



Dr. Jason VanMetre, Superintendent

TO: Members, Calcasieu Parish School Board
FROM: Robert Barrentine, Chief Operations Officer
DATE: April 28, 2025 – 5:00 p.m.
SUBJECT: Administrative and Personnel Committee Meeting

AGENDA

A & P Committee Meeting Items

- A. Transportation Request
 - 1. Assistant Director of Transportation – New Position
 - 2. Field Supervisor – New Position
 - 3. Title Change from Transportation Fleet Supervisor to Transportation Personnel Supervisor
- B. Public Conduct on School Property - KGA
- C. Visitors to the schools - KM
- D. Consideration of motion to take from the table previous agenda item regarding changing the name of the position of Director of Career and Technical Education to Administrative Director of Career and Technical Education
- E. Updated Job Descriptions

A & P Committee Members:

Dean Roberts, Chair
Shawn Baumgarten
Russell Castille
Billy Breaux
Patrick Pichon

Karen Hardy McReynolds, Vice Chair
Tony O'Banion
Rev. Desmond Wallace
Dr. Betty Washington
Phyllis Ayo



Calcasieu Parish School Board
Job Description
Assistant Director of Transportation

QUALIFICATIONS: Educational Leadership Level 1 (preferred). Bachelor's degree in field related to education or management. Must obtain CDL (if medically capable) within one year of the appointment of the position. General knowledge of the district includes location of all facilities, rapport with site leadership of facilities, and CPSB Policy and Procedures Manual. Must have familiarity, rapport, and ability to work on moment's notice with the Chief Operating Officer and Public Information Officer along with the Director of Transportation. Develop working relationships with local law enforcement agencies, medical responders, Office of Homeland Security and Emergency Planning, print and television media, as well as the Department of transportation, Louisiana Department of Education, and the Federal Motor Carrier Safety Administration.

REPORTS TO: Director of Transportation

JOB GOALS: Working with the Chief Operating Officer and Director of Transportation to oversee the daily operations of the Transportation Department. Duties will include those responsibilities listed below to ensure that the largest department with CPSB has representation available for district and public concerns, efficiency in all aspects of the department, and implementing more rigorous safety details.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Secure and maintain a CDL licensure if applicable.
2. Evaluating driver performance, providing feedback and coaching, addressing safety concerns, and documenting infractions.
3. Maintaining hours of availability for department, district, and public concerns to be documented.
4. Working with the Shop Foreman, department supervisors, and Risk Management Department, be able to report the findings of the Accident Review Committee and apply the necessary remediation.
5. Schedule in advance, coursework is appropriate to drivers, aides, and monitors that is relevant to their job performance and comply with state and federal guidelines yearly.
6. If needed, report to a scene or accident and document and report all actions to the Director of Transportation and Chief Operating Officer.
7. Work normal shift as assigned by Director of Transportation, as well as additional hours needed as it pertains to day-to-day operations, investigations, or emergency situations.
8. Available 24/7 via cell phone.
9. Work with Route Supervisor to resolve issues, but not limited to, route efficiencies, overcrowding on buses, and the Personnel Supervisor to manage conflict between departmental employees.
10. Ensuring drivers maintain proper documentation, including logbooks, students count, seating charts, and vehicle inspection reports, and adhering to all state and federal transportation guidelines.
11. Understand local, state, and federal regulations as they pertain to School Transportation.
12. Familiar with or have access to CPSB and LDOE policies.
13. Establish and maintain positive working relationships with staff, school officials and employees, various agencies, and the public.
14. Any other duties assigned by Director of Transportation.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Transportation Field Supervisor

QUALIFICATIONS: High School Diploma or greater; experience in office procedures; use of a computer; knowledge of the Parish area; school; systems policies, state department of education policies and a valid state driver's license. Must have 10 years of good driving experience.

