

Pursuant to LRS 42:19A (1) any matter not on the published agenda may be taken up by board only upon unanimous approval of the members present. An individual wishing to place a matter on the agenda shall submit a request to the Superintendent at least eight (8) days prior to the meeting date, stating the nature of the matter and the time required to present it. (CPSB Policy File: BCBI)

**AGENDA
CALCASIEU PARISH SCHOOL BOARD
3310 BROAD STREET
LAKE CHARLES, LOUISIANA
Tuesday, July 11, 2017**

2017-2018 BUDGET HEARING 4:30 p.m.

Notice Posted: July 6, 2017 12:00 noon

NOTICE OF PUBLIC MEETING

A public meeting will be held as follows:

DATE: July 11, 2017

TIME: 5:00 p.m.

PLACE OF MEETING: 3310 Broad Street
Lake Charles, LA 70615

Adoption of 2017 Millages

1. **Prayer/Pledge of Allegiance** – Mack Dellafosse
2. **Roll Call**
3. **Approval of Minutes**
 - A. June 13, 2017
4. **Presentations**
 - A. Jamey Rasberry, Director of Memorial Hospital Sports Medicine
5. **Superintendent's Report**
6. **Executive Session**
 - A. Consideration of Worker Compensation claim #59544045/Attorney Wes Romero
 - B. Consideration of Automobile claim #6363633/Attorney Wes Romero

**7. Committee Report
(None)**

8. Take Appropriate Action

- A. Adoption of 2017 Millages
- B. Adoption of 2017-2018 Budgets
- C. Approval of CPSB Head Start Program COLA grant application
- D. Approval of Resolution to Approve and Adopt the Calcasieu Parish Taxing Authority Industrial Tax Exemption Process
- E. Approval of Resolution appointing Mack Dellafosse to continue serving another two year term on the Board of Directors for LCDA (Louisiana Community Development Authority)
- F. Approval of MOU with Office of Head Start (OHS)
- G. Approval of Student/Athletic Accident Catastrophic/Extended Day Insurance Renewal

9. Bid Reports

- A. Bid 2017-30 201707PC for DeQuincy High School Press Box/Riverboat Funds

10. Permission to Advertise

- A. 16 Activity and 5 Special Education Buses/Transportation Department/General Funds
- B. Smoothies/School Food Service Department/School Food Service Funds
- C. Drainage improvement at Gillis Elementary School/Sales Tax District 3 Funds

11. Correspondence

- A. Change Order Number Two (2) for the Project, “Canopy for Prien Lake Elementary School,” Project #1716; Champeaux, Evans, Hotard, APAC, Designer; Gunter Construction, Inc., Contractor; Contract sum *unchanged, increase* of thirty-five (35) days.
- B. Recommendation of Acceptance for the Project, “Canopy for Prien Lake Elementary School,” Project #1716; Champeaux, Evans, Hotard, APAC, Designer; Gunter Construction, Inc., Contractor.

12. Condolences/Recognitions

13. Schedule Committees

- August 22, 2017.....C&I Committee, 5:00 p.m.
- August 22, 2017.....A&P Committee (to follow)
- September 26, 2017..... Budget Committee, 5:00 p.m.

14. Adjourn Meeting

DATE, TIME, PLACE OF MEETING

The Calcasieu Parish School Board meeting was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on June 13, 2017, at 5:00 p.m.

The meeting was called to order by Ron Hayes, President. The prayer was led by Eric Tarver. The Pledge of Allegiance was led by Damon Hardesty.

ROLL CALL

The roll was called by Superintendent Bruchhaus and the following members were present: Aaron Natali, Glenda Gay, John Duhon, Dean Roberts, Fred Hardy, Annette Ballard, Ron Hayes, Eric Tarver, Mack Dellafosse, Damon Hardesty, Alvin Smith, Billy Breaux, Russell Castille, and Wayne Williams.

Absent: Mr. Guidry

APPROVAL OF MINUTES

Mr. Dellafosse, with a second by Mr. Tarver, offered a motion to approve the Minutes of May 9, 2017, May 23, 2017, and May 31, 2017. The motion carried on a vote. Mr. Hardy asked that it be noted that he voted against two items:

May 9, 2017 – Turnaround School Principal

May 31, 2017 – Pre-K Enrollment Options

PRESENTATIONS

A. Perfect Attendance Presentation/Keith LeLeux, Director, Child Welfare & Attendance

Alanna Renaye Beasley, LaGrange High, 13 years

Samuel John Chandler, Iowa High, 13 years

Daniel James Eaglin, Westlake High, 13 years

Clara La'Sha Joseph, Washington-Marion High, 13 years

Kathryn "Kati" Murphy, Bell City High, 13 years

Sydney Victoria Seaford, Sulphur High, 13 years

Nathaniel Watts, Westlake High, 12 years

Sponsors:

June 13, 2017

Stockwell, Sievert Law Firm
Billy Navarre
Sasol
Sweetlake Land & Oil
JD Bank
State Farm
Westlake Chemical
Phillip 66
Porche Advance Systems
LGHS Music Department
WMHS Administrators
Lakeside Bank

SUPERINTENDENT'S REPORT

Mr. Bruchhaus gave the following report:

1. All board members have received their May school population report.
2. All board members have received the May Head Start Report

Enrollment – 443

2017-2018 Coordinated Enrollment and Recruitment are still in process at all Head Start sites.

Policy Council Meeting was held on May 15, 2017.

3. I would like to report our current sales tax numbers for our general fund which show May, 2017, collections at \$2,488,297 or 24.7% above budget for the eleventh month of the 2016-2017 year.

Collections are \$546,829 or 4.5% above collections for the same month last year.

Collections for the 2016-2017 year, after eleven months, are \$15,483,938 or 12% over budget and \$8,453,770 or 6.2% over the same time period last year.

