

**ST. MARTIN PARISH SCHOOL BOARD**

**JUNE 11, 2014**

**BREAUX BRIDGE, LOUISIANA**

**MINUTES**

The St. Martin Parish School Board convened on this day at 5:00 P.M. at the Breaux Bridge City Hall with the following members present: Messrs. Russel C. Foti, President, Steve Fuselier, James Blanchard, Richard Potier, Frederic Stelly, Floyd Knott, Mark Hebert, and Ms. Wanda Babin.

ABSENT: Mr. Aaron Flegeance and Mr. Robert E. Hollier

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

Dr. Beebe announced the following administrative appointments:

Suzanne LeBoeuf, Principal of Cecilia Primary  
Lydia Capdepon, Principal of Breaux Bridge Primary

Ms. Nicole Angelle, Family Involvement Early Childhood Coordinator, was recognized as the May Employee of the Month sponsored by Southern Scripts.

Fifty-two retirees were recognized and honored.

The following items were removed from the consent agenda:

- a) Consider and/or approve 2014-2015 School Board Meeting Dates
- b) Consider and/or approve 2014-2015 Student and Parent Handbook/Discipline Policy

On the motion of Mr. Knott, seconded by Mr. Potier, and unanimously carried, the following items were added to the agenda:

- a) Revisit the demolition of buildings on school board property in the Arnaudville area
- b) Piggyback the item regarding the substitute bus driver pay and discuss the salary schedule of the Executive Secretary

ABSENT: Mr. Flegeance and Mr. Hollier

On the motion of Mr. Blanchard, seconded by Mr. Potier, and unanimously carried, consider and/or approve resolutions expressing the condolences of the entire school system to the families of Rachel Lee Stelly and Gloria Angelle Kern was added to the consent agenda.

ABSENT: Mr. Flegeance and Mr. Hollier

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

- a) Minutes of the Regular Meeting of May 7, 2014
- b) Request for waiver of sales tax penalties for Koch Machine Tool

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- c) Letter of Assurance of Continued Employment as envisioned by ACT 745 of 1977
- d) Request of the St. Martin Parish Government to use St. Martinville Junior High (one classroom and the gym) for the Summer Recreation and Tutoring Program
- e) Official Journal for the 2014-2015 school session
- f) Ratification of purchase of lots (Gautreaux and Sherman Journet) in the Cecilia area with 2009 bond funds
- g) St. Martin Parish School District Technology Plan 2014-2017
- h) St. Martin Parish School District Student Acceptable Use and Internet Safety Policy
- i) Policy revisions for inclusion in the St. Martin Parish School Board Policy Manual:
  - EBBH, Use of Automated External Defibrillator (AED)
  - JGCC, Communicable Disease Control
  - JGC, Student Health Services
  - JGC-P, Student Health Services Procedures
  - JGCD, Administration of Medication
- j) Contract between the Louisiana Department of Health and Hospitals, Office of Public Health Pharmacy and the St. Martin Parish School-Based Health Centers
- k) Memorandum of Understanding (MOU) to enter an Intergovernmental Agreement with the District Cooperative of Louisiana
- l) Resolutions expressing the condolences of the entire school system to the family of Fernand Doucet, Jr., Rachel Lee Stelly, and Gloria Angelle Kern
- m) Personnel Changes:
  - Request for extra employment pay for Samantha Landry, Allison Guagliardo, and Candice Grivet for Stephenville Elementary's After-Care Program for the months of April and May, 2014
  - Request for extra employment pay for Corita Andrus, Cabrini Benoit, Ashley Bonvillain, Dana Broussard, Brenda Davis, and Ashley Howard for Cecilia Primary's After-Care Program for the months of April and May, 2014
  - Request for extra employment pay for Angela Toncrey, Rena David, Tonia Theriot, Kate Gary, Theresa Blankenship, Regina Smart, Catherine Meche, Trisha Chauvin, and Jessica Thibodeaux for Parks Primary's After-Care Program for the months of April and May, 2014
  - Extra pay for Breaux Bridge Senior High's Assistant Boys' Basketball Coach (G. Devillier)
  - Request for permission to advertise for Principal at Breaux Bridge Primary (Ratify)
  - Request for permission to advertise for Assistant Principal at Cecilia Primary
  - Request for permission to advertise for Assistant Principal at Breaux Bridge Primary

Board Member Frederic Stelly requested to add Maintenance Committee meetings to the 2014-2015 School Board Meeting Dates and schedule Finance Committee meetings prior to a Regular School Board meeting.

On the motion of Mr. Blanchard, seconded by Mr. Potier, and unanimously carried, the Board approved to close the administrative offices on Monday, July 7, 2014 following the 4<sup>th</sup> of July holiday.

ABSENT: Mr. Flegeance and Mr. Hollier

On the motion of Mr. Hebert, seconded by Mr. Stelly, and unanimously carried, the Board approved the 2014-2015 School Board meeting dates.

ABSENT: Mr. Flegeance and Mr. Hollier

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On the motion of Mr. Fuselier, seconded by Mr. Hebert, and unanimously carried, the Board approved the 2014-2015 Student and Parent Handbook/Discipline Policy.

ABSENT: Mr. Flegeance and Mr. Hollier

Ms. Tai Green, a candidate for Judge of the 16<sup>th</sup> Judicial District Court, Division G, introduced herself to the Board.

The Board heard from Mr. Paul Fontana, Fontana Group, regarding his role in our hiring process.

The Board unanimously approved to amend the item regarding Substantial Completion for the New Instructional Center to consider authorizing the superintendent, board president, project manager, and the architect to establish a substantial completion date prior to the next board meeting, if sufficient progress is made to allow beneficial use of the building.

