** – Upon motion of Mr. Ambres, seconded by Mr. Cassimere, and carried with no objections, the committee recommended approval to send letters of assurance to all employees for the 2019-2020 school year

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ITEM NO. 5 Personnel Appointments, Transfers, Leaves, Resignations, Retirements, and/or Positions Available made by the Superintendent, pursuant to Act I of the 2012 Legislative Session, were presented to the committee. No action required.

With no further business for discussion, the meeting was unanimously adjourned at 7:45 p.m. upon motion of Mr. Ambres, seconded by Mr. Boudreaux.

Respectfully Submitted,
Denise Rose, Chairman

Milton Ambres

Joshua Boudreaux

Raymond Cassimere

Randy Wagley

**PERSONNEL, EMPLOYEE BENEFITS,
AND TRANSPORTATION COMMITTEE**

ATTEST: Patrick D. Jenkins, Secretary



St. Landry Parish School Board

1013 East Creswell Lane

P.O. Box 310

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Phone: 337-948-3657

Website: www.slp.k12.la.us

Patrick D. Jenkins,
Superintendent

February 19, 2018

Personnel, Employee Benefits and
Transportation Committee Members
St. Landry Parish School Board
Post Office Box 310
Opelousas, LA 70570

Dear Committee Members:

**LISTED BELOW ARE PERSONNEL APPOINTMENTS, TRANSFERS, LEAVES, RESIGNATIONS,
RETIREMENTS AND/OR POSITIONS AVAILABLE MADE BY THE SUPERINTENDENT
PURSUANT TO ACT I OF THE 2012 LEGISLATIVE SESSION:**

APPOINTMENTS (*Denotes New Employee)

FRANK, HELEN – Food Service Technician (7 Hrs.) – East Elementary *

JOHNSON, TAMMY – Sp. Ed. Instructional Paraprofessional – SLATS *

KENNISON, KEARNS – Maintenance Worker - AC/Refrigeration *

LEVINE, SHARAE – Head Start – Family Advocate – Leonville *

LOSTON, CLAUDIA – Head Start – Family Advocate – Opelousas *

ROBERTS, TAMMY – Head Start - Food Service Technician (6 Hrs.) – Opelousas *

ESTERS, CARLI – Sp. Ed. Teacher – South Street Elementary *

HARRIS, TAMMARA – High School Teacher – North Central *

MENARD, ASHLEY – Elementary Teacher – South Street Elementary *

OWENS, KIMBERLY – Elementary Teacher – South Street Elementary *

LEAVES

Maternity Leaves

RAMI, BRITTANY – Head Start Teacher – Opelousas – effective February 4, 2019

Leaves without Pay

PERKINS, JENNIFER – Sp. Ed. Instructional Paraprofessional – Eunice Elem – effective November 29, 2018

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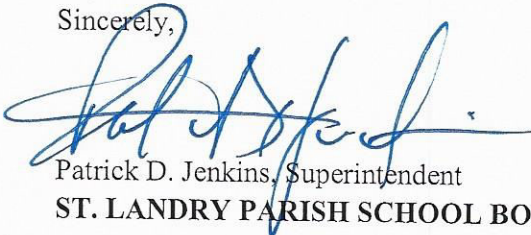
RESIGNATIONS

ALSANDOR, JULIUS – Sp. Ed. Teacher – Opelousas High – effective at the close of the day January 7, 2019
HARRIS, JULIA – Teacher – Grolee Elementary – effective at the close of the day February 8, 2019
THOMAS, CAROLINE – Teacher – Eunice Elementary – effective at the close of the day February 13, 2019

RETIREMENTS

CHENIER, KAREN – Food Service Manager – Southwest Elementary – effective at the close of the day February 5, 2019
CHEVIS, PETER – Bus Driver – Northeast Elementary – effective at the close of the day May 23, 2019
CREDEUR, JUDY – Sp. Ed. Instructional Paraprofessional – Port Barre High – effective at the close of the day May 23, 2019
FRAME, GWENDOLYN – Bus Driver - North Central – effective at the close of the day February 7, 2019
GUILLORY, JEAN C. – Bus Driver – Glendale Elementary – effective at the close of the day May 23, 2019
SENEGAL, LINDA – Sp. Ed. Instructional Paraprofessional – Port Barre High – effective at the close of the day May 23, 2019
STEVENS, WALTON – Maintenance Worker – Central Office – effective at the close of the day January 30, 2019
THOMAS, KERMIT – Bus Driver – Plaisance Elementary – effective at the close of the day May 23, 2019

