

**ST. MARTIN PARISH SCHOOL BOARD**

**MAY 31, 2017**

**BREAUX BRIDGE, LOUISIANA**

**MINUTES**

The St. Martin Parish School Board convened on this day at 5:00 P.M. at the Administrative Office with the following members present: Messrs. Burton Dupuis, President, Steve Fuselier, Aaron Flegeance, James Blanchard, Russel C. Foti, Richard Potier, Frederic Stelly, Floyd Knott, Mark Hebert, and Ms. Wanda B. Vital.

**ABSENT:**      None

The meeting was called to order by Burton Dupuis, President. Dr. Lottie P. Beebe, Superintendent, opened the meeting with a prayer and the pledge of allegiance.

Dr. Beebe announced the following administrative appointments:

Kevin Dugas, Principal of St. Martinville Sr. High  
Jonathan Lane, Assistant Principal of St. Martinville Sr. High  
Georgette Braselman, Assistant Principal of Breaux Bridge High  
Lucretia Jones Hertzock, Supervisor of Food Services

Mr. John Cramer, Cecilia High Teacher, was recognized as the May Employee of the Month sponsored by Southern Scripts.

Mr. Al Blanchard, Director of Human Capital and Operations, presented the 2016/2017 Education Major Scholarship to Somer Berthelot and Raina Mason, 2017 St. Martinville High School Graduates.

Noah Pontiff, 2017 Cecilia High Graduate, was awarded the Engineering/Architecture Scholarship from Poché Prouet Associates.

Dr. Beebe accepted the new School Board Administration Office plaque donated by Poche Prouet Associates.

Twelve Educational Leadership Academy Graduates were recognized and honored.

On the motion of Mr. Foti, seconded by Mr. Fuselier, and unanimously carried, the Board approved the following consent agenda items:

- a) Minutes of the following meetings:
  - 1) Finance Committee Meeting of May 3, 2017
  - 2) Regular Meeting of May 3, 2017
- b) Personnel Changes:
  - 1) Request for extra employment pay for Lisa Alexander, Cora Clement, Tonia Smith, Cedric Theyard, Angela Watson, Catherine Wesley, and Karen Anderson for Teche Elementary's After-Care Program for the month of April, 2017

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- 2) Request for extra employment pay for Corita Andrus, Cabrini Benoit, Ashley Breaux, Brenda Davis, Anne-Laure Dijoux, Grace Sloane, and Brooke Thibodeaux for Cecilia Primary's After-Care Program for the month of May, 2017
- 3) Request for extra employment pay for Kate Gary, Theresa Blankenship, Regina Smart, Catherine Guidry Meche, Trisha Chauvin, and Cherie Foti for Parks Primary's After-Care Program for the months of April and May, 2017
- 4) Recommendations for the 2017 Virtual Academic Summer School personnel: Noelle Prados and James Meaux
- 5) Payment for Breaux Bridge Senior High's Baseball Coach (G. Devillier)
- 6) Approved one year contractual appointments to provide services to students with disabilities: Kristin Schoenfeld, Audiologist; Marissa Falicki, Licensed Practical Counselor (Intern); Bella Burchfield, Speech Pathologist; Irvin Esters, PHD, Licensed Practical Counselor; Lauren Pharr, Occupational Therapist; and Adam LaFleur, Physical Therapist
- 7) Appointments of LEAP Grades 4 and 8 Summer Remediation Teachers: Cecilia Area: Rhonda Broussard, Jennifer Latiolais, Sheila Germany, Rhea Angelle; Breaux Bridge Area: Angel deLaunay, Jennifer Kately, Patricia Charlot; St. Martinville Area: Cedric Theyard, Samuel Hudi, Natalie Foster, Nicole Theyard, Mary Journet

c) Recommendation of the administration for the acceptance of bids on the following:

- 1) Bread and Bread Products – No Bids Submitted
- 2) Milk and Related Products – Borden's Dairy Co.
- 3) Milk and Related Products (Stephensville) – Borden Dairy Co. of TX
- 4) Paper and Chemical Products – Interboro Packaging Corporation, Pon Food Corp, Economical Janitorial and Paper Supplies
- 5) Small Equipment and Supplies – Alack Refrigeration, Buckelew's Hardware, Cayard's Inc., Grover Brothers Restaurant & Grocery Equipment, and Economical Janitorial and Paper Supplies

d) St. Martin Parish Personnel Evaluation Program (Bulletin 130)

e) The following policy revisions for inclusion in the St. Martin Parish School Board Policy Manual:

- 1) JGB, School Wellness
- 2) JGCE, Child Abuse
- 3) IDFAA, Drug Screening of Student Athletes

f) Letter of Assurance of Continued Employment as envisioned by ACT 745 of 1977

g) 2017-2018 School Board Meeting Dates (attached as Exhibit A)

h) Teche News as the Official Journal for the 2017-2018 school session

i) Highest bid for lots in the Belle River area

On the motion of Mr. Hebert, seconded by Mr. Foti, and unanimously carried, the Board approved the following Finance Committee recommendations:

- a) Renewal of contracts for Workers Comp TPA and Loss Control Services through LoCA
- b) Purchase of 5 new regular ed busses
- c) Contribution to St. Martin Economic Development Authority (SMEDA) in the amount of \$29,055.60 for the Fiscal Year 2017-2018
- d) Proposed teacher salary schedule
- e) BBJH – Authorizing Poche' Prouet to Advertise for Breaux Bridge Jr High Gym AC Upgrades Phase 2 project. The project is being funded by 2013 Bond Parishwide HVAC Funds and/or Contingency. 2016 Bond Parishwide HVAC Construction Funds will be used if necessary.

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- f) BBHS/CHS – Authorizing Vermilion Architects to proceed through Contract Documents and Advertising on Breaux Bridge High School and Cecilia High School Track and Field project. Project will be funded by 2016 Bond BBHS and CHS Construction Funds.
- g) BBHS/CHS/SMHS – Authorizing Vermilion Architects to proceed through Contract Documents and Advertising on Breaux Bridge High Pressbox & Concession, Cecilia High Concession & Restrooms and St. Martinville High Pressbox project. Project will be funded by 2016 Bond BBHS, CHS and SMHS Construction Funds.
- h) CJH – Authorizing A&E to proceed through Contract Documents and Advertising on Cecilia Jr High Canopy & Parking Upgrades project. Project will be funded by 2016 Bond CJH Construction Funds.
- i) CJH – Authorizing Angelle Architects to Advertise for Cecilia Jr High New Kitchen project. Project will be funded by 2016 Bond CJH Construction Funds.
- j) CJH – Authorizing Architectural Solutions to proceed through Contract Documents and Advertising on Cecilia Jr High Old Metal Gym Renovation project. Project will be funded by 2016 Bond CJH Construction Funds.
- k) CHS – Authorizing A&E to proceed through Contract Documents and Advertising on Cecilia High School Stadium Upgrades & Lighting project. Project will be funded by 2016 Bond CHS Construction Funds.
- l) CHS – Authorizing A&E to take proposals on Cecilia High School Aeration Pond Drainage & Sludge Removal project and authorize Superintendent, Board President and Board Vice President to accept the low quote if under \$150,000. Quotes are being received in June. Results of award will be documented in the next meeting agenda packet. The project is being funded by 2013 Bond Cecilia District Funds and Contingency.
- m) CP/TE/CJH/CHS – Acknowledge and approve necessary adjustments within the Cecilia district funding for 2016 Bond to match the scope of work and budget identified for the individual campuses approved by the Cecilia Board Members, Administration and Project Manager.
- n) ELC – Authorizing Thomassee & Associates to Advertise or Accept Proposals for Early Learning Center Electrical Upgrades project. The project is being funded by remaining 2013 Bond St. Martinville District Funds/Contingency and/or 2016 Bond ELC Construction Funds.
- o) ELC – Authorizing Poche' Prouet to Advertise for Early Learning Center Dining & Multipurpose HVAC Upgrade project. The project is being funded by 2013 Bond Parishwide HVAC Funds and/or Contingency. 2016 Bond Parishwide HVAC Construction Funds will be used if necessary.
- p) ELC – Authorizing A&E to proceed through Contract Documents and Advertising for Early Learning Center Gym Roofing project. The project is being funded by 2016 Bond Parishwide Roofing Funds.
- q) SMJH – Authorizing Poche' Prouet to Advertise for St. Martinville Jr High ERV Replacement project. The project is being funded by 2013 Bond Parishwide HVAC Funds and/or Contingency. 2016 Bond Parishwide HVAC Construction Funds will be used if necessary.
- r) PM – Authorizing A&E to proceed through Contract Documents and obtain proposals for Parks Middle Gym Louver & Fan Removal and Miscellaneous Ceiling Upgrades project and authorize Superintendent, Board President and Board Vice President to accept the low quote if under \$150,000. The project is being funded by 2016 Bond Parishwide Roofing Construction Funds.
- s) JCEP – Authorizing Poche' Prouet to take Proposals for JCEP Gym AC project. The project is being funded by 2013 Bond Parishwide HVAC Funds and/or Contingency. 2016 Bond Parishwide HVAC Construction Funds will be used if necessary.
- t) SMJH/CE/SE – Authorizing Architectural Solutions to proceed with Contract Documents and Advertising/Proposals for St. Martinville Jr High, Catahoula Elementary and Stephensville Elementary Door Hardware Upgrades project. The project is being funded by 2013 Bond Parishwide Door Funds.

