

## MINUTES

Monroe City School Board  
2101 Roselawn Avenue  
Monroe, Louisiana 71201

The Monroe City School Board met in regular session, Wednesday, January 26, 2011 at Jefferson Elementary School, 1001 Pecan Street; Monroe, Louisiana 71201. The meeting was called to order at 12:00 p.m. by President Traweek. Prayer was offered by Father Mark Watson, Jesus the Good Shepherd Church. The Pledge of Allegiance was led by President Traweek.

### Agenda Item 4: Roll Call

#### Board Members Present

Mrs. Victoria "Vickie" Dayton  
Mrs. Victoria "Vickie" Krutzer  
Mr. James Mickey Traweek  
Mr. Clarence Sharp  
Bishop Rodney McFarland, Sr.  
Mr. Verbon Muhammad  
Mr. Glynn Ludley

#### Administrative Staff

Dr. Kathleen Harris  
Ms. Derenda Flowers  
Ms. Betty Carroll  
Dr. Tammye Turpin  
Ms. Vickie Irwin  
Mr. Andrew Hill  
Ms. Mamie Williams  
Ms. Karla Bowlin  
Ms. Patricia Johnson  
Ms. Jackie Matthews  
Dr. Phedra Brantley  
Ms. Dana Mullins  
Attorney L. Douglas Lawrence

### Action Item 5 – Adoption of the Agenda

It was moved by Bishop McFarland and seconded by Mr. Sharp, to approve the agenda as printed.

The motion carried on a unanimous vote.

### Agenda Item 6 – Point of Pride

Mrs. Vickie Irwin received the first Louisiana Special Education Leadership Professional of the Year Award from the Council for Exceptional Children at its 30<sup>th</sup> Annual Council for Exceptional Children Conference in Lafayette on January 25, 2011.

#### Action Item 7 – Consent Agenda Items

It was moved by Mrs. Dayton and seconded by Bishop McFarland, to approve the following consent agenda items:

- a.) Approval of January 11, 2011 minutes
- b.) Personnel Report with the deletion of H:1(termination of Transportation Manager)

The motion carried on a unanimous vote.

#### Action Item 8 – Items for Separate Consideration

##### Personnel Report – H:1 - Termination

Attorney Lawrence noted that the employee is present without counsel.

It was moved by Bishop McFarland and seconded by Mr. Muhammad, to terminate the Transportation Manager.

Mrs. Dayton, Mr. Ludley, Mr. Sharp and Mr. Muhammad noted that the reason for termination is insufficient.

Bishop McFarland stated that the superintendent can assign the employee to another position even if the motion fails.

Opposed: Mrs. Dayton, Mr. Sharp, Mr. Muhammad, Mr. Ludley

In favor: Mrs. Krutzer, Bishop McFarland, Mr. Traweek

The motion failed.

#### Action Item 9:A – Demographic Study

On a motion by Mrs. Krutzer and seconded by Bishop McFarland, the Board awarded the Demographic Study RFQ/P to Geographic Planning Demographic Service.

The motion carried on a unanimous vote.

#### Action Item 9:B – Comprehensive Personnel and Salary Study

On a motion by Bishop McFarland and seconded by Mrs. Dayton, the Board awarded the Comprehensive Personnel Salary Study RFP to Management Advisory Group, Inc.

The motion carried on a unanimous vote.

### Action Item 10:C 1-6 – Approval of Job Descriptions/Permission to Advertise

Mr. H. M. Butler asked for a comparison on the ratio of administrators to teachers in the Monroe City School District, the nation and the state.

It was moved by Bishop McFarland and seconded by Mr. Ludley, to approve job descriptions and advertise for: Executive Director of Curriculum and Instruction, Executive Director of Human Resources, Executive Director or Educational Support Services, Executive Director of Accountability and Information, Executive Director of Operations and Chief Financial Officer.

Mr. Sharp stated that he needs more time to carefully read the additional information. He then moved to table this agenda item. The motion was seconded by Mrs. Dayton.

Superintendent Harris stated that the information received is only a correction to the information that was previously distributed. Instead of there being a \$79,000 savings to general funds, there will be a \$4,000 impact. The district currently has three executive directors and their roles and responsibilities will be divided between six executive directors. The impact for the additional positions will be no more than \$5,000. Persons hired for the positions will come from the current administrative structure. She further stated that she was directed by the Board to show the impact on the general fund and that directive has been followed.

Mrs. Dayton stated that it is of the utmost importance that this matter is resolved. She also stated that she only wants to table this item until there is a work session or special called meeting, because additional information is still needed.