Sincerely,

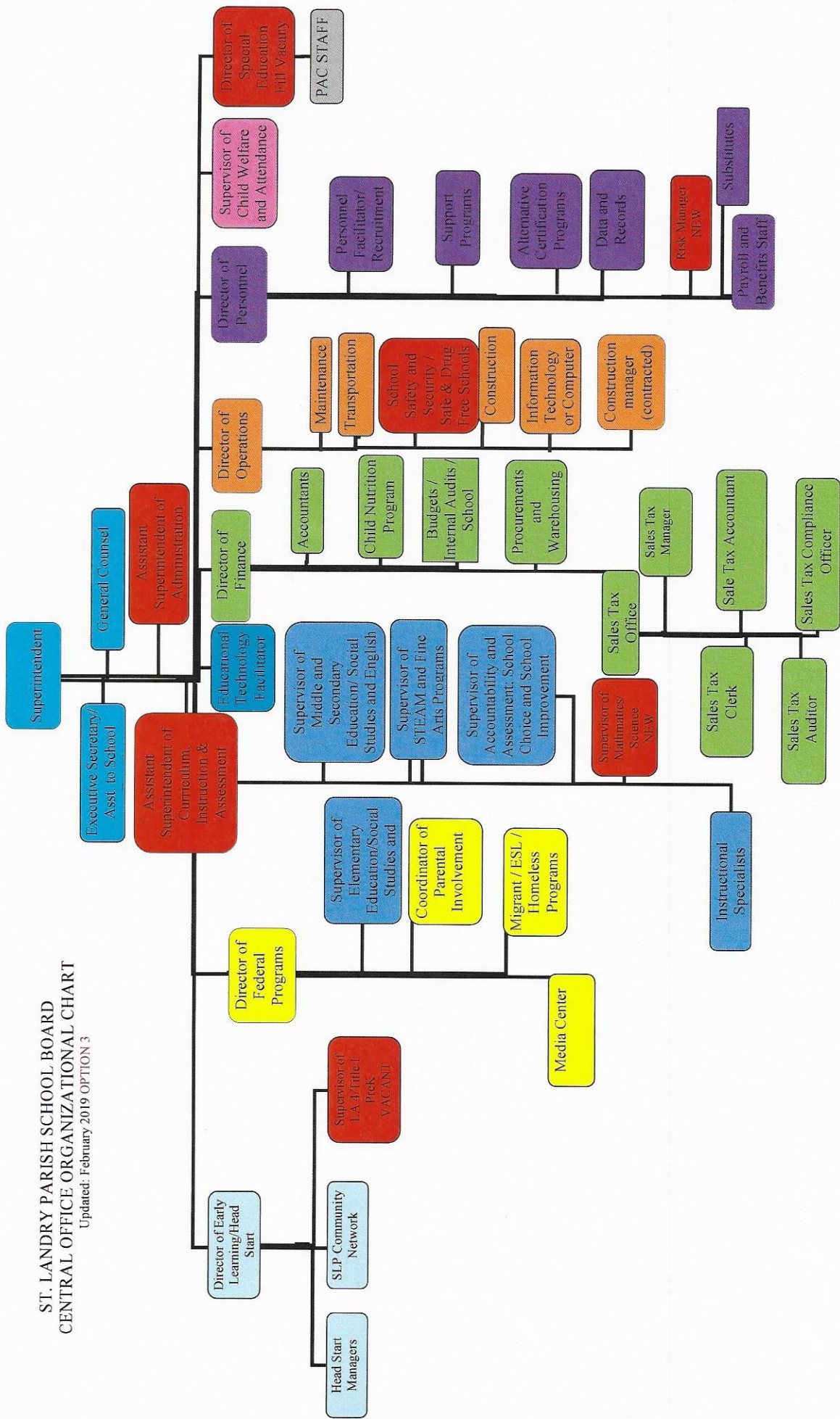
A handwritten signature in blue ink, appearing to read "Patrick D. Jenkins". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Patrick D. Jenkins, Superintendent