COMMITTEE REPORTS

Budget Committee, May 23, 2017/Mack Dellafosse, *Chair*

June 13, 2017

Mr. Dellafosse gave the following report:

The Calcasieu Parish School Board Budget/Fiscal Management Committee met at 5:30 p.m., Tuesday, May 23, 2017, in the Board Room, 3310 Broad Street, Lake Charles, Louisiana. A quorum was present.

Present: Mack Dellafosse - Chairman, Alvin Smith - Vice Chairman, committee members Annette Ballard, Russell Castille, John Duhon, Glenda Gay, Damon Hardesty, Fred Hardy, Aaron Natali, Dean Roberts, Wayne Williams, and the secretary, Wilfred Bourne. Other Board members present were Chad Guidry and Ron Hayes.

Absent: Eric Tarver

Mr. Dellafosse called the meeting to order.

Mr. Bourne presented Budget Revision #3 for the 2016-2017 General Fund which included revenues and other sources of funds of \$344,522,029, an increase of \$9,484,942, and expenditures and other uses of funds of \$341,961,961, an increase of \$6,415 over revision #2. General Fund budget revision #3 projects a current surplus of \$2,560,068 resulting in an unassigned fund balance of \$52,988,660, or 15.38% of projected revenues.

On motion by Mr. Hayes seconded by Mr. Duhon, it was recommended that Budget Revision #3 to the 2016-2017 General Fund be approved as presented.

On behalf of the committee, Mr. Dellafosse offered a motion to approve. A second was not needed and the motion carried on a vote.

Next, the 2016-2017 Special Revenue Budget Revision #1 was presented for approval. Projected revenues and other sources of funds were \$57,438,077, an increase of \$1,663,517 from the original budget. Expenditures and other uses of funds are \$56,983,685, an increase of \$1,945,882, with a projected surplus of \$454,392, all in School Food Services. School Food Services is the largest of the Special Revenue Funds with projected revenues and other sources of funds of \$13,875,568, a decrease of \$355,783, from the original budget. The School Food Services Fund is projecting a surplus of \$454,392, leaving a fund balance of \$5,267,057, or 37.96% of projected revenues.

On motion by Mr. Duhon, seconded by Mr. Hayes, it was recommended that the 2016-2017 Special Revenue Budget Revision #1 be approved as presented.

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On behalf of the committee, Mr. Dellafosse offered a motion to approve. A second was not needed and the motion carried on a vote.

Mr. Bourne then presented the 2017-2018 Proposed General Fund Budget. Proposed revenues and other sources of funds are \$330,131,826, a decrease of \$14,390,203 from the final revision for 2016-2017. Expenditures and other uses of funds are projected at \$329,724,332, a decrease of \$12,237,629 from the final revision of 2016-2017. The proposed budget for 2017-2018 projects an operating surplus of \$407,494 leaving a projected unassigned fund balance of \$53,396,154 or 16.17% of projected revenues.

A motion was made by Mr. Roberts, seconded by Mr. Williams, to approve the 2017-2018 General Fund Budget for advertisement and final approval at the July 2017 Board meeting.

Mr. Bourne had several options to add to the General Fund Budget if the board was in support. The first item was to add 20 Activity buses and 5 Special Education buses. Mrs. Fontenot, the Director of Transportation, presented the need for the buses. There was much discussion on the subject. Mr. Bourne also indicated he would pursue possible financing options to spread costs over 3 years.

An amendment to the motion was made by Mr. Guidry, seconded by Mr. Roberts, to approve the purchase of the buses. The amendment was voted on and passed.

On behalf of the committee, Mr. Dellafosse made a motion to approve the 2017-2018 Proposed General Fund Budget. A second was not necessary.

Blue card to address the Board: Andrea Matte, President, Calcasieu Parish Bus Operators' Association.

Mr. Roberts offered an amendment to the original motion, seconded by Mr. Tarver, to purchase 16 buses instead of 20 and the motion to amend passed with one nay vote.

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Then, Mr. Bourne discussed Special Maintenance Project options to consider adding to the 2017-2018 General Fund Budget.

An additional amendment to the motion was made by Mr. Roberts, seconded by Mr. Duhon, to add Camera systems at 4 schools, security system upgrades at 5 schools, and fire alarm upgrades. The amendment failed to pass.

Another amendment to the original motion was made by Mrs. Ballard, seconded by Mr. Duhon, to recommend the fire alarm upgrades. The motion passed.

Then, the amended original motion to approve the 2017-2018 General Fund Budget was voted on and passed.

The original motion to approve the 2017-2018 Proposed General Fund Budget, amended from 20 to 16 buses and including fire alarm upgrades, passed on a vote with one nay vote.

Mr. Wayne Foster then presented school audits for approval. He advised the committee that there were no significant audit findings and recommended that the audits for the following schools be approved: A.M. Barbe High School, College Street T & I, LeBlanc Middle School, Maplewood Elementary School, Maplewood Middle School, Vincent Settlement Elementary School, and Westwood Elementary School.

On motion by Mr. Hardy, seconded by Mr. Guidry it was recommended that the school audits be approved as presented.

On behalf of the committee, Mr. Dellafosse offered a motion to approve. A second was not needed and the motion carried on a vote.

Next, Ms. Skylar Giardina presented renewal information for Property and Casualty Insurance.

On motion by Mrs. Ballard, seconded by Mr. Hardy, it was recommended to approve the property and casualty coverage with increased Property Limits for 2017-2018 and include Cyber Liability, reject uninsured/underinsured motorist coverage for 2017-2018, and authorize the superintendent or his designee to execute all renewal related contracts. The motion passed.

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On behalf of the committee, Mr. Dellafosse offered a motion to approve. A second was not needed and the motion carried on a vote.

