

Minutes of Regular Meeting

A Regular Meeting of the Board of Trustees of Bay St. Louis–Waveland School District was held November 7, 2011, beginning at 5:30 PM at 201 Carroll Avenue, Trailer #5, Bay St. Louis, Mississippi.

I. Call to Order

Call to Order the November 7, 2011 meeting @ 5:30 p.m.

Sherry Ponder, President, called the meeting to order.

Board members present for roll call: Sherry Ponder, Clevand Williams, Cheryl Ladner, Robinette Lawler and Mike Benvenuti. Absent: None. A quorum was present at this meeting.

Ronnie Artigues, School Board Attorney was present at this meeting.

Others Present:

Rebecca Ladner
Rusty Dempsey
Lisa Hinson
Vikki Wescovich
Cheri Labat
Jeremy Grubbs
Frances Weiler
Taylor Guild
Marca Alexander
Brad Barlow
Wayne Purl
Cherie Purl

Joan Estapa
Myron Labat
Lee Palermo
Ron Thorp
Lana Noonan
Regan Kane
Michael Prendergast
Carolyn Ramond
Lynel Ncaise
Cristine Ladner
Mary Raybourn
Andy Parker

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II. Moment of Silence

All in attendance participated in a Moment of Silence.

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III. Pledge of Allegiance

All in attendance said the Pledge of Allegiance.

IV. Approval of Agenda

On a motion by Trustee Ladner, seconded by Trustee Williams, the Board approved the Agenda as presented, with the following change: **VIII. L. Salary Scale for Extra Curricular Events** – moved this item to the December meeting. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

V. Approval of the Minutes

On a motion by Trustee Benvenuti, seconded by Trustee Ladner, the Board approved the Minutes of October 10, 2011 as presented. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

VI. Board Input

None

VII. Community Input

The *Alliance for Good Government* read a letter to the Board stating their concerns regarding test scores released by the Mississippi Department of Education. They also stated that under the new provisions of Standard 18, the District shall establish a prekindergarten through higher education (P-16) council. They gave each Board Member a copy of “Revisions to Standard 18”, as approved by the State Board of Education on July 14, 2011 (*see below for copy of attachment which was given to the Board*).

Revisions to Standard 18**Proposed by the Office of School Improvement****Approved by the State Board of Education July 14, 2011**

18. There is an organized system to encourage community involvement, parental communication, and business partnerships in school district decision-making. {MS Code 37-7-337} (**Districts Meeting the Highest Levels of Performance are exempted.**)
- 18.1 ~~A school that has been designated as a school at risk shall establish a local parents/citizens advisory council. {MS Code 37-18-5(1)} DELETED~~
- 18.2 A school district that has been designated as **Failing** as defined by the State Board of Education shall establish a community-based pre-kindergarten through higher education (P-16) council. {MS Code 37-18-5(4)}
- 18.3 A district and/or a school below the successful level shall establish a prekindergarten through higher education (P-16) council.

NOTE: Refer to the pilot edition of the Guidelines for P-16 Community Engagement Council.

Please note the last sentence of the first paragraph in the above attachment, which states that “Districts Meeting the Highest Levels of Performance are exempted”. The Bay St. Louis-Waveland School District is a “High Performing District” therefore is exempted.

The *Alliance* also stated they were told by MDE staff members that the District “shall establish a prekindergarten through higher education (P-16) council” (*see below for follow-up e-mail between District and MDE*).

Listed below is copy of e-mail dated November 8, 2011, from the Mississippi Department of Education (from Paula Vanderford to Rebecca Ladner) in regards to the incorrect information that was given to the Alliance for Good Government:

Dr. Ladner,

I do apologize for the confusion.

*You are correct, both Dr. Jones and I both failed to determine that the district in question was classified as **high performing**. That would **exempt the district from standard 18 and all the required components of the standard (18.2 and 18.3)**.*

If you have any additional questions or need anything further from me, please do not hesitate to let me know.

Again, I apologize for causing any confusion.

Paula Vanderford, MDE

Mr. Ron Thorp inquired about the Chiller Unit at Bay High School, FEMA and the Alternate Projects. Board Attorney Artigues gave updates in regards to the Chiller Project, Alternate Projects and FEMA.