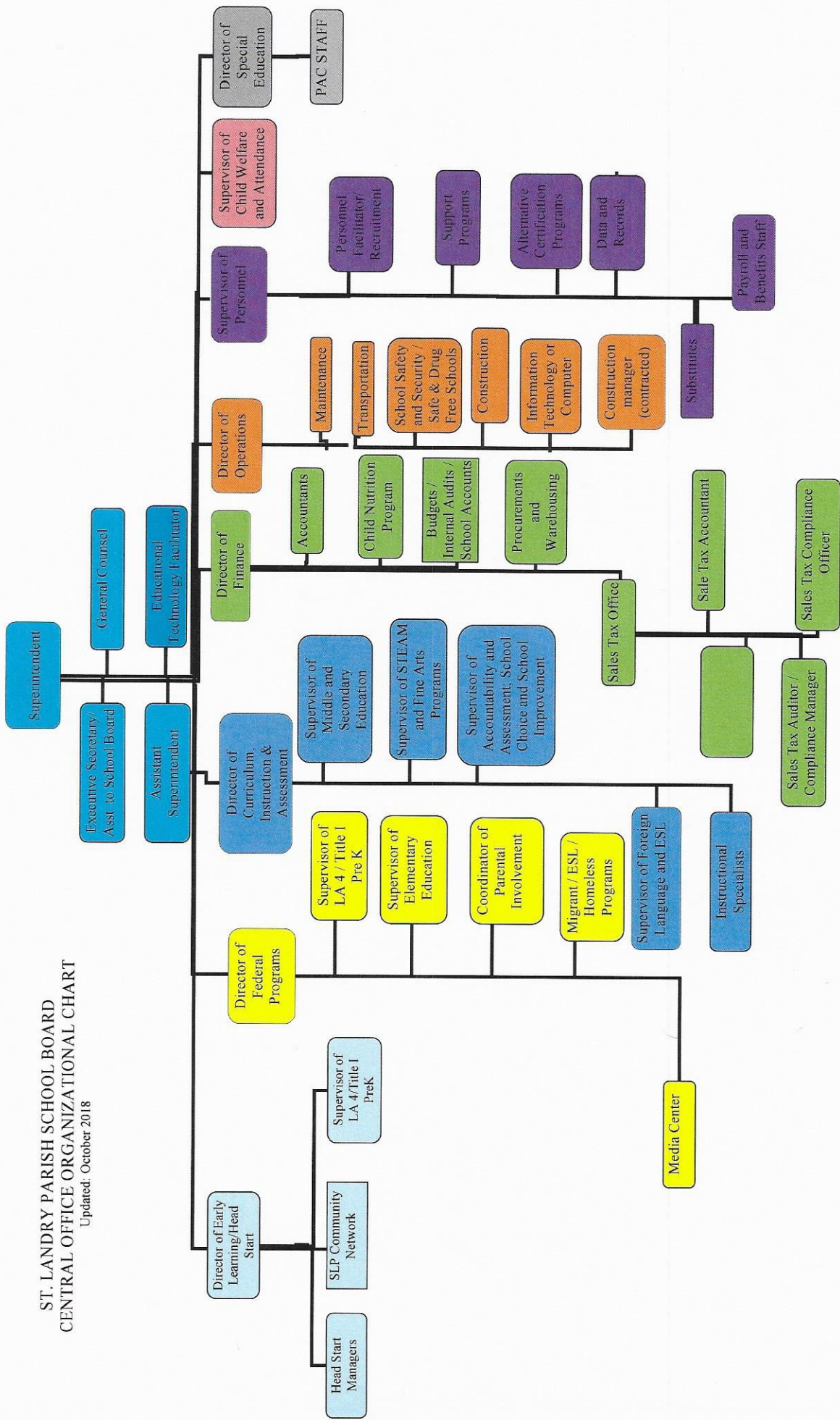
ST. LANDRY PARISH SCHOOL BOARD

ST. LANDRY PARISH SCHOOL BOARD
CENTRAL OFFICE ORGANIZATIONAL CHART

Updated: February 2019 OPTION 3



ST. LANDRY PARISH SCHOOL BOARD
 CENTRAL OFFICE ORGANIZATIONAL CHART
 Updated: October 2018



St. Landry Parish School Board

Job Description

TITLE: Director of Special Education

QUALIFICATIONS:

- Master's degree from accredited college or university.
- Louisiana Certification with Administration, Certification as a Parish or City School Supervisor/Director of Special Education, and/or Educational Leader Endorsement.
- Five years of successful administrative or management experience in education at the level of assistant principal or above. The assistant principal experience would be limited to a maximum of two years of experience in that position.

REPORTS TO: Superintendent or designee

SUPERVISES: All special education personnel and activities.

JOB GOAL: The Director of Special Education has the overall responsibility for the management and administration of the Special Education Department, Child Search and 504. This person develops, maintains, and directs programs and services as required to carry out school system responsibilities regarding the identification, location and evaluation of each student suspected to have disabilities and/or exceptionalities.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Supervise the administration of the Pupil Appraisal Center.
2. Coordinate formulation of philosophy and objectives for special education services including gifted.
3. Guide the development, implementation, and evaluation of special education services.
4. Must be able to communicate effectively with students, parents, school personnel, and the public in both individual and group situations.
5. Must be able to access data, to summarize information accurately, and to provide written reports to his/her supervisor.

