

St. James Parish School Board

Salary Schedule

2023 2024



FOREWORD

The St. James Parish Public School System initially developed a comprehensive salary schedule for employees in all job categories in FY 1989-90 based upon recommendation of the system's external auditing firm. Since initial implementation, the salary schedule book is revised and approved annually by the School Board in late June or early July.

The Human Resources and Business Services departments collaborate in the development of the salary schedules and book. Copies are available in the Principal's office at each school and central office.

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**ST. JAMES PARISH SCHOOL BOARD
ADMINISTRATIVE EMPLOYEE SALARY SCHEDULE
FISCAL YEAR 2023 - 2024**

CHIEFS / HIGH SCHOOL PRINCIPALS TEACHER CERTIFICATED 12 MONTHS / 242 DAYS	
Step	Salary
1	96,273
2	96,866
3	97,459
4	98,053
5	98,646
6	99,240
7	99,834
8	100,428
9	101,022
10	101,616

CHIEFS non-TEACHER CERTIFICATED (BUSINESS, SALES TAX, TECHNOLOGY) 12 MONTHS / 242 DAYS	
Step	Salary
1	94,616
2	95,209
3	95,803
4	96,398
5	96,991
6	97,584
7	98,178
8	98,771
9	99,365
10	99,959

DIRECTORS / H.S. ASSOC PRIN (7 - 8) / ELEM PRINCIPALS TEACHER CERTIFICATED 12 MONTHS / 242 DAYS	
Step	Salary
1	87,308
2	87,875
3	88,444
4	89,012
5	89,580
6	90,148
7	90,717
8	91,284
9	91,853
10	92,422

DIRECTORS non-TEACHER CERTIFICATED (BUSINESS, SALES TAX, TECHNOLOGY) 12 MONTHS / 242 DAYS	
Step	Salary
1	85,651
2	86,220
3	86,787
4	87,355
5	87,925
6	88,492
7	89,060
8	89,629
9	90,197
10	90,765

ADMINISTRATIVE SUPERVISORS TEACHER CERTIFICATED 12 MONTHS / 242 DAYS	
Step	Salary
1	79,353
2	79,921
3	80,488
4	81,057
5	81,626
6	82,194
7	82,762
8	83,330
9	83,897
10	84,465
11	85,034

ADMINISTRATIVE SUPERVISORS non-TEACHER CERTIFICATED (BUSINESS, SALES TAX, TECHNOLOGY) 12 MONTHS / 242 DAYS	
Step	Salary
1	77,696
2	78,264
3	78,833
4	79,400
5	79,969
6	80,537
7	81,105
8	81,673
9	82,242
10	82,809
11	83,377

CURRICULUM / SPECIAL ED COORDINATORS / FACILITATORS 12 MONTHS / 242 DAYS	
Step	Salary
1	76,059
2	76,623
3	77,189
4	77,754
5	78,317
6	78,880
7	79,447
8	80,011
9	80,576
10	81,141

HIGH SCHOOL ASSISTANT PRINCIPAL 10.5 MO / 212 DAYS	
Step	Salary
1	76,032
2	76,601
3	77,169
4	77,739
5	78,308
6	78,876
7	79,445
8	80,015
9	80,583
10	81,153

Administrative personnel cannot be paid for extra hours for tutoring, after school detention, support or assignment to extracurricular activities.

ST. JAMES PARISH SCHOOL BOARD
ADMINISTRATIVE EMPLOYEE SALARY SCHEDULE (continued)
FISCAL YEAR 2023 - 2024

ELEM ASST PRINCIPALS 10.5 MONTHS 212 DAYS	
Step	Salary
1	69,125
2	70,262
3	70,830
4	71,399
5	71,966
6	72,534
7	73,104
8	73,672
9	74,240
10	74,809

(PSYCHOLOGISTS, SOCIAL WORKERS, EDUCATIONAL DIAGNOSTICIANS SPEECH PATHOLOGISTS) 10 MOS / 202 DAYS	
Step	Salary
1	69,126
2	70,263
3	70,831
4	71,399
5	71,967
6	72,535
7	73,104
8	73,673
9	74,241
10	74,809

Administrative personnel cannot be paid for extra hours for tutoring, after school detention, support or assignment to extracurricular activities.

Specific Circumstances Detail for Payment

SALARY ADJUSTMENTS FOR DEGREE CHANGES

Professional personnel who earn advanced degrees which can be verified for payroll shall submit official verification (original transcript, teaching certificate change application, etc.) to the Human Resources Department on or before the following deadline dates for certificate updating and stipend assignment:

Information Due:	Application submitted by:	Difference in pay for period of time
Summer Session: August 31	September 30	\$1000/ annually
Fall Session: January 31	February 28	\$500/semester
Spring Session: June 30	July 31	\$1000/annually

PAY CLASSIFICATION LEVEL FOR PERSONS WHO COMPLETE A PLANNED 60-SEMESTER HOUR MASTER'S DEGREE PROGRAM

The holder of a Louisiana teaching certificate or ancillary certificate who has completed a planned 60-semester-hour Master's degree program at a regionally accredited institution will be paid at the Education Specialist Degree level as long as the degree is in compliance with statutory regulations (Act 650), and this pay rate category shall be recorded on the Louisiana teaching certificate or ancillary certificate.

Ancillary personnel who are presently being paid at the Education Specialist level who have completed a 60-semester-hour Master's degree program must have this designation added to their ancillary certificate in order to continue receiving pay at the Education Specialist level. (BESE Approval, 6/25/92)

PAY FORMULA FOR SCHOOL NURSE (9 months/182 days)

The pay for School Nurse with valid R.N. licensure will be the salary for a teacher with a Bachelor's degree, including years of experience, according to the Teacher Salary Schedule. A school nurse who works more than 182 days shall be paid on a pro-rata basis according to the Teacher Salary Schedule for the number of days employed.

NATIONAL BOARD-CERTIFIED TEACHERS/COUNSELORS

Pursuant to LRS 17:421.6, the St. James Parish School Board shall pay, in addition to the salary otherwise provided, an additional \$5,000.00 to any teacher or administrator employed by the St. James Parish School Board who holds a valid certificate issued by the National Board for Professional Teaching Standards, except as otherwise provided for herein.

