

**PROCEEDINGS OF THE PARISH SCHOOL BOARD OF THE PARISH OF WEST FELICIANA, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD ON TUESDAY, MARCH 21, 2017, AT 3:39 P.M.**

---

The Parish School Board of the Parish of West Feliciana, State of Louisiana, met in regular session at its regular meeting place, the Parish School Board Office, 4727 Fidelity Street, St. Francisville, Louisiana, on Tuesday, March 21, 2017, at thirty-nine minutes after three o'clock (3:39) p.m.

The meeting was called to order by President Kevin Beauchamp.

The Pledge of Allegiance was led by Ms. O'Brien. Mr. Beauchamp asked the Board Secretary, Helen B. Davis, to call the roll of the Board.

There were present: President Beauchamp, School Board Members Amanda McKinney, Milton Coats, Kelly O'Brien, and Sara Wilson-Rogers. Absent were Jerry Landrum and Beth Tycer.

The Parish School Board of the Parish of West Feliciana, State of Louisiana, was duly convened as the governing authority of said parish for school purposes by Honorable Kevin Beauchamp, President, who then stated that the Parish School Board was ready for the transaction of business.

**AGENDA**

Mr. Beauchamp requested the Board to make a change to Agenda Item III.B., changing a presentation to a Proclamation/Resolution to be approved for Ms. Davis. It was moved by Ms. McKinney, seconded by Ms. Wilson-Rogers to add the Proclamation/Resolution to Agenda Item III.B. It was moved by Ms. McKinney, seconded by Ms. Wilson-Rogers to approve the agenda with the addition for the March 21, 2017, regular Board meeting. Vote was unanimous. Motion Carried.

**MINUTES**

It was moved by Ms. O'Brien, seconded by Ms. McKinney to approve the minutes of the February 21, 2017, regular Board meeting. Vote was unanimous. Motion Carried.

**RECOGNITIONS AND PRESENTATIONS**

Mr. Milton began by greeting everyone. He stated that the family of Mr. James White would be in attendance later in the meeting and that they would be recognized when they arrived.

Mr. Milton asked that the Board approve a Proclamation/Resolution honoring Ms. Helen Davis. He read the proclamation aloud as follows:

**WEST FELICIANA PARISH SCHOOLS**

Whereas, Helen "Ruthie" B. Davis, Supervisor of Finance & Management and Sales Tax Administrator, and Secretary to the School Board has announced her retirement from the West Feliciana Parish School Board; and

Whereas, during her 30-year career Ms. Davis has served the West Feliciana Parish School System in a supervisory position in the areas of finance and management, sales and occupancy taxes, human resources, maintenance and ancillary services; and

Whereas, Ms. Davis has been a valued member and officer of business organizations such as the Louisiana Association of Tax Administrators (LATA), Louisiana Risk Management Association (LARMA), Louisiana Association of School Business Officials (LASBO), Southeastern

Association of School Business Officials (SASBO), Association of School Business Officials (ASBO), Governmental Finance Officials Association (GFOA), Louisiana Asset Management Pool (LAMP), Louisiana Department of Education (LDOE) Personnel Information System Advisory Panel, LDOE Special Needs Advisory Council and the Louisiana School Boards Association (LSBA) Legal Advisory Panel for Business Officials; and

Whereas, Ms. Davis has been awarded the SASBO Membership Award, the LASBO President Award, the SASBO President Award, the LASBO Inaugural Cypress Career Achievement Award, and the SASBO Regional Outstanding School Business Official Affiliate Award; and

Whereas, Ms. Davis has served the citizens of West Feliciana Parish in numerous capacities in community organizations such as the Women’s Service League, West Feliciana Historical Society, St. Francisville Chamber of Commerce, St. Francisville Civic Club, Our Lady of Mt. Carmel Catholic Church, American Cancer Society Relay for Life, Historical District Commission, and as a City of St. Francisville Zoning Commissioner; and

Whereas, Ms. Davis has served the children of West Feliciana Parish as a Girl Scout Troop Leader, PTA Member, Little League Coach, Certified Water Safety Instructor, and Catechism Teacher:

Now, Therefore, Be it Resolved that We the West Feliciana School Board do hereby proclaim Thursday, March 23, 2017, as Helen “Ruthie” B. Davis Day in the West Feliciana Parish Schools with all the rights and privileges herewith granted.