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VIII. Consent Agenda**A. Docket**

Approved the November 7, 2011 Docket of Claims: Claim #'s **25485 to 25775** and the Mini Claims Docket for the month of October 2011 – Claim No. **900196 to 900295**

B. Field Trips / Parade Contracts

Approved the following Field Trips / Parade Contracts:

- **Catchie Crider**, BHS Band, February 5, 2012 to Slidell, LA., Krewe of Perseus Mardi Gras Parade (*the band will earn money for supplies)
70 students and 10 chaperones Source of Travel: District Bus
Source of Funds: BHS Student Activity Account.
*the band will be paid \$1,450.00, contract attached.
- **Catchie Crider**, BHS Band, February 17, 2012 to Slidell, LA., Krewe of Selene Mardi Gras Parade (*the band will earn money for supplies)
80 students and 10 chaperones Source of Travel: District Bus
Source of Funds: Band Booster
*the band will be paid \$ 2,000.00, contract attached.
- **Catchie Crider**, BHS Band, December 8 to 10, 2011 to Natchez, MS. MS Bandmaster's Convention, 2 students and 2 chaperones
Source of Travel: District Bus, Source of Funds: BHS Student Activity.
- **Allen Cummings**, BHS Art Club, December 1, 2011 to New Orleans, LA., to visit the New Orleans Museum of Art.
15 students and 3 chaperones Source of Travel: District Bus
Source of Funds: Art Club.

C. Contract Services

Approved the following Contract Service:

- **Joan Ann Joerger**, for **\$12.50 per hour** for up to 12 hours per week, to work the 21st CCLC program, pending successful completion of a background check.

D. Personnel Recommendation

Approved the following Non-Certified Personnel for the 2011-2012 school year, pending background checks, if needed.

Josetta Davis Child Nutrition Worker Effective November 8, 2011

E. Employee Stipend

Approved to pay the following stipend as listed below:

- **Joshua Garcia**, to be paid **\$12.50 per hour** (total hours regular and afterschool shall not exceed 40 per week), to work the 21st CCLC program, to be funded through the 21st CCLC.

F. C Spire Wireless and MS Department of Information Technology Services

Approved the renewal agreement between *C Spire Wireless* and *Mississippi Department of Information Technology Services* and authorized the Superintendent to sign said agreement, effective 10/27/11 to 10/26/13, giving authority to use the MS Wireless Contract # 3489.

G. Donation / Fixed Asset Inventory

Approved the donations as listed below:

- From **Compton Engineering, Inc.**, in the amount of **\$ 500.00**, to be used to purchase a laptop computer for North Bay Elementary.

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- From *Mr. Julius Landry*, for a Laptop Computer* (Sony Vio, model PCG-61A12L, SN:275449363045330), to be used by Tammy Raymond, 2010 teacher of the year for North Bay Elementary.

*Approved for the above Laptop Computer be added to the fixed asset inventory.

H. Fixed Asset Inventory

Approved to declare the following surplus equipment, remove from the fixed asset inventory, and proceed with proper disposal.

