Members present
Jay Kelly, Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Gail McDaniel, and Mike Whitlow

Meeting called to order at 6:00 PM

1. OPENING ITEMS
   A. Pledge of Allegiance
   The Hammond Junior High Magnet School's JRTOC presented the colors. Ty Vaughn, a 7th grade student from Hammond Junior High Magnet School, led the Pledge of Allegiance.

   B. Patriotic Songs
   Ms. Ashley Louviere, a teacher from D.C. Reeves Elementary School sang "The Star Spangled Banner" and Jonah Kyle Traylor, a student from Hammond High Magnet School, sang "If You Are Reading This" in honor of veterans.

   C. Roll Call

D. Consider approval of Board minutes of January 20, 2015
   Recommend approval as presented.
   Motion by Sandra Bailey-Simmons, second by Rose Dominguez.
   Final Resolution: Motion Carries
   Yea: Jay Kelly, Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Gail McDaniel, Mike Whitlow

2. AWARDS/RECOGNITIONS
   A. Recognize the recipient of the Enos "Jake" Bailey, Jr. Award
   Ms. Sandra Bailey-Simmons recognized and presented a certificate to the recipient of the Enos "Jake" Bailey, Jr. Above and Beyond Award - Ms. Gwenn Jemison, a retired Special Education teacher from Woodland Park Elementary Magnet School.

   B. Recognize the 2014-15 Teachers of the Year
   Superintendent Mark Kolwe, Board President Brett Duncan and Ms. Theresa Hamilton, Chief Academic Officer, presented plaques to the 2014-15 Teachers of the Year.
   Superintendent Kolwe thanked all the teachers for their dedication and hard work.
   President Duncan called a five minutes break.

3. PRESENTATION
   A. Presentation of the 2013-14 Comprehensive Annual Financial Report (CAFR) by C. Donald Wheat, CPA, Partner, Carr, Riggs & Ingram, LLC
   Mr. C. Donald Wheat, CPA, Partner with Carr, Riggs & Ingram, LLC presented the 2013-14 Comprehensive Annual Financial Report (CAFR) to the Board.

4. CONSIDER COMMITTEE REPORTS
   A. Finance Committee - January 20, 2015
   The Finance Committee minutes are attached at the end of the archived Board minutes.
   Recommend approval as presented.
   Motion by Andy Anderson, second by Sandra Bailey-Simmons.
   Final Resolution: Motion Carries
   Yea: Jay Kelly, Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Gail McDaniel, Mike Whitlow
B. Personnel Committee - February 5, 2015

The Personnel Committee minutes are attached at the end of the archived Board minutes.

Recommend approval.

Motion by Rose Dominguez, second by Therese Domiano.
Final Resolution: Motion Carries
Yea: Jay Kelly, Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Gail McDaniel, Mike Whitlow

5. SUPERINTENDENT'S REPORTS AND/OR RECOMMENDATIONS

A. Consider approval to participate in a Litter Awareness Campaign with Tangipahoa Parish Council and Children's Discovery Center

Superintendent Kolwe recognized Mr. David Vial, Parish Councilman District 8, Mr. Trent Forrest, Parish Councilman District 1, Mr. Andrew Currier, Tangipahoa Parish Permit Office, and Ms. Anette Kirylo, Executive Director and Ms. Carolyn Schwebel, Educational Director, of the Children's Discover Center.

Recommend approval.

Motion by Sandra Bailey-Simmons, second by Mike Whitlow.
Final Resolution: Motion Carries
Yea: Jay Kelly, Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Gail McDaniel, Mike Whitlow

6. OTHER BOARD ACTIONS

A. Consider termination of a support employee

Mr. Chris Moody, Board Attorney, stated that Ms. Carolyn Gibson was not presented.

Consider approval of the Superintendent's recommendation to terminate support employee, Carolyn Gibson.

Motion by Rose Dominguez, second by Jay Kelly.
Final Resolution: Motion Carries
Yea: Jay Kelly, Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Gail McDaniel, Mike Whitlow

7. PUBLIC INPUT

Motion to extend Public Input time for Dr. Kirylo to 10 minutes.