The next item on the agenda was the Audit Compliance Questionnaires.

On motion by Mr. Smith, seconded by Mr. Williams, it was recommended to approve the Louisiana Compliance Questionnaires as presented.

On behalf of the committee, Mr. Dellafosse offered a motion to approve. A second was not needed and the motion carried on a vote.

Mr. Bourne provided a report of Calcasieu Parish School Board state and federal grant funded personnel. The report shows the percentage of salary paid from each grant listed by employee. This was given for informational purposes only and did not require a motion.

There being no further business to discuss, on motion by Mr. Hardesty and seconded by Mr. Natali, the committee adjourned the meeting at 7:09 p.m.

Superintendent Evaluation Committee, May 23, 2017/Mack
Dellafosse, *Chair*

Mr. Dellafosse gave the following report:

The Committee to draft the Superintendent evaluation document met Tuesday, May 23, 2017, in the Board room at 3310 Broad Street, Lake Charles, Louisiana. A quorum was present.

Present: Mack Dellafosse, Chair, Committee members, Annette Ballard, John Duhon, Damon Hardesty and Ron Hayes. Other Board Members present Glenda Gay, Chad Guidry, Fred Hardy, Aaron Natali, Dean Roberts, Alvin Smith and Wayne Williams.

The purpose of the meeting was for the committee to begin drafting a new evaluation instrument to evaluate the Superintendent.

Mr. Dellafosse read a synopsis of the process with the ultimate goal that the evaluation tool will give meaningful feedback to both the Superintendent and the

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Board.

The creation of the final evaluation tool will include a total of two to three public meetings including this one.

There being no further business to discuss, on a motion by Mr. Williams and seconded by Mr. Hayes the committee adjourned at 7:25 p.m.

This report was for information only.

TAKE APPROPRIATE ACTION

Mr. Hayes read the following items:

A. Permission to appoint educators and parents to serve on the Pupil Progression Plan Committee for 2017-2018

On a motion to approve by Mr. Dellafosse, second by Mr. Tarver, the motion carried.

B. Consideration and approval of Cooperative Endeavor Agreement between CPSB and Recreation District No. 1 of Ward 8 on lease of property (Draft is available for viewing at 3310 Broad Street).

On a motion by Mr. Natali to approve the draft in principle, subject to review and approval by counsel and seconded by Mrs. Ballard, the motion carried on a vote.

C. Consideration and approval for Cooperative Endeavor Agreement with the Calcasieu Parish Police Jury/Summer Food Service Program (Draft is available for viewing at 3310 Broad Street).

On a motion by Mrs. Ballard to approve the draft in principle, subject to review and approval by counsel and seconded by Mr. Tarver, the motion carried on a vote.

BID REPORTS

Mr. Hayes read the following items:

A. Approval of Official Journal/Renewal-1/Lake Charles American Press/General Fund

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OFFICIAL JOURNAL RNL-1 to Lake Charles American Press as follows:

\$5.00 sq inch for electronic submission

\$5.25 sq inch for non-electronic submission

On a motion to approve by Mr. Dellafosse and seconded by Mr. Tarver, the motion carried.

B. Bid #2018-08 Rebid Food Items/Food Services Department

BID 2018-08REBID FOOD ITEMS was opened on **May 23, 2017 @ 10:00 am**

BIDS WERE SENT TO THE FOLLOWING:

DIAMOND FOODS
EPIC HARVEST
LABATT FOODS
LACASSANGES
PON FOODS
WILLIAM GEORGE

BID RESULTS AS FOLLOWS:

DIAMOND FOODS	\$ 62,615.00
LACASSAGNES	\$ 43,610.00
PON FOODS	<u>\$ 93,750.00</u>
TOTAL:	\$199,975.00

The staff recommends awarding as indicated above as the lowest responsible responsive bidder.

On a motion to approve by Mr. Dellafosse and seconded by Mr. Tarver, the motion carried.

C. Bid #2018-26 Plumbing Services Agreement/General Fund

On a motion to approve by Mr. Duhon and seconded by Mr. Roberts, the motion carried.

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BID 2018-26 PLUMBING SERVICES AGREEMENT was opened on May 31, 2017 @ 10:00 am

The contractors listed below agreed to and returned the Services Agreement that proposed the following rates:

Journeyman/Tradesman Plumber	\$ 99.72/HR/ST	\$149.58/HR/OT
Plumbers Apprentice	\$ 53.85/HR/ST	\$ 80.78/HR/OT
Laborer	\$ 35.00/HR/ST	\$ 52.50/HR/OT
Supervision	\$110.00/HR/ST	NO OT

Able Plumbing
Dautriel's Plumbing
Pelican Plumbing
Porche Plumbing
Roto Rooter Plumbing
Trowth Plumbing

The staff recommends these as the contracted Plumbing rotation list.

D. Bid #2018-27 Electrical Services Agreement/General Fund

On a motion to approve by Mr. Duhon and seconded by Mr. Roberts, the motion carried.

BID 2018-27 ELECTRICAL SERVICES AGREEMENT was opened on May 31, 2017 @ 10:00 am

The contractors listed below agreed to and returned the Services Agreement that proposed the following rates:

Journeyman/Tradesman	\$ 69.46/HR/ST	\$104.19/HR/OT
Apprentice Labor	\$ 37.69/HR/ST	\$ 56.54/HR/OT
Laborer	\$ 30.69/HR/ST	\$ 46.04/HR/OT
Supervision	\$ 82.50/HR/ST	NO OT

Greg Blanchard Electric
Dollar Electric
Ducote Air & Electric
Electrical Contracting Services, LLC
Kellogg Electric
Seven O Electric
Wills Electric

The staff recommends these as the contracted Electrical rotation list.