#1915	Printer K550	MY6606127M	BWMS Rm. 112
#425	Printer Phaser	WHH5000599	EEC Tr. 1
#084	CPU Dell	5N4WC91	BWMS Rm. 102
#3224	Listening Califone Ctr.	1776PLC	Alt. Sch. Tr. 6
#258	CPU Dell	4Y703B1	BHS Rm. 30
#1393	CPU Gateway	CCH6141002088	BWMS Rm. 204
#151	CPU Dell	JOWSF11	BWMS Rm. 204
#1486	CPU Gateway	CCH6141002090	Alt. Sch. Tr. 8
#2137	Camcorder JVC	151F4480	BHS Rm. 61
#1591	VCR Sony	32477	BHS Rm. 51
#2516	TV JVC	11410365	BHS Rm. 51
#085	CPU Dell	645WC91	BWMS Rm. 102
#2113	CPU Dell	5CY24C1	NBE Rm. 200
#3775	Wireless Mic Shure	11H1953263	BHS Rm. 73
#2791	Laptop Dell	8XPXND1	WES Rm. 11
#3680	Walkie Talkie	1338KN)884	BHS. Rm. 85
#581	TV RCA	F154KX391	NBE Rm. 103
#1242	Printer HP	034AHPAV435WN	BHS Rm. 61
#2033	Printer HP	CNB0326553	Alt. Sch. Tr. 4
#540	Planar Screen	A577517A0321K0137	WES Cafeteria
#1360	CPU Gateway	CCH6141001829	BHS Rm. 29
#1389	CPU Gateway	CCH6141002107	NBE 208
#3487	CPU Dell	7NLGY91	BHS Library
#2237	Printer HP	MY69E615Fv	BWMS 212
#1420	Printer Lexmark	09370727199	BWMS 214
#158	Printer Epson	CHU1C015761	BWMS 209
#1920	Printer HP	MY660612D7	BWMS 113
#2417	VCR Zenith	59116136357D	BHS Library
#153	CPU Dell	D3FTF11	BWMS 204
#146	CPU Dell	11GSF11	BWMS 204
#167	CPU Dell	J3FTF11	BWMS 204
#161	CPU Dell	BJBSF11	BWMS 204
#164	CPU Dell	1LLSF11	BWMS 204
#174	CPU Dell	1KBSF11	BWMS 204
#162	CPU Dell	50FTF11	BWMS 204
#1398	CPU Gateway	CCH6141001825	BWMS 204
#1395	CPU Gateway	CCH6141000337	BWMS 204
#1396	CPU Gateway	CCH6141001841	BWMS 204
#1394	CPU Gateway	CCH6141000293	BWMS 204
#1390	CPU Gateway	CCH6141005626	BWMS 204
#1392	CPU Gateway	CCH6141000320	BWMS 204
#148	CPU Dell	B2FTF11	BWMS 204
#1399	CPU Gateway	CCH6141002117	BWMS 204
#1303	CPU Dell	JJBSF11	BWMS 204
#150	CPU Dell	5PPSF11	BWMS 204
#171	CPU Dell	5NBSF11	BWMS 204
#147	CPU Dell	8NBSF11	BWMS 204

Police report for a missing Walkie Talkie Radio is on file.

#3595 Walkie Talkie Radio Motorola 1338KC1184

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I. Discipline Hearing Recommendations

Approved the following Discipline Hearings:

- Student A: (Grade 06) to be placed at *Crossroads Learning Center* for having possession of weapon (knife).
- Student B: (Grade 11) to be placed at *Crossroads Learning Center* for fighting on campus and disrespectful attitude.
- Student C: (Grade 12) to be placed at *Crossroads Learning Center* for fighting on campus.

J. Interagency Agreement (District & USMGC Autism Demonstration School)

Approved the Interagency Agreement between *The Bay St. Louis – Waveland School District* and *The University of Southern Mississippi – Gulf Coast’s Autism Demonstration School* in regards to students with Autism. *USMGC Autism Demonstration School* will have the financial responsibilities and services will be of no cost to the District.

K. Royalty Agreement (BWMS and Ohiopyle Prints)

Approved the agreement between the *Bay St. Louis – Waveland School District* and *Ohiopyle Prints, Inc.* By executing this agreement, *Ohiopyle Prints* will pay the District royalties collected on school identified merchandise sold at national and regional retailers.

L. Salary Scale - Extra Curricular Events (Moved to December Meeting)**M. FY12 Federal Program Budget (Amendment #2)**

Approved to amend the 2011-2012 Consolidated Federal Program Budget (Amendment #2) as listed below.

	<u>FY12 Allocation</u>
Title I (Improving Basic Programs)	\$770,853.00
Title II (Teacher & Principal Training)	\$216,824.00

N. Amend 2011-2012 Budget (Amendment #4)

Approved to amend the 2011-2012 Budget (Amendment #4).