Signed,

/s/ Kevin E. Beauchamp  
Kevin E. Beauchamp, President  
West Feliciana Parish School Board

/s/ Hollis G. Milton  
Hollis G. Milton, Superintendent  
West Feliciana Parish School Board

It was moved by Ms. Wilson-Rogers, seconded by Ms. O’Brien to approve the Proclamation/Resolution as presented. Vote was unanimous. Motion carried.

Mr. Milton read aloud a resolution presented to Ms. Davis from the Louisiana School Boards Association recognizing Ms. Davis for her years of public service to the citizens of West Feliciana Parish, particularly the students.



## **LOUISIANA SCHOOL BOARDS ASSOCIATION** **RESOLUTION**

**WHEREAS**, the purpose of this resolution is to formally recognize and commend the exemplary public service of Mrs. Helen “Ruthie” B. Davis of the West Feliciana Parish School System; and

**WHEREAS**, Mrs. Helen “Ruthie” B. Davis has served the public school system in a number of capabilities, including Assistant Business Manager; Business Manager; Sales Tax Administrator; Supervisor of Finance, Management & Human Resources; Supervisor of Finance & Management; Sales & Occupancy Tax Administrator; and, Secretary to the Board; and,

**WHEREAS**, the efficient and effective operations of a school board and school system are reliant on a qualified and competent Secretary to the Board; and,

**WHEREAS**, Mrs. Helen “Ruthie” B. Davis has displayed consistent and long-term excellence in her various roles as a public servant, especially in her role as Secretary to the Board; and

**WHEREAS**, Mrs. Helen “Ruthie” B. Davis is recognized statewide for her competence, professionalism and willingness to serve; and

**WHEREAS**, Mrs. Helen “Ruthie” B. Davis has been a Friend to Public Education in her professional affiliations with the Louisiana Association of Tax Administrators; Louisiana Risk Management Association; Louisiana Association of School Business Officials; Southeastern Association of School Business Officials; Association of School Business Officials; Government Finance Officials Association; Louisiana Asset Management Pool; LDOE Personnel Information System Advisory Panel; LDOE Special Needs Advisory Council; LSBA Legal Advisory Panel for Business Officials; etc., and


**WHEREAS**, Mrs. Helen “Ruthie” B. Davis held numerous leadership positions and has been recognized for her commitment to excellence on several occasions in her professional capacity; and, now, therefore be it

**RESOLVED**, that the **LOUISIANA SCHOOL BOARDS ASSOCIATION** recognizes and appreciates the contributions of our friend “**RUTHIE**” as she is affectionately known by many, for her extraordinary service to her school board, her school system, her community, her peers and, most of all to the students of the West Feliciana Parish School System, and; be it finally

**RESOLVED**, the **LOUISIANA SCHOOL BOARDS ASSOCIATION** wishes “**RUTHIE**” and her family a wonderful and joyous retirement from public service.



*In witness whereof, Executive Director-Treasurer  
of the Louisiana School Boards Association,  
Scott M. Richard, March 21, 2017.*

  
\_\_\_\_\_  
*LSBA Executive Director-Treasurer*

Ms. Davis thanked the Board for the honor and spoke of her years as Board Secretary, saying that she had enjoyed a wonderful career of over 30 years; that she had worked under five superintendents, and with other staff members at the Central Office and at all schools, and thanked all for making her job one that she has loved. Mr. Milton suggested that in celebration of Helen “Ruthie” B. Davis Day, that it also be declared a “Jean Day,” with which Ms. Davis whole-heartedly agreed; therefore, March 23, 2017 was declared a “Jean Day” for the schools.

Mr. Beauchamp thanked Ms. Davis on behalf of the Board for her dedication and years of service.

Mr. Ryan Faulk, Holly & Smith Architects, distributed a summary assessment of district-wide erosion issues, prioritizing the work that needs to be done. He stated the information required no action by the Board at this time. Ms. Davis stated that the issues would be brought before the Board at a later date when estimates of costs have been established and the best way to proceed has been determined.

Mr. Faulk indicated that some of the problems are a result of years of exposure, and that the scope of work may change with vetting of the proposed remedies. He also stated that some of the minor work can be accomplished in-house, reducing the scope of work to be contracted.