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E. Bid #2018-28 General Repair Services Agreement/General Fund

BID 2018-28 GENERAL REPAIR SERVICES AGREEMENT was opened on June 13, 2017 @ 10:00 am

The contractors listed below agreed to and returned the Services Agreement that proposed the following rates:

Tradesman Labor	\$ 45.64/HR/ST	\$ 68.46/HR/OT
Apprentice Labor	\$ 34.46/HR/ST	\$ 51.69/HR/OT
Laborer	\$ 23.69/HR/ST	\$ 35.54/HR/OT
Supervision	\$ 54.21/HR/ST	NO OT

Gunter Construction
Hicks Enterprises
Sam Istre Construction
Keiland Construction
Lake Area Pressure Washing
Porche Construction
Pat Williams Construction
Wolfpack Contracting & Maintenance

The staff recommends these as the contracted General Repair rotation list.

On a motion to approve by Mr. Duhon and seconded by Mr. Roberts, the motion carried.

PERMISSION TO ADVERTISE

Mr. Hayes read the following items:

A. Permission to advertise for band instruments/Sam Houston High School/Sales Tax District #3 Capital Projects funds

On a motion to approve by Mr. Roberts and seconded by Mr. Breaux, the motion carried.

B. Permission to advertise for uniform rental and laundry service/Transportation Department/General Fund

On a motion to approve by Mr. Dellafosse and seconded by Mr. Duhon, the motion carried.

C. Re-advertisement for property west of Sam Houston High School Stadium

On a motion to approve by Mr. Duhon and seconded by Mr. Dellafosse, the motion carried.

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CORRESPONDENCE

Mr. Hayes read the following item:

A. Change Order Number One(1) for the Project, “CPSB Classroom Pods, Phase X”, Project #201705Pc; Champeaux, Evans, Hotard, APAC, Designer; Miller & Associates Development Inc., Contractor; *Increase* of \$37,047.40 and *Increase* of sixteen (16) days.

On a motion to approve by Mr. Duhon and seconded by Mr. Dellafosse, the motion carried.

CONDOLENCE/RECOGNITION

Mr. Hardy asked for letters of condolence to the following:
The family of Mrs. Beulah Joubert
The family of Mrs. Lavinia Cooper

Mrs. Ballard thanked the staff for the recent Job Fair.

SCHEDULE COMMITTEES

C&I Committee.....August 23, 2017, 5:00 p.m.
A&P Committee..... (to follow)
Budget Committee.....September 26, 2017, 5:00 p.m.

ADJOURN MEETING

On a motion to adjourn by Mr. Hardy and a second by Mr. Duhon, the meeting was adjourned at 6:12 p.m.

Ron Hayes, President

Karl Bruchhaus, Secretary



RESOLUTION

BE IT RESOLVED, that the following millage(s) are hereby levied on the 2017 tax roll on all property subject to taxation by Calcasieu Parish School Board:

	<u>Millage Key #</u>	<u>2017 Millages</u>
<u>General Fund (Parishwide)</u>		
Constitutional Tax (Total 5.13 Mills)	1028 085	5.13 Mills
Special School Maintenance & Operations Taxes (Total 12.10 Mills)		
Maintenance #1	1028 086	8.76 Mills
Maintenance #2	1028 087	3.34 Mills
<u>Bond Sinking Funds</u>		
<u>School District No. 21 (DeQuincy - Total 18.40 Mills)</u>		
Bond	1028 088	18.40 Mills
<u>School District No. 23 (Westlake/Maplewood - Total 8.55 Mills)</u>		
Bond	1028 092	5.18 Mills
Bond	1028 145	3.37 Mills
<u>School District No. 24 (Starks - Total 8.70 Mills)</u>		
Bond	1028 148	8.70 Mills
<u>School District No. 25 (Iowa/LeBleu - Total 34.20 Mills)</u>		
Bond	1028 094	13.20 Mills
Bond	1028 149	21.00 Mills
<u>School District No. 26 (Vinton - Total 27.75 Mills)</u>		
Bond	1028 150	10.79 Mills
Bond	1028 098	5.20 Mills
Bond	1028 151	11.76 Mills
<u>School District No. 28 (Bell City - Total 9.80 Mills)</u>		
Bond	1028 142	9.80 Mills
<u>School District No. 30 (Sulphur - Total 11.35 Mills)</u>		
Bond	1028 154	2.86 Mills
Bond	1028 144	6.47 Mills
Bond	1028 153	0.66 Mills
Bond	1028 152	1.36 Mills
<u>School District No. 31 (North Lake Charles - Total 21.00 Mills)</u>		
Bond	1028 108	21.00 Mills
<u>School District No. 33 (Southeast Lake Charles - Total 13.05 Mills)</u>		
Bond	1028 129	13.05 Mills
<u>School District No. 34 (Southwest Lake Charles - Total 4.80 Mills)</u>		
Bond	1028 130	4.56 Mills
Bond	1028 131	0.24 Mills
<u>Renewable Taxes</u>		
<u>School District No. 28 (Bell City - Total 9.66 Mills)</u>		
Maintenance	1028 128	9.66 Mills

Building Foundations for the Future

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of Calcasieu, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2017, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS:
NAYS:
ABSENT:
ABSTAINED:

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the board meeting held on July 11, 2017, at which meeting a quorum was present and voting.

Lake Charles, Louisiana, this 11th day of July, 2017.

Karl Bruchhaus, Secretary
Calcasieu Parish School Board

Item 8. C.