Approval of Consent Agenda

On a motion by Trustee Lawler, seconded by Trustee Williams, the Board approved the Consent Agenda as presented above, with the exception of Item L. Salary Scale for Extra Curricular Events, which was moved to the December meeting. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

IX. Reports/Requests/Recognitions:

- A. Superintendent's Report
- B. Reports – For Information Purposes (No Action)
 - 1. Financial Statement
 - 2. AdValorem
 - 3. Casino Revenue
 - 4. FEMA Project Worksheets
- C. Facilities Report

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X. Action Agenda:
A. Pay Applications

1.) SPED Playgrounds

Pay Application: **Landscape Structures Inc. – 11-021**
Eley Guild Hardy Architects – 11-021-2

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On a motion by Trustee Benvenuti, seconded by Trustee Williams, the Board approved payment to **Landscape Structures, Inc.**, for invoice #11-021 in the amount of **\$ 45,986.00** for the adaptive playground equipment, to be funded through SPED ARRA funds and approved payment to **Eley Guild Hardy Architects** for Invoice Number 11-021-2 in the amount of **\$ 528.84** for the Construction Administration Phase for this project, to be funded through local funds. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

2.) Window Replacement Package

Pay Application: **#4 (10-008-04) George P. Hopkins, Inc.**
#8 (10-008-08) Eley Guild Hardy Architects PA

On a motion by Trustee Benvenuti, seconded by Trustee Ladner, the Board approved pay application No. Four (4) to **George P. Hopkins, Inc.**, in the amount of **\$66,713.11** for the above referenced project and approved payment to **Eley Guild Hardy Architects** for Invoice Number 10-008-8 in the amount of **\$ 1,171.91** for the Construction Administration Phase (Site Work) for this project. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

3.) Re-Roofing Package

Pay Application: **#6 (10-006-06) E. Cornell Malone Corporation**
#6 (10-006-06) Eley Guild Hardy Architects

On a motion by Trustee Ladner, seconded by Trustee Williams, the Board approved pay application No. Six (6) to **E. Cornell Malone Corporation** in the amount of **\$ 221,932.35** for the above referenced project and approved payment to **Eley Guild Hardy Architects** for Invoice Number 10-006-6 in the amount of **\$ 3,289.74** for the Construction Administration Phase (Site Work) for this project. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

4.) Metal Siding Package

Pay Application: **#6 (C11059-6) Crown Architectural Metal Co.**
#10-007-10 – Eley Guild Hardy Architects

On a motion by Trustee Lawler, seconded by Trustee Ladner, the Board approved pay application No. Six (6) to **Crown Architectural Metal Co.**, in the amount of **\$ 31,497.44** for the above referenced project and approved payment to **Eley Guild Hardy Architects** for Invoice Number 10-007-10 in the amount of **\$ 668.56** for the Construction Administration Phase. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

5.) Cafeteria Repairs

Pay Application: **#3 (1318-03) J.W. Puckett & Co., Inc.**
#5 (10-024-5) Eley Guild Hardy Architects PA

On a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board approved pay application No. Three (3) to **J.W. Puckett & Co., Inc.**, in the amount of

\$ 62,339.76 for the above referenced project and approved payment to *Eley Guild Hardy Architects* for Invoice Number 10-024-5 in the amount of \$ 1,137.54 for the Construction Administration Phase for this project. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

6.) New Admin Building

**Pay Application: #2 (10-070-2) Eley Guild Hardy Architects PA
#3 (10-070-3) Eley Guild Hardy Architects PA**

On a motion by Trustee Lawler, seconded by Trustee Williams, the Board approved payments to *Eley Guild Hardy Architects* for Invoice Number Two (2) in the amount of \$ 2,500.00 for Professional Services and Invoice Number Three (3) in the amount of \$ 23,000.00 for Design Development for the New Administration Building. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

7.) Canopy Replacement Package

Pay Application: #1 (10-007b-1) Eley Guild Hardy Architects PA

On a motion by Trustee Ladner, seconded by Trustee Williams, the Board approved payment to *Eley Guild Hardy Architects* for Invoice Number One (1) in the amount of \$ 1,081.00 for Architectural Services for the Canopy Replacement Package. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

8.) Drainage Improvement Project

**Pay Application: #1 (10-071-1) Eley Guild Hardy Architects PA
#2 (10-071-2) Eley Guild Hardy Architects PA**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved payments to *Eley Guild Hardy Architects* for Invoice Number One (1) in the amount of \$ 1,006.25 for Architectural Services and Invoice Number Two (2) in the amount of \$ 2,800.00 for Professional Services for the Drainage Improvements Project. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

B. Change Directives

1.) Project # 10-007 – Change Directive #2

Metal Siding Replacement – Crown Architectural Metal Company Bay St. Louis-Waveland
On a motion by Trustee Lawler, seconded by Trustee Ladner, the Board approved Construction Change Directive (AIA Document G714 - 2007) No. Two (2) in the amount of (\$ 2,795.00), decreasing the contingency allowance from \$ 32,312.00 to \$ 29,517.00 for Project #10-007 Metal Siding Replacement – Crown Architectural Metal Company. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

2.) Project # 10-024 – Change Directive #1

BHS Cafeteria Repairs – J.W. Puckett & Company, Inc.