6. Work with principals in the improvement of individual staff competencies.
7. Assist in the development and coordination of the sections of the budget that pertain to curricula and instruction in special education.
8. Attend all committee and board meetings.
9. Assess and make recommendations on types of programs and planning needed in special education.
10. Review annual special education and state reports and ensure accuracy of content.
11. Develop and implement innovative programs which reflect the educational goals of the St. Landry Parish School District.
12. Collect data and prepare required reports.
13. Provide courteous and prompt service to all internal and external customers including students, parents, co-workers, and citizens of the community.
14. Identify opportunities and recommend methods to improve service, work processes, financial performance, and expense management. Assist in the implementation of quality improvement initiatives.
15. Assist co-workers in the completion of tasks and assignments to ensure continuity of service. Orient new co-workers and actively support teamwork throughout the school system.
16. Work with the Supervisor of Personnel to recruit, prepare, and retain highly qualified personnel to ensure an exemplary special education program.
17. Establish and maintain a recognized gifted program that challenges students at every level.
18. Work to reduce paperwork to maximize efficiency in the department.
19. Perform other duties and assignments as required by the Superintendent or his designee.

TERMS OF EMPLOYMENT: Twelve (12) months.

SALARY: Index of 1.6 on Teacher Salary Schedule

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Evaluatee _____
(Signature)

Date _____

ST. LANDRY PARISH SCHOOL BOARD

Job Description

TITLE: Child Nutrition Program Manager – 12 Months

MINIMUM QUALIFICATIONS:

1. U.S. Citizen or authorized alien.
2. High School diploma or G.E.D.
3. Certified with Louisiana Department of Education as a Certified Child Nutrition Program Manager.
4. Three (3) years of successful experience in the area of Food Service Management/Child Nutrition.
5. Applicant must be willing to train in all job-related areas.
6. Aptitude for training personnel.
7. Aptitude for work with information technology systems.

REPORTS TO: Food Service Supervisor

SUPERVISES: None

JOB GOAL: This position is responsible for training managers, assisting in the effective and efficient operation of the Child Nutrition Program.

PERFORMANCE RESPONSIBILITIES:

(School Visitation) Assist in conducting on-site school reviews, prior to February 1st deadline each year. Cooperates with Child Nutrition Managers and Child Nutrition employees when performing the following duties.

1. Train new managers and provide ongoing support to site managers as necessary.
2. Troubleshoot and keep Supervisor informed of any problems in schools requiring attention.
3. Check collection procedures from all school cafeterias.
4. Provide technical assistance to all schools and train new personnel in Point of Service, Meal Planning, Production Records, Ordering, and Inventory.
5. Meet with managers to discuss possible problems; observe preparation techniques, checking for sanitary food handling, safe working procedures/conditions, and proper uniforms.
6. Check equipment for cleanliness, correct operating procedures, and needed repairs.
7. Check food storage freezers and coolers for the following: temperature log, thermometer, dates and prices on items, proper storage, and cleanliness.

8. Check pantry for the following: proper storage, dates and prices, items used on first-in-first-out, overstocking, cleanliness, pest control procedures.
9. Check records (SFS6's, 7's and inventory) for accuracy.
10. Review monthly postings of current permit to operate and health inspections.
11. Observe breakfast and lunch serving procedures checking the following: correct portion sizes, proper temperature, food components, appearance of food, proper handling of food, preservation of sample plate, point of service accountability.
12. Assist managers with general accounting and bookkeeping practices by providing ongoing computer training; also assist with manager training certification.
13. Other duties as assigned by Supervisor.

TERMS OF EMPLOYMENT: Twelve (12) Months; salary in accordance with Senior Clerk salary schedule.

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Evaluatee _____
(Signature)

Date _____

ST. LANDRY PARISH SCHOOL BOARD

Job Description

TITLE: Risk Manager

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in business or a related field.
OR
- Master's Degree
- Certification as a parish or city school Supervisor of Instruction or an Educational Leader.

AND

Certification of Occupational Safety Specialist (COSS) or the attainment of such within one (1) year from date of hire.

PREFERRED QUALIFICATIONS:

- Three (3) years of experience in risk management, insurance or other related field
- Working knowledge of local, state, and federal employment regulations
- Possess the ability to communicate clearly in oral and written form with a diverse group of administrators, teachers, and the public

REPORTS TO: Supervisor of Personnel or as designated by Superintendent

SUPERVISES: Employees as designated by Superintendent

JOB GOAL: To identify areas of liability, implement a plan of action to reduce liability, and continually monitor compliance of the plan. The primary effort is to mitigate adverse impact to the district in accordance with all applicable rules and regulations.