June 29, 2017

To:	Karl Bruchhaus, Superintendent Ron Hayes, School Board President
From:	Michelle L. Joubert, Early Childhood Director
Subject:	Approval of COLA grant application

Grant Title: Calcasieu Parish School Board (CPSB) Head Start Program

Grant Source: Federal

Grant Amount: \$37,240

Schools: DeQuincy Primary, J. D. Clifton Elementary, Jake Drost, Brenda H. Hunter, and J. I. Watson

Person Applying: Michelle L. Joubert – Early Childhood Director

Purpose: The Head Start Program provides an integrated approach of early childhood care and education that includes comprehensive services to four hundred fifty (450) children ages 3 and 4. It is designed to focus on providing early literacy and mathematical skills necessary for children to become Kindergarten ready. The program promotes school readiness by enhancing social and cognitive development of children by providing health, nutritional, social and other services. CPSB School Readiness Goals are aligned with the Head Start Childhood Development and Early Learning Framework and the Louisiana Birth to 5 Early Learning and Development Standards. Research-based assessment methods are being used to support teacher-child interactions and children's progress towards the school readiness goals. Head Start program also includes engaging parents, families and communities in their child's learning.

A Resolution of the Calcasieu Parish School Board to
Approve and Adopt the Calcasieu Parish Taxing Authority
Industrial Tax Exemption Program (ITEP) Process and
Name an Official Designee and Alternate

Whereas, On June 24, 2016, Governor John Bel Edwards signed an Executive Order that gave local taxing authorities the responsibility for determining industrial tax exemption incentives for new or expanding manufacturing industries locating in their parish; and

Whereas, the Calcasieu Parish School Board is one of the Taxing Authorities impacted by this Executive Order; and

Whereas, Calcasieu Parish has billions of dollars in announced industrial projects that will likely apply for an industrial tax exemption; and

Whereas, the attached document, “Calcasieu Parish Taxing Authorities Industrial Tax Exemption Program (ITEP),” defines the participants and processes for Calcasieu Parish Taxing Authorities for preliminary discussions and final approval in recommending industrial tax exemption incentives for qualified applicants filing an Advanced Notification with Louisiana Department of Economic Development after June 24, 2016; therefore,

Be it resolved, that the Calcasieu Parish School Board approves and adopts the “Calcasieu Parish Taxing Authorities Industrial Tax Exemption Program (ITEP)” as presented in the attached document, and

Be it finally resolved, that the Calcasieu Parish School Board designates Wilfred Bourne, Chief Financial Officer, as their designee and Wayne Foster, Internal Auditor, as their alternate designee for the “Calcasieu Parish Taxing Authorities Industrial Tax Exemption Program (ITEP).”

Approved by a vote of the Calcasieu Parish School Board on the 11th day of July, 2017.

ATTEST:

Calcasieu Parish Local Taxing Authorities Industrial Tax Exemption Program (ITEP)

Purpose

On June 24, 2016, Governor John Bel Edwards signed an Executive Order that gave local taxing authorities the responsibility for determining industrial tax exemption incentives for new or expanding manufacturing industries locating in their parish. Calcasieu Parish has billions of dollars in announced industrial projects that will likely apply for an industrial tax exemption. This document defines the participants and processes for Calcasieu Parish Taxing Authorities in recommending industrial tax exemption incentives for qualified applicants filing an Advanced Notification with Louisiana Department of Economic Development after June 24, 2016.

Participants

The Calcasieu Parish Taxing Authorities Industrial Tax Exemption Program group is composed of one designated representative from each agency: the Calcasieu Parish Police Jury, the Calcasieu Parish School Board and the Calcasieu Parish Sheriff. Representatives from municipalities in Calcasieu Parish will join the group when a project is proposed inside their taxing district(s). Each taxing authority has one designee that serves on the group and identifies their designee by an approved signed resolution. The group reviews the applications for industrial tax exemption incentives, meets with company representatives for presentations and to ask pertinent questions, works collaboratively to determine the recommended terms, amounts, and conditions, and carries the recommendation to their authority for affirmation and approval. Either the President and CEO or the Vice President of Business and Workforce Development for the Southwest Louisiana Economic Development Alliance (the Alliance) shall serve as convener and facilitator for the group.

Preliminary Process:

This preliminary process is established to make a non-binding forecast and estimate for an industrial tax exemption incentive based on confidential data from the Louisiana Department of Economic Development (LED) Project Description spreadsheet for manufacturing companies in the early stages of the site selection process considering a site or sites in Calcasieu Parish.

Steps:

1. Each party named in this process understands and will keep every communication in strict confidence.
2. The company representative completes and files the LED Project Description with LED.
3. LED forwards the Project Description spreadsheet to the Alliance with an ROI and guidance to the group through suggested alternatives as it relates parameters for job creation, payroll, percentage of exemption, and length of contract.
4. The designees from each Taxing Authority will receive the Project Description, ROI, and guidance documents for their review.
5. The designees will have up to three (3) business days to review these documents.
6. The facilitator will host a conference call with the group to reach a consensus on the likelihood that based on the data provided, the project would be recommended for an

industrial tax exemption along with terms, conditions, and amounts of the recommended incentive.

7. The facilitator will draft a letter that clearly states, based on the information provided, the estimated terms, condition and amounts, if any, may be recommended to the taxing authorities as an industrial tax exemption, and send to the group for their review and approval.
8. The final non-binding estimate letter will be forwarded from the Alliance to LED for delivery to the company.

Approval Process

This approval process is established to efficiently, effectively, equitably and objectively review and make final recommendations to taxing authorities on applications for industrial tax exemptions for projects proposed in Calcasieu Parish.