Any teacher or administrator who obtained their initial certificate between July 1, 2013 and July 1, 2019 and who was employed by the St. James Parish School Board for the 2019-2020 school year shall be paid the additional \$5,000.00 so long as they hold a teacher or administrator position with the St. James Parish School Board. No teacher/administrator hired by St. James Parish Schools after July 1, 2019 is eligible for national board pay.

PAYROLL SCHEDULE

Substitute and Supplemental Pay is paid on the 12th of the month.

Supplemental and Regular Monthly Pay is paid on the 25th of the month.

If the 25th of the month falls on a weekend or bank holiday, the payroll for that day will be paid on the previous day.

DIRECT DEPOSIT OF PAY

All employees are required to receive their pay by direct deposit.

SABBATICAL LEAVE

Sabbatical Leave Law will be implemented accordingly. See L.R.S. 17§1171-1187. Contact HR for paperwork.

STUDENT TEACHER SUPERVISORS

Teachers supervising student teachers will be paid a stipend based on a Professional Services Contract from participating colleges/universities signed by the Superintendent. Payment to the supervising teachers will be made after payment of contract is received from the participating college at the end of each year, and will be considered

part of a teacher's salary for Teacher's Retirement System of Louisiana (TRSL) reporting purposes. Travel, lodging, meals and other expenses will not be reimbursed.

DUAL ENROLLMENT TEACHER STIPENDS

Teachers meeting the university/college SACS credentials for a dual enrollment instructor will receive \$150 per credit hour for college dual enrollment classes taught on St. James Parish Schools campuses (this does not include remedial classes).

Teachers not meeting the university/college SACS credentials for a dual enrollment instructor but approved to teach by the university/college will receive \$75 per credit hour for dual enrollment classes taught on St. James Parish Schools campuses (this does not include remedial classes). There must be a minimum of 10 students qualified for and enrolled in dual enrollment in each class in order to be paid the stipend.

SCHOOL BOARD MEMBERS

School Board Members will be paid a monthly stipend of \$800 for service to the school system. The president of the school board will be paid a monthly stipend of \$900.

EXTENDED YEAR STIPENDS

Certificated non-administrative employees required to work beyond the 9 month school calendar (counselors, 10-month lead teachers, District Instructional Specialists, Instructional Technology Facilitators, Library Media Specialists, 11-Month Coordinators, Industrial Arts and Agri-Science Teachers) will receive the appropriate extra pay for the extra time according to their daily rate included in their monthly pay.

VIRTUAL TEACHER PAY STIPENDS

Virtual Teacher Pay Stipends

Virtual Teacher – defined as a teacher who is employed by the district and conducts virtual work outside of regular school hours. (Note: The teacher must have a teaching certificate for the course in which they are teaching)

Virtual Block Teacher – defined as a teacher who is employed by the district and has an available block in their schedule, in which case 30 virtual enrollments will be assigned to the Virtual Block Teacher with the available block with no stipend.

Virtual Teachers and Virtual Block Teachers exceeding 30 enrollments will be paid for each enrollment accordingly:

- \$150.00 per enrollment for Initial Credit Foreign Language and English Courses
- \$100 per enrollment for all other Initial Credit Content Area Courses
- \$75.00 per enrollment for Credit Recovery Foreign Language and English Courses
- \$50.00 per enrollment for all other Credit Recovery Courses Content Area Courses
- \$50.00 per enrollment for all Summer Term Credit Recovery Courses (all courses)
- Payment at course completion at the end of each term (Fall, Spring, and Summer)
- If a student drops/withdraws with a minimum of 25% course completion or more, the teacher will receive the percentage course fee as compensation equivalent to the portion of the course completed by the student. The following applies and will be rounded to the nearest \$:
- At least 25% course completion = \$25.00
- 30% course completion = \$30.00
- 50% course completion = \$50.00
- 75% course completion = \$75.00

VIRTUAL COURSE CREATION STIPENDS

St. James Virtual Academy must ensure students are receiving the curriculum approved by the district and the state. In doing so, teachers must review the virtual changes: a "build" or "modification". When major alterations occur to the curriculum, teachers will need to make "modifications" to the courses. All courses are affected by these curriculum mandates.

Teachers building a course will be paid \$1000. The product will consist of:

- Building a whole course with current objective s and mandates. Teachers may need to delete and insert other information to ensure all objectives are taught
- Creating a whole course, semester 1, semester 2, quarters 1-4, and credit recovery course

Teachers will need to make modifications to course design as a student is enrolled and completing the course. For these modifications, teachers will be paid \$500 per course. This product will consist of:

- Fixing errors in built courses (whole course, semester 1, semester 2, quarters 1-4, and credit recovery course). This will occur after a student takes a course for the first time.
- Small changes needed to keep the students ready for state testing or small mandated changes. (Example: adding new test release items or additional content.)
- \$500 stipend consists of \$400 for modifications and \$100 for the student he is following during the modification.

PAY FOR READING INTERVENTIONISTS

The pay for Reading Interventionists will be \$26,650 annually for Paraprofessionals who are Highly Qualified and/or have an Associate's Degree and \$31,650 for Bachelor's Degrees. The district no longer receives Reading First federal funding therefore no more persons will be added with this title and salary assignment. Reading Intervention positions will be eliminated through attrition. In the event the employees' years of experience exceed the fixed amount of \$26,650 or \$31,650, the employee will then be moved back to the paraprofessional salary schedule.

ONE TIME STATE MANDATED STIPEND

Employees will receive a one-time state mandated stipend of either \$2000 or \$1000 as determined by state law/guidance/regulations upon funding of the monies by the state.

PROFESSIONAL STAFF DEVELOPMENT

Beginning in the 2023-2024 school year, two (2) \$333 Professional Staff Development days are being returned to the calendar. These days may only be paid to employees who are not regularly scheduled to work on the selected days. Twelve-month employees are not eligible for this pay. Teacher aides/paraprofessionals will receive \$100 per day for attending only as assigned by the District. The District reserves the right to assign attendance.