REPORTS TO: Director of Transportation

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Secure and maintain a CDL licensure, must have IO years of successful route driving experience
2. Evaluating driver performance, providing feedback and coaching, addressing safety concerns, and documenting infractions.
3. Work with COO, Risk Manager, Director of Transportation and Site Administration for implementation of safety protocols of fleet entering and existing campuses.
4. Investigating accidents or emergencies on bus routes, gathering information, reporting to relevant authorities, and coordinating necessary follow-up actions.
5. Work normal shift as assigned by Director of Transportation, as well as additional hours needed as it pertains to day-to-day operations, investigations, or emergency situations.
6. Serve on the Accident Review Committee
7. Available 24/7 via cell phone.
8. Work with Route Supervisor to resolve issues, but not limited to, route efficiencies, overcrowding on buses, and the Personnel Supervisor to manage conflict between departmental employees.
9. Ensuring drivers maintain proper documentation, including logbooks, student counts, seating charts, and vehicle inspection reports, and adhering to all state and federal transportation guidelines.
10. Understand local, state, and federal regulations as they pertain to School transportation.
11. Familiar with or have access to CPSB and LDOE policies.
12. Establish and maintain positive working relationships with staff, school officials and employees, various agencies, and the public.
13. Any other duties assigned by Director of Transportation.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Transportation ~~Fleet~~ Personnel Supervisor

QUALIFICATIONS: High School Diploma or greater; experience in office procedures; use of a computer; knowledge of the Parish area; school; systems policies, state department of education policies and a valid state driver's license.

REPORTS TO: Director of Transportation

JOB GOALS: Working with the Director of Transportation and Director of Payroll and Personnel, keeping current records on all available drivers, aides, monitors, and garage and office staff; particularly initial application, driving record, pay rates, policy and departmental violations, online education, drug tests, yearly physicals, and any other documentation relevant to employment and performance. Serving on the district's Accident Review Committee and assisting Risk Management with incidents involving district vehicles when called upon.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Secure and maintain a CDL licensure within 1 year of hire date.
2. Meet with and assist school personnel as needed
3. Handling complaints from drivers, mechanics
- ~~4. Plan and conduct training, safety meetings, and fleet inspections.~~
5. Work with COO, Risk Manager, Director of Transportation and Site Administration for implementation of programs and procedures.
6. Prepare reports for board and staff.
7. Work normal shift as assigned by Director of Transportation, as well as additional hours needed as it pertains to day-to-day operations, investigations, or emergency situations.
8. Serve on the Accident Review Committee (monthly meetings usually held on the last Thursday of every month).
9. Available 24/7 via cell phone.
10. Assist with assigning route splits when needed.
11. Work with Route Supervisor and Director of Transportation to resolve issues, but not limited to, ~~route efficiencies, overcrowding on buses~~, conflict between departmental employees, etc.
- ~~12. Field work can consist of pre and post trip observations, private property usage, maintaining private property upkeep, and all other assignment directed by COO and Director of Transportation.~~
13. Assist Transportation Office Manager with requisitions, purchase order entries.
14. Understand local, state, and federal regulations as they pertain to School Transportation.
15. Familiar with or have access to CPSB and LDOE policies.
16. Establish and maintain positive working relationships with staff, school officials and employees, various agencies, and the public.
17. Any other duties assigned by Director of Transportation.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Transportation Personnel Supervisor

QUALIFICATIONS: High School Diploma or greater; experience in office procedures; use of a computer; knowledge of the Parish area; school; systems policies, state department of education policies and a valid state driver's license.

REPORTS TO: Director of Transportation

JOB GOALS: Working with the Director of Transportation and Director of Payroll and Personnel, keeping current records on all available drivers, aides, monitors, and garage and office staff; particularly initial application, driving record, pay rates, policy and departmental violations, online education, drug tests, yearly physicals, and any other documentation relevant to employment and performance. Serving on the district's Accident Review Committee and assisting Risk Management with incidents involving district vehicles when called upon.

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5. Prepare reports for board and staff.
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7. Serve on the Accident Review Committee (monthly meetings usually held on the last Thursday of every month).
8. Available 24/7 via cell phone.
9. Assist with assigning route splits when needed.
10. Work with Route Supervisor and Director of Transportation to resolve issues, but not limited to, conflict between departmental employees, etc.
11. Assist Transportation Office Manager with requisitions, purchase order entries.
12. Understand local, state, and federal regulations as they pertain to School Transportation.
13. Familiar with or have access to CPSB and LDOE policies.
14. Establish and maintain positive working relationships with staff, school officials and employees, various agencies, and the public.
15. Any other duties assigned by Director of Transportation.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Calcasieu Parish School Board shall require any person attending any school event or school-related function on or off campus to conduct themselves with politeness, decorum, and proper sportsmanship. Any person entering any school campus or School Board property shall be required to conduct himself/herself in accordance with acceptable standards of conduct and show respect for the law and rights of others. Any person who disrupts the orderly educational process while on a school campus or School Board property may be restricted or banned from such property by the Board. In addition, any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or be denied admission to other school events for up to a year. Should a person's conduct while on school property become so disruptive that it threatens the safety of any employee or student, school personnel shall be authorized to notify law enforcement personnel for assistance. The Superintendent shall have the authority to review the circumstances and make the final decision regarding attendance of the individual at any school or school function. Examples of unacceptable conduct include, but are not limited to:

1. Using vulgar or obscene language or gestures
2. Possessing or being under the influence of any alcoholic beverage or illegal substance
3. Fighting or otherwise striking or threatening another person
4. Failing to obey the instructions of a security officer or school district employee
5. Interfering in any way with an athletic or co-curricular event
6. Engaging in any activity which is disruptive or illegal

Students demonstrating any of the above conduct shall be subject to disciplinary action in accordance with Board policy. Employees exhibiting any of the above conduct may be subject to suspension or termination.

SCHOOL SPORTING EVENT SAFETY AND SECURITY PROCEDURES

School sporting events are an opportunity for schools and communities to come together to build relationships, show community pride, and celebrate student success. School sporting events including football, basketball, and baseball are examples but not an inclusive list.

Safety and security procedures:

1. Principals shall determine the number of officers/security at school sporting events. Security agents shall be stationed throughout the venue.

VISITORS TO THE SCHOOLS

The Calcasieu Parish School Board welcomes and encourages parents and other school patrons to visit the schools at appropriate times; in fact, special programs and visiting days may be planned throughout each school year to provide opportunity for such visits. If at all possible, visits should be pre-arranged. Principals are authorized to take necessary steps in dealing with unauthorized visitors.

Principals shall be responsible for establishing procedures that will protect instructional time and ensure the safety and welfare of students, teachers and staff members. Each school shall designate one main entrance/exit. Any other entrance/exit shall be at the discretion of the principal who is authorized to take the necessary steps to secure those entrances/exits.

Visitor is defined as anyone other than the school system personnel paid at the site in question. All visitors shall report to the principal's office immediately upon coming onto school grounds for their visit and will be required to sign a "visitors' log" upon arrival/departure. Visitors will be assigned passes at the discretion of the principal or his/her designee. For record keeping purposes, the visitors' log shall remain on site in accordance with existing policy.

The Board, in accordance with state law, shall authorize principals, school administrators, or school security guards to search the person, and any item in the possession of a person who is not a student enrolled in school, or any school employee, while in or on any school property. The search may be conducted at random with metal detector or physically when there is reasonable suspicion that such person has in their possession any weapons, illegal drugs, alcohol, stolen goods, or other materials in violation of Board policy.

CLEAR BAGS

To ensure stakeholder safety at all Calcasieu Parish Public Schools sporting events, the Calcasieu Parish School Board has instituted a clear bag policy at **all sporting venues and events.**

Revised: December, 1991
Revised: October, 1994
Revised: May, 1997

Ref: La. Rev. Stat. Ann. §§[17:416.6](#), [17:416.10](#)
Board minutes, [3-17-92](#), [4-8-97](#), [6-17-97](#)

Calcasieu Parish School Board

Reclassification of Director to Administrative Director

March 2025

Opening

- Tonight, I am recommending the reclassification of the Director of Career and Technical Education position from Director to Administrative Director.
- This recommendation is based on a significant increase in both the scope of the responsibilities and the direct impact of the departments work is having on students, teachers, and the overall district.

Expanded Program Leadership

- This position now leads three major divisions:
 - Career & Technical Education, including counselors
 - Visual & Performing Arts, including music, art, and theater (125+ teachers across all levels)
 - College Programs through McNeese State University and Sowela (150% participation increase)
- These programs collectively touch thousands of students, from career exploration and credentialing to advanced arts instruction and dual enrollment opportunities.

Strategic Staffing and Student Support

- The department has added three full-time Career Coaches, including one dedicated entirely to persistently struggling schools — an important step to ensure equity and student access to career pathways.

Expansion of Student Opportunities

- CTE pathways have expanded by **50%**, and for the first time, we offer 90% of all **available state-approved pathway**, giving our students more opportunities to prepare for high-wage, high-skill careers.

Innovative Testing Solutions

- The department established a **National ETS Testing Center** here in Calcasieu Parish.
- This center provides critical testing, including the **GRE** and **PRAXIS**, serving both our teacher pipeline and regional higher education partners.

Fiscal and Operational Responsibility

- The department manages multiple funding streams, including general fund, federal Perkins funds, and several specialized state and local allocations including the Career Development Fund and the Supplemental Course Academy.
- The department work ensures that these dollars are effectively aligned to student programs, certification opportunities, and instructional supports.