On a motion by Trustee Williams, seconded by Trustee Lawler, the Board approved Construction Change Directive (AIA Document G714) No. One (1) in the amount of (\$3,381.00), decreasing the contingency allowance from \$ 51,500.00 to \$ 48,119.00 for Project #10-024 BHS Cafeteria Repairs (J.W. Puckett). Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

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C. Change Orders (Moved to Executive Session)

**D. Standard Form of Agreement Between Owner and Contractor
(AIA Document A101-2007) 10-007b – Canopy Demolition**

On a motion by Trustee Benvenuti, seconded by Trustee Williams, the Board approved the Standard Form of Agreement (AIA Document A101-2007) between the Owner (*The Bay St. Louis – Waveland School District*) and the Contractor (*Gulf Services Contracting*) in the amount of \$ 23,500.00 for the Canopy Demolition Project at Bay High School. The school board attorney has reviewed this agreement and the Board had authorized the Superintendent to sign said agreement at the October 10, 2011 meeting. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

E. Listing Agreement (SSE Property)

On a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board approved the listing agreement submitted by *John McDonald Realty* in regards to the *Second Street Elementary Property*. At the September 12, 2011, the Board approved to select *John McDonald Realty* as the realtor to market the Second Street Elementary Property, to be in compliance with the FEMA MOA. The listing period shall commence on October 11, 2011 and expire at midnight on October 10, 2012. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

F. Leave Policy

On a motion by Trustee Benvenuti, seconded by Trustee Williams, the Board approved to abolish the following three polices regarding Personnel Leave: **Policy GCRI- Classified Personnel: Emergency Administrative Leave;** **Policy GADG – Professional Leave and Policy GADF-Donated Leave** and approved to replace the three abolished policies with one new **Policy GBRI- Absence from Duty (see below)**, and placed this policy in abeyance for thirty days from the November 7, 2011 board meeting.

Policy GBRI Absence From Duty

The attendance of all employees is very important. Consistently excessive absence will be considered as disqualifying an employee for his job in this district and will be construed as sufficient grounds for non-renewal or dismissal from employment. It is realized, however, that there are some absences that are unavoidable. Such absences are provided for under personal leave, sick leave, and catastrophic accident and illness.

Absence for any reasons other than those cited in this policy shall be considered unauthorized. In the event an employee is suspected of taking unauthorized sick leave, the Principal, Supervisor, or Superintendent has the authority to ask for a certificate of absence from a physician, dentist or other medical practitioner. Such absences shall be paid for by the staff member commencing with the first day based on the employee's full day of pay. Such unauthorized absence may be considered a basis for non-renewal of said staff member's contract or dismissal from employment.

A certificate of absence from a physician, dentist or other medical provider shall be required where the absence is for six (6) or more consecutive school days or for two (2) consecutive school days immediately preceding or following a holiday. An absence due to the death of an immediate family member of an employee shall be an exception.

Leave shall be utilized in half or whole days. For the purpose of this policy, ½ day shall be determined by the employees principal or supervisor based on the respective employee's work schedule.

For the purpose of counting leave days, the year shall be July 1 through June 30.

When an employee is absent on a school day when there is an early dismissal schedule, the employee shall be charged a full day of leave as the employee is paid for the entire day.

"Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

"Immediate family" means spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son or daughter-in-law, mother or father-in-law, brother or sister-in-law.

COURT SUMMONS/COURT LEAVE

Job Related

Employees shall be granted court leave without loss of pay when officially summoned or subpoenaed through litigation that arises or is caused while fulfilling their duties and responsibilities as an employee of the Bay St Louis-Waveland School District.

