

## Virgil Browne Glencoe Charter School

4491 LA Hwy 83  
Franklin, LA 70538

Tel: (337) 923-6900 Fax: (337) 923-6942

Alison Provost  
President  
Stacy Judice  
Vice President

Loren M. Decuir  
Director  
Katie H. Bouillion  
C.F.O.

DATE: July 23, 2024  
TO: V. B. Glencoe Charter School Board  
FROM: Katie Bouillion, CFO  
SUBJECT: Adoption of St. Mary Parish Gold Book

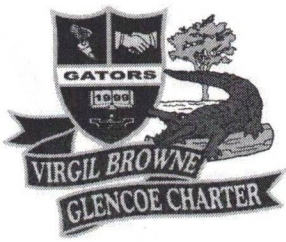
I would like to propose the adoption of the St. Mary Parish Gold Book with the following modifications:

### Salary Schedule:

- a. New Teachers from the surrounding parishes (Vermilion, Iberia, St. Martin and Lafayette) will be matched their salary from the surrounding parish, excluding nonguaranteed payments such as sales tax supplements; however, they will remain **frozen** until they level out to St. Mary Parish Gold Book. If a raise is granted, they will be eligible for that amount.
- b. Teachers that had their salary matched from a surrounding parish in the past are grandfathered in. Due to the change in salary schedule step, these teachers will only step once every other year until leveling out, with 2024-2025 being the first year of no step.
- c. Any noncertified teacher will be paid on a bachelor's degree/step 0 salary scale as a Temporary Authority to Teach (TAT) teacher and will remain on that pay grade step while holding the TAT certificate.
- d. Non-certified teaching experience, i.e. teaching with a temporary certificate, will not be granted until the employee has received a standard certificate. Employee will be paid on the Bachelor's level regardless of their highest degree earned until they receive a standard certificate.
- e. Compensatory time will not be granted to non-exempt employees without specific prior approval from the Executive Director or designee. No employee may work more than 40 hours in any week (exclusive of lunch) without specific approval by the Executive Director or designee.
- f. Persons requesting *reassignment to a lesser position* will immediately be placed in their new Pay Grade on the same experience level in which they are presently assigned.
- g. Employees currently being compensated above the appropriate pay level shall remain frozen at that level until such time as the Pay Grade reaches their level based on years of experience.
- h. Experience will only be granted once the experience has been verified by the process followed by Human Resources. It is the responsibility of the employee to ensure the Human Resources Department has been provided with the proper documentation for granting years of experience.

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- i. Any additional credits or higher degrees which may place the teacher in a higher pay bracket should be submitted to the Business office by the following deadlines:
  - i. Fall semester- on or before October 1st
  - ii. Spring semester- on or before February 1st
- j. Salary advancement for experience in position will be automatic on July 1. Individuals will be given credit for a year's advancement if they have served for at least one-half (1/2) of the normal employment year.
- k. Paraprofessionals that hold an associate's degree who are continuing employment from the 2023-2024 school year will be paid on the attached salary schedule. Any new paraprofessional holding an associate's degree who will be employed in 2024-2025 will be paid on the salary schedule as per the St. Mary Gold Book.
- l. Part time school secretary salary schedule (10 months, 4 hours 15 min) was omitted from the St Mary Gold Book in 2024-25. Currently we have one employee that is paid on this schedule. The schedule presented for this position was modified from 10 months to 9 months (4 hours 15 min). The salary schedule is included as a separate attachment.

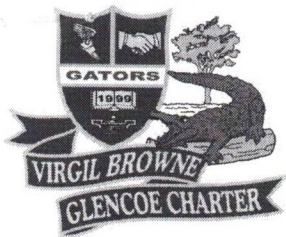
### Substitutes:

1. Teacher Substitute
  - Short Term
    - Certified - \$20.00/hr
    - Bachelor's Degree – Noncertified - \$15.00/hr
    - Associate Degree - \$11.50/hr
    - Non-Degreed - \$9.50/hr
  - Long Term
    - Certified - \$33.92/hr
    - Bachelor's Degree - \$27.00/hr
    - Associate Degree - \$23.00/hr
    - Non-Degreed - \$19.00/hr
2. Substitute Secretary, Paraprofessional, and Cafeteria Substitutes
  - \$9.50/hr
  - Long Term, Step 0 of appropriate salary schedule
3. Substitute Custodian
  - \$11.14/hr
  - Long Term, Step 0 of appropriate salary schedule

Note - If a short-term substitute becomes a long-term substitute (completes 20 consecutive days as a short-term sub for the same employee the increase in pay is effective from the first day of substitution for that employee.