District and Community Impact

- The Visual & Performing Arts program has gained recognition beyond Louisiana, and the department has strengthened partnerships with higher education and industry to provide meaningful pathways for students.
- The efforts of the department have directly support our district's priorities of **access**, **equity**, and **postsecondary readiness**.

Closing

- For these reasons, I respectfully recommend elevating this position to **Administrative Director** level to accurately reflect the scope, complexity, and impact of the current and added responsibilities.

Expanded Reasons for Elevation to Administrative Director – more facts and information

- **Expanded Scope of Responsibilities**
 - Added **Visual and Performing Arts** (Music, Art, and Theater) programs.
 - 125+ teachers
 - Managing **College Programs** at **McNeese State University** and **Sowela Technical Community College** with over a 200% increase in student population
 - Increased collaboration with **higher education institutions** for dual enrollment and articulation agreements.
 - **Supervising three newly added Career Coaches** dedicated to recruiting and retaining students in CTE programs, with one focused specifically on **persistently struggling schools**.
 - **Established and oversee a National Testing Center for Educational Testing Services (ETS)**, providing the district and region with:
 - **Graduate Record Examination (GRE)**
 - Full suite of **PRAXIS Exams** (Teacher Preparation & Licensure)
 - Over 600 tests have been administered
- **Significant Budget and Funding Management**
 - **Overseeing and managing multiple funding sources**, including:
 - **General Fund** for CTE programming and counselors
 - **College Programs Fund**
 - **Career Development Fund**
 - **Carl Perkins Federal Grant**
 - **Visual and Performing Arts Budget**
 - **State Supplemental Course Academy** (for online dual enrollment and career courses)
 - **Ensuring financial sustainability** of programs through **strategic budget planning and grant acquisition**.
 - **Aligning funding with student needs, workforce demands, and academic priorities**.
- **Elevated the Status of Visual and Performing Arts**
 - Transformed the **Visual and Performing Arts** program into a **highly recognized initiative** well **beyond state borders**.

- Fostered **national partnerships and recognition** for student performances, exhibitions, and creative achievements.
- Strengthened **connections with arts organizations, industry professionals, and higher education institutions** to provide expanded opportunities for students.
- **Increased Leadership and Strategic Impact**
 - Leading **cross-disciplinary programs** that bridge **academic, career, and artistic pathways** for students.
 - Strengthening **community and industry partnerships** to expand student opportunities.
 - Representing the district at **state and national levels** in multiple education sectors.
 - **Developing and overseeing targeted recruitment and retention strategies** to increase student participation in CTE and college programs.
- **Greater Administrative Oversight and Decision-Making**
 - Managing **multiple department budgets** and securing funding for program sustainability.
 - Overseeing **staffing, curriculum development, and policy implementation** across multiple disciplines.
 - Coordinating district-wide **facilities, equipment, and resources** for CTE, Arts, and College Programs.
 - **Supervising the Career Coaches** to ensure alignment with district goals and **focused support for struggling schools**.
 - **Operating the ETS National Testing Center**, facilitating essential graduate and teacher licensure testing for the region.
- **Alignment with Organizational Growth and Needs**
 - The expansion of programs necessitates **higher-level coordination and centralized leadership**.
 - Ensuring **equitable access** to diverse educational pathways for all students.
 - Enhancing district **strategic initiatives** by integrating **CTE, arts, college readiness, and credentialing** programs.
 - **Addressing achievement gaps in persistently struggling schools** through targeted CTE support.

Responsibilities of Administrative Director Role

- **Supervise and provide leadership** for **Career & Technical Education (CTE), Visual and Performing Arts, and College Programs.**
- **Develop and maintain partnerships** with **McNeese State University** and **Sowela Technical Community College** for dual enrollment and workforce alignment.
- **Oversee district-wide funding and budgeting** for career, college, and arts programs, ensuring proper allocation and compliance for:
 - General Fund (CTE programming and counselors)
 - College Programs Fund
 - Career Development Fund
 - Carl Perkins Federal Grant
 - Visual and Performing Arts Budget
 - State Supplemental Course Academy
- **Oversee and operate the ETS National Testing Center**, offering GRE and PRAXIS testing for the district and regional community.
- **Ensure compliance** with **state and national educational policies and accreditation requirements.**
- **Advocate for program growth and expansion**, securing grants and industry partnerships.
- **Lead professional development initiatives** for educators in CTE, arts, and college prep programs.
- **Supervise and evaluate** the effectiveness of the three Career Coaches, ensuring strong student recruitment, retention, and specialized support for struggling schools.
- **Enhance national recognition** of the district's Visual and Performing Arts program through strategic promotion, partnerships, and advocacy.
- **Represent the district** at **state, regional, and national** educational organizations and events.
- **Implement innovative programs** that align with **workforce needs, higher education trends, and artistic excellence.**