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Personal

Employees summoned or subpoenaed to appear in court shall take a personal leave when the case involves the school district employee and the case is not job related.

CIVIC RESPONSIBILITY/JURY DUTY

Employees summoned or subpoenaed to appear in court in a case in which the school district employee is not personally involved, but the employee is required to appear to fulfill civic responsibilities, the employee may be granted court leave without loss of pay when approved by the Superintendent in advance of the absence.

When subpoenaed for job related or civic responsibility cases, the employee shall notify his or her immediate supervisor in a timely manner prior to the subpoenaed date, request court leave, and present the subpoena to the supervisor for verification who shall consult with the Superintendent for leave approval.

Any compensation received for jury services may be retained by the employee. Upon completion of jury duty, the employee must submit an appropriate court document indicating the days the employee actually served on jury duty to the Business Office.

The term "licensed employee" means any employee of a public school district required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development. 37-7-307

SICK LEAVE ALLOWANCE

At the beginning of each school year, employees shall be credited with a sick leave allowance as follows. Sick leave may be used for absences caused by illness, physical disability, maternity leave, or death in the immediate family of the employee during that school year.

182-191 days	7 days	212-221 days	8 ½ days
192-201 days	7 ½ days	222-234 days	9 days
202-211 days	8 days	235+ days	9 ½ days

Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such employee if the employee remains in the same school district. Accumulation of sick leave allowed in the school district shall be unlimited. In the event any public school staff member transfers from one (1) public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such employee shall be credited to such employee in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972.

No deduction from the pay of an employee may be made because of absence caused by illness, physical disability, or death in the immediate family of the employee until after all sick leave allowance credited to such employee has been used. If at the termination of service any employee that has been absent for more days than they have accumulated or earned, there shall be deducted from the final salary payment of such staff member an amount sufficient to cover the excess days used by them.

Extended Sick Leave With Loss Of Pay

After all regular annual leave entitlement has been used;

Licensed employees will be entitled to fifteen (15) days of additional leave with the loss of substitute pay for approved absences. (\$65.00) At the end of this fifteen (15) day period, subsequent absences will result in loss of a full day's pay for each day absent.

Non-licensed employees will be entitled to one day for every year of employment with the Bay St Louis-Waveland School District with 40% of their daily pay deducted for each day earned. At the end of this period, subsequent absences will result in loss of a full day's pay for each day absent.

Personal Leave Allowance

Each employee at the beginning of each school year shall be credited with a minimum personal leave allowance of two (2) days for absences caused by personal reasons during that school year. Such personal leave shall not be taken on the first day of the school term, the last day of the school term, or on a day previous to a holiday or after a holiday, unless on such days an immediate family member of the employee is being deployed for military service. The Principal, Direct Supervisor, and/or Superintendent must approve requests for personal leave in advance.

No deduction from the pay of such employee may be made because of absence caused by personal reasons until after all personal leave allowance credited to such employee has been used.

Unused personal leave accumulated by licensed employees in excess of the maximum five (5) days (which may be carried over from one (1) year to the next) may be converted to sick leave not to exceed the conversion of ten (10) days of personal or vacation leave days to sick days per year.

Professional Leave Allowance

A professional staff member may be allowed leave to attend professional meetings (such as workshops, conferences, or institutes that contribute to increased student achievement or assist personnel in maintaining accreditation standards for the district). Staff members working toward National Board Certification (NBC) may also request up to five (5) days per year to work in-district with NBC mentor. The principal and/or superintendent must approve requests for any professional leave time before such leave is taken. In these cases, the staff member's substitute will be paid by the school district. If a staff member fails to submit their documentation for National Board Certification or quits the process, any NBC days initially granted and taken for professional leave will be deducted from the staff member's personal days and/or salary at the daily substitute rate. Individual extenuating circumstances will be reviewed.

Vacation Allowance

The Board endorses the concept of earned vacation for employees on extended employment or contracts of 235 days or more. Utilization of vacation time will be permitted upon approval of the Superintendent; however, no vacation leave may be taken during the first four (4) weeks of any school year.

Such vacation shall be earned in the following way:

Employees employed 235 days shall earn ten (10) vacation days.