ST. JAMES PARISH SCHOOL BOARD
TEACHER SALARY SCHEDULE (182 Days)
FISCAL YEAR 2023 - 2024

Steps	Bachelor's 2023-24	Master's 2023-24	Master's +30 2023-24	Specialist 2023-24	PhD 2023-24
0	52,226	53,226	54,226	55,226	56,226
1	52,736	53,736	54,736	55,736	56,736
2	53,246	54,246	55,246	56,246	57,246
3	53,756	54,756	55,756	56,756	57,756
4	54,266	55,266	56,266	57,266	58,266
5	54,776	55,776	56,776	57,776	58,776
6	55,286	56,286	57,286	58,286	59,286
7	55,796	56,796	57,796	58,796	59,796
8	56,306	57,306	58,306	59,306	60,306
9	56,816	57,816	58,816	59,816	60,816
10	57,326	58,326	59,326	60,326	61,326
11	57,836	58,836	59,836	60,836	61,836
12	58,346	59,346	60,346	61,346	62,346
13	58,856	59,856	60,856	61,856	62,856
14	59,366	60,366	61,366	62,366	63,366
15	59,876	60,876	61,876	62,876	63,876
16	60,386	61,386	62,386	63,386	64,386
17	60,896	61,896	62,896	63,896	64,896
18	61,406	62,406	63,406	64,406	65,406
19	61,916	62,916	63,916	64,916	65,916
20	62,426	63,426	64,426	65,426	66,426
21	62,936	63,936	64,936	65,936	66,936
22	63,446	64,446	65,446	66,446	67,446
23	63,956	64,956	65,956	66,956	67,956
24	64,466	65,466	66,466	67,466	68,466
25	64,976	65,976	66,976	67,976	68,976

**ST. JAMES PARISH PUBLIC SCHOOL SYSTEM
MANAGERIAL EMPLOYEE SALARY SCHEDULE
FISCAL YEAR 2023 - 2024**

Step	Office Systems Data Mgr/HR Specialist					Executive Assistant 242 Days	Supervisor of Accounting 242 Days	Accountant / Auditor 242 Days
	Cafeteria Manager 182 Days	Child Nutrition Supv Aquatic Center Mgr/PR Manager	IT Administrator SFS Field Mgr					
		242 Days	242 Days					
0	23687	50565	38019	39758	55268	44394		
1	24049	51075	38528	40367	56126	45107		
2	24411	51585	39038	40976	56984	45821		
3	24773	52096	39546	41585	57842	46534		
4	25135	52605	40055	42194	58700	47246		
5	25497	53115	40564	42803	59557	47959		
6	25859	53625	41073	43411	60415	48672		
7	26221	54135	41583	44020	61273	49385		
8	26583	54646	42091	44629	62131	50098		
9	26945	55155	42600	45238	62990	50811		
10	27308	55665	43109	45846	63847	51524		
11	27670	56175	43618	46455	64705	52238		
12	28032	56685	44128	47064	65562	52951		
13	28394	57196	44636	47673	66420	53664		
14	28756	57705	45145	48282	67278	54376		
15	29118	58215	45654	48891	68136	55089		
16	29480	58725	46164	49500	68993	55802		
17	29842	59236	46673	50109	69851	56515		
18	30204	59745	47181	50718	70709	57228		
19	30566	60255	47690	51327	71567	57941		
20	30929	60765	48199	51936	72426	58655		
21	31291	61275	48709	52545	73283	59368		
22	31653	61786	49217	53154	74141	60081		
23	32016	62295	49726	53763	74998	60793		
24	32378	62805	50235	54372	75856	61506		
25	32751	63315	50753	54998	76713	62216		

(a) In addition to base salary, Cafeteria Managers receive \$1,500 with a Bachelor's Degree; \$1,000 with an Associate Degree and \$600 with trade school certification.

(b) Cafeteria Managers of schools with student counts of 0 - 500 students shall be compensated at Base Manager pay, with student counts of 501 - 700 shall be compensated an additional \$760, and with student counts of over 700 students shall be compensated an additional \$1000.

(c) Lead Cafeteria Technicians will receive \$1,000 for added responsibility under the management of a Manager at another location.

(d) Managers in charge of a Lead Technician at another location will receive an extra \$2,000 annually for additional management responsibilities.

(e) Salary Supplement for CPA Certification \$5,000

ST. JAMES PARISH SCHOOL BOARD
SECRETARIAL EMPLOYEE SALARY SCHEDULE
FISCAL YEAR 2023 - 2024

Step	10 Month	12 Month
	Secretary (202 days)	Secretary (242 days)
0	22,189	26,217
1	22,512	26,609
2	22,835	27,002
3	23,159	27,395
4	23,482	27,787
5	23,805	28,180
6	24,129	28,573
7	24,452	28,965
8	24,775	29,358
9	25,099	29,751
10	25,422	30,144
11	25,745	30,536
12	26,069	30,929
13	26,392	31,322
14	26,715	31,714
15	27,039	32,107
16	27,362	32,500
17	27,685	32,892
18	28,009	33,285
19	28,332	33,678
20	28,655	34,071
21	28,979	34,463
22	29,302	34,856
23	29,625	35,249
24	29,949	35,641
25	30,264	36,040

ST. JAMES PARISH PUBLIC SCHOOL SYSTEM
CLASSIFIED EMPLOYEE SALARY SCHEDULE
FISCAL YEAR 2023 - 2024

Step	LPN (182 Days)		Teacher's Aide (182 Days)		Admin Technician (242 Days)		Accounting Technician (242 Days)		Bus Attendant (182 Days)		Bus Driver (182 Days)		Custodian (242 Days)		Cafeteria Technician* (182 Days)	
0		24,047	20,911	27,445	33,002	16,246	22,671	25,408	21,039							
1		24,304	21,219	27,899	33,503	16,484	23,016	25,800	21,357							
2		24,561	21,527	28,352	34,005	16,721	23,361	26,192	21,675							
3		24,818	21,835	28,806	34,507	16,959	23,705	26,583	21,994							
4		25,075	22,143	29,260	35,009	17,197	24,050	26,975	22,312							
5		25,332	22,451	29,714	35,511	17,434	24,395	27,367	22,630							
6		25,589	22,759	30,168	36,013	17,672	24,740	27,758	22,948							
7		25,847	23,067	30,622	36,515	17,910	25,084	28,150	23,266							
8		26,104	23,375	31,076	37,016	18,147	25,429	28,542	23,585							
9		26,361	23,683	31,530	37,518	18,385	25,774	28,933	23,903							
10		26,618	23,991	31,984	38,020	18,623	26,119	29,325	24,221							
11		26,875	24,299	32,438	38,522	18,860	26,463	29,717	24,539							
12		27,132	24,607	32,891	39,024	19,098	26,808	30,109	24,858							
13		27,389	24,915	33,345	39,526	19,336	27,153	30,500	25,176							
14		27,646	25,223	33,799	40,027	19,573	27,498	30,892	25,494							
15		27,903	25,531	34,253	40,529	19,811	27,842	31,284	25,812							
16		28,160	25,839	34,707	41,031	20,049	28,187	31,675	26,131							
17		28,417	26,147	35,161	41,533	20,286	28,532	32,067	26,449							
18		28,674	26,455	35,615	42,035	20,524	28,877	32,459	26,767							
19		28,931	26,763	36,069	42,537	20,762	29,221	32,850	27,085							
20		29,188	27,071	36,523	43,038	20,999	29,566	33,242	27,404							
21		29,445	27,379	36,977	43,540	21,237	29,911	33,634	27,722							
22		29,702	27,687	37,430	44,042	21,475	30,256	34,025	28,040							
23		29,959	27,995	37,884	44,544	21,712	30,601	34,417	28,358							
24		30,216	28,303	38,338	45,046	21,950	30,945	34,809	28,677							
25		30,473	28,613	38,780	45,540	22,192	31,301	35,209	28,997							