Motion by Sandra Bailey-Simmons, second by Andy Anderson.
Motion Carries
Yea: Jay Kelly, Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Gail McDaniel, Mike Whitlow

Dr. James Kirylo spoke in Public Input.

8. PERSONAL PRIVILEGE

A. Board Member Comments

Ms. McDaniel stated she was pleased with Dr. Kirylo for coming tonight and she agrees with him.

Ms. Dominguez stated that she, Mr. Duncan, Ms. Bailey-Simmons and Ms. Domiano attended the Advocacy Institute Conference held in Washington, DC on January 21, 2015 - February 3, 2015, thereby earning mandated CLU's as required by Louisiana Revised Statue 17:53, Act 705 for the year 2015. She requested this to be entered into the official Board minutes.

Mr. Anderson recognized Mr. Major Coleman, St. Helena Parish Councilmen District 5.

Ms. Bailey-Simmons stated she felt the same as Dr. Kirylo regarding Common Core and PARCC testing. She stated that she and many others have a hard time understanding the questions are under Common Core and while campaigning, many people were questioning excessive testing under Common Core. She informed her fellow Board members that the TARC Radiothon is March 4-5, 2015 and that she will be bringing her envelopes to them for donations.

9. LITIGATION

A. Consider the case of Joyce M. Moore vs. TPSB, USDC, Eastern District of Louisiana, No. 65-15556, Section B(1).
Motion to enter into Executive Session.

Motion by Rose Dominguez, second by Andy Anderson.
Final Resolution: Motion Carries
Yea: Jay Kelly, Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Gail McDaniel, Mike Whitlow

There was no action in the Joyce M. Moore vs. TPSB case.

B. Consider the case of Sandra Prevost vs. TPSB, OWC No. 14-002200 and 14-02887, District 06.

Motion to accept counsel's recommendation.

Motion by Sandra Bailey-Simmons, second by Therese Domiano.
Final Resolution: Motion Carries
Yea: Jay Kelly, Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Gail McDaniel, Mike Whitlow


Motion to accept counsel’s recommendation

Motion by Therese Domiano, second by Sandra Bailey-Simmons.
Final Resolution: Motion Carries
Yea: Jay Kelly, Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Gail McDaniel, Mike Whitlow

There being no further business, the meeting was adjourned. (8:41 p.m.)

Mark Kolwe, Secretary-Treasurer Brett K. Duncan, Board President

Generated by Cynthia Jenkins on Friday, February 6, 2015

ATTACHMENTS:

Finance Committee Minutes
Tuesday, January 20, 2015

Members present
Walter Daniels, Brett K Duncan, Mike Whitlow

Others present
Sandra Bailey-Simmons, Therese Domiano, Andy Anderson, Gail McDaniel, Rose Dominguez, Bret Schnadelbach, Lionel Jackson, Kaye Roberts

Meeting called to order at 4:40 PM

1 Discuss the Accounts Payable/Check Register dated December 16, 2014 through January 15, 2015 in the amount of $12,132,604.91
There were no questions concerning the Accounts Payable/Check Register.

2 Consider approval for Request For Proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2015, and for each of the three subsequent fiscal years
Approval of Administration’s recommendations for the Requests For Proposals.

Motion by Brett K Duncan, second by Walter Daniels.
Final Resolution: Motion Carries
Yea: Walter Daniels, Brett K Duncan, Mike Whitlow

3 Consider approval for a 2-year extension of the Fiscal Agent Agreement with First Guaranty Bank
Recommend approval
Motion by Brett K Duncan, second by Walter Daniels.
Final Resolution: Motion Carries
Yea: Walter Daniels, Brett K Duncan, Mike Whitlow

Mr. Duncan requested Administration to begin the process of choosing members for the Financial Advisory Committee and bring the recommendations back to the Committee in February.

There being no other business, the meeting was adjourned. (4:50 p.m.)