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- u) PARISHWIDE – Authorizing to receive proposals for the purchasing and removing of various existing portable buildings at multiple sites, including the Old Pellerin Funeral Home in Cecilia, that are no longer needed for educational purposes by the St. Martin Parish School Board.
- v) BBHS – Authorizing the Superintendent Board President and Board Vice President to accept the low quote for Breaux Bridge High School Field House Audio/Visual and IT Equipment if the quote is under \$50,000. Project is being funded by 2013 Bond BBHS Athletic Contingency.
- w) CJH – Awarding Cecilia Jr. High Gym Renovations and Associated Lead Abatement projects to the low quoter, Thomson Brothers Construction, Inc., in the amount of \$149,135. The project is being funded by 2016 Bond CJH Construction Funds.
- x) CHS – Awarding Cecilia High School Electrical Upgrades for Stadium project to the low quoter, Chris' Electrical Services, in the amount of \$86,900.00. The project budget is \$141,600 and is being funded by 2016 Bond CHS Construction Funds.
- y) PP – Awarding Parks Primary Restroom Renovations project to the low quoter, Acadiane Renovations, Ltd., in the amount of \$89,435. The project is being funded by 2016 Bond PP Construction Funds.
- z) JCEP – Awarding JCEP Gym Lighting project to the low quoter, A & P Electric Services, in the amount of \$47,000.00. The project budget is \$90,000 and is being funded by 2016 Bond JCEP Funds.
- aa) BBHS - Awarding Substantial Completion for Breaux Bridge High School Fieldhouse.

The Board heard a Citizen's Request by Rebecca Lanclos and Kirk Taylor regarding the French Immersion Program.

On the motion of Mr. Flegeance, seconded by Mr. Knott, and unanimously carried, the Board approved to allow the superintendent to adjust the student/teacher ratio at Cecilia Junior High School to give one additional teacher.

Board Member James Blanchard discussed the following:

- a) Employee Supplements
- b) Maintenance Budget
- c) Replacing the Maintenance Foreman and Transportation Manager's positions

The Board Member's request regarding policy and procedures for bus drivers was removed from the agenda.

On the motion of Mr. Foti, seconded by Mr. Flegeance, and unanimously carried, the Board went into Executive Session.

On the motion of Mr. Blanchard, seconded by Mr. Potier, and unanimously carried, the Board came out of Executive Session.

No action was necessary for the following items discussed in Executive Session:

- a) Pending litigation, Thomas v. St. Martin Parish School Board, Civil Action No. 11314 (W.D.La.)
- b) Threat of litigation involving employee conduct and performance (Pursuant to LSA-R.S. 42:1 et seq, this matter may be discussed in executive session)
- c) Potential legal issues with Cecilia Primary Parking and Bus Drive project

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On the motion of Mr. Blanchard, seconded by Mr. Foti, and unanimously carried, the Board adjourned.

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**SECRETARY**

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**PRESIDENT**