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### **Stipends:**

1. Tutoring/After School Programs during School Year
  - Teacher \$30
  - Support Staff \$15
2. Professional Development Working/Presenting
  - Teacher \$30
  - Support Staff \$15
3. Professional Development Attendance
  - Teacher \$15
  - Support Staff \$10

Note: The stipend schedule does not apply to the following programs which are paid on individual rates.

1. Online Courses and Trainings
2. Summer School Programs
3. Committee Stipends

### **Busing:**

- a. Bus Drivers will be paid a flat rate of \$40/hr, 180 days, 2 hrs/day. (\$14,400)
- b. \$14,400 will be divided into 12 equal payments paid on the last working day of the month.
- c. Substitute bus drivers will be paid \$35 per route
- d. Field trips will be paid at \$20/hr with minimum 4 hour per trip
- e. Bus related compensation not otherwise classified \$20/hr.
- f. Bus Drivers are allotted 10 sick days a year. These days do not accumulate from year to year.

### **Coaching Pay:**

- a. Coaching will be paid as a stipend based on the sport and position held. This will not follow St. Mary's Gold Book. Compensation schedule was approved by VBGG board in June 2024.

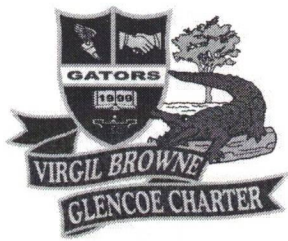
### **Pay Dates:**

- a. All substitutes are paid on the 15<sup>th</sup> of the following the month of work. i.e. days worked in September will be paid October 15<sup>th</sup>. The only exception is time worked in June will be paid the last working day of June in order to close out the fiscal year. If the 15<sup>th</sup> falls on a weekend, pay date will be the last working day before.

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- b. Full time employees will receive compensation, net of all payroll deductions for taxes and benefits, equally over the twelve (12) month fiscal year. Exceptions: new 9-month hires *may elect* to receive 13 checks when hired at the beginning of the fiscal year.
- c. Full time employees are to be paid on the last working day of the month for 9-month staff.
- d. Discretion is hereby granted to CFO to adjust pay date due to holidays and other unforeseen circumstances as deemed necessary.

### Length of Work Year

- 9 month – Paraprofessionals - 179 days
- 9 month – Teachers, School Food Service workers, and all other positions- 181 days
- 10 month – 199 days
- 11 month – 219 days
- 12 month – 239 days

### Work Day Hours

- All employees work 7.5 hours unless otherwise noted below
- Maintenance Personnel (Custodians) & School Food Service Managers work 8 hours a day
- School Food Service Technicians work 7 hours a day
- Part time Secretary works 4.25 hours a day

### The following compensation plans will be adopted at a later date:

- a. FY 2024-2025 LDOE Certified and Support Staff Stipends Guidance and Allocation
- b. Differentiated Compensation Allocation Supplement

Reviewed and Recommended

Loren M. Decuir  
Executive Director

7-29-24  
Date

Acknowledgment:

Alison Provost  
Board President

7-29-24  
Date

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# Salary Schedule Exceptions 2024 - 2025