*Lead Cafeteria Technicians will work under the direction of a manager at another school. This person will have more responsibility than a regular technician and be paid an additional \$1000 annually.

ST. JAMES PARISH PUBLIC SCHOOL SYSTEM

HEAD START SALARY SCHEDULES 2023 - 2024

Certificated Teachers / Center Designee 9.5 Months / 192 Days	
Step	Salary
1	55,133
2	55,670
3	56,209
4	56,747
5	57,286
6	57,824
7	58,362
8	58,901
9	59,438
10	59,977

Degreed Teachers (Assoc or Bach Degree) 9 Months / 182 Days	
Step	Salary
1	28,916
2	29,479
3	30,042
4	30,604
5	31,167
6	31,729
7	32,291
8	32,854
9	33,417
10	33,978

CDA Paraprofessionals 9 Months / 182 Days	
Step	Salary
1	22,792
2	23,189
3	23,627
4	24,051
5	24,490
6	24,806
7	25,129
8	25,449
9	25,777
10	26,105

CDA must be completed to advance a step.

Parent Advocates 10 Months / 202 Days	
Step	Salary
1	24,326
2	24,714
3	25,058
4	25,498
5	25,805
6	26,088
7	26,554
8	26,867
9	27,175
10	27,486

CDA must be completed to advance a step.

Family Services Coordinator 12 Months / 242 Days	
Step	Salary
1	68,405
2	69,844
3	71,102
4	71,813
5	72,532
6	73,258
7	73,990
8	74,730
9	75,478
10	76,232

Each Head Start schedule has a 5.6% COLA raise applied per the Administration for Children & Families Office of Head Start Consolidated Appropriations Act. 2 days of pay were added to each schedule in accordance with the new work calendar.

Bus Monitor will be paid a stipend of \$10.00 per day (morning route only.)

Training & Technical Assistance Extra day's pay will be \$200/day for teachers and \$100/day for paraprofessionals for training held outside of the regularly scheduled work days.

FALL			WINTER			SPRING		
Sport	Position	%	Basketball	Asst. Coach	7.5%	Baseball	Head Coach	10.5%
Cross Country	Asst. Coach	4.5%	Basketball	Head Coach	10.5%	Baseball	Asst. Coach	7.5%
Cross Country	Head Coach	5.5%	Bowling	Asst. Coach	4.5%	Fishing	Head Coach	5.5%
Football	Assoc. HC	10.5%	Bowling	Head Coach	5.5%	Golf	Asst. Coach	4.5%
Football	Asst. Coach	7.5%	Powerlifting	Head Coach	5.5%	Golf	Head Coach	5.5%
Football	Coordinator	9.5%	Powerlifting	Asst. Coach	4.5%	Softball	Asst. Coach	7.5%
Football	Equipment	4.5%	Soccer	Asst. Coach	5.5%	Softball	Head Coach	10.5%
Football	PSC	7.5%	Soccer	Head Coach	8.5%	Tennis	Head Coach	5.5%
Football	Video	4.5%				Tennis	Asst. Coach	4.5%
Swimming	Asst. Coach	4.5%				Track & Field	Asst. Coach	7.5%
Swimming	Head Coach	5.5%				Track & Field	Head Coach	10.5%
Volleyball	Asst. Coach	7.5%				Fishing	Coach	5.5%
Volleyball	Head Coach	10.5%						

Middle School Coaching Supplements			Other Pay					
All Sports	Head Coach	5.5%	CDL	Per Sport	0.5%	S&C Coordinator	1 Per Season	3.5%
All Sports	Asst. Coach	4.5%				Athletic Trainer	Head	24.5%
Support Staff			Summer - II	100 Hours	2.5%	Athletic Trainer	Assistant	16.5%
Video Coordinator		4.5%	Summer - III	50 Hours	1.0%	Offseason	Assigned by AD	1.5%
Equipment Manager		4.5%				Asst. AD		6.0%

Staff Sizes - High School			Staff Sizes - Middle School		
	Head	Assistants	Sports	Head	Assistants
Football	1	9	Football	1	4
Basketball (B)	1	3	Baseball	1	2
Basketball (G)	1	3	Softball	1	2
Baseball	1	2	Basketball (B)	1	1
Softball	1	2	Basketball (G)	1	1
Volleyball	1	2	Volleyball	1	1
Track (B)	1	2	Track (J)	1	1
Track (G)	1	2	Swimming (J)	1	1
Swimming (J)	1	2	Soccer (B)	1	0
Soccer (B)	1	1	Soccer (G)	1	0
Soccer (G)	1	1	Support Staff		
PL (B)	1	2	Asst. AD	1	
PL (G)	1	2	Video Coordinator	1	
Tennis (J)	1	1	Equipment Manager	1	
CC (J)	1	1			
Golf (J)	1	1			

All personnel (e.g., high school athletic directors, assistant coaches, agriscience teachers, band directors, guidance counselors) who work during summer shall document summer employment on the electronic time clock (Coaches – in the Athletic Director's office.) Time sheets must be signed by the Athletic Director and/or Principal and returned to the Office of Human Resources on or before the first day of school.