Superintendent Harris asked that the Board give her specific questions to answer if the items are tabled.

The Board voted unanimously to table agenda items 10:C.

President Traweck referred the tabled items to the Personnel Committee.

### Agenda Item 10:A – 2010 Audit

Mr. Francis Huffman of Luffey, Huffman, Ragsdale & Soignier, noted that an in-depth presentation of the audit was made at the Finance Committee meeting. There is an unqualified opinion on the financial statements. The audit report contained several findings and management letter comments. The general fund has increased by approximately \$3.5 million.

Mrs. Dayton asked that a work session be called in the future to review the trends to determine how expenses have increased or decreased.

Mr. Traweck stated that this item can be addressed by the Finance Committee.

Action Item 10:B – Audit Engagement

On a motion by Mrs. Dayton and seconded by Mrs. Krutzer, the Board approved the Audit Engagement letter authorizing Luffey, Huffman, Ragsdale & Soignier to audit the district as of and for the years ending June 30, 2011 and 2012.

The motion carried on a unanimous vote.

Action Item 10:C – Screening and Evaluation of K-12 Talented Students

On a motion by Bishop McFarland and seconded by Mrs. Dayton, the Board approved provisions for screening and evaluating students identified as being talented in grades K-12.

The motion carried on a unanimous vote.

Action Item 10:D – Revised IDEA-ARRA Budget

On a motion by Bishop McFarland and seconded by Mrs. Dayton, the Board approved the revised IDEA-ARRA Budget.

The motion carried on a unanimous vote.

Action Item 10:E – Revised 2010-2011 IDEA Budget

On a motion by Bishop McFarland and seconded by Mr. Muhammad the Board approved the 2010-2011 IDEA Budget.

The motion carried on a unanimous vote.

Action Item 10:F – Revised Title I-ARRA Budget

On a motion by Mr. Muhammad and seconded by Bishop McFarland, the Board approved the Title I-ARRA Budget.

The motion carried on a unanimous vote.

Action Item 10:G – Revised General Fund Budget

On a motion by Bishop McFarland and seconded by Mrs. Krutzer, the Board approved the revised General Fund Budget.

The motion carried on a unanimous vote.

Action Item 10:H – Job Description/Permission to Advertise for Fine Arts Coordinator

Mr. Muhammad asked if this agenda item deals with items that were previously tabled.

Superintendent Harris replied that it does not.

Mr. Traweck and Mrs. Krutzer asked what will happen to the coordinator that is currently in place.

Superintendent Harris indicated that this is a new position that will be paid through Title funding. She noted that the position will be posted internally.

On a motion by Mr. Muhammad and seconded by Mrs. Krutzer, the Board approved the job description for a Talented Art Coordinator and authorized the administration to advertise the position.

The motion carried on a unanimous vote.

#### Action Item 11 – Suspension of Overtime Pay for Salaried Central Office Administrators

It was moved by Bishop McFarland and second by Mr. Ludley, to suspend overtime pay for salaried central office administrators.

Mrs. Krutzer stated that it should be for all salaried employees because that is the law.

President Traweck inquired about classified workers.

Attorney Lawrence noted that a certain category of employees will receive overtime if they work in excess of forty hours per week. Certified staff is typically not a part of the law and are exempt. The term “overtime pay” is pay that exceeds what has been authorized by the Board as the person’s base salary. The suspension of overtime means the suspension of paying anyone beyond their authorized salary.

Mrs. Dayton asked if the motion should state exempt employees instead of central office administrators, because exempt employees are those that will need Board approval to receive any additional pay.

Attorney Lawrence stated that even if that correction is not made, federal law supersedes everything.

President Traweck asked Attorney Lawrence if he is comfortable with the way the item is written.

Attorney Lawrence replied that it should be understood that extra pay is over and beyond the base salary that the Board has authorized for its employees with the exception of those covered under the Fair Labor and Standards Act.

Mrs. Krutzer stated again that the law needs to be followed.

Mrs. Dayton asked if this would change anything that has already been approved.

Attorney Lawrence replied that it would because there is a resolution that was adopted

that includes principals and assistant principals. If overtime is suspended then it would be inclusive of the resolution.

President Traweek suggested that the exclusion of any existing contract be added to Bishop McFarland's motion.

Mrs. Dayton offered a friendly amendment to exclude any pre-approved contracts.

Bishop McFarland accepted the amendment.

