

ST. MARTIN PARISH SCHOOL BOARD

NOVEMBER 4, 2015

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, Aaron Flegeance, Burton Dupuis, James Blanchard, Russel C. Foti, Richard Potier, Frederic Stelly, Floyd Knott, and Ms. Wanda B. Vital.

ABSENT: Mr. Steve Fuselier

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. Malinda "Mickey" Trahan, Special Education Aide, was recognized as the October Employee of the Month sponsored by Southern Scripts.

The Finance Committee recommendation regarding the Star Service, Inc. HVAC pilot was removed from the agenda.

The following Board Member's requests were removed from the agenda:

- a) Discuss job description for Poché Prouet Associates as lead architects on school work
- b) Discuss Louisiana School Boards Association (LSBA) requirements for training hours
- c) Discuss procedure for payments to be made to contractors and architectural firms on work performed for St. Martin Parish School Board

On the motion of Mr. Dupuis, seconded by Mr. Stelly, and unanimously carried, the Board approved to amend the following items:

- a) Consider and/or approve the following with regard to remaining contingency funds in the 2009 Bond:
 - 1) For the 4 School Districts, move all remaining contingency and construction funds into available funds for that District.
 - 2) Unless funds are dedicated to a specific school, swap the remaining 2009 funds with paid 2013 projects to advance the close out of the 2009 Bond (added to the agenda).
- b) Consider and/or approve awarding furniture for Cecilia High School to the low quoter, Dallas Midwest, in the amount of \$70,847.52 (quotes requested and received by the school and attached to Project Status Report). Project to be funded with 2013 Bond Cecilia District funds. In addition, allow the Superintendent to approve the purchase of furniture at Breaux Bridge High School, procured in a similar manner (funded by remaining 2009 Bond funds). Results will be presented at the December Board meeting.

ABSENT: Mr. Fuselier

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

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- a) Minutes of the Regular Meeting of October 7, 2015
- b) Finance Committee recommendations:
 - 1) Changing high school principals to 12 month employees
 - 2) Group Health Plan Document language changes
 - 3) Worxtime Contract
- c) Highest bid for the campsite lot adjoining Mr. Robert Carroll
- d) Advertising for the lease of a campsite North of the existing campsites in the Belle River area
- e) Policy revisions for inclusion in the St. Martin Parish School Board Policy Manual:
 - GAK, Personnel Records
 - GAMF, Employee Health and Safety
 - GAMFA, Employee Communicable Diseases
 - IDCJ, Supplemental Educational Services
 - II, Testing Program
 - JBD, Student Absences and Excuses
 - JGCC, Student Communicable Diseases
 - JGFH, Student Identification
- f) Personnel Changes:
 - 1) Request for extra employment pay for Patty Orgeron, Allison Guagliardo, Candice Grivet, Nicholas Piazza, and Jewel Vinson for Stephenville Elementary's After-Care Program for the month of September, 2015
 - 2) Request for extra employment pay for Rena David, Tonia Theriot, Kate Gary, Theresa Blankenship, Regina Smart, Catherine Meche, Trisha Chauvin, and Cherie Foti for Parks Primary's After-Care Program for the month of September, 2015
 - 3) Request for extra employment pay for Wanda Taylor for the Early Learning Center's After-Care Program for the month of September, 2015
 - 4) Request for extra employment pay for Karen Anderson, Cedric Theyard, Lisa Alexander, Angela Watson, and Wanda Celestine for Teche Elementary's After-Care Program for the month of September, 2015
 - 5) Stipend for Cecilia Senior High Boys Basketball Assistant Coach (Scotty Borel)

ABSENT: Mr. Fuselier

On the motion of Mr. Dupuis, seconded by Mr. Foti, and carried, the Board approved the following 2009 and 2013 Bond Projects:

- a) Presentation on Status of 2009 Bond Program by Poché Prouet Associates, Ltd.
- b) The following with regard to remaining contingency funds in the 2009 Bond:
 - 1) For the 4 Districts, move all remaining contingency and construction funds into available funds for that District.
 - 2) For the remaining Parish-wide funds, move all remaining funds into a Contingency Balance to remain until all projects are completed and costs reconciled (approximately \$225,000).
 - 3) Unless funds are dedicated to a specific school, swap the remaining 2009 funds with paid 2013 projects to advance the close out of the 2009 Bond.
- c) Transferring the contract for architectural services from Architectural & Engineering Consultants, Inc. to the firm named A & E Consultants, Inc.
- d) Awarding Substantial Completion to the following projects:
 - 1) SMHS Concession Stand Upgrade
 - 2) SMHS Fencing
 - 3) BBHS AHU #1 Replacement
- e) Allowing the Superintendent to award Substantial Completion to the following projects based on recommendation of the Architect:
 - 1) BBHS New Classrooms
 - 2) Parish-wide Backflow Preventors

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- f) Consider and/or approve:
 - a) Awarding Roofing at Catahoula Elementary Gym & Computer Lab and Cecilia Primary Buildings A & I, quoting Oct. 29, to the low quoter (results presented at Board meeting). Project to be funded by 2013 Bond Parish-wide Roofing.
 - b) Allowing the Superintendent to award Cecilia Primary Domed Building Re-roofing, to the low bidder, if the bid comes in within the available budget (project bids on Nov. 11).
 - c) Accepting Change Order for Cecilia High School for gas line work not included in bid documents. Amount presented at Board Meeting (funded by 2013 contingency funds for project).
- g) Acknowledge and/or accept the following Purchase Order/Change Orders issued and authorized by Superintendent:
 - 1) Catahoula Elementary Lockers - \$3,950/Louisiana School Equipment (funded by Parks/Catahoula/Stephensville District funds).
 - 2) Breaux Bridge Primary Double Gate - \$2,600/Discount Fencing for gate between campuses
 - 3) Breaux Bridge Elementary Conflict Box - \$10,042/Juge Construction for Conflict Box required for drainage (funded by Breaux Bridge Reconfiguraition).
- h) Proceeding with the following projects and authorize the architect to proceed through Contract Documents and advertising for bids, if projects are within the available budget (breakdown of roofing projects in progress attached to Project Status Report):
 - 1) St. Martinville Primary Buildings B & D Roofs (Weimer)
 - 2) Demolition of Old St. Martinville High School Portion of Demolition project (Weimer)

OPPOSED: Mr. Potier

ABSENT: None

On the motion of Mr. Blanchard, seconded by Mr. Foti, and carried, the Board approved Awarding Furniture for Cecilia High School to the low quoter, Dallas Midwest, in the amount of \$70,847.52 (quotes requested and received by the school and attached to Project Status Report).

Project to be funded with 2013 Bond Cecilia District funds.

OPPOSED: Mr. Potier

The Board heard a Citizen's Request by Dean Guidry regarding Section 16 Land and the use of Permanent Blinds.

The Board approved to form a committee, involving the Department of Wildlife and Fisheries, chaired by Board Member Frederic Stelly, to discuss Section 16 Land.

Mr. Foti expressed concerns regarding Building Maintenance Projects.

The Board recommended that Mr. Al Blanchard negotiate with the owners of the property near Teche Elementary School and report back to the Board.

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

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

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

- a) Strategy in litigation entitled Thomas et. al. vs. St. Martin Parish School Board, Civil Action #65-11314 on the Docket of the United States District Court for the Western District of Louisiana

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

SECRETARY

PRESIDENT