Note: Summer work hours must be documented as they are worked and must be worked in the summer months outside of regularly scheduled schoolwork days. There will be no "make ups" of summer work hours later in the school year in order to receive a full stipend. Any Coach hired after summer hours work time has begun or ended is not eligible for summer hours supplement (cannot make up summer hours). Only two sport coaches are eligible for 100 hours. Summer hours are not mandatory. 100 Summer hour sports include: Volleyball, football. Boys' Basketball, Girls' Basketball, Girls Soccer, Boys Soccer, Softball Baseball.

50 Summer hour sports include: Tennis, Swimming, Powerlifting

Any stipend paid to employees shall be considered supplemental compensation for performing extra duties during the current school year and shall not become part of the employees' permanent salary.

If a sport does not compete for district and/or post season awards the sport will be paid .50 (1/2) the assigned stipend. The Athletic Director is responsible for notifying payroll and Human Resources if this occurs.

Non-teacher employee coaches (aides) will be paid only on a percentage of Step 1 of the Bachelor's teacher scale with no annual increase.

**St. James Parish Schools
Athletic Coaching Supplements**

- Team sport rosters will be reviewed by Athletic Director, Payroll Supervisor and Human Resources. Athletic Director is responsible for notifying payroll if a team is cut.
- All assignments are to be approved by the Athletic Director and the Principal then the central office.
- Coaches are only allowed to coach/receive a supplement for one sport per LHSA Season.
- All coaches are capped at 22% supplement.
- Non-teacher coaches who are 9-month employees coaching supplement will be paid only a percentage of Step 1 Bachelor's teacher scale with no annual increase.
- Athletic Directors are responsible Annual Head Coach & Sports Program Evaluations.
- Head Coaches of individual sports will be responsible for Annual Evaluations of Assistant Coaches.
- Track & Field Programs are expected to compete in Indoor and Outdoor Seasons.
- Minimal scheduling requirements are required for coaching assignments; Additional coaches added for added teams will be determined by student athletes. Athletic Director will make a recommendation of number of coaches assigned with central office approval.
- Summer hours are assigned and verified by the Athletic Director.
- All summer programs are under the jurisdiction of the School.
- Each sport must have a CDL licensed coach/driver for travel purposes and transporting student athletes. If there is no coach assigned to the sport with a CDL the Athletic Department will be responsible for all costs associated with team travel.

CECP/Non-Faculty Coaching Supplements

Non-Faculty Coaches must meet the minimum requirements of Coaching required by LHSA

FALL			WINTER			SPRING		
Sport	Position	\$	Sport	Position	\$	Sport	Position	\$
Cross Country	Asst. Coach	\$1500	Basketball	Asst. Coach	\$2500	Baseball	Head Coach	\$3750
Cross Country	Head Coach	\$2500	Basketball	Head Coach	xxx	Baseball	Asst. Coach	\$2500
Football	Asst. Coach	\$2500	Bowling	Asst. Coach	\$2000	Fishing	Head Coach	\$2000
Football	Equipment	\$1500	Bowling	Head Coach	\$2500	Golf	Asst. Coach	\$1500
Football	Video	\$1500	Powerlifting	Head Coach	\$2500	Golf	Head Coach	\$2000
Swimming	Asst. Coach	\$2000	Powerlifting	Asst. Coach	\$2000	Softball	Asst. Coach	\$2500
Swimming	Head Coach	\$2500	Soccer	Asst. Coach	\$2500	Softball	Head Coach	\$3750
Volleyball	Asst. Coach	\$2500	Soccer	Head Coach	\$3750	Tennis	Asst. Coach	\$1500
Volleyball	Head Coach	\$3750				Tennis	Head Coach	\$2000
Middle School Coaching Supplements						Track & Field	Asst. Coach	\$2500
All Sports	Head Coach	\$2000				Track & Field	Head Coach	\$3750
All Sports	Asst. Coach	\$1500						

*CECP Coach Summer Hours Pay: \$750 for 50 hours and \$1,500 for 100 hours

OTHER POSITIONS	FACULTY STIPEND	
Band Director H.S. with 120 Summer Hours	\$6,000.00	
Band Director H.S. no Summer Hours	\$4,500.00	
Band Director Asst with 120 Summer Hours	\$1,500.00	
CECP CDL Pay	\$500.00	
Cheer / Dance Sponsors State / National Competition Varsity Only	\$1,600.00	
Corp Group Sponsors	\$30 per game per sport+ max of \$400 for documented practice hours as a sponsor/co-sponsor	
Football Practice - Thanksgiving due to Playoffs	\$1,000.00	
Gate Collectors	\$50 per game	
Game Clock Administrator	\$50 per game	

NOTE: Coaching Stipends will be paid evenly over 12 months with the exception of CECP coaches who will be paid at completion of the sport upon submission of time sheets to Athletic Directors. Assignments to be dependent upon number of students participating in sports and approval by Athletic Director, Principal, Superintendent and/or Human Resources. No coach may be assigned to two different sports with overlapping seasons. No overlapping of coaching sports accepted.

Note: Summer work hours must be documented as they are worked and must be worked in the summer months outside of the regularly scheduled school work days. There will be no "make ups" of summer work hours later in the school year in order to receive a full stipend. Any Coach hired after summer hours work time has begun or ended is not eligible for the summer hours supplement (Cannot make up summer hours). Summer hours are not mandatory.

Any stipend paid to an employee shall be considered supplemental compensation for performing extra duties during the current school year.

CECP Coaches and Football Coaches "after the regular season pay" are to be paid after documented hours are verified by the Athletic Director and submitted upon completion.

SUPPLEMENTAL PAY FOR CLUBS/ORGANIZATIONS OUTSIDE OF SCHOOL HOURS

GUIDELINES

Clubs/Organizations - ONLY – 4-H, Beta, Junior Beta, International Science Fair:

1. Clubs must have a state and/or a national charter. Proof of state or national affiliation shall be on file in the Principal's office (i.e., national dues).
2. Clubs shall submit, in September, a yearly calendar of projected activities to be kept on file in the Principal's office.
3. Clubs shall have a regularly scheduled monthly meeting. Sponsors shall submit a signature list of members and an agenda for each meeting to the Principal.
4. Documentation shall be submitted with the Request for Supplemental Pay Form and shall be kept on file in the Principal's office for one (1) calendar year.