Tony McCardle

Director of CTE, VPA & CP

VPA

Department of
Visual and Performing Arts

K-12 Performing Art Consultant
55 Performing Arts Instructors
5,344 K-5th Music Students
1,226 6-8 Music Students
1,161 Music/Theater 9-12th Students

K-12 Visual Art Consultant
54 Visual Arts Instructors
12,699 K-5th Art Students
974 6-8 Art Students
5,411 9-12th Art Students

COLLEGE PROGRAMS

CALCASIEU PARISH SCHOOL BOARD

C.P. Consultant

C.P. Clerk

3 Instructors

421 DE MSU Students

35 DE SOWELA Students

Counselors

K-12 Counselor Consultant

87 Counselors



2 CTE Administrators

9-12 Trades & Industry Consultant

6-12 Business & FACS Consultant

CTE Secretary

CTE Financial Secretary

3 Career Coaches

CTE Data Analyst

Campus Promotions Coordinator

Computer Technician

100 CTE Instructors

6,104 CTE Students



Calcasieu Parish School Board

SUPERINTENDENT
 Dr. Jason VanMetre

Legal Counsel
 Gregory Belfour

Chief Financial Officer
 Wilfred Bourne

Risk Manager
 Jay Bergeron

Director
Accounting/Budget
 Dennis Bent

Director
Sales/Use Tax
 Hollie Howard

Director
Mgt. Info. Services
 Laura Phenice

Supervisor
Accounts Payable
 Alicia Nelson

Director
Payroll/Personnel
 Operations
 John Snyder

Purchasing Agent
 Nasser Motamedi

Coordinator
Nursing
 Megan Foreman, RN

Supervisor Special Projects
 Dr. Shonna Anderson

Administrative Director Elementary
 Willona Jackson

Administrative Director Middle
 Owen Clanton

Administrative Director High
 Robert Pete

Administrative Director Special Services
 Wendy Hill

Supervisors Special Ed.
 Shonda Mhire
 Michelle LeBlanc

Response to Intervention
 Brad Brinkley

Admin. Coordinator
 Pupil Appraisal
 Mike Hill

CPAS
 Positive Connections
 Homebound

Public Information Officer
 Holly Holland

Administrative Director
 Robert Pete

Administrative Director Curriculum
 Tammy Hebert

Director Career & Tech. Ed.
 Tony McCardle

Supervisors
 Federal Programs
 Richard Vail

Director Child Welfare/Attendance
 Keith LeLeux

Media Center
 Print Shop

Supervisors
 Child Welfare

Chief Academic Officer
 Ronnie Harvey, Jr.

Supervisors Special Ed.
 Shonda Mhire
 Michelle LeBlanc

Response to Intervention
 Brad Brinkley

Admin. Coordinator
 Pupil Appraisal
 Mike Hill

CPAS
 Positive Connections
 Homebound

Chief Technology Officer
 Kim LeBlanc

Coordinator Adv. Studies Gifted/Talented/AP
 Dr. Lorri Caldwell

AP Consultants
 Director Federal Programs
 John Spikes

Supervisor
 Federal Programs
 Richard Vail

Director Child Welfare/Attendance
 Keith LeLeux

Media Center
 Print Shop

Supervisors
 Child Welfare

Grant Consultant
 Maureen Kelly

Administrative Director
 Head Start/Pre-K
 Dr. Michelle Joubert

Supervisor Assessment & Accountability
 Dielle Barrentine

Coordinator
 Accountability
 Tracey Winn

Coordinator
 Teacher & Leader Support
 Julie Spann

Library Services
 Beth Ferguson

Chief Operating Officer
 Robert Barrentine

Director Food Services
 Dr. Jacqueline Richard

Director Transportation
 Aaron McDonald

Director Warehouse/Textbooks
 Max Caldarera

Personnel Supervisors
 Pam Arsenault
 Cary Smith
 Melinda Hardy

Maintenance Supervisor
 Kenny Brown

Coordinator Title IX
 Dr. Felicia Coleman