PERFORMANCE RESPONSIBILITIES:

1. Manage and direct all matters related to safety and workers compensation.

03/07/2019

2. Develop and implement a comprehensive risk management program to address all areas of risk.
3. Investigate, mitigate, and monitor accidents and near-miss accidents / incidents with the potential to cause harm or damage to student, personnel or property of the school board.
4. Perform periodic safety inspections of all facilities and adherence to safety procedures, generating safety recommendations.
5. Assist Central Office and School Administrators in cultivating a safe workplace by providing necessary safety training.
6. Manage all claims related to student injury.
7. Assist the Human Resource Department in reducing employment related risk.
8. Coordinates with the transportation department to provide ongoing defensive driver training for all transportation employees.
9. Provides courteous and prompt service to all internal and external customers including students, parents, co-workers, etc. Prioritizes and addresses requests and assignments in a professional manner to develop cooperative relationships and to ensure confidentiality is assured.
10. Identify opportunities and make recommendations to reduce risk and manage expenses.
11. Performs other duties as required.

TERMS OF EMPLOYMENT: Twelve (12) Months

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Evaluatee _____
(Signature)

Date _____

03/07/2019

St Landry Parish School Board
Risk Manager Salary Schedule
For Fiscal Year 2018-2019

Level	Salary
0	\$45,600
1	\$46,080
2	\$46,560
3	\$47,040
4	\$47,520
5	\$48,000
6	\$48,480
7	\$48,960
8	\$49,440
9	\$49,920
10	\$50,400
11	\$51,000
12	\$51,600
13	\$52,200
14	\$52,800
15	\$53,400
16	\$54,000
17	\$54,600
18	\$55,200
19	\$55,800
20	\$56,280
21	\$56,760
22	\$57,240
23	\$57,720
24	\$58,200
25	\$58,680



St. Landry Parish School Board

1013 East Creswell Lane

P.O. Box 310

Opelousas, LA 70571

Phone: 337-948-3657

Website: www.slp.k12.la.us

Patrick D. Jenkins,
Superintendent

March 7, 2019

RE: Assurance of Continued Employment for the **2019-2020** School Year

Dear Employee:

The St. Landry Parish School Board (SLPSB) hereby notifies you that you have assurance of continued employment with the School Board at the start of the **2019-2020** academic school year.

As in the past, we have established and customary periods of no-work, such as Thanksgiving break, Christmas break, Spring break, and Summer break. Your employment status will not be interrupted by these periods of no-work. Therefore in accordance with Louisiana Revised Statute 23:1600(6), you are not eligible for unemployment compensation benefits drawn on school board wages during these scheduled breaks.

This notification does not replace any annual contract and/or appointment letter which would indicate your work assignment and/or compensation.

Should any unforeseen circumstances develop which would affect your continued employment, you will be notified immediately.

Sincerely yours,

Patrick D. Jenkins, Superintendent

"An Equal Opportunity Employer"



*Patrick D. Jenkins,
Superintendent*

St. Landry Parish School Board

1013 East Creswell Lane
P.O. Box 310
Opclousas, LA 70571
Phone: 337-948-3657
Website: www.slp.k12.la.us

LETTER OF ASSURANCE 2019 – 2020

SUBSTITUTE EMPLOYEE

March 7, 2019

Dear Substitute Employee:

The St. Landry Parish School Board (SLPSB) hereby notifies you that you have assurance of continued employment for the School Board as a substitute at the start of the **2019-2020** academic school year and when the school term resumes after a scheduled school break. You will remain on the active substitute list and offered substitute assignments when the new school year begins as the need arises. It will be your sole responsibility to notify the SLPSB Personnel Department at (337) 948-3657 any time there is a change in your contact telephone number or mailing address in order to be properly notified of work opportunities.

As in the past, we have established and customary periods of no-work, such as Thanksgiving break, Christmas break, Spring break, and Summer break. Again, following each of these breaks you will be called and offered assignments as needed. Therefore in accordance with Louisiana Revised Statute 23:1600(6), you are not eligible for unemployment compensation benefits drawn on school board wages during any scheduled breaks.

Should any unforeseen circumstances develop which would affect your placement on this list, you will be notified immediately,

Sincerely yours,

Patrick D. Jenkins, Superintendent

“An Equal Opportunity Employer”

ST. LANDRY PARISH SCHOOL BOARD
CENTRAL OFFICE ORGANIZATIONAL CHART

Updated: February 2019 **OPTION 2**