Other clubs:

The teacher(s):

1. should be designated by the principal or system-level supervisor.
2. should demonstrate a willingness and an understanding of the responsibilities of the position.
3. must have a basic knowledge of the area they are responsible for coordinating (SCIENCE/SOCIAL STUDIES FAIR, ELEMENTARY 504/SBLC COORDINATORS, ELEMENTARY TESTING COORDINATORS, FLAG/MAJORETTE CORP SPONSOR, ELEMENTARY CHOIR/MUSIC PERFORMANCES AFTER HOURS, AFTER HOURS DIGITAL MEDIA, WEBMASTERING, ELEMENTARY BASKETBALL, DISTRICT PHYSICAL FITNESS COORDINATOR)
4. must be familiar with all rules and regulations on all levels of competition.
5. should encourage students to enter projects for competition in Science, Social Studies, etc.
6. should not use instructional time for coordinating activities unless designated by superior.

SUPPLEMENTAL PAY

1. Recommended supplemental pay for sponsoring clubs and/or organizations which adhere to the above guidelines shall be according to the following scale per school year:

1 - 15 hours	\$100
16 - 25 hours	\$200
26 - 35 hours	\$300
36+hours	\$400

Only hours outside regular school time spent in the direct supervision of students and/or preparation of students for competitive activities shall be allowable. Hours spent in fund-raising and/or related activities and hours during regular school time shall not be allowable for compensation.

2. Payment of supplemental stipend will be according to documented time sheets per calendar year. The Principal's signature shall be required prior to submission of the request form to the Service Office for consideration.
3. If a club and/or organization requires a co-sponsor, approval must be given by both the school principal and Human Resources.
4. If a teacher sponsors more than one club/organization, a separate request form must be submitted for each club/organization.
5. Any organization that does not meet the established guidelines may petition the St. James Parish Advisory Committee for inclusion prior to the request for payment.
6. Any stipend paid to employees shall be considered supplemental compensation for performing extra duties during the current school year and shall not become part of the employees' permanent salary.

Request for payment shall be made on the parish-adopted "Request for Supplemental Pay" form and submitted to the Office of Human Resources on or before the first Friday in May. Failure to submit the form by the established deadline indicates a forfeiture to claim payment.

REQUEST FOR SUPPLEMENTAL PAY*

Sponsor's Name _____ **Employee ID#** _____

School	Name of Activity/Club/Organization
---------------	---

Number of Hours Worked Outside of School Time	1 – 15 hours	\$100
In Direct Student Supervision/Competition	16 – 25 hours	\$200
Preparation/Non-Fund-Raising Activities _____.	26 – 35 hours	\$300
	36+ hours	\$400

Checklist of Items on File in the Principal's Office:

- ☐ State and/or National Charter
☐ Yearly Calendar of Projected Activities
☐ Signature List and Agenda for Each Meeting
☐ (Optional) Advisory Committee Granted Permission for Inclusion for Supplemental Pay

Documentation of Time Worked Outside of Regular School Hours:

DATE	ACTIVITY	TIME BEGUN/ENDED	# HOURS
TOTAL			

My signature indicates that the above is an accurate account of the time spent outside of school hours as sponsor of the activity/club/organization. I also understand that this stipend is a one-time payment for extra work performed during the current school year and does not become part of my permanent salary.

Sponsor's Signature School Date

My signature indicates my endorsement of this request for supplemental pay.

Principal's Signature _____ School _____ Date / /

***This form must be submitted to the Office of Human Resources by the first Friday in May of the current school year. Failure to submit the form by the established deadline indicates a forfeiture to claim payment. Documentation shall be kept on file in the Principal's Office for one (1) calendar year.**

SUBSTITUTE PAY RATES

	Per Day	After 25 Consecutive Days in Same Position
TEACHER (With Teaching Certificate)	\$158	\$215
<i>Formula Per Day = 55% of starting teachers salary daily rate of pay (rounded to the nearest dollar)</i>		
<i>Formula After 25 days = 75% of starting teachers salary daily rate of pay (rounded to the nearest dollar)</i>		
TEACHER (With Degree)	\$95	\$115
TEACHER (Non-Degree)	\$75	\$85
TEACHER AIDE / SECRETARY	\$75	\$85
CAFETERIA WORKER (7 hrs. per day full time)	\$75	\$85

DAY-BY-DAY SUBSTITUTE

If the substitute works for twenty-five (25) or more consecutive FULL days in the same position, he/she shall be paid the higher rate of that job classification retroactive to the first day of the twenty-five (25) consecutive days.

If the substitute is absent for one or more full or partial workdays while serving as a substitute for twenty-five (25) or more consecutive workdays, then, upon returning to the position, he/she shall continue to be paid on a day-to-day basis, counting the day that he/she returned as day one. Upon working the 25th consecutive day in the same position, he/she shall be paid the higher rate of that job classification retroactive to the first day of the twenty-five (25) consecutive days. Day-by-day substitute pay begins with the first day worked.

After higher rate of pay is received (25 consecutive days worked with no time missed in the same position), the higher rate will apply for the rest of the school year.

APPOINTED SUBSTITUTE

An appointed substitute (a long-term substitute employed in the absence of a regular employee for a minimum of twenty-five (25) consecutive days or as approved by the Human Resources Director) will be paid the higher daily rate in that job classification beginning with the first day worked. If absent during the "appointed" substitute period, then the twenty-five (25) consecutive-day rule would not apply.

After higher rate of pay is received (25 consecutive days worked with no time missed in the same position), the higher rate will apply for the rest of the school year.

Note: The term degree as used in the section dealing with substitute pay rate refers to an individual with a documented four-year Bachelor's degree from an accredited college or university.

Note: A Speech Language Pathologist substitute will receive the long-term certified substitute rate from day one due to the specialized area of the certification and no one else can provide that service as a sub.