Pay Step	*Professional Associate Degree	Part Time Secretary 9 month (4.25 hrs)
0	\$22,060	\$14,204
1	\$22,339	\$14,387
2	\$22,622	\$14,572
3	\$22,915	\$14,757
4	\$23,208	\$14,947
5	\$23,512	\$15,144
6	\$23,819	\$15,344
7	\$24,131	\$15,547
8	\$24,453	\$15,754
9	\$24,780	\$15,962
10	\$25,111	\$16,180
11	\$25,453	\$16,396
12	\$25,797	\$16,622
13	\$26,150	\$16,848
14	\$26,223	\$16,896
15	\$26,297	\$16,943
16	\$26,659	\$17,176
17	\$26,734	\$17,223
18	\$26,810	\$17,272
19	\$27,182	\$17,513
20	\$27,255	\$17,564
21	\$27,333	\$17,612
22	\$27,719	\$17,860
23	\$27,796	\$17,910
24	\$27,875	\$17,963
25	\$28,270	\$18,215
26	\$28,347	\$18,267
27	\$28,431	\$18,317
28	\$28,510	\$18,368
29	\$28,592	\$18,424
30	\$28,674	\$18,474
31	\$28,756	\$18,524
32	\$28,838	\$18,574

\* Paraprofessionals that hold an associate's degree who are continuing employment from the 2023-2024 school year will be paid on the above salary schedule. Any new paraprofessional holding an associate's degree who will be employed in 2024-2025 will be paid on the salary schedule as per the St. Mary Gold Book.



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in

Date: October 24, 2024  
To: Members of the Board  
From: Katie Bouillion, CFO  
RE: St Mary Gold Book Salary Schedules August Revision

At the June 24, 2024 school board meeting the new St. Mary Gold book salary schedules for 24-25 were presented and approved. It was noted that the exceptions to the Gold book would be presented at the board in July.

On July 29, 2024, exceptions to the St. Mary Parish Gold Book were presented and approved. At this time the schedules in the Gold Book matched what was presented in June.

In August 2024, St. Mary adopted a revision to the salary schedule. The revised schedules were discovered earlier this week. An increase in salary was added to all schedules after 10, 20 and 30 years of service. There was no change to the salary schedule from 0 – 9 years of service.

It is being recommended that the revised salary schedules be adopted retroactive to July 1, 2024. There are 3 salary schedules that are not found in the St. Mary Gold Book. These 3 schedules are attached for your review and approval in addition to the St. Mary Parish Gold Book.

If approved the pay increase and backpay will be made on the November 22, 2024 regularly scheduled payroll check. All exceptions previously adopted for this fiscal year remain unchanged.

Reviewed and approved:





Current Salary Schedule Exceptions not in Gold Book  
2024 - 2025

Pay Step	*Professional Associate Degree	Part Time Secretary 9 month (4.25 hrs)	School Food Service Mgr. Index 1.1 10 mo 8 hrs, 200 days
0	\$22,060	\$14,204	\$29,480
1	\$22,339	\$14,387	\$29,916
2	\$22,622	\$14,572	\$30,358
3	\$22,915	\$14,757	\$30,810
4	\$23,208	\$14,947	\$31,270
5	\$23,512	\$15,144	\$31,745
6	\$23,819	\$15,344	\$32,224
7	\$24,131	\$15,547	\$32,714
8	\$24,453	\$15,754	\$33,214
9	\$24,780	\$15,962	\$33,722
10	\$25,111	\$16,180	\$34,243
11	\$25,453	\$16,396	\$34,771
12	\$25,797	\$16,622	\$35,315
13	\$26,150	\$16,848	\$35,864
14	\$26,223	\$16,896	\$35,977
15	\$26,297	\$16,943	\$36,092
16	\$26,659	\$17,176	\$36,659
17	\$26,734	\$17,223	\$36,773
18	\$26,810	\$17,272	\$36,890
19	\$27,182	\$17,513	\$37,473
20	\$27,255	\$17,564	\$37,593
21	\$27,333	\$17,612	\$37,710
22	\$27,719	\$17,860	\$38,313
23	\$27,796	\$17,910	\$38,433
24	\$27,875	\$17,963	\$38,556
25	\$28,270	\$18,215	\$39,171
26	\$28,347	\$18,267	\$39,299
27	\$28,431	\$18,317	\$39,424
28	\$28,510	\$18,368	\$39,549
29	\$28,592	\$18,424	\$39,678
30	\$28,674	\$18,474	\$39,806
31	\$28,756	\$18,524	\$40,151
32	\$28,838	\$18,574	\$40,495