Steps:

1. The manufacturing company files an advanced notification with Louisiana Department of Economic Development (LED) on Louisiana Fastlane website.
2. The company sends a letter requesting an industrial tax exemption addressed to:

Calcasieu Parish Taxing Authorities
Industrial Tax Exemption Program
c/o SWLA Economic Development Alliance
P O Box 3110
Lake Charles, LA 70602-3110

AND COPY:

Kristin Cheng, ITEP Program Administrator
Louisiana Economic Development
617 North Third Street
Baton Rouge, LA 70802-5239

3. A meeting of the designees from the Taxing Authorities is scheduled to review the project application.
4. The letter of request, advanced notification, LED's calculated return on investment (ROI), and other documents pertaining to the request are electronically sent to the designees for their perusal and meeting preparation.
5. A meeting agenda is drafted based on designee input and e-mailed to the group.
6. The company is notified of the meeting date, time, and place so that they may be represented and answer questions for the designees.
7. The meetings will be private with only members of the designee group and the facilitator present. When invited in, the company representative(s) will be permitted to attend.
8. A quorum for the meeting requires all designees to be in attendance in person.
9. The meetings will follow the published agenda.

10. In keeping with the Rules established by LED, the group will ascertain the economic impact of the proposed project based on the creation of new jobs or, in compelling circumstances, job retention.
11. LED will provide its ROI calculations and guidance to the group through suggested alternatives as it relates parameters for job creation, payroll, percentage of exemption, and length of contract.
12. The group will not entertain requests for incentives from any projects that do not qualify under the Rules established by LED.
13. Discussions and deliberations among the group will be strictly confidential.
14. The only record published from the group is a letter to the respective taxing authorities with a unified recommendation. The recommendation will identify the number of jobs and payroll to be created at the project site, the term of the exemption contract, and the percentage of property eligible for the exemption as an incentive to its manufacturing.
15. Attached to each letter will be a draft resolution for each taxing authority to consider.
16. If approved, the resolution must be signed and sent to LED to serve as Exhibit "B" with the project application for incentives to the Board of Commerce and Industry.
17. Copies of applicable documents will be available for public inspection.

The following resolution was offered by _____ and seconded by _____:

RESOLUTION

A RESOLUTION INDICATING THE INTENTION OF THE _____, STATE OF LOUISIANA, TO APPROVE THE TWO (2) YEAR APPOINTMENT OF _____ AS A DIRECTOR TO THE BOARD OF THE LOUISIANA LOCAL GOVERNMENT ENVIRONMENTAL FACILITIES AND COMMUNITY DEVELOPMENT AUTHORITY (THE "AUTHORITY") AS PROVIDED BY CHAPTER 10-D OF TITLE 33 OF THE LOUISIANA REVISED STATUTES OF 1950, AS AMENDED.

WHEREAS, Chapter 10-D of Title 33 of the Louisiana Revised Statutes of 1950, as amended, comprised of R.S. 33:4548.1 through 4548.16 is known as the Louisiana Local Government Environmental Facilities and Community Development Authority Act (the "Act"); and

WHEREAS, the Act creates the Louisiana Local Government Environmental Facilities and Community Development Authority (the "Authority") for the purpose of assisting political subdivisions, as defined in the Act, and other designated entities in acquiring, financing and constructing certain facilities, including environmental, public infrastructure, community and economic development purposes and to otherwise establish programs to aid in the financing of local government and economic development projects; and

WHEREAS, the _____, State of Louisiana, previously passed a resolution to become a participating political subdivision of the Authority in accordance with the Act; and

NOW THEREFORE, BE IT RESOLVED by the governing authority of the _____, State of Louisiana, acting in such capacity:

Section 1. Approve the appointment of _____ to serve as a Director of the Authority for a term of two (2) years from the date hereof.

Section 2. This resolution shall take effect immediately and a certified copy hereof shall be forwarded to the offices of the Authority.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this _____ day of _____, 20__.

ATTEST:
Title:

Name:
Title:

CERTIFICATE

I, the undersigned, hereby certify that the foregoing is a true and correct copy of a Resolution adopted on _____, 20__ by the governing authority of _____, State of Louisiana, at a meeting thereof regularly convened and after proper notice thereof having been given, and I further certified that the same remains in full force and effect.

THUS DONE AND SIGNED, THIS _____ DAY OF _____, 20__.

Title:

APPOINTMENT OF DIRECTOR

I, _____, do hereby appoint _____, as a member of the Board of Directors of the Louisiana Local Government Environmental Facilities and Community Development Authority representing the _____.

Name:

Title:

Date: _____

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-17-01	2. Issuance Date: 06/28/2017
	3. Originating Office: Office of Head Start	
	4. Key Word: Facilities; Depreciation; Real Property	

INFORMATION MEMORANDUM

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Facilities Guidance

INFORMATION:

This Information Memorandum (IM) supports the commitment of the Office of Head Start (OHS) to children receiving services in good quality facilities with safe indoor and outdoor learning environments. It will support grantees in understanding applicable Head Start regulations, application development, the funding process, and post-award requirements. The IM also addresses a variety of common facilities activities and clarifies questions frequently posed by grantees.

Attachment A provides topical policy, fiscal, and program guidance related to:

- Facilities overview
- Availability of funds
- Project planning
- Applications
- Protection of the federal interest
- Repairs, minor renovations, and major renovations
- Financing, refinancing, and pledges of collateral
- Subordination agreements
- Leases
- Depreciation
- Reporting and recordkeeping
- Valuation and matching
- Disposition of real property and facilities

Please share this IM with your program, fiscal, and facilities managers. Direct any questions to your Regional Office.

Thank you for your work on behalf of children and families.

/ Ann Linehan /

Ann Linehan
 Acting Director
 Office of Head Start

Item 8. G.

TO: Board

FROM: Skylar Giardina
Risk Manager

DATE: July 5, 2017

SUBJECT: Student/Athletic Accident Catastrophic/Extended Day Insurance Renewal

The Calcasieu Parish School Board Student Athletic Accident Catastrophic/Extended Day Insurance coverage for August 1, 2017 to July 31, 2018 has been presented by Regions Insurance, Inc. The following lists the renewal information.