HOURLY RATES

Position	Per Hour
Welding Shop Coordinator For after-hours usage by outside entity	\$40.00
Extra Work Performed	
Teacher	\$30.00
Paraprofessional	\$15.00
LPN for students requiring	\$20.00
Training Stipend	
Teacher	\$20.00
LPN as required	\$15.00
Paraprofessional	\$12.00
Spanish Translator	\$18.50
Occupational Therapist	\$60.00
Physical Therapist	\$60.00
Student Worker	\$10.00
After School Care Paid by School	
Aides/Secretary	Hourly rate
Teachers	\$30.00
Summer Feeding Program	
Program Monitor	\$19.00
Central Kitchen Manager	\$17.00
Technician	\$13.00
Bus Monitor	Minimum Wage
Bus Driver	\$60.00 Day
Summer School	
Lead Teacher	\$40.00
Teacher Teaching	\$30.00
Teacher Planning	\$20.00
Paraprofessional	\$15.00
Student Worker	\$10.00
Aquatics Center Workers	
Lifeguards, Swim Coaches, Swim Lessons Instructors	\$10.00
Certified Teachers	\$18.00
Employees start at the pay on right and increase by \$0.50 for every returning year until maxing out at \$12/hour (increase only if employee works without interruption in service and works throughout the year) with the exception of certified teachers holding a steady rate of \$18/hr. taking into consideration their teaching experience	
Opportunity Now Grant	
Pays high school student hourly wage for workforce experience in the school district. Grant pays students for workforce experience through XP Synergy. No General Fund monies used.	\$9.00
Hard Hat In Hand Apprenticeship Program	
Apprenticeship A	\$10.00
Apprenticeship B	\$12.00
Apprenticeship C	\$14.00
Food Service	
Hourly rate for extra work performed (excluding summer feeding)	Hourly Rate
Manager	
Food Service Technician	
Online Attendance Recovery	\$15 per student
Teacher	
Jump Start Summer Core Training	\$3000
12 days minimum for attendance and participation	

EXTRA TRANSPORTATION PAY RATES

<u>ACTIVITY/DESTINATION</u>	<u>RATE</u>	<u>GAS</u>
Practice / After School Tutoring	\$33.00	\$10.00
Games at Home	39.00	15.00
Games in Parish	44.00	20.00
Activities on same side of river	39.00	15.00
Activities on opposite side of river	44.00	20.00
Summer School per day on same side river	66.00	15.00
Summer School per day opposite side river	72.00	20.00
Abbeville	68.00	85.00
Alexandria	79.00	135.00
Amite	57.00	45.00
Baton Rouge	57.00	45.00
Breaux Bridge	68.00	70.00
Brusly	57.00	45.00
Central Lafourche (Matthews, La)	57.00	45.00
Chalmette	57.00	45.00
Covington	57.00	45.00
Destrehan	46.00	25.00
Donaldsonville	46.00	20.00
Edgard	46.00	20.00
Folsom	57.00	45.00
Gonzales	46.00	20.00
Hahnville	46.00	25.00
Hammond	57.00	45.00
Houma	57.00	45.00
Hunts Correctional Center (St. Gabriel)	46.00	25.00
Kenner	57.00	45.00
Lafayette	68.00	80.00
LaPlace	46.00	20.00
Metairie	57.00	45.00
Morgan City	57.00	45.00
Napoleonville (Assumption)	46.00	30.00
Natchitoches	90.00	185.00
New Orleans	57.00	45.00
Patterson	57.00	45.00
Plaquemines	57.00	45.00
Ponchatoula	57.00	45.00
Reserve	46.00	20.00
Ruston	90.00	200.00
St. Bernard	57.00	45.00
St. Francisville (West Feliciana)	68.00	55.00
Shreveport	90.00	200.00
Slidell	68.00	60.00
Terrebonne (Houma)	57.00	45.00
Thibodaux	46.00	25.00
White Castle	57.00	35.00
Zachary	57.00	50.00

Rate for approved short-distance double trips: 1½ the above rate

Any club/organization sponsor may exceed the above rate.

Bus Monitor extra trip – minimum wage

Rates apply only to St. James Parish Public School System employed drivers.

Commodity delivery \$60.00 a day

DEFINITIONS

Bachelor's Degree: Entry level teachers are required to hold a minimum of a Bachelor's degree from a regionally accredited institute and to meet requirements for an initial area of certification as adopted by the State Board of Elementary and Secondary Education. Certain categories of vocational attain CTTIE (Career and Technical Trade and Industrial Education) certificate through a combination of education and work experience. These combinations range from a high school diploma or equivalent with four years of successful full time work experience in the trade or technical field and fifteen semester hours of professional CTTIE coursework, to a Bachelor's degree in education with two years of successful full time work experience in the trade or technical field and six semester hours of professional CTTIE coursework through an approved vocational teaching training institution.

Base Salary: The annual salary paid to teachers, excluding increments from PIPS, Extended Employment, etc.

Master's Degree: Teachers may be issued a Type A certificate, valid for life for continuous service, based on an earned Master's degree from a regionally accredited institute and five years of teaching experience in the field(s) of certification.

Master's Plus Thirty: Teachers who hold a valid Louisiana certificate may have this category added to their certificate by earning thirty graduate semester hours from one or more regionally accredited institutes in addition to a Master's Degree. Act 650 of 1985 requires that the thirty hours earned toward this category must be taken in the field(s) in which the teacher is certified or is teaching, or in administration/supervision or guidance /counseling.

Minimum Salary Schedule: Title 17 of the Louisiana Revised Statutes of 1950 establishes a minimum salary schedule for teachers in Louisiana. The minimum salary schedule for a one hundred eighty-two (182) day school session applies to teachers in public elementary and high schools including elementary school librarians holding valid Louisiana teaching certificates, and adult education teachers.

Salary Schedule: The salary schedules provides salary figures for all job positions.

Specialist in Education or Doctorate Degree: An earned Specialist in Education or a Doctorate degree from a regionally accredited institution may be added to any valid Louisiana teaching certificate.

CECP: Coaches Education Certification Program for the purpose of certifying non-faculty coaches recognized and certified by LHSAA.

National Board Certification: Teachers who achieve this certification have met rigorous standards through intensive study, expert evaluation, self-assessment and peer review. NBPTS offers 25 certificates that cover a variety of subject areas and student developmental levels. National Board-Certified Teachers are highly accomplished educators who meet high and rigorous standards.

Teacher Pay Step: New teachers to the district are assigned a pay step based on documented evidence of: demand, years of experience, minimum of 3 prior year successful evaluations (or one for each year of experience if less than 3), recommendation letter from prior employer (or from university professor if no prior employer, by someone familiar with student teaching experience). Current teachers will advance one pay step annually upon an effective performance evaluation.