Employees who are employed more than 187 days but less than 235 shall refer to their contractual agreement and/or district approved calendar which sets beginning and ending working dates for the ensuing school year.

Employees who are employed 235 days may take vacation time by submitting a request to the Superintendent.

Please see Personal Leave Allowance in this section for additional information regarding the conversion of vacation leave days to sick days.

An employee who is aware in advance that a leave period will be needed for an extended period (i.e. surgery or maternity reasons) is required to advise the principal or immediate supervisor in writing at least thirty days (30) in advance and complete the Family

Medical Leave Act documents. This provision allows time for appropriate substitutes to be arranged.

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Employees, hired after the beginning of the fiscal year, shall receive a prorated leave allowance. Leave shall be prorated as follows. Prorated days earned will be rounded and issued only in whole and/or half days. Vacation Leave will be granted only to 235 day positions.

Sick Leave	.0374 per day
Personal Leave	.0106 per day
Vacation Leave	.0425 per day

SABBATICAL LEAVE

Professional staff members may be granted study leave for a period of time not to exceed one school year if a staff member has been in the system for five (5) or more years.

Request for such leave must be submitted in writing to the Superintendent at least six (6) weeks prior to the date of the desired leave and must give a description of plans supporting the request. The leave must coincide with the school year but will not carry increment privileges. Reassignment to the same position is guaranteed.

Sabbatical leave time may be extended by the Board upon request, but return to service is then contingent upon a vacancy.

A copy of this policy will be given to each person requesting sabbatical leave.

EXTENDED LEAVE OF ABSENCE

An employee may request an extended leave of absence without pay through appeal to the Board.

Employees may be granted additional sick leave for accidents or illnesses catastrophic in nature. Any employee who feels that his/her excessive absences fall within this category should make written application per individual occurrence to the Superintendent stating the reason for the request. Any such additional leave must be approved by the Superintendent of Education and Board of Trustees.

Factors that may be considered in determining whether to extend sick leave include the following:

1. Impact on the District, its students and other employees
2. Length of service
3. Record of performance
4. Seriousness of the reason for extension.

RETIREMENT

Upon retirement from employment, each licensed and nonlicensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for nonlicensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Section 25-11-103 (e). Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to either a licensed or nonlicensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

DONATING LEAVE TO ANOTHER EMPLOYEE

Any District employee may donate a portion of the employee's unused accumulated personal or sick leave to another employee of the same or another school district who is suffering from a catastrophic injury or illness or who has a member of the employee's immediate family suffering from a catastrophic injury or illness, in accordance with the following:

1. The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district Superintendent or the Superintendent's designee of his or her designation.
2. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
3. An employee must have exhausted all of the employee's accumulated personal and sick leave before he will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the Superintendent or the Superintendent's designee of the donor employee.
4. Before an employee may receive donated leave, the employee must provide the Superintendent or the Superintendent's designee with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
5. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
6. Donated leave shall not be used in lieu of disability retirement.
7. Any employee who is considering a donation of leave shall understand that the leave cannot be reacquired after it has been donated and the leave is not available to the donor in case he/she needs it later in the school year. Employees should note that MS. Code 25-3-95 (8) (j) prohibits an employee from donating leave after tendering a notice of separation for any reason, including retirement, or after termination.

WORKERS COMPENSATION

An employee who is absent as the result of a qualifying worker's compensation event shall be counted absent for days missed.

COORDINATION OF BENEFITS

It is the policy of Bay St Louis-Waveland School District to prohibit employees injured at work from combining workers compensation benefits with accrued leave that would result in compensation in excess of 100% of their wages. If an employee is taken off duty by a doctor for a work-related injury more than five days and therefore eligible to receive workers' comp lost time benefits, then they may not use accrued leave in order to receive compensation in excess of the compensation they would have received if they had been on the job. The employee shall use a proportional share of accrued leave to receive full 100% compensation for the days off work, until their accrued leave has been exhausted.

Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None.

Motion carried.

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SCHOOL BOARD

XI. Executive Session – Personnel and Legal Matters

Motion to consider going into executive session

On a motion by Trustee Benvenuti, seconded by Trustee Ladner, the Board approved the motion to consider going into Executive Session for Legal Matters. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

On a motion by Trustee Benvenuti, seconded by Trustee Ladner, the Board approved the motion to go into executive session. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

On a motion by Trustee Benvenuti, seconded by Trustee Ladner, the Board approved the motion to resume to regular session. Voting Yea: Ponder, Williams, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

At this time, Trustee Williams exited the meeting.