<u>Coverage</u>	<u>Company Current/Renewal</u>	<u>Current Premium</u>	<u>Renewal Premium</u>	<u>Change</u>
Student/Athletic Catastrophic	Gerber	\$20,500	\$20,500	0
Extended Day Care	Gerber	\$7,500	\$8,700	\$1,200

Student /Athletic Accident Voluntary Insurance:

Policy	Plan A		Plan B	
	K&K Current	K & K Renewal	K &K Current	K & K Renewal
School Time	37.00	37.00	29.00	29.00
24 hour	154.00	154.00	105.00	105.00
Football	284.00	284.00	171.00	171.00
Football Spring/Summer	120.00	120.00	74.00	74.00

Staff recommends approval of the renewal submitted.

BID REPORT

The Committee to receive bids met on the date herein indicated and reviewed bids on the following project.

DATE: June 22, 2017

DESCRIPTION: Dequincy High School Press Box

FUNDS: Riverboat Funds

BID NUMBER: 201707PC

DESIGNER: Champeaux, Evans, Hotard Architects

CONTRACTOR	BASE BID
Carlton Construction	No Bid
Gunter Construction	No Bid
Keiland Construction	No Bid
Shannon Smith Construction	No Bid
Trahan Construction	No Bid
Seth Priola Construction	No Bid
Pat Williams Construction	\$313,000.00
John D. Myers & Associates	\$284,300.00
Alfred Palma, LLC	No Bid
Perc Development	No Bid

Central Auction House No Bid

The Committee recommends award of the contract to:

John D. Myers & Associates

(Base Bid) in the amount of:

Two Hundred Eighty Four Thousand Three Hundred Dollars

as the lowest qualified bidder meeting specifications.

CHANGE ORDER

Change Order No.: 02
Date: June 9, 2017
Contract Date: November 9, 2017

Project: Canopy for Prien Lake Elementary School
Calcasieu Parish School Board

Project No.: Calcasieu Parish School Board - Project No. 2017-03PC
Champeaux Evans Hotard - Project No. 1716

To: Gunter Construction, Inc.
320 Cypress Street
Sulphur, LA 70663

You are directed to make the following change in this Contract:
(Attach Itemized Breakdown)

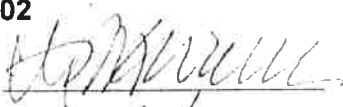
The Original Contract Sum	\$138,000.00
Net Change by Previous Change Order	<u>\$8,395.00</u>
Contract Sum Prior to this Change Order	\$146,395.00
Contract Sum will be <u>unchanged</u> by this Change Order	<u>\$0.00</u>
New Contract Sum Including this Change Order	\$146,395.00

Contract Time will be increased by: 35 days
Revised Contract Completion Date: June 13, 2017

RECOMMENDED

Champeaux Evans
Hotard, APAC
(DESIGNER)

702 Dr. Michael DeBakey Dr.
Lake Charles, LA 70601
70602

By: 

Dated: 6/9/2017

ACCEPTED

Gunter Construction, Inc.
(CONTRACTOR)

320 Cypress Street
Sulphur, LA 70663

By: _____

Dated: _____

APPROVED

Calcasieu Parish
School Board
(OWNER)

P. O. Box 800
Lake Charles, LA

By: _____

Dated: _____

Item 11. B.

RECOMMENDATION OF ACCEPTANCE

Dated: **June 13, 2017**

Project No.: **Calcasieu Parish School Board - Project No. 2017-03PC
Champeaux Evans Hotard - Project No. 1716**

Project Name: **Canopy for Prien Lake Elementary School
Calcasieu Parish School Board**

Architect: **Champeaux Evans Hotard, APAC C.R. Fugatt, AIA
702 Dr. Michael DeBakey Drive
Lake Charles, LA 70601**

Contractor: **Gunter Construction, Inc.
320 Cypress Street
Sulphur, LA 70663**

Owner: **Calcasieu Parish School Board
c/o Planning & Construction Department
3800 Mallard Cove Drive
Lake Charles, LA 70615**

I hereby certify that, to the best of my knowledge and belief, this project is complete or substantially complete, in accordance with the plans and specifications to a point that it can be used for the purpose intended, and I hereby recommend that this project be accepted.

Date of Acceptance by Architect: **June 9, 2017**

Contract Date of Completion: **June 13, 2017**

Number of Days Underrun: **4 days**

Liquidated Damages Per Day Stipulated in Contract: **\$400.00**

Value of Punch List (Itemized List Attached): **\$4,250.00**

Was Part of the Project Occupied Prior To Acceptance: **No**

Portion Occupied: **Not Applicable** (Attach Beneficial Occupancy Forms)

Accepted:  **6/9/2017**
Champeaux Evans Hotard, APAC

For Use By Owner:

I concur in the Acceptance of this project: _____
Calcasieu Parish School Board

NAME	POSITION	LOCATION	DATES	ADDITIONAL INFO
RESIGNATIONS				
Cheryl Manning	Cafeteria Technician	Pearl Watson Elementary	05/26/17	Personal reasons
Symone Davis	School Psychologist	Pupil Appraisal	06/14/17	Relocating
Mellisa Allison	Teacher	Washington-Marion High	06/16/17	Personal reasons
Tanya Smart	Teacher	Iowa High	05/29/17	Relocating
Emily Wallace	Teacher	W.W. Lewis Middle	05/26/17	Personal reasons
April Fruge	Teacher	Bell City High	05/26/17	Accepted employment in another district
Alexa Austin	Teacher	Oak Park Elementary	06/12/17	Personal reasons
Stephanie Fruge	Curriculum Coordinator	E.K. Key Elementary	06/16/17	Personal reasons
Dylan Champagne	Teacher	F.K. White Middle	05/26/17	Relocating
Lacey Fuller	Clerk	Payroll Department	06/30/17	Accepted other employment
Tamara Reed	Clerk	Oak Park Middle	06/13/17	Personal reasons
Frankie Beth Marcantel	Custodian	Vinton Elementary	05/26/17	Personal reasons
Sha'Kayla McCall	Teacher	T.H. Watkins Elementary	05/26/17	Relocating
Donald Freeman	Custodian	Johnson Elementary	06/16/17	Personal reasons
Angela Ogea	Teacher	Starks High	06/06/17	Accepted employment in another district
Tina Lavergne	Cafeteria Technician	Bell City High	05/26/17	Personal reasons
Katelyn Reulet	Teacher	Henry Heights Elementary	05/26/17	Personal reasons
Nicole Soileau	Teacher/Coach	Vinton High	05/26/17	Relocating
Kayla LeJeune	Teacher	S.J. Welsh Middle	05/30/17	Relocating
Gustavo Moreno	Teacher	Oak Park Middle	05/26/17	Relocating
Wendy Embrechts	Teacher	Prien Lake Elementary	05/26/17	Relocating
Vincent Gagliardi	Teacher	Prien Lake Elementary	05/26/17	Relocating

Eva Garcia	Teacher	F.K. White Middle	05/26/17	Relocating
Sandrine Legalliard	Teacher	Maplewood Elementary	05/26/17	Relocating
Astrid Mathiot	Teacher	Prien Lake Elementary	05/26/17	Relocating
Jesus Ingles	Teacher	Oak Park Elementary	05/26/17	Relocating
Mathieu Petit	Teacher	Gillis Elementary	05/26/17	Relocating
Eric LeBlanc	Assistant Principal	Barbe High	05/26/17	Personal reasons
Kety Cossey	Teacher	Vinton High	06/02/17	Relocating
Lori Beard	Teacher	Moss Bluff Middle	05/26/17	Personal reasons
Holly Buteau	Teacher	Westwood Elementary	06/26/17	Accepted other employment
Kyla Horner	Teacher	LeBleu Settlement Elementary	06/26/17	Accepted employment in another district
Jacqueline Hebert	Teacher	Kaufman Elementary	06/26/17	Accepted employment in another district
Michelle Kramer	Speech Lang Pathologist	Speech Department	06/26/17	Seeking other employment
Alexandra Liechty	Teacher	DeQuincy Middle School	06/26/17	Personal reasons
Teressa Stallion	Teacher	LaGrange High	06/27/17	Personal reasons
RETIREMENT				
Barbara Batiste	Teacher	Clifton Elementary	05/26/17	
Vicky Estes	Instructional Coach	Early Childhood	05/31/17	
Christy Nolen	Paraprofessional	Kaufman Elementary	06/06/17	
Karyl O'Banion	Principal	Fairview Elementary	06/16/17	Waive Act 715
Betsy Robertson	Tutor	E.K. Key Elementary	05/26/17	
Jacerlin Alexander	Bus Driver	Pearl Watson Elementary	06/13/17	
Deborah Stratton	Speech Lang Pathologist	Speech Department	05/26/17	
Denise Perry	Interpreter	College Oaks Elementary	10/04/17	
C.J. DeRousselle, II	Teacher/Coach	DeQuincy Middle School	07/31/17	

Susan Graves	Tutor	E.K. Key Elementary	05/26/17	
Vicki Williams	Clerk	DeQuincy Maintenance	06/07/17	
Cherie' Nichols	Dean of Students	Oak Park Middle	06/16/17	
Linda LeBlanc	Supervisor	Personnel Department	08/31/17	
Dorothy Harrington	Bus Driver	Sam Houston High	06/23/17	
RETIRE-REHIRE TERMINING				
Judy Antoine	Counselor	Oak Park Middle	06/09/17	
Katherine Darlene Morris	Teacher	Maplewood Middle	06/01/17	
MATERNITY LEAVE				Due Date:
Sara Jeffers	Teacher	E.K. Key Elementary	8/8/17 - 10/30/17	9/17/2017 [B]
Mary Sneddon	Teacher	LaGrange High	8/8/17 - 9/5/17	7/24/17 [A]
Rebecca Breaux	Teacher	E.K. Key Elementary	8/8/17 - 9/18/17	7/21/17 [A]
Rakeisha Fowler	Paraprofessional	Dolby Elementary	8/10/17 - 9/19/17	7/24/17 [B]
Hillary Darnsteadt	Teacher	Vinton Middle	8/28/17 - 10/23/17	8/27/17 {B}
Alex Hennigan	Teacher	Fairview Elementary	8/18/17 - 10/4/17	8/18/17 {B}
LEAVE WITHOUT PAY				
Tracey Pearce	Teacher	Dolby Elementary	17-18	
Abbie Menier	Teacher	Fairview Elementary	17-18	
PROFESSIONAL DEVELOPMENT				
Paullette Szymanski	Teacher	Cypress Cove Elementary	17-18	
Magen Holland	Teacher	Gillis Elementary	17-18	
Julie Hayes	Teacher	Cypress Cove Elementary	Fall 17-18	
Jo Ann Frank	Teacher	Henry Heights Elementary	17-18	
Kayla Gibson	Teacher	Cypress Cove Elementary	17-18	

MEDICAL SABBATICAL				
Cynthia Burguieres	Teacher	Barbe High	17-18	
Helen Daniel	Teacher	Moss Bluff Middle	17-18	
Ellice Allen	Teacher	Maplewood Elementary	Fall 17-18	
Donna Ortego	Teacher	Kaufman Elementary	17-18	
Susan Benglis	Teacher	Sulphur High	17-18	
Carla Washburn	Teacher	Barbe High	17-18	

APPROVED - June 20, 2017

Shannon P. Lafuze