ABSENT: Mr. Flegeance and Mr. Hollier

On the motion of Mr. Potier, seconded by Mr. Blanchard, and unanimously carried, the Board approved authorizing the superintendent, board president, project manager, and the architect to establish a substantial completion date for the New Instructional Center prior to the next board meeting, if sufficient progress is made to allow beneficial use of the building and substantial completion for Breaux Bridge Primary Renovations and St. Martinville Jr. High Campus Improvements.

ABSENT: Mr. Flegeance and Mr. Hollier

On the motion of Mr. Fuselier, seconded by Ms. Babin, and carried, the Board approved the Schematic Design of Phase 1 Athletic Priorities at the three high schools, as prepared by David Courville Architects and authorized the architect to proceed with Design Development and/or Contract Documents.

OPPOSED: Mr. Hebert

ABSENT: Mr. Flegeance, Mr. Hollier, and Mr. Potier

On the motion of Mr. Blanchard, seconded by Ms. Babin, and carried, the Board approved authorizing David Courville Architect to proceed with Schematic Design, Design Development, and/or Contract Documents of Phase 2 Athletic Priorities at St. Martinville High (\$600,000) utilizing remaining 2009 Bond funds to fund the balance of priorities. The Board

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tabled moving forward with Phase 2 Athletic Priorities at Breaux Bridge High (\$500,000) and Cecilia High (\$400,000).

OPPOSED: Mr. Knott

ABSENT: Mr. Flegeance and Mr. Hollier

On the motion of Mr. Potier, seconded by Mr. Fuselier, and unanimously carried, the Board approved proceeding with Schematic Design and/or Design Development of Parks Middle New Classrooms by Structure Design Group as a priority of projects funded by the Parks, Catahoula, and Stephenville District funds from the 2013 Bond Program, with the priorities of all 4 campuses to be presented at the July Board meeting.

ABSENT: Mr. Flegeance and Mr. Hollier

The Board approved to amend the item regarding the Breaux Bridge Primary Site and Sewer Upgrade to include the low bidder for the Breaux Bridge High School Chiller Replacement. On the motion of Mr. Hebert, seconded by Mr. Stelly, and unanimously carried, the Board approved awarding Breaux Bridge Primary Site and Sewer Upgrade to the Garden City Construction in the amount of \$247,467 and the Breaux Bridge High School Chiller Replacement to Bernhard Mechanical in the amount of \$187,000.

ABSENT: Mr. Flegeance and Mr. Hollier

On the motion of Mr. Hebert, seconded by Mr. Blanchard, and unanimously carried, the Board approved authorizing the Superintendent to award Breaux Bridge Elementary Electrical Site Improvement, not to exceed \$140,000.

ABSENT: Mr. Flegeance and Mr. Hollier

On the motion of Mr. Knott, seconded by Mr. Stelly, and unanimously carried, the Board authorized Mark Boyer, School Board Attorney, to draft an agreement between the Jacques Arnaud French Studies Collectives and the St. Martin Parish School Board relative to school board property located on Hwy. 31 in Arnaudville, Louisiana.

ABSENT: Mr. Flegeance and Mr. Hollier

On the motion of Mr. Blanchard, seconded by Mr. Hebert, and unanimously carried, the Board approved recommended changes in the Group Health Plan, effective July 1, 2014.

ABSENT: Mr. Flegeance and Mr. Hollier

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On the motion of Mr. Blanchard, seconded by Mr. Fuselier, and unanimously carried, the Board approved revisions to the Organizational Chart.

ABSENT: Mr. Flegeance and Mr. Hollier

On the motion of Mr. Knott, seconded by Mr. Hebert, and unanimously carried, the Board approved revisions to policy: File ED: School Bus Replacements, as follows:

When school buses in the fleet are being considered for replacement, the oldest model year buses depending on mileage and condition should be considered when deciding which buses are replaced.

ABSENT: Mr. Flegeance and Mr. Hollier

Board President Russel C. Foti handed the gavel over to Vice President Wanda Babin to handle the meeting.

On the motion of Mr. Foti, seconded by Mr. Fuselier, and unanimously carried, the Board approved maintaining the teacher slot at Stephenville Elementary School on a yearly basis.

ABSENT: Mr. Flegeance and Mr. Hollier

The Board discussed increasing the substitute bus driver pay to \$65.00 per day and raising the Executive Secretary's salary above any other secretary's salary.

Vice President Wanda Babin handed the gavel over to Board President Russel Foti to handle the meeting.

Board Member Wanda Babin expressed concerns regarding protocol administered to address "buddy system" relating to bus operations.

On the motion of Mr. Blanchard, seconded by Mr. Potier, and unanimously carried, the Board approved the proposed policy relative to employees returning to work on light duty, as follows:

It shall be the preference of the St. Martin Parish School Board that when employees return to work in a modified and/or restricted duty capacity following an injury or illness, administration should avoid placing that employee in a position that results in an increased burden for fellow employees. Administration will make every effort to accommodate the restrictions of its returning employees following injury or illness, but it will make all reasonable attempts to avoid those restrictions from becoming a burden upon fellow employees of the system.

ABSENT: Mr. Flegeance and Mr. Hollier

A motion was made by Mr. Blanchard that when a bus driver is awarded a route, their current bus goes with them. Mr. Blanchard withdrew his motion.

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The Board discussed creating a policy relating to coffee/lunch breaks for office support personnel.

Board Member Mark Hebert requested for the administration to research other parishes and states on the following:

- a) Athletic Budgets
- b) Use of student technology devices

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

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SECRETARY

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PRESIDENT