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**Personnel Committee Minutes**
**Thursday, February 5, 2015**

**Members present**
Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Brett K Duncan

**Others present**
Thomas Bellavia, Ron Genco, Lionel Jackson, Bret Schnadelbach, Mike Whitlow, Therese Domiano, Rose Dominguez

Meeting called to order at 5:00 PM

**A. RETIREMENTS/RESIGNATIONS/LEAVES**

1. Consider approval of the recommendations for Retirements / Resignations / Leaves

<table>
<thead>
<tr>
<th>ITEM A</th>
<th>RETIREMENTS/RESIGNATIONS/LEAVES</th>
</tr>
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<tbody>
<tr>
<td>NAME</td>
<td>POSITION</td>
</tr>
<tr>
<td><strong>RETIREMENTS</strong></td>
<td></td>
</tr>
<tr>
<td>1. Richard Hendry</td>
<td>Trades Help. - Maintenance Dept.</td>
</tr>
<tr>
<td>2. Sonya Washington</td>
<td>Teacher – D.C. Reeves</td>
</tr>
<tr>
<td>3. Bonnie Jenkins</td>
<td>Sch. Sec. – Perrin ELC</td>
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<tr>
<td><strong>RESIGNATIONS</strong></td>
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</tr>
<tr>
<td>1. Justin Richard</td>
<td>Teacher – Hammond High</td>
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<tr>
<td>2. John Townson</td>
<td>Teacher – Ham. Jr. High</td>
</tr>
<tr>
<td>3. Rikki Morris</td>
<td>Teacher – Hammond East.</td>
</tr>
<tr>
<td>4. Lesley Deamer</td>
<td>Para. - Nesom Middle</td>
</tr>
<tr>
<td>5. Katherine Price</td>
<td>School Psy. – Spec. Serv.</td>
</tr>
<tr>
<td>6. Ben Gegenheimer</td>
<td>Teacher – Ham. High</td>
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<tr>
<td>7. Carandal Blount</td>
<td>Teacher – Independence Middle Mag.</td>
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<tr>
<td>8. Carlese Franklin</td>
<td>Teacher – Natalbany Elem.</td>
</tr>
<tr>
<td>9. Alden Foster</td>
<td>Teacher – Amite High</td>
</tr>
<tr>
<td><strong>LEAVES</strong></td>
<td></td>
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<tr>
<td>1. Charity Plaisance</td>
<td>Sch. Sec. – Spring Creek – Maternity leave using sick days first then up to 30 days of EML – April 13, 2015</td>
</tr>
<tr>
<td>2. Patricia Reed-Minor</td>
<td>Teacher – Ponchatoula Jr. High – Sick leave using sick days – March 9, 2015</td>
</tr>
<tr>
<td>3. Kimberly Neel</td>
<td>Teacher – Champ Coop. – Maternity leave using sick days first then up to 30 days of EML – May 5, 2015</td>
</tr>
<tr>
<td>4. Rebecca Chapotel</td>
<td>Teacher – Ham. High – Maternity leave using sick days first then up to 30 days of EML – May 26, 2015</td>
</tr>
<tr>
<td>5. Linda Hooks</td>
<td>Teacher – Nat. Elem. – Sick leave using sick days first then EML – May 26, 2015</td>
</tr>
</tbody>
</table>
6. Angela Davis  
Teacher – SLU Lab – Maternity leave using sick days first then up to 30 days of EML – May 25, 2015  
01/26/2015

7. Jan Wickers  
SFS Worker – Ponchatoula High – Sick leave using sick days first then 20 days of EML – Feb. 13, 2015  
11/24/2014

8. Shelly Sharkey  
Teacher – Roseland Mont. -Maternity leave using sick days first then up to 30 days of EML – Feb. 14, 2015  
01/05/2015

10. Kelly Graham  
Teacher – Amite Elem.- Maternity leave using sick days first then EML – May 26, 2015  
01/30/2015

11. Johnnie Santangelo  
Teacher – Loranger High – Sick leave using sick days first then EML – Feb. 26, 2015  
01/29/2015

Recommend approval

Motion by Andy Anderson, second by Sandra Bailey-Simmons.  
Final Resolution: Motion Carries

Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels  
Not Present at Vote: Brett K Duncan

B. JOB DESCRIPTION CHANGE

1. Consider approval of the job description changes for Director of Maintenance

NEW JOB DESCRIPTION:

TITLE: DIRECTOR OF MAINTENANCE AND CONSTRUCTION

QUALIFICATIONS: B.A. Degree in Architecture, Construction Management or related field.