Experience Verification: For experience as a professional educator (teacher, counselor, principal, etc.) use experience verification form. There is a 60-calendar day window to complete or employee will be put on step for which experience can be verified until all experience verification documentation is received. It is the sole responsibility of the employee to provide experience verification forms to the previous employer and assuring they are returned to St. James Parish School Board Human Resources Department.

[illegible]

Chris M. Kimball
Superintendent

Raymond Gros, President
District 7

Sue Beier, Vice President
District 3



ST. JAMES PARISH SCHOOLS

Inspiring Hope and Purpose

1876 West Main Street
P.O. Box 338
Lutcher, LA 70071
(225) 258-4500
www.stjames.k12.la.us

Diana Cantillo, District 1
Tim Detillier, District 2
Marty Poche, District 4
Angela Washington, District 5
Nicole Florent, District 6

To: Board Members

From: Kelly M. Cook, Chief of Human Resources and Risk Management *KMC*

Date: November 14, 2023

Re: Amendment Number to the 2023 – 2024 Salary Schedule

Please find below language that is necessary to add to the 2023 -2024 Salary Schedule. This language will be added as an amendment.

Professional Development Stipend

Employees who meet the requirements as outlined by the District, will receive a one-time professional development stipend of \$600.00. (See District requirements as outlined in Memorandum dated November 14, 2023 – *Discussion and Approval of Professional Development Stipend Plan and Recognition of Shell Convent for their donation of \$360,000*).

Chris M. Kimball
Superintendent

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To: School Board Members
From: Ashley Montz, Anne Detillier, Kelly Cook
Date: November 14, 2023
Re: Discussion and Approval of Professional Development Stipend Plan and Recognition of Shell Convent for their donation of \$360,000

The St. James Parish School Board values the hard work and dedication that its employees demonstrate daily as they provide a high-quality education to all our students. Acknowledging this hard work and commitment, the School Board, District Administration, and Community Partner Shell USA, Inc., partnered to provide all St. James Parish District full-time employees with a \$600 Professional Development Stipend. To qualify for the stipend, employees will (1) have to be full-time employee of the St. James Parish School Board as of December 15, 2023, and (2) have completed the Initial Vector - SafeSchools Assigned Courses (deadline for completion was September 29, 2023) and complete two (2) additional Vector - SafeSchools Courses before midnight on December 15, 2023. Employees must meet these requirements to be eligible to receive the Professional Development Stipend. **There will be no exceptions to these requirements.**

Please find below details and timelines regarding the specifics of the stipend:

- **September 29, 2023** Initial Vector - SafeSchools Assigned Course deadline
- **November 14, 2023** - Public Announcement of Professional Development Stipend at the St. James Parish School Board Meeting
- **November 15, 2023** - The District and Principals provide detailed information regarding Stipends to all employees

- **November 15, 2023** - The two (2) additional Safe School Courses will be available in all Full-Time Employees' Safe Schools Accounts for completion.
 - The courses are:
 - Cultural Competence & Racial Bias
 - FERPA: Confidentiality of Records
- **December 15, 2023** - Deadline to complete ALL (initial assigned courses and 2 additional courses) Vector - SafeSchools Course by midnight.
- **January 5, 2024** - Deadline for Principals' to submit to Human Resources a completed Stipend Form for all employees at their site that are eligible to receive the stipend
- **February 12, 2024** - Professional Development Stipend payroll date.

The most recent payroll from October 25, 2023 showed a regular full-time employee count of 571 employees. The estimated cost of the professional development stipend will be approximately \$430,000 including salaries and benefits. With the generous donation from Shell, USA of \$360,000 this leaves the board contributing approximately \$70,000.

Administration is recommending the board to approve this Professional Development Stipend plan and supplementing the budget by \$70,000 to allow for this endeavor to be fully executed.

Chris M. Kimball
Superintendent

Raymond Gros, President
District 7

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District 3



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To: Board Members

From: Kelly M. Cook, Chief of Human Resources and Risk Management

Date: October 8, 2023

Re: Amendment Number 2 to the 2023 – 2024 Salary Schedule

Please find below language that is necessary to add to the 2023 -2024 Salary Schedule. This language will be added as an amendment.

New Teacher Experience Stipend

New teachers (0-2 years of experience) that participate in the Louisiana Department of Education's *New Teacher Experience* will receive a \$200 stipend for each Saturday session attended.

Chris M. Kimball
Superintendent

Raymond Gros, President
District 7

Sue Beier, Vice President
District 3



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Nicole Florent, District 6

To: Board Members

From: Kelly M. Cook, Chief of Human Resources and Risk Management

Date: September 7, 2023

Re: Amendment Number 1 to the 2023 – 2024 Salary Schedule

Please find below language that is necessary to add to the 2023 -2024 Salary Schedule. This language will be added as an amendment.

District Mentor Teacher

Teachers who serve as a District Mentor Teacher and complete all obligations as designated by the District, will receive a yearly \$400 stipend. Teachers that serve as a District Mentor Teacher for more than one (1) teacher, will receive \$200 for each additional teacher mentored.

Head Start

In the event that the afternoon bus route is extended beyond 3:15 pm, the employee who serves as bus monitor will receive a stipend of \$10.00.

Chris M. Kimball
Superintendent

Sue Beler, President
District 3

Nicole Florent, Vice President
District 6



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Raymond Gros, District 7

To: Board Members

From: Kelly M. Cook, Chief of Human Resources and Risk Management

Date: February 20, 2024

Re: CDL Supplement - Amendment Number 4 to the 2023 – 2024 Salary Schedule

Please find below amended language regarding CDL Supplements. This language will be added as an amendment to the Salary Schedule and supersedes the current language. This Amendment shall be effective as of February 20, 2024 and will not be paid retroactively.

- The CDL percentage Per Sport at Page 10 is revised to read as follows: 1% for Level 2 Sports and 2% for Level 1 Sports.
- The *St. James Parish Schools Athletic Coaching Supplements* language found at Page 12 is amended to add the following:
 - Level 1 Sports are to include baseball, softball, soccer, basketball, volleyball, golf (due to off campus practices) and bowling (due to off campus practices).
 - Level 2 Sports are to include all sports not identified as a Level 1 Sport.
 - This language is added to current bullet number four (4): If a coach is assigned as a CDL Driver for a sport that they do not coach (additional driving assignment) the 22% Cap is waived.
- CECF CDL Pay on Page 13 is amended as follows:
 - Level 1 Sports - \$1,000
 - Level 2 Sports - \$750