Attorney Lawrence stated that the resolution adopted a few years ago is the only document the Board has approved. Unless there is another document other than the resolution that was adopted a few years ago, which creates an exception to the rule to pay more than what the Board has authorized a person's salary to be, then there is no other action that is needed. Suspension of the resolution includes the two classes of employees that are involved. Unless there is another resolution that covers other employees, there is no authority to pay anyone extra money. The directives are to follow the law and follow the rule; do not pay unless there is authorization to pay.

Mr. Muhammad stated that the original concern was principals. This agenda item deals with the suspension of overtime for salaried central office administrators. He asked if this item includes principals.

Mr. Traweek replied that it excludes principals.

Attorney Lawrence stated that the net effect of the friendly amendment is to suspend paying anyone anything extra unless it is written in their contract.

Mr. Muhammad asked if this is being rescinded because it is now uncontrollable.

Mrs. Krutzer reiterated that salaried employees can not be paid overtime.

Bishop McFarland stated that this is being revisited because overtime was unmanageable. There was no way to monitor or verify that certain individuals were entitled to overtime payment – some principals were receiving the maximum overtime. The agenda item only deals with central office administrators but the issue is bigger than that. The resolution is the reason this item is on the agenda; therefore, it should be the consensus of the board to suspend or terminate the resolution.

President Traweek stated that neither existing contracts nor principals' contracts are affected.

Mrs. Dayton stated that once the salary study is completed the Board will know how to appropriately address salaries. Stopping this resolution is a breach of what the Board authorized. Teachers do not get overtime, yet others are paid overtime to service teachers. There needs to be a fair and appropriate way to handle this. Acceptance of the friendly amendment stops what is illegal and inappropriate.

Mrs. Krutzer stated that this agenda item also came about when the board learned that overtime was paid to restore lost fixed assets.

Dr. Harris stated that those were classified employees and they were entitled to overtime when they worked over forty hours.

Mr. Muhammad stated that overtime is a concern for teachers. He asked if principals are receiving a supplement or overtime. The way items are worded is very important.

Dr. Harris stated that teachers across the United States are not paid overtime. Teachers do receive a stipend if the district requires that they are on job related duties outside of their regular day. By law, principals are excluded; however, the board approved a resolution to allow principals to receive overtime pay.

Mr. Muhammad asked if principals are receiving overtime or supplemental pay. He stated that the language is confusing.

Bishop McFarland stated that there needs to be a consensus from the Board to suspend or terminate the resolution. If overtime is in principals' contract then there is nothing that can be done at this time.

President Traweck called for the vote. The motion passed 7/0 to suspend overtime pay for salaried central office administrators excluding individuals that have it written in their contract.

Mrs. Krutzer and Mrs. Dayton stated that it should be all exempt employees.

President Traweck asked Mrs. Jacobs to read the motion.

Mrs. Jacobs then asked if the motion includes all exempt employees.

Attorney Lawrence stated that we want to follow the law.

Mrs. Jacobs then restated the motion: To suspend all supplemental pay for exempt employees above and beyond their contractual agreement.

Attorney Lawrence responded that is correct.

The motion passed 7/0.

#### Agenda Item 12: Report of Board Members

Personnel Committee: The next meeting is scheduled for noon on Monday, February 7<sup>th</sup> at Jefferson Elementary. Bishop McFarland asked Dr. Harris to provide a report on additional paraprofessionals.

Transportation Committee: The next meeting is tentatively scheduled for Wednesday, February 9<sup>th</sup> at 9:00 a.m.

Policy Committee: Date to be announced. Mrs. Dayton indicated that a majority of the policies are now online.

Agenda Item 13: – Report of Superintendent

The district will be ahead of the new letter grades for schools. Principals have a good idea what their grade will be and they will have plans to address the grade. The student achievement bar is continually moving and that is okay because students should be beneficiaries of rigorous learning so that they can be prepared for post-secondary experiences.

Agenda Item 14 – Future Meetings

Public Input: Mrs. Walker asked that the Board adhere to the approved meeting schedule. She stated that parents and teachers can not attend meetings at noon.

Board Meetings: The February 8<sup>th</sup> meeting will be moved to February 15<sup>th</sup>; 6:00 p.m. at Sallie Humble Elementary

Action Item 15 – Recess/Adjournment

There being no further business to come before the Board, the meeting adjourned at 1:20 p.m. upon a motion by Mrs. Krutzer and seconded by Bishop McFarland.

The motion carried on a unanimous vote.

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Mr. Mickey Traweek  
Board President

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Dr. Kathleen Harris  
Superintendent