JOB GOAL: 1. To assist the Chief Financial Officer with the Development of Long and Short Range plans for achieving support service goals and objectives and recommend such plans to the Superintendent and Board.

2. To recommend to the Chief Financial Officer specific policies, procedures, plans and programs for obtaining current operating objectives.

REPORTS TO: Chief Financial Officer

SUPERVISES: Assigned Personnel

JOB DUTIES: 1. Recommend to the Chief Financial Officer the selection and assignment of personnel to the specific areas.

2. Maintain a plan of organization that provides the proper framework for accomplishing the support service objectives.

3. Provide the Chief Financial Officer with reports and information which will enable him to critically review operations and enable him to give constructive advice and guidance regarding improvement of operations.

4. Provide thorough and complete dissemination, interpretation, and administration of all policies to establish framework within, which key subordinates can fulfill their responsibilities effectively.
5. Implement board policy on all construction and building maintenance work.

6. Assist in planning for new construction and participating in preconstruction planning conferences.

7. Serve as liaison between Board and architects, engineers, construction workers, and other consultants.

8. Coordinate required inspections and related programs with public agencies.

9. Provide recommendations on all building, construction, and maintenance contracts.

10. Direct and supervise the maintaining of detailed cost records on all work performed by the Maintenance Division.

11. Direct the development and supervision of a security system in force for the purpose of controlling vandalism.

12. Appraise performance and progress of all personnel reporting under maintenance and operations and custodial services.

13. Supervise owners’ inspection of new building construction and recommends selection and appointment of job inspectors, when required for each construction project.

14. Generate short and long term building needs, land purchases while working with other staff.

15. Supervise a quality control and energy efficiency program for material used in new construction.

16. Review and approve invoices submitted by building contractors, testing laboratories, consulting engineers and surveying firms.

17. Receive and maintain insurance policies secured by contractors and verify appropriate coverage for public liability, property damage, fire and workman's compensation.

18. Investigate reports of faulty workmanship or materials and new construction, and take appropriate action under the terms of the guarantee.

19. Maintain liaison with governmental agencies having jurisdiction over or providing services to school buildings.

20. Provide recommended resolutions of issues with local, state and federal agencies and neighborhood groups.

21. Make recommendations on time extension request and assessment of liquidated damages for construction contracts.

22. Investigate problems involving property adjoining school, construction projects sites.

23. Investigate street utility improvements adjoining school property.
24. Validate, after recommendation by consultants, that all completed buildings and construction are acceptable.

25. Maintain necessary records and prepare periodic reports.

26. Coordinate with Chief Financial Officer on all work of School System maintenance crews.

27. Responsible to coordinate the energy conservation efforts for the School System.

28. Serve as Ex-Officio with the Chief Financial Officer on the Capital and Maintenance Planning Committee as representative of the Superintendent.

29. Perform any other duties as assigned by the Superintendent or his designee.


TERMS OF EMPLOYMENT: 12 Months

EVALUATION: Criteria Established By School Board Policy

REVIEWED AND AGREED TO: ______________________________ DATE: __________

Recommend approval

Motion by Andy Anderson, second by Sandra Bailey-Simmons.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels
Not Present at Vote: Brett K Duncan

C. REORGANIZATION OF TPSS' MAINTENANCE DEPARTMENT

1. Consider approval of the Reorganization Plan for the TPSS Maintenance Department

Mr. Duncan entered the meeting during discussion of Item C.1.

Motion to direct Mr. Bret Schnadelbach, Chief Financial Officer, to study the financial impact of the Reorganization Plan and report back to the Committee in two weeks. Mr. Duncan called for a roll call vote.

Motion by Andy Anderson, second by Andy Anderson.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Brett K Duncan

There being no further business, the meeting was adjourned. (5:20 p.m.)