## OTHER SCHOOL BOARD BUSINESS

Mr. Milton read aloud Resolution #16-003, Office of Head Start Refunding Application. Mr. Coleman stated that Head Start is required to reapply each year. The resolution follows:

### WEST FELICIANA PARISH SCHOOL BOARD RESOLUTION #2016-03

#### State of Louisiana Parish of West Feliciana

On the 21<sup>st</sup> day of March, 2017, at a meeting of the West Feliciana Parish School Board of St. Francisville, Louisiana, with a quorum of the members present, the following business was conducted:

It was duly moved and seconded that the following motion be adopted:

BE IT RESOLVED that the members of the West Feliciana Parish School Board do hereby authorize Hollis Milton, Superintendent, and his successors in office to negotiate, on terms and conditions that he may deem advisable, a contract or contracts with the **Office of Head Start**, with the effective date of July 1, 2017, and to execute said document(s) on behalf of the School Board, and further we do hereby give him the power and authority to do all things necessary to implement, maintain, amend or renew said documents.

The above resolution was passed with a majority of those present and voting in accordance with the by-laws and articles of incorporation.

### CERTIFICATE

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the West Feliciana Parish School Board of St. Francisville held on the 21<sup>st</sup> day of March, 2017.

/s/ Helen B. Davis

Helen B. Davis, Secretary

It was moved by Ms. Wilson-Rogers, seconded by Ms. McKinney to approve Resolution #16-003, as presented. Vote was unanimous. Motion carried.

Ms. Davis requested approval for participation in the 2017 Summer Feeding Program for Summer School students only. She stated that this program is identical to the program last year. Ms. Wilson-Rogers asked if the number of students to be served is pre-determined. Ms. Davis stated that everyone who attends summer school is accepted. Ms. Curtis indicated that there are approximately 150 students who would be served.

It was moved by Mr. Coats, seconded by Ms. O'Brien to approve participation in the 2017 Summer Feeding Program. Vote was unanimous. Motion carried.

Ms. Davis requested permission to advertise for School Food Service Bids for the 2017-18 School Year. It was moved by Ms. McKinney, seconded by Ms. Wilson-Rogers to approve advertising for School Food Service Bids for the 2017-18 school year. Vote was unanimous. Motion carried.

**OTHER SCHOOL BOARD BUSINESS** *(continued)*

Ms. Davis presented budget revisions to the Board. It was moved by Ms. Wilson Rogers, seconded by Ms. O'Brien to approve the budget revisions as follows.

Lunch Fund Budget Revision #1	<u>\$ 1,164,381.00</u>
LA4 TANF Fund #289	<u>\$ 73,985.00</u>
General Fund Budget Revision #2	<u>\$ 24,961,265.00</u>

Vote was unanimous. Motion carried.

**RECOGNITIONS AND PRESENTATIONS** *(continued)*

Mr. Milton recognized Mr. James White's family and presented them with mementos from the Louisiana School Boards Association, thanking them for Mr. White's service to West Feliciana Parish, and assuring them that they continue to be in the Board's thoughts and prayers.

**PERSONNEL ITEMS FOR BOARD APPROVAL**

Mr. Milton presented two items for Board approval as follows:

- A. Leave Request:
  - 1. Meghan Morgan, Teacher, requesting leave without pay from March 8, 2017 through April 17, 2017, for sick leave purposes.
  
- B. Request for Travel:
  - 1. Hollis Milton to attend: REL Southwest Spring Board Meeting; Location: Sulphur, OK; Date: May 8, 2017 – May 9, 2017; Funding: RELSW.
  - 2. David McMillan: NJROTC Field Trip; Location: Pensacola, FL/Mobile, AL; Date: March 24 – March 26, 2017; Transportation: WFP School Bus; Funding: NJROTC Funds/Student Fee

It was moved by Ms. McKinney, seconded by Ms. O'Brien to approve the items as presented. Vote was unanimous. Motion carried.

**SUPERINTENDENT'S REPORT**

The Superintendent's Report was presented by Mr. Milton.

Mr. Milton began by congratulating the participants in the Youth Legislature Club at West Feliciana Middle School, and informed the Board that Cooper Williamson was elected by the group to be their Governor.

**APPOINT MISTY COOK AS BOARD SECRETARY EFFECTIVE MARCH 31, 2017**

Mr. Milton introduced Misty Cook, Business Manager and asked that she be approved as Board Secretary to replace Ms. Davis who will be retiring March 31, 2017. It was moved by Ms. O'Brien, seconded by Ms. McKinney to approve Misty Cook as Board Secretary effective March 31, 2017. Vote was unanimous. Motion carried.

Mr. Beauchamp called for a 10-minute recess to set up for the Strategic Planning discussion item. The meeting was recessed at 4:30 p.m.

The meeting re-convened at 4:40 p.m. for the Strategic Planning discussion.