\*Approved 8-26-24

Proposed Salary Schedule Exceptions not in Gold Book  
2024 - 2025

Pay Step	*Paraprofessional Associate Degree	Part Time Secretary 9 month (4.25 hrs)	School Food Service Mgr. Index 1.1 10 mo 8 hrs, 200 days
0	\$22,060	\$14,204	\$29,480
1	\$22,339	\$14,387	\$29,916
2	\$22,622	\$14,572	\$30,358
3	\$22,915	\$14,757	\$30,810
4	\$23,208	\$14,947	\$31,270
5	\$23,512	\$15,144	\$31,745
6	\$23,819	\$15,344	\$32,224
7	\$24,131	\$15,547	\$32,714
8	\$24,453	\$15,754	\$33,214
9	\$24,780	\$15,962	\$33,722
10	\$25,456	\$16,427	\$34,764
11	\$25,798	\$16,643	\$35,292
12	\$26,142	\$16,869	\$35,835
13	\$26,495	\$17,095	\$36,385
14	\$26,568	\$17,143	\$36,498
15	\$26,642	\$17,190	\$36,613
16	\$27,004	\$17,423	\$37,179
17	\$27,079	\$17,470	\$37,294
18	\$27,155	\$17,519	\$37,411
19	\$27,527	\$17,760	\$37,994
20	\$27,716	\$17,861	\$38,230
21	\$27,754	\$17,910	\$38,347
22	\$28,140	\$18,157	\$38,950
23	\$28,217	\$18,207	\$39,070
24	\$28,296	\$18,260	\$39,193
25	\$28,691	\$18,513	\$39,808
26	\$28,768	\$18,565	\$39,935
27	\$28,852	\$18,615	\$40,061
28	\$28,931	\$18,666	\$40,186
29	\$29,013	\$18,722	\$40,315
30	\$29,167	\$18,819	\$40,551
31	\$29,249	\$18,869	\$40,895
32	\$29,331	\$18,919	\$41,240

\* Paraprofessionals that hold an associate's degree who are continuing employment from the 2023-2024 school year will be paid on the above salary schedule. Any new paraprofessional holding an associate's degree who will be employed in 2024-2025 will be paid on the salary schedule as per the St. Mary Gold Book.



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To: Members of the Board, V.B. Glencoe Charter School

From: Mrs. Loren Decuir, Director  
Mrs. Katie Bouillion, CFO

Date: January 23, 2025

Re: Differentiated Compensation Allocation Plan Adoption - 2024-2025 – LDOE funded  
Differentiated Compensation Allocation Plan Revision - 2023-2024 – LDOE funded

The Louisiana Legislature appropriated a total of \$17.5 million during the 2024 Regular Session to provide funding to assist with addressing unique market needs in the recruitment and retention of teachers. The allocation received for V.B. Glencoe Charter School was \$12,424 including retirement benefits.

The LDOE has identified four categories in which the funds can be used in any proportion to address recruitment and retention needs. The four allowable categories are as follows:

- Stipends for teachers in critical shortage areas as determined by BESE;
- Stipends for highly effective teachers;
- Stipends for teachers working in high need schools defined as those with an Economically Disadvantaged rate of 85% or higher, and
- Stipends for teacher leadership positions

After considering all four categories, it is proposed that we adopt a plan in 1 of the 4 categories as follows due to the fact that effectiveness scores and stipends are not released until after the end of the fiscal year, VBGC's disadvantaged rate is not 85% or greater, and critical shortage areas were addressed with last year's allocation that was rolled into the current fiscal year:

### **Stipends for Teacher Leadership Positions**

- Classroom teachers who are appointed to serve on the leadership committee which plans for and leads teacher collaboration throughout the year. These teachers also serve as mentor teachers. (4 @ \$2,000 = \$8,000)
- Classroom teachers who are appointed to serve as the school building level committee leader, Special Education Compliance, and School Test Coordinator (3 @ \$1,275.00 = \$3,825.00)
- If approved, the stipends for teacher leadership will be paid in June 2025.
- Must be an active, full time classroom teacher at the completion of the 2024-2025 school year to receive this one-time stipend.