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No positive or negative action was taken during executive session.

Motions After Executive Session

1. Environmental Assessment (Gouras and Associates)

FEMA Funding of the Access Road for BW Lower Elem. School

On a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board approved to contract with *Gouras and Associates*, in the amount not to exceed \$ 7,500.00, to complete an Environmental Assessment necessary for FEMA funding of the access Road for the Bay-Waveland Lower Elementary School. Voting Yea: Ponder, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.

2. Change Orders (Item C - Moved from Action Agenda)

On a motion by Trustee Benvenuti, seconded by Trustee Ladner, the Board approved the following Change Orders (see below): Change Order #1 - Project #10-008 (Window Replacement); Change Order #1 - Project #10-006 (Re-Roofing); Change Order #1 - Project #10-007 (Metal Siding); Change Order #1 - Project #10-024 (Cafeteria Repairs) as listed below: Voting Yea: Ponder, Ladner and Lawler. Voting Nay: Benvenuti. Motion carried.

Project # 10-008 – Change Order #1

Window Replacement Package

Change Order No. One (1) adding an additional Forty-three (43) days to the contract date for project #10-008, window replacement package, 2010 Hurricane Katrina Repairs. This change order is a culmination of 40 days from a supplier change, and 3 rain days that were previously Board approved on October 10, 2011. This change order does not change the contract dollar amount and the new completion date is October 23, 2011.

Project # 10-006 – Change Order #1

Re-Roofing Package – 2010 Hurricane Katrina Repairs

Change Order No. One (1) adding an additional Eighty (80) days to the contract date for project #10-006, Re-Roofing Package, 2010 Hurricane Katrina Repairs. This change order does not change the contract dollar amount and the new completion date is December 5, 2011.

Project # 10-007 – Change Order #1

Metal Siding Replacement Package – 2010 Hurricane Katrina Repairs

Change Order No. One (1) adding an additional Sixty (60) days to the contract date for project #10-007, Metal Siding Replacement Package, 2010 Hurricane Katrina Repairs. This change order does not change the contract dollar amount and the new completion date is October 26, 2011.

Project # 10-024 – Change Order #1

Cafeteria Repairs – 2010 Hurricane Katrina Repairs

Change Order No. One (1) adding an additional Fourteen (14) days to the contract date for project #10-024, Cafeteria Repairs, 2010 Hurricane Katrina Repairs. This change order does not change the contract dollar amount and the new completion date is December 22, 2011.

XII. Adjourn

There being no further business to come before the Board at this time and on a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board adjourned. Voting Yea: Ponder, Ladner, Lawler and Benvenuti. Voting Nay: None. Motion carried.


PRESIDENT


SECRETARY

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**Bay St. Louis-Waveland
SCHOOL BOARD**

October's revenue equaled \$1,378,478.52 for the month for a total year to date of \$4,778,247.73. Of that amount \$75,130 was collected in Ad Valorem taxes, \$21,929 from Casino revenue, \$646,222 from state sources and \$454,267 in federal sources.

Expenditures for the month of October equaled \$2,600,493. 43% or \$1,133,947 represents salary and benefits for all employees. \$892,175 or 34% was for FEMA expenses including content replacement, construction and renovation projects.

The district ended October with a cash bank balance of \$7,384,253.93.

The ending balance for cash loans from district maintenance to federal funds was \$8,566,520.44 and \$76,910 in debt service loans. Cash loans are made to federal funds that must be expended prior to reimbursement.

The FY 11-12 Budget amendment presented increases the budget \$2,616,076 in revenue and \$2,490,519 in expenditures for a net change of \$125,557.00. These amendments included updating projected salaries to actual salaries, increased FEMA content budgets and renovation and repairs and align other Federal budgets to match the approved state/federal budgets.

Our FY10-11 audit began today and we hope to have completed by December.

ARRA expenditures have come to an end.

We are working on expending our FEMA contents money which we're using to finish replacing loss items and wish list items if it meets the scope of work

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