

**ST. MARTIN PARISH SCHOOL BOARD**

**OCTOBER 5, 2016**

**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. Mark Hebert, President, Steve Fuselier, Aaron Flegeance, Burton Dupuis, James Blanchard, Russel C. Foti, Richard Potier, Frederic Stelly, Floyd Knott, and Ms. Wanda B. Vital.

ABSENT: None

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

Ms. Pamela Stelly, Teacher at Cecilia High School, was recognized as the September Employee of the Month sponsored by Southern Scripts.

The Finance Committee recommendation regarding the addition of a teaching position (librarian) at Catahoula Elementary and Stephenville Elementary was removed from the agenda.

Consider and/or approve the Finance Committee recommendation for the budget amendment for the year 2015-2016 for sales tax funds and federal and state grants was added to the consent agenda.

The following Board Member's requests were postponed until the November Board meeting:

- a) Discussion of amendment to Poche's Bond Management Contract
- b) Consider having separate accounts for Sales Tax 1 and Sales Tax 2 (apart from general fund) and adjusting employee salaries accordingly (as was done about 10 years ago)

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

- a) Minutes of the following meetings:
  - 1) Finance Committee Meeting of September 7, 2016
  - 2) Regular Meeting of September 7, 2016
- b) Finance Committee recommendations:
  - 1) Naming Reliant Investment Management, LLC as the school board investments advisor and a resolution adopting a new investment policy
  - 2) Option 2 regarding the Supplements for 2016-2017, November and May supplements be paid from 2016-2017 Sales Tax Revenues and January and March supplements be paid from the projected 2015-2016 Budget Excess Funds as follows:

	Professionals	Paraprofessionals
November	\$1000	\$715
January	\$ 425	\$425
March	\$ 425	\$425
May	\$1000	\$715

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- 3) Use of bond money to complete Cycle II of the 1:1 expansion project and begin Phase I of the Interactive Display System project
- 4) Budget amendment for year 2015-2016 for sales tax funds and federal and state grants
- c) Request for permission to call for bids on tires
- d) Resolution employing Special Counsel to the St. Martin Parish School Board to update/amend firm name to Rainer Anding & Talbot to include attorney Drew Talbot
- e) Expansion of the School-Based Health Centers Telemedicine Program in St. Martin Parish Schools
- f) Revisions to the following policies in the School-Based Health Centers Administrative Policy Manual, Behavioral Health Policy Manual, and the Medical Policy Manual:
  - 1) Referrals for Counseling at Health Center
  - 2) HIPAA
- g) Student Affiliation Agreement between the St. Martin Parish School District and the University of Louisiana at Lafayette Department of Counselor Education to accept counseling students as interns in the health centers
- h) Amendment to contract with United Way of Acadiana for the Telehealth for Tots Program
- i) Revisions to the 2016-2017 school year calendar
- j) Proclamations/Resolutions: (attached as Exhibit A)
  - 1) American Character Week, October 16-21, 2016
  - 2) Red Ribbon Week, October 23-29, 2016
  - 3) Expressing condolences of the entire school system to the families of Tonia LaGrange Quebedeaux and Zach Esters
- k) Personnel Changes:
  - 1) Request for extra employment pay for Corita Andrus, Cabrini Benoit, Ashley Breaux, Ashley Dale, Brenda Davis, Anne-Laure Dijoux, Callie Roessler, Grace Sloane, and Brooke Thibodeaux for Cecilia Primary's After-Care Program for the month of August, 2016
  - 2) Request for extra employment pay for Karen Anderson, Cedric Theyard, Angela Watson, Lisa Alexander, and Catherine Wesley for Teche Elementary's After-Care Program for the month of August, 2016
  - 3) Request for extra employment pay for Kate Gary, Theresa Blankenship, Regina Smart, and Catherine Guidry Meche for Parks Primary's After-Care Program for the month of August, 2016
  - 4) Request for extra employment pay for Tina Prejean, Kayla Menard, and Kimberly Sullivan for Breaux Bridge Elementary's After-Care Program for the month of August, 2016
  - 5) Request for extra employment pay for Allison Guagliardo, Candice Grivet, and Nicholas Piazza for Stephenville Elementary's After-Care Program for the month of August, 2016

On the motion of Mr. Blanchard, seconded by Mr. Dupuis, and unanimously carried, the Board approved the new Insurance Matrix recommended by Brown and Brown Insurance for use in construction projects.

On the motion of Mr. Dupuis, seconded by Mr. Potier, and unanimously carried, the Board approved to award the lease (25 years) of the former St. Martin Parish School Board Office, 305 Washington Street, St. Martinville, Louisiana 70582 to Father Champagne.

On the motion of Mr. Foti, seconded by Mr. Flegeance, and unanimously carried, consider and/or approve school board members providing a listing of local vendors to Poche Prouet Associates for the bidding process was added to the agenda.

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On the motion of Mr. Foti, seconded by Mr. Flegeance, and unanimously carried, the Board approved to provide a listing of local vendors to Poche Prouet Associates for the bidding process.

On the motion of Mr. Dupuis, seconded by Mr. Fuselier, and carried, the Board approved awarding Breaux Bridge Elementary/Primary HVAC Upgrades to the low bidder, Calcasieu Mechanical, in the amount of \$494,800. The project budget is \$520,000 and is being funded by 2013 Bond Parishwide HVAC Funds.

OPPOSED: Mr. Knott

On the motion of Mr. Stelly, seconded by Mr. Flegeance, and carried, the Board approved awarding Cecilia High School Weight Room Renovation Base Bid and Alternate No. 1 to JC Construction for a total of \$246,200. If the contractor agrees to hold his prices as stated in the letter from Vermilion Architects dated September 28, 2016 for 45 days, the Superintendent is allowed to negotiate Alternates No. 2 and No. 3 work to come in below the total project budget of \$250,000. If additional funds are required, the Superintendent will contact Board Members and is authorized to approve.

ABSTAINED: Mr. Fuselier

OPPOSED: Ms. Vital

On the motion of Mr. Dupuis, seconded by Mr. Flegeance, and unanimously carried, the Board approved to accept Substantial Completion for the following projects:

- a) BBHS/SMHS – EMS Upgrades
- b) Old ELC – Old Early Learning Center Abatement

On the motion of Mr. Blanchard, seconded by Mr. Flegeance, and unanimously carried, the Board approved the following 2013 Bond projects:

- a) Authorizing the Superintendent to accept the following projects as substantially complete based on information provided by the Architect and approved by the staff, that the project is complete:
  - 1) BBJH – Breaux Bridge Jr. High Gym Roof
  - 2) Teche Elevator
  - 3) Teche Cooler/Freezer
- b) Acknowledge and accept the following:
  - 1) CE – Change Order No. 1 for Catahoula Admin Roof for a credit of \$5,000 for unused roof decking.

On the motion of Mr. Dupuis, seconded by Mr. Flegeance, and unanimously carried, the Board approved the following 2016 Bond project:

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- a) Acknowledge and accept the following:
  - 1) PM – Parks Middle Portable Building Relocation - \$8,322.50/Mod Space (this was a leased portable building that was no longer used and returned to Mod Space)

The Board Member's request to discuss protocol pertaining to policies and procedures was postponed until the November Board meeting.

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

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

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

- a) Personnel Issues, including employee conduct and performance
- b) Pending litigation, Thomas v. St. Martin Parish School Board, Civil Action No. 11314 (W.D.La.)

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

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SECRETARY

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PRESIDENT