If all funds are not utilized in FY 2024-2025 those funds may be carried over into the new fiscal year for 2025-2026. Remaining funds from the 2023-2024 Differentiated Compensation Plan will be used in conjunction with the 2024-2025 funds to pay leadership stipends.

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Date: September 19, 2024

To: Members of the Board

From: Katie Bouillion, CFO

RE: Certificated and Support Staff Stipend Distribution Plan

During the 2024 Regular Session of the Legislature an allocation was appropriated to pay one-time stipends in the amount of \$2,000 for certificated staff and \$1000 for support staff. These funds are NOT included in the FY 2024-25 MFP Formula Resolution. V. B. Glencoe Charter School received a total of \$121,091 in mid September.

The basis of funding was determined using the Fall 2023 staffing data reported in Edlink360 based on object and function codes. Although PreK Certificated and Support staff are not included in the funding provided by the LDOE, it is recommended that V.B. Glencoe Charter School General Fund provide additional funding for the pre-k and other staff positions not funded by LDOE stipend. We feel that they should receive the stipend as they are committed to servicing our schools' needs on a daily basis. With the approval of the plan detailed below, it is estimated that V.B. Glencoe Charter's General Fund will expend an additional \$20,450 needed to pay stipends to current staff members.

It is being recommended for Fiscal Year 2024 – 2025, the Certificated and Support Staff Stipends be distributed as follows:

	Certificated		Support	
	Full Time	Part time	Full Time	Part time
- If employed on November 8, 2024	\$2,000	*	\$1000	**
- Payment will be received November 20, 2024				

\*Part-time Certificated Staff includes Registered Nurse, Band Teacher, Ed Diagnostician and Foreign Language Teacher and Long-Term Sub filling full-year teacher vacancy. Stipend is prorated.

\*\*Part-time Support Staff includes Bus Drivers, contracted paraprofessionals, Accounting Clerk, and Part time Secretary.

Reviewed and Recommended:

  
Loren Decuir, Executive Director



**VIRGIL BROWNE GLENCOE CHARTER SCHOOL**

**COACHES PAY**

**2024 - 2025**

	HIGH SCHOOL			
	FACULTY		NON FACULTY	
MAJOR SPORTS:	HEAD	ASSISTANT	HEAD	ASSISTANT
VOLLEYBALL	1,380	690	805	575
SOFTBALL	1,380	690	805	575
BASEBALL	1,380	690	805	575
BASKETBALL	1,380	690	805	575

	JUNIOR HIGH			
	FACULTY		NON FACULTY	
	HEAD	ASSISTANT	HEAD	ASSISTANT
	690	NA	460	NA
	690	NA	460	NA
	690	NA	460	NA
	690	NA	460	NA

	HIGH SCHOOL			
	FACULTY		NON FACULTY	
MINOR SPORTS:	HEAD	ASSISTANT	HEAD	ASSISTANT
CROSS COUNTRY	805	NA	575	NA
TRACK (Combined Boys and Girls)	805	460	575	345
ARCHERY	805	NA	575	NA

	JUNIOR HIGH			
	FACULTY		NON FACULTY	
	HEAD	ASSISTANT	HEAD	ASSISTANT
	NA	NA	NA	NA
	NA	NA	NA	NA
	NA	NA	NA	NA

**TOTAL PROJECTED COST :                   \$       13,915**

ATHLETIC DIRECTOR: 7.33% STIPEND OF TEACHERS SALARY. AMOUNT NOT INCLUDED IN ABOVE PROJECTION

**% INCREASE                                   15%**

PLAYOFF COMPENSATION

**Playoff Pay:** Percentage is applied to coaching stipend for each level of participation in playoffs.

Bi-District	4%
Regional	4%
Quarterfinals	4%
Semi Finals	4%
Finals	4%