

CLAIBORNE PARISH SCHOOL BOARD

MINUTES OF REGULAR MEETING

July 11, 2024

The Claiborne Parish School Board met in a regular session at the Homer High Cottage in Homer, Louisiana at six o'clock July 11, 2024, with the following members:

Present: Patricia Stevens, Perry Anderson, Linda Knox, William Maddox, Tommy Davidson, Roy Mardis, David Nokes

Absent: Stewart Griffin, Yolanda Coleman, Mark Perot

There was also present Mr. Chris Brooks, Secretary of the Board.

Mr. Maddox, Board Member, opened the meeting with prayer followed by the Pledge of Allegiance.

The minutes of the Educational Committee Meeting and the Regular Meeting held June 6, 2024, and the Special Called Meeting held June 27, 2024, which had been emailed to the Board Members previously. Motion to approve was made by Mr. Davidson, seconded by Ms. Knox. Motion passed by a vote of 7 yes, 0 no.

Superintendent Brooks requested the Board approve a revised Head Start lease contract. This contract will be for a 3-year term. Previously, it was for a 20-year term. This term coincides with their federal grant. Motion to approve was made by Mr. Davidson, seconded by Mr. Nokes. Motion passed by a vote of 7 yes, 0 no.

Mr. Brooks requested approval of the pay day schedule for 2024-25. Mr. Davidson made a motion to approve the request, seconded by Mr. Mardis. Motion passed by a vote of 7 yes, 0 no.

Superintendent Brooks requested to approve the substitute pay. This is currently budgeted out of the ESSER grant. He reminded the Board this is the last year funds will be available through the ESSER grant, which allowed for the additional \$20/day the past few years. Motion to approve was made by Mr. Mardis, seconded by Mr. Davidson. Motion passed by a vote of 7 yes, 0 no.

The job description for Maintenance/Transportation Facilitator position was requested to be approved by Superintendent Brooks. An employee retired this summer; therefore, we have redefined this position and adjusted the duties to help our maintenance/transportation department. A motion was made by Mr. Davidson, seconded by Ms. Stevens. Motion passed by a vote of 7 yes, 0 no.

Following the approval of the Maintenance/Transportation Facilitator position, Superintendent Brooks asked the Board to approve the salary schedule for this position. This employee will become certified to become a CDL trainer, which will allow our district to continue teaching the CDL course here and Mr. Joey Guillory (Maintenance/Transportation Supervisor) will be able to administer the test for our district and neighboring parishes. Motion to approve was made by Mr. Davidson, seconded by Ms. Stevens. Motion passed by a vote of 7 yes, 0 no.

Ms. Sandra Bosby, Food Services Supervisor, requested approval of the low bid for milk, bread, and paper products. Motion was made by Mr. Mardis to approve the request, seconded by Mr. Davidson. Motion passed by a vote of 7 yes, 0 no.

Superintendent Brooks requested approval of the organizational chart included in the board packets. This is needed for audit purposes. Mr. Mardis made a motion to approve, seconded by Mr. Davidson. Motion passed by a vote of 7 yes, 0 no.

Superintendent Brooks asked the Board to approve the cafeteria pay pilot. This is a non-recurring incentive payment for the 2024-25 school year. In order to be eligible for such payment, employees must be employed as of 2024. The incentive will not be considered a change to or addition to the Claiborne Parish School Board salary schedule which governs their employment. All cafeteria staff (excluding supervisor) would receive

a distribution of 2 equal payments of \$600, along with regular monthly payroll, in September and March. A new hire will be required to be employed 30 days before receiving a payment and receive full installment payments thereafter. Motion to approve was made by Mr. Davidson, seconded by Ms. Stevens. Motion passed by a vote of 7 yes, 0 no.

Mr. Brooks asked the Board for approval of the SRO Memorandum of Understanding with the Town of Haynesville. Motion to approve was made by Mr. Davidson, seconded by Mr. Nokes. Motion passed by a vote of 7 yes, 0 no.

Approve new policy JGCF (Behavioral Health Support for Students). This new policy is a result of the recent Louisiana Legislature and Act 324, which addresses behavioral or emotional challenges which may cause students to be at risk for their behavior to escalate into aggression or disruption, causing suspensions, expulsions or juvenile delinquency. Motion to approve was made by Mr. Davidson, seconded by Ms. Knox. Motion passed by a vote of 7 yes, 0 no.

Ms. Turner briefly discussed the June 2024 year-end financials. She reminded the Board these are not actual end of year figures, only a snapshot.

Superintendent’s Report:

1. Mr. Brooks asked the new administrators who have recently changed into a new position or they are a new hire to introduce themselves: Ms. Christy Coleman (Homer Jr. High Principal – former Assistant Principal at Homer Jr. High), Ms. Tinique Beene (Haynesville Jr./Sr. Guidance Counselor – former Master Teacher at Haynesville Jr./Sr.), Mr. Mike Dick (Haynesville Elementary Principal), Mr. Mazeroski Bursey (Homer Jr. High Assistant Principal), Ms. Philana Banks (Homer Elementary Assistant Principal), Ms. Kelli Tims (Instructional Secondary Supervisor – former Homer Jr. High Principal), and Mr. Marco French (Instructional Elementary Supervisor).

There being no further business to come before the Board, Mr. Nokes made a motion for the meeting to be adjourned.

Perry Anderson, President
Claiborne Parish School Board

ATTEST:

Mr. Chris Brooks, Secretary
Claiborne Parish School Board