

**ST. MARTIN PARISH SCHOOL BOARD**

**AUGUST 6, 2008**

**BREAUX BRIDGE, LOUISIANA**

**MINUTES**

The St. Martin Parish School Board convened on this day at 5:00 P.M. at the Breaux Bridge Instructional Center with the following members present: Messrs., James Blanchard, President, Mark Hebert, Floyd Knott, Steve Fuselier, Aaron Flegeance, Richard Potier, Rodney Ledoux, and Ms. Wanda Babin and Mrs. Barbara Latiolais.

ABSENT: Mr. Frederic Stelly

The meeting was called to order by Mr. James Blanchard, President.

Superintendent Lavergne opened the meeting with a prayer and the Pledge of Allegiance.

Mr. Burton Dupuis, former CEO of St. Martin Hospital, made a presentation on behalf of St. Martin Hospital regarding a request from Lafayette General Medical Center to lease St. Martin Hospital.

On the motion of Mr. Fuselier, seconded by Mr. Flegeance, and unanimously carried, the Board approved the Minutes of the Regular Meeting of July 9, 2008.

ABSENT: Mr. Stelly

On the motion of Mr. Potier, seconded by Mr. Ledoux, and unanimously carried, the Board approved disbursement of the August Sales Tax Salary Supplement in the amount of \$450 to professional employees and \$365 to paraprofessional employees.

ABSENT: Mr. Stelly

On the motion of Mr. Flegeance, seconded by Mr. Fuselier, and unanimously carried, the Board approved the 2008-2009 State funded certificated pay raise to be reflected in the several salary schedules applicable to teachers and supervisory staff.

ABSENT: Mr. Stelly

On the motion of Mr. Flegeance, seconded by Mr. Potier, and unanimously carried, the Board approved to adopt October 15, 2008 as of the date of eligibility for the State funded \$1,000, one-time salary supplement.

ABSENT: Mr. Stelly

On the motion of Mr. Ledoux, seconded by Mrs. Latiolais, and unanimously

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carried, the Board approved a change in the Fixed Asset Inventory Policy, consistent with advisory from the State Department of Education, as follows:

FILE: DIC  
Cf: ECA

### INVENTORIES

#### FIXED ASSET INVENTORY

All moveable equipment that fall into the three categories listed ~~above~~ below should be appropriately tagged before they are placed into service.

~~The inventory control system shall include an annual inventory and evaluation of all fixed assets with a value as follows:~~

1. Assets purchased with 8G funds at a purchase price of \$250 or ~~greater~~ **more**
2. All computers, printers, digital cameras, LCD projectors (digital projectors)
3. All other moveable assets with a purchase price of ~~\$1,000~~ \$5,000 or ~~greater~~ **more**

The St. Martin Parish School Board directs the Superintendent to maintain a current itemized list of all land, buildings, improvements other than buildings, equipments, and other general fixed assets which were purchased or otherwise acquired, for which the Board is accountable. **The inventory control system shall include an annual inventory and evaluation of all fixed assets with a value of \$5,000 or greater.** The list shall include information as to the date of acquisition, the initial cost, the physical location of the fixed asset, the disposition, if any, the reason for disposition, and the recipient of the property or equipment disposed of, if applicable.

~~Effective July 1, 2002,~~ Fixed Asset capitalization policy for financial reporting and depreciation purposes, in compliance with GASB 34, shall be fixed at acquisition cost of \$5,000 or greater.

#### ANNUAL PHYSICAL INVENTORY

In order to maintain an accurate account of St. Martin Parish School Board possessions, an annual physical inventory is to be taken at the building level. Principals are designated custodians of all possessions at the school level and shall be ultimately responsible for safeguarding and record maintenance of all possessions in their schools. The principal may designate a Fixed Asset Coordinator at the school. However, any employee shall be personally responsible for safeguarding the assets, (i.e. each teacher shall be responsible for his/her classroom, the librarian for the assets of the library, the band director for the assets in the band department, etc.). Items checked-out by an employee should be logged by the principal, the building level administrator or their designees. All items checked out should be back on site or available for business use on the next working day. Building level administrators shall be responsible for ensuring that annual inventories are taken and that the Accountant responsible for fixed asset reporting is notified of any changes that need to be made to their respective inventory records via a properly completed *Inventory Control Form*.

Ref: La. Rev. Stat. Ann. §24:515

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ABSENT: Mr. Stelly

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On the motion of Mr. Fuselier, seconded by Mr. Ledoux, and unanimously carried, the Board approved the 2008-2009 Parental Involvement Policy.

ABSENT: Mr. Stelly

On the motion of Mr. Fuselier, seconded by Mrs. Latiolais, and carried, the Board approved the Public School Choice Policy. (Attached as Exhibit A)

OPPOSED: Mr. Knott

ABSENT: Mr. Stelly

On the motion of Mr. Fuselier, seconded by Mrs. Latiolais, and unanimously carried, the Board approved the Crisis Response Policy for the 2008-2009 School Year.

ABSENT: Mr. Stelly

On the motion of Mrs. Latiolais, seconded by Mr. Fuselier, and unanimously carried, the Board approved the following revised policies for inclusion in the St. Martin Parish School Board Policy Manual, excluding policy DIC, Inventories:

ADA, School Census  
CBA, Superintendent Qualifications  
IDCJ, Supplemental Educational Services  
JGC, Student Health Services  
JGCD, Administration of Medication  
JGFG, Illness and Accidents

ABSENT: Mr. Stelly

On the motion of Mr. Potier, seconded by Mr. Flegeance, and unanimously carried, the Board approved the Letter of Assurance of Continued Employment as envisioned by ACT 745 of 1977.

ABSENT: Mr. Stelly

On the motion of Mr. Knott, seconded by Mrs. Latiolais, and unanimously carried, the Board approved the 2008-2009 agreement for contracted services of School Resource Officers.

ABSENT: Mr. Stelly

The Board discussed concerns relative to the French Immersion Program and Out of Zone Transfers.

On the motion of Mr. Hebert, seconded by Mr. Flegeance, and unanimously carried, the Board went into Executive Session.

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ABSENT: Mr. Stelly

On the motion of Mrs. Latiolais, seconded by Mr. Potier, and unanimously carried, the Board came out of Executive Session.

ABSENT: Mr. Stelly

No action was necessary for the item in Executive Session relative to the citizen's request to appear before the Board regarding personnel.

On the motion of Mr. Fuselier, seconded by Mrs. Latiolais, and unanimously carried, the Board approved the following Professional Personnel Changes:

**APPOINTMENTS:**

Arthaud, Christel, Foreign Associate teacher, Teche Elementary; effective August 6, 2008. (Certified)

Broussard, Michelle, Language Arts, St. Martinville Junior High; effective August 6, 2008. (PL)

Chauvin, Trisha, 1<sup>st</sup> grade, Parks Primary; effective August 6, 2008. (Certified)

Chavis, James, Band Director, Parks Middle; effective August 6, 2008 (Certified)

Comeaux, Stephanie, 1<sup>st</sup> grade, Breaux Bridge Primary; effective August 6, 2008. (Certified)

Forman, Rosa Leah, Instructional Interventionist, Teche Elementary; effective August 6, 2008 (Certified)

Gady, Fabrice, Foreign Associate teacher, Parks Middle; effective August 6, 2008, (Certified)

Green, Georgina, Librarian, Stephenville Elementary; effective August 6, 2008. (OFAT)

Guidroz, Jill, ELA, Cecilia Junior High; effective August 6, 2008. (Certified)

Mercier, Yvonne, Special Education, Cecilia Primary; effective August 8, 2008. (Retiree Return to Work/Certified)

Page, Ashley, Pre-kindergarten, Parks Primary; effective August 6, 2008. (Certified)

Pratt, Jill, 2<sup>nd</sup> grade, St. Martinville Primary; effective August 6, 2008. (Certified)

Racette, Martin, Foreign Associate teacher, Teche Elementary; effective August 6, 2008 (Certified)

Schetele, Bryan, Special Education/Coach, St. Martinville Junior High; effective August 6, 2008. (Certified)

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Touchet, Roxann, 5<sup>th</sup> grade, Breaux Bridge Elementary; effective August 6, 2008. (Certified)

Washington, Chenevial, 4<sup>th</sup> grade, St. Martinville Primary; effective August 6, 2008 (PL)

Zupan, Odile, Foreign Associate teacher, Stephenville Elementary; effective August 6, 2008 (Certified)

### **ONE YEAR APPOINTMENT:**

McNeal, Melissa, 1<sup>st</sup> grade, Catahoula Elementary; effective August 6, 2008 through May 25, 2009.

### **TRANSFERS:**

Guillet, Angela, from Special Education at JCEP/PAC to 4<sup>th</sup> grade at Catahoula Elementary; effective August 6, 2008.

Stelly, Amy, from 1<sup>st</sup> grade at Catahoula Elementary to 1<sup>st</sup> grade at Cecilia Primary; effective August 6, 2008.

Stelly, Pamela, from 7/8<sup>th</sup> Exploratory at Cecilia Junior High to Business at St. Martinville Senior High; effective August 6, 2008.

### **MEDICAL LEAVES:**

Paddio, Audrey, Science, Cecilia Junior High; effective April 30, 2008.

Wilmore, Diane, Business, Breaux Bridge Senior High; effective August 6, 2008 through October 12, 2008.

### **MATERNITY LEAVES:**

Olivier, Jeanne, 1<sup>st</sup> grade, Parks Primary; effective August 6, 2008 through September 19, 2008.

Theriot, Charee, Principal, St. Martinville Primary; effective October 15, 2008 through November 28, 2008.

### **RESIGNATIONS:**

Abney, Matthew, Math, Breaux Bridge Junior High; effective July 23, 2008.

LeBouthillier, Orise, French, Parks Middle; effective July 9, 2008.

Duhon, Kari, English, Breaux Bridge Senior High; effective June 25, 2008.

### **RETIREMENTS:**

Mercier, Yvonne, Special Education, Cecilia Primary; effective August 7, 2008.

Sweeney, Margaret, Math Facilitator, Breaux Bridge Primary; effective May 21, 2008.

ABSENT: Mr. Stelly

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A motion was made by Mr. Potier and seconded by Mr. Flegeance to approve the Paraprofessional Personnel Changes.

Mr. Ledoux made a substitute motion, seconded by Mr. Hebert, to table the Paraprofessional Personnel Changes. The substitute motion was then voted on and tied. The President exercised his right to vote and voted in opposition to the motion. The motion failed, as follows:

FOR: Mr. Knott, Mr. Fuselier, Mr. Hebert, and Mr. Ledoux

OPPOSED: Mr. Flegeance, Mrs. Latiolais, Mr. Blanchard, Mr. Potier, and Ms. Babin

ABSENT: Mr. Stelly

The original motion was then voted on and tied. The President exercised his right to vote and voted in favor of the motion. The motion carried as follows:

FOR: Mr. Flegeance, Mrs. Latiolais, Mr. Blanchard, Mr. Potier, and Ms. Babin

OPPOSED: Mr. Knott, Mr. Fuselier, Mr. Hebert, and Mr. Ledoux

ABSENT: Mr. Stelly

**APPOINTMENTS:**

Barber, Carol, Custodian (12 month), Breaux Bridge Primary; effective August 7, 2008.

Charles, Janice, part-time Food Services Technician , Cecilia Primary; effective August 7, 2008.

Davis, Contessa, Food Services Technician, Breaux Bridge Elementary; effective August 7, 2008.

Jackson, Rebekka, Food Services Technician, Stephenville Elementary; effective August 7, 2008.

Stelly, Cynthia, PC Technician, Instructional Center; effective August 7, 2008.

**MEDICAL LEAVES:**

Allen, Angela, Bus Driver, St. Martinville area; effective July 22, 2008 through September 2, 2008.

Bourque, Anna Mae, Food Services Technician, St. Martinville Primary; effective April 1, 2008 through December 31, 2008.

Colbert, Dianne, Teacher Aide, Early Learning Center; effective July 29, 2008 through September 15, 2008.

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**TRANSFERS:**

Conques, Melissa, from part-time Food Services Technician at Cecilia Primary to Food Services Manager at Catahoula Elementary; effective August 7, 2008.

Johnson, Florence, from Special Education Aide at St. Martinville Primary to St. Martinville Junior High; effective August 6, 2008.

Joseph, Hardy, from a Custodian (12 month) at Breaux Bridge Primary to Cecilia Junior High; effective August 7, 2008.

Percle, Virgie, from Acting to Permanent Food Services Manager at Stephenville Elementary; effective August 7, 2008.

Sam, Linda, from part-time to full-time Custodian at Breaux Bridge Junior High; effective August 7, 2008.

Senegal, Melanay, from part-time to full-time Food Services Technician at Cecilia Primary; effective August 7, 2008.

**RESIGNATIONS:**

Case, Patricia, Food Services Technician, St. Martinville Junior High; effective July 16, 2008.

Robichaux, Stephen, A/C Refrigeration Technician, Maintenance; effective July 10, 2008.

**RETIREMENTS:**

Frederick, Ella Tina, Bus Operator, St. Martinville area; effective May 1, 2008.

Huval, Annette, Food Services Manager, Catahoula Elementary; effective May 3, 2008.

Joseph, Ethel, Teacher Aide, Parks Primary; effective March 4, 2008.

On the motion of Mr. Knott, seconded by Mrs. Latiolais, and unanimously carried, the Board approved extra pay for Beverly Guillory, Carol Guidry, Nichole Airhart, and Jessica Aubry for St. Martinville Junior High Summer Preparation.

**ABSENT:** Mr. Stelly

Superintendent Lavergne informed the Board Frederick Wiltz was his recommendation for the position of Principal at St. Martinville Junior High School. On the motion of Mr. Fuselier, seconded by Mr. Flegeance, and unanimously carried, the Board appointed Mr. Frederick Wiltz as the Principal at St. Martinville Junior High School for a two-year term, effective August 7, 2008.

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On the motion of Mr. Flegeance, seconded by Mrs. Latiolais, and unanimously carried, the Board adjourned.

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SECRETARY

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PRESIDENT