

**ST. MARTIN PARISH SCHOOL BOARD**

**JULY 13, 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 Jordan, Director of Federal Programs, was recognized as the June Employee of the Month sponsored by Southern Scripts.

The following items were removed from the consent agenda:

- a) Consider and/or approve revisions to Policy: File IKDA: Pledge of Allegiance
- b) Consider and/or approve restructuring the assignment of the Assistant Principal position at Parks Primary to three days per week at Parks Primary and two days per week at the Early Learning Center and the Assistant Principal position at Parks Middle to three days per week at Parks Middle and two days per week at Catahoula Elementary
- c) Consider and/or approve request for waiver of sales tax penalties for W-I LLC
- d) Personnel Changes:
  - 1) Ratify approval of permission to advertise for combined role of Assistant Principal at Catahoula Elementary/Parks Middle School, and Parks Primary/Early Learning Center
  - 2) Consider and/or approve payment of stipend for Breaux Bridge Senior High's Assistant Baseball Coach (H. Landry, G. Devillier)
  - 3) Consider and/or approve payment of stipend for Athletic and Extracurricular Events for Dean of Students at Breaux Bridge Senior High

Consider and/or approve authorizing Vermilion Architects and Thomasse and Associates to proceed through Contract Documents and Advertising on the Early Learning Center and St. Martinville Primary projects previously assigned to Gil Wiemer was removed until the August 3, 2016 School Board meeting. Board took action at last month's meeting to assign to A&E Consulting. However, their insurance company will not allow them to take over these projects (letters attached to Project Status Report).

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

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- a) Minutes of the following meetings:
  - 1) Finance Committee Meeting of June 8, 2016
  - 2) Regular Meeting of June 8, 2016
  - 3) Special Meeting of June 16, 2016
- b) Finance Committee recommendations:
  - 1) Salary Budget for the 2016-2017 school year
  - 2) Option 4 for the Lunch Budget and Community Eligible Provision (CEP), which would include the Early Learning Center, St. Martinville Primary, St. Martinville Junior High, St. Martinville High, Cecilia Primary, Teche Elementary, Breaux Bridge Primary, Breaux Bridge Elementary, Breaux Bridge Junior High, Stephenville Elementary, Parks Middle, and Cecilia Junior High
  - 3) Renewal of the School Resource Officers (SRO) contracts
- c) 2016-2017 Student and Parent Handbook/Discipline Policy
- d) Revisions to the following: (attached as Exhibit A)
  - 1) Student Technology Acceptable Use and Internet Safety Policy
  - 2) Employee Technology and Internet Acceptable Use Policy
- e) Policy revisions for inclusion in the St. Martin Parish School Board Policy Manual:
  - DIEA, Preservation of School Board Records Due to Legal Action*
  - EBBG, Hazardous Substances*
  - GBD, Employment of Personnel*
  - GBI, Evaluation*
  - GBL, Tenure*
  - IDCH, Home Study Program*
- f) Transferring the campsite lease held by Mr. Robert Leaman to Mrs. Melinda Gauthier
- g) Highest bid for a campsite lease in the Belle River area
- h) Resolution expressing the condolences of the entire school system to the family of Gayle Blanchard (attached as Exhibit B)
- i) Personnel Changes:
  - 1) Ratify approval of permission to advertise for Assistant Principal at JCEP
  - 2) Approved one year contractual appointments to provide services to students with disabilities: Kristin Schoenfeld, Audiologist; Nicole Aucoin, Licensed Practical Counselor (Intern); Bella Burchfield, Speech Pathologist; Irvin Esters, PHD, Licensed Practical Counselor; Lauren Pharr, Occupational Therapist; and Adam LaFleur, Physical Therapist

On the motion of Mr. Fuselier, seconded by Mr. Stelly, and unanimously carried, the Board approved the request for waiver of sales tax penalties for W-I LLC.

On the motion of Mr. Knott, seconded by Mr. Potier, and unanimously carried, the Board approved not to accept revisions to Policy: File IKDA: Pledge of Allegiance.

On the motion of Mr. Dupuis, seconded by Mr. Flegeance, and carried, the Board approved restructuring the assignment of the Assistant Principal position at Parks Primary to three days per week at Parks Primary and two days per week at the Early Learning Center and the Assistant Principal position at Parks Middle to three days per week at Parks Middle and two days per week at Catahoula Elementary.

OPPOSED: Mr. Knott and Mr. Blanchard

ABSTAINED: Mr. Fuselier

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On the motion of Mr. Potier, seconded by Mr. Fuselier, and carried, the Board approved to ratify approval of permission to advertise for combined role of Assistant Principal at Catahoula Elementary/Parks Middle School, and Parks Primary/Early Learning Center.

OPPOSED: Mr. Blanchard

On the motion of Mr. Dupuis, seconded by Mr. Potier, and unanimously carried, the Board approved payment of stipend for Breaux Bridge Senior High's Assistant Baseball Coach (H. Landry, G. Devillier).

On the motion of Mr. Dupuis, seconded by Mr. Flegeance, and unanimously carried, the Board approved payment of stipend for Athletic and Extracurricular Events for Dean of Students at Breaux Bridge Senior High.

On the motion of Mr. Blanchard, seconded by Mr. Knott, and carried, the Board approved a staggered schedule for the custodial staff members at schools within the school district and gave the Superintendent authority to put any school with deficiencies on a flexible schedule.

OPPOSED: Mr. Potier

A motion was made by Mr. Blanchard and seconded by Mr. Fuselier to rescind the purchase of the Pellerin Building. The motion was then voted on and failed, as follows:

FOR: Mr. Fuselier and Mr. Blanchard

OPPOSED: Mr. Flegeance, Mr. Foti, Mr. Dupuis, Mr. Potier, Mr. Stelly, and Mr. Knott

ABSTAINED: Ms. Vital

Consider and/or approve assigning Cecilia Primary 2016 Bond Projects (New Multipurpose Building and Existing Building Renovations) to A&E Consulting who has agreed to use Larry Devillier as a consultant (A&E letter attached to Project Status Report) was postponed until the August 3, 2016 School Board meeting.

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

- a) CP - Authorizing Architectural Solutions to proceed through Contract Documents and Advertising on Cecilia Primary Cafeteria Dishwash Area Epoxy Floors - \$10,000 budget funded from 2013 Bond Cecilia District Funds (project was previously put on hold; due to DHH requirements, we recommend proceeding)

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- b) CHS – Allow the Superintendent to accept the low proposal for athletic equipment if the proposal comes in below the budget of \$75,000. Proposals will be obtained by CHS Coach and School Board Staff. The project is being funded by 2013 Bond Cecilia Athletic Funds.
- c) BBHS/SMJH/SMHS – Authorize obtaining proposals for Test and Balance Services at Breaux Bridge High, St. Martinville Jr High and St. Martinville Sr High and allow the Superintendent to accept if quotes are within the available budget of \$100,000. Project is being funded by 2013 Bond Parishwide HVAC Funds.
- d) BBJH – Authorize obtaining proposals for BBJH Library Bldg AC Replacement - \$150,000 budget funded from 2013 Bond Parishwide HVAC Funds
- e) CHS – Permission to advertise CHS Baseball and Softball Field Lighting - \$325,000 budget funded by 2013 Bond Cecilia Athletic Funds
- f) Catahoula Elementary – Allow the Superintendent to award the following Catahoula Elementary Miscellaneous Renovations to the low quoter, if the quotes come in within the available budgets. The projects are being funded by 2013 Bond P/C/S District Funds.
  - 1) Removal of Pine Trees and Parking Lot Repairs - \$120,000
  - 2) Removal of Storage Building - \$30,000
  - 3) Cafeteria Dishwashing Epoxy Floors - \$10,000
- g) Stephenville Elementary – Allow the Superintendent to award Stephenville Elementary Miscellaneous Renovations (gym louver repairs, kitchen floor repairs and storage bldg. loading pad) to the low quoter, if the quote comes in within the available budget. The project budget is \$50,000 and is being funded by 2013 Bond P/C/S District Funds.
- h) Stephenville Elementary – Allow the Superintendent to award Stephenville Elementary Kitchen Floor Abatement to the low quoter, if the quote comes in within the available budget. The project budget is \$8,000 and is being funded by 2013 Bond P/C/S District Funds.
- i) BBHS – Accepting proposal from Quality Court for Track Repairs in the amount of \$23,740. The project is being funded by 2009 Bond Breaux Bridge High School Funds. (proposal is attached to Project Status Report). We concur with the recommendation of the Coach, Al Blanchard and Henry Derouselle to repair the track. A proposal for track pit repairs will be presented at the August School Board Meeting.
- j) CHS – Accepting proposal from Quality Court for Track Repairs in the amount of \$31,400. The project is being funded by 2013 Bond Cecilia Athletic Funds. The proposal approved at the March Board Meeting in the amount of \$13,600 will be replaced by this proposal. The repairs were delayed so that the school could use the track for functions. The track has deteriorated more over this time period. Therefore, additional work is required. (proposal attached to Project Status Report). We concur with the recommendation of the Principal, Al Blanchard and Henry Derouselle to repair the track.
- k) ELC - Awarding Old ELC Abatement (along with concealed asbestos material inside the masonry walls identified at Old SMHS Demolition project after demolition began) project to the low quoter, Gill Industries, in the amount of \$78,000. Quote amount is below budget of \$100,000. Quotes were received on June 8, 2016 (copy of quote form attached to Project Status Report). The project is being funded by 2013 Bond Parishwide Demolition Funds.
- l) Old SMHS - Awarding Demolition of Additional Building by Old SMHS project as change order to Old SMHS Demolition project. Change Order to Old SMHS Demolition project would be in the amount of \$37,000. Amount is below budget of \$40,000. (copy of proposal is attached to Project Status Report). The project is being funded by 2013 Bond Parishwide Demolition Funds.
- m) Old SMHS - Accepting Demolition of Old St. Martinville High School no cost change order to remove demolition of portable buildings from the project and donate them to SMILE Community Action Agency – pending confirmation from School Board Attorney that agreement between the School Board and Smile is acceptable.
- n) Stephenville Elementary - Awarding Substantial Completion of Stephenville Elementary Renovations.

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- o) Acknowledge and accept the following:
  - 1) BBJH/JCEP – Bids/quotes received and authorized by the superintendent (bid/quote tabs attached to Project Status Report):
    - i. Breaux Bridge Jr. High Sidewalk - \$12,000/Bulliard (2013 BB Reconfig Funds)
    - ii. JCEP Gym Roof - \$227,220/Roofing Solutions (2013 Parishwide Roofing Funds) – the low bidder pulled his bid due to an error in transferring of a subcontractor bid amount (error documentation is attached to the Project Status Report)

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

- a) BBJH – Allow the Superintendent to award Breaux Bridge Jr. High Crosswalk project to the low quoter, if the quote comes in within the available budget. The project budget is \$150,000 and is being funded by 2016 Bond Breaux Bridge Jr. High Funds. (drawings are attached to Project Status Report)
- b) BBJH – Acknowledge and accept Change Order No. 1 for Breaux Bridge Jr. High Interior Renovation project - \$6,770/flooring issues (change order attached to Project Status Report). Flooring issues were found once furniture and shelving were removed and foundation settlement along the tree line was discovered.

The Board Member's request to discuss the hiring and transfer policies was removed from the agenda.

The Board discussed the following:

- a) School Board Member Protocol (Policies and Procedures)
- b) Maintaining the School Board Office in St. Martinville

On the motion of Mr. Knott, seconded by Mr. Potier, and carried, the Board approved the addition of 1 coaching stipend at each junior high and each high school. Those funds can be used towards CECP.

OPPOSED: Mr. Blanchard and Ms. Vital

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

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SECRETARY